



**CITY COUNCIL WORKSHOP  
AGENDA  
MUNICIPAL CENTER MEETING ROOMS ABC  
12/13/2010  
5:00 p.m.**

**FY12 FISCAL FORECAST CONTINUATION**

- A. CALL TO ORDER/OPENING COMMENTS**
- B. REVIEW WORKSHOP SCHEDULE & BUDGET PROCESS**
- C. FINANCIAL GAP UPDATE**
- D. UTILITY FUNDS**
  - 1. SERVICE BASED BUDGET OVERVIEW
  - 2. OPTION SET REVIEW
  - 3. COUNCIL OPTION DELIBERATION & CONSENSUS
- E. BREAK**
- F. OTHER FUNDS**
- G. REVENUE**
  - 1. OPTION REVIEW
  - 2. COUNCIL DELIBERATION & CONSENSUS
- H. WRAP UP AND NEXT STEPS**

**AGENDA**  
**CITY COUNCIL WORKSHOP**  
**12/13/2010**  
**Page 2**

**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](mailto: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

December 13, 2010

5:00 P.M.

Start Time

- |  |           |
|--|-----------|
| 1. Call to Order/ Opening Comments .....           | 5:00 p.m. |
| 2. Review Workshop Schedule & Budget Process ..... | 5:15 p.m. |
| 3. Financial Gap Update.....                       | 5:30 p.m. |
| 4. Utility Funds.....                              | 6:00 p.m. |
| a. Service Based Budget Overview                   |           |
| b. Option Set Review                               |           |
| c. Council Option Deliberation & Consensus         |           |
| 5. Break .....                                     | 6:30 p.m. |
| 6. Other Funds .....                               | 6:45 p.m. |
| 7. Revenue .....                                   | 7:15 p.m. |
| a. Option Review                                   |           |
| b. Council Deliberation & Consensus                |           |
| 8. Wrap Up and Next Steps.....                     | 8:45 p.m. |



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010

**TO:** Mayor and City Council

**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT: Financial Gap Update**

---

**PURPOSE:**

Provide Council with an updated view of the General Fund financial gap for FY12 based on the consensus reached at the November Workshop.

**BACKGROUND:**

For the November workshop staff projected the FY12 financial gap at \$3.5 million based on the current budget, including only the known Police union contract impacts. Staff raised for consideration budget assumptions of a 20% employee healthcare contribution and immediate plan design change, as well as zero wage increases for all other unions and non-union employees. Staff suggested that the final healthcare outcomes may increase expenditures by \$0.8 million, and wage increases may add another \$2 million. With those increases a more realistic gap was projected at \$6.3 million. During the workshop Council suggested an additional contingency be included for a more conservative view of the financial gap, and set the financial gap target at \$7 million.

Council reviewed a set of options for expenditure reductions and reached consensus on the implementation of options resulting in a total reduction of \$3 million (Schedule included on page 1.3). These options included the benefit from the November reduction in force implemented in the Police Department, and additional options of \$2.2 million. Council also suggested that the City Manager continue to pursue a productivity challenge to deliver an additional \$0.7 million of cost savings.

The current FY12 General Fund budget already incorporates \$150K contingency and a \$1.2 million vacancy factor. The vacancy factor reduces the budget for salary and benefits for an assumed 1.7%, or an average of 13 vacant positions through the year just in the General Fund. Staff understands Council's desire to continue to find ways to reduce expenditures and will look to cover the additional productivity challenge in a number of ways. Actions will be taken to continue to challenge the traditional areas of reducing overtime, conferences and training and supply purchases, although opportunities in those areas are diminishing. Staff will implement Council's recommendation to further push vendors for operating contract cost reductions in the order of 3%. An initial review suggests there are roughly \$5 million of annual contracts which can be pursued, half of which are for the general fund. If successful on all of them, the General Fund would benefit by \$75K.

During the workshop Council also reached consensus for SECA to pay down the Carillon line of credit over 3 years, with annual funding of \$600K. After consideration of all points for which

consensus was reached the adjusted financial gap is, coincidentally, once again \$3.5 million.  
(See schedule on page 1.4)

**CONCLUSION:**

The Council requested that potential revenue sources be discussed at the December workshop which could be used to close the remaining financial gap.

**ATTACHMENTS:**

Schedule of Council Consensus Options  
Schedule of Financial Gap

Page  
1.3  
1.4

**FY12 Options**

In Thousand Dollars

11/30/2010

**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		
<b>Total Service Reductions Being Implemented</b>	<b>434.7</b>	<b>983.6</b>	<b>655.0</b>	<b>81.3</b>	<b>144.0</b>	<b>0.0</b>	<b>166.0</b>	<b>35.3</b>	<b>68.6</b>	<b>8.0</b>	<b>2,576.5</b>		
Utility Allocation %	4%	0%	0%	4%	various	20%	0%	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

**Council Consensus Service Reductions**

	DPW	Police	Fire	TED	Finance	Legal	IT	CMO	HR	Clerk	General Fund		
<b>DPW</b>													
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		
<b>TED</b>													
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		
<b>CMO</b>													
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		
<b>Total Service Reductions</b>	<b>298.1</b>	<b>0.0</b>	<b>0.0</b>	<b>175.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>99.7</b>	<b>0.0</b>	<b>0.0</b>	<b>572.9</b>		
Utility Allocation %	4%	0%	0%	4%	various	20%	0%	14%	26%	20%			
General Fund Allocation	286.2	0.0	0.0	168.1	0.0	0.0	0.0	85.7	0.0	0.0	540.0	Utility share	32.9
<b>Total Savings</b>	<b>732.8</b>	<b>983.6</b>	<b>655.0</b>	<b>256.4</b>	<b>144.0</b>	<b>0.0</b>	<b>166.0</b>	<b>135.0</b>	<b>68.6</b>	<b>8.0</b>	<b>3,149.4</b>		
Utility Allocation %	4%	0%	0%	4%	various	20%	0%	14%	26%	20%			
General Fund Allocation	703.5	983.6	655.0	246.1	120.0	0.0	166.0	116.1	50.8	6.4	3,047.5	Utility share	101.9

**FINANCIAL GAP**

	FY11 Projection			FY12 Budget		
	Revenue	Expenditure	Fund Bal	Revenue	Expenditure	Gap
<b>October Workshop</b>						
Adopted Property Tax levy below flat dollar	114.5	113.6	0.9	109.2	111.7	-1.6
Increase Sales Tax Revenue Projection	0.5		0.5	-1.2		-1.2
Police Union Wage Increases				0.5		1.0
Police Healthcare delay in plan design and contrib increase		1.4	-1.4		1.2	-2.6
November Police Force Reductions		0.2	-0.2		0.1	-0.3
		-0.4	0.4		-0.8	1.2
<b>November Projection</b>	<u>\$115.0</u>	<u>\$114.8</u>	<u>\$0.2</u>	<u>\$108.5</u>	<u>\$112.2</u>	<u>-\$3.5</u>
<b>Other Considerations</b>						
Healthcare plan design and contribution at only 15%					0.8	-0.8
Other union and non-union wage increases						
Sergeants Union under consideration		0.3	-0.3		0.3	-0.6
Potential other union and non-union wage increases					1.4	-1.4
		<u>0.3</u>	<u>-0.3</u>		<u>1.7</u>	<u>-2.0</u>
<b>Potential Scale of Gap</b>	<u>\$115.0</u>	<u>\$115.1</u>	<u>-\$0.1</u>	<u>\$108.5</u>	<u>\$114.7</u>	<u>-\$6.3</u>
Council suggested contingency for potential higher gap					0.7	-0.7
<b>Gap Perspective at November Workshop Session</b>				<u>108.5</u>	<u>115.4</u>	<u>-7.0</u>
<b>Council Concensus Reached at Workshop</b>						
Expenditure reduction options to be implemented					-3.0	3.0
Less the police force reductions already considered above					0.8	-0.8
Additional options implemented from Workshop					-2.2	2.2
City Manager Productivity Challenge					-0.7	0.7
SECA pay down Carillon Line of Credit over 3 years				0.6		0.6
<b>Gap Position at end of Workshop</b>				<u>109.1</u>	<u>112.5</u>	<u>-3.5</u>





**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT: Utility Expenditure Reduction Options**

---

**PURPOSE:**

Respond to Council's request for a set of service change options that could be implemented to reduce the FY12 expenditures.

**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. The General Fund Department information and option set was reviewed with Council at the November workshop. In like fashion the Utility Funds will be reviewed at this December workshop.

**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.

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 \$68K in Electric and \$338K in Water. The reduction options include deferral of vehicle replacements which total \$225K for the two utilities. Other savings include reduced contract spending and repair and maintenance costs. In total the savings from this grouping of options, including the utility share of the general fund options approved by Council, just over \$1 million savings, \$433K in Electric and \$644k in Water/Wastewater, and the City Manager is already taking actions to implement these options.

There are an additional \$1 million of options in the Electric Utility and \$330K of options in the Water/Wastewater Utility which 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 supports the implementation of all of these options.

**CONCLUSION:**

We are not proposing to request a survey of Council on these options prior to the workshop, we will look to obtain Council consensus at the meeting.

**ATTACHMENTS:**

	Page
Schedule of Service Reduction Options	2.3
Department Option Sets	
Electric	2.4
Water/Wastewater	2.6

**FY12 Options**

**12/3/2010**

**Originating Dept**

Electric      Water

**Service Reductions Being Implemented**

Reduce contract spending	57.0	
Reduce overhead distribution line operation expense	43.8	
Reduce overhead distribution line maintenance expense	88.3	
Eliminate or defer vehicle replacements	125.0	100.0
Reduce inspection staff		86.3
Reduce funding for outside repair and maintenance		50.0
Utility locating resourcing change		15.2
Eliminate hydrant painting		3.0
Elimination of vacant positions	68.0	338.6
Utility share of General Fund Consensus reductions	51.0	51.0
<b>Total Service Reductions Being Implemented</b>	<b>433.1</b>	<b>644.1</b>

**Service Reductions for Council Consideration**

**Electric**

Reduce underground distrib line operation expense	343.8	
Reduce underground distrib line maintenance expense	751.1	

**Water/Wastewater**

Outsourcing of IEPA required backflow program		30.2
Charge customer for high bill investigation (revenue)		22.0
Eliminate sprinkler patrol		20.2
Eliminate afterhours customer service		8.0
Eliminate sanitary sewer plumbers assistance		114.8
Eliminate line rodding reimbursement		34.8
Eliminate backflow prevention program		27.7
Eliminate consultant services for weather modeling		52.2
Eliminate leak detection program		20.8

<b>Total Service Reductions for Consideration</b>	<b>1,094.9</b>	<b>330.7</b>
<b>Total Savings</b>	<b>1,528</b>	<b>975</b>

**Services Review  
Department of Public Utilities-Electric**

Service Category	Preliminary FY12 budget (\$ thousands)	Change in service level	Eliminate	Service Reduction	Delivery Model Change	Total Cost Reduction	Revenue Impact	Net UT
	Expend							
Purchased Power Supply	104,459							
Operations & Maintenance Chargbacks for General Fund Services	4,226	Reduce underground distribution line operation expense		x		343.8		343.8
Distribution Line (Underground) Operations	4,030	Reduce underground distribution line maintenance expense		x		751.1		751.1
Distribution Line (Underground) Maintenance	2,940							
Customer Service and Power Quality	2,481							
Substation Operation & Maintenance	2,200							
SCADA Control Room Operations	1,223							
Tree Trimming	761							
Distribution Line (Overhead) - Operation	428							
Distribution Line (Overhead) - Maintenance	346							
Meter Testing, Installation & Removal	271							
Transmission Line Operation & Maintenance	19							
<b>Total</b>	<b>123,384</b>					<b>1,094.8</b>	<b>-</b>	<b>1,094.8</b>

**Services Review**

**Department of Public Utilities-Electric**

<b>Service Category</b>	<b>Cost</b>	<b>Change in service or model</b>
<b>Chargebacks for General Fund Services</b>		
<b>Distribution Line (Underground) - Operation</b>	\$ 343,756	Reduce contract labor and overtime. Electric utility personnel will perform work on capital projects previously done by outside contractors reducing time available for this service category.
<b>Distribution Line (Underground) - Maintenance</b>	\$ 751,074	Reduce contract labor and overtime. Electric utility personnel will perform work on capital projects previously done by outside contractors and will perform streetlight maintenance. Result will be an increased timeline to relocate or upgrade electrical service lines at request of residential customers from 6 weeks to 12 weeks from date of receipt of payment. Increased timeline to install on-site facilities for new commercial development from 12 weeks to 18 weeks from date of receipt of payment. Increased timeline to repair faulted cables from 3-5 days to 3 weeks. 100 cable failures per year on average system wide.
<b>TOTAL</b>	<b>\$ 1,094,830</b>	

Services Review

Department of Public Utilities-Water and Wastewater

Service Category	Preliminary FY12 budget (\$ thousands)		Change in service level			Delivery		Total Cost Reduction	Revenue Impact	Net UT
			Eliminate	Service Reduction	Model Change					
Purchased Water	12,480	Outsourcing of Illinois Environmental Protection Agency's (IEPA) request Backflow Prevention Monitoring and Testing Program				X	30.2		30.2	
Water Supply Operations & Maintenance	1,619	Charging the customer for cost of unsubstantiated high bill investigations *		X				22.0	22.0	
Wastewater Treatment/Biosolids Operations & Maintenance	5,174	Elimination of Water Conservation Patrol Program (Sprinkler Patrol)	X				20.2		20.2	
Chargebacks	4,104	Elimination of afterhours customer service (WD&M) Second Shift) *	X				8.0		8.0	
Sewer Maintenance	1,818	Elimination of Sanitary Sewer Plumbers Assistance	X				114.8		114.8	
Water Repair	1,087	Elimination of Sanitary Sewer Service Line Rodding Reimbursement *	X				34.8		34.8	
Water Maintenance	869	Elimination of Sanitary Backflow Prevention Device Program	X				27.7		27.7	
Sewer Repair	737	Elimination of Consultant Services for Sanitary Wet Weather Modeling	X				52.2		52.2	
Water Customer Service	408	Elimination of the Water Distribution System Leak Detection Program	X				20.8		20.8	
Sewer Customer Service	403									
Utility Locating	313									
Private Development - Inspection	164									
Capital Improvement Engineering & Inspection	131									
GIS Development and Survey	117									
Private Development - Review	90									
Restoration Program	52									
Water Service Revenue										
Wastewater Service Revenue										
Other										
<b>Total</b>	<b>29,567</b>						<b>308.7</b>	<b>22.0</b>	<b>330.7</b>	

\* Requires amendments to existing Ordinances.

Services Review

Department of Public Utilities - Water and Wastewater

Service Category	Cost	Change in service or model
Water Customer Service	\$30,237	Eliminate in-house EPA backflow program administration and change to a fee-based contractor service to maintain test records No impact on service. Costs will shift from utility to a user fee to a private vendor to track compliance of the IEPA's requirement. The customer would be required to pay an annual fee to the vendor of approximately \$10, in addition to annual plumbers fees to test the device.
Water Customer Service	\$22,022	Charge the customer the cost of unsubstantiated high bill investigations Recommend charging residential customers who wish to dispute high bills or inaccurate reads for meter testing (fee would be approximately \$150/occurrence). Changes to Ord. 8-2-10 will be required to implement this recommendation.
Water Customer Service	\$20,187	Eliminate after-hours water conservation patrol In a dry weather period with excessive lawn sprinkling outside of the designated hours, the water supply during periods of high demand could be compromised.
Water System Repair	\$8,000	Eliminate of after hours customer service (WD&M second shift) Customers who want their water service reinstated (after a turn-off for non payment) or who will need to schedule a meter change-out will be required to schedule the work during normal business hours. Changes to Ord. 8-3-1-5 will be required to implement this recommendation. The change will increase overtime by \$15,823 which will be recovered through higher reinstatement charges.
Water Customer Service	\$114,795	Eliminate televising of service laterals and witnessing of lateral roddings Elimination of the lateral TV and witness rodding programs. This will end the practice of the Utility televising private service lines and providing technical assistance to customers and the customer's plumber to restore sanitary sewer service.
Water Customer Service	\$34,785	Eliminate Customer rodding reimbursements Customers will incur additional costs to investigate and reinstate sewer backups. Changes to Ord. 8-2B-4 will be required to implement this recommendation.
Water Customer Service	\$27,666	Eliminate Customer backflow reimbursements The Customer will incur all costs related to installation of sewer backflow devices.
Water System Maintenance	\$52,188	Eliminate hydraulic modeling consultant Elimination of the modeling consultant will cause the sanitary sewer modeling project to remain incomplete. This project assists staff to analyze the sanitary sewer system and recommend action plans to correct hydraulic deficiencies. The project can be suspended without risk to the Utility and/or customers.
Water System Maintenance	\$20,875	Eliminate distribution leak survey Elimination of this program will result in higher system leakage and loss of revenue. Higher system leakage increases operating expenses.
<b>TOTAL</b>	<b>\$330,755</b>	

FINAL - City Council Workshop - 12/13/2010 - 15

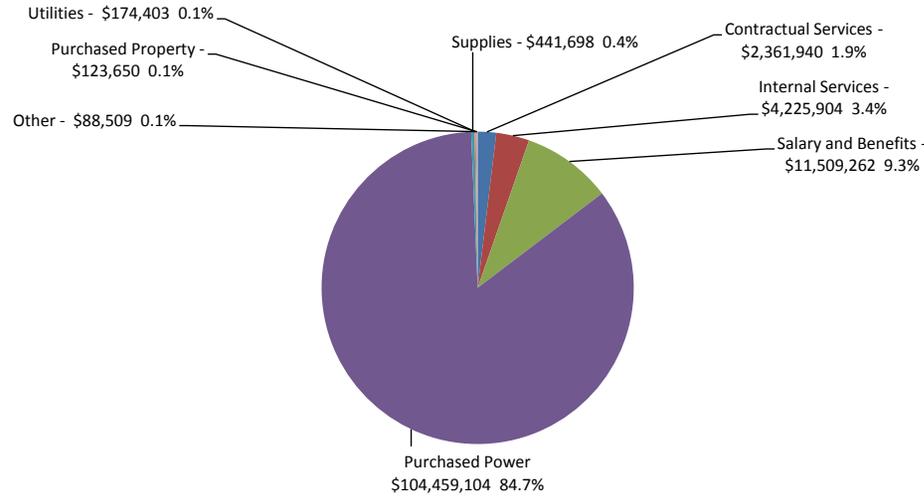




## DPU-Electric Safety Statistics

DPU-E	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
<b>Total Injuries</b>	8	5	6	7	6
<b># of Lost Time Days</b>	47	44	13	28	20
<b>Preventable Collisions</b>	0	0	3	2	1
<b>Costs Paid - Injuries</b>	\$68,431	\$32,332	\$16,150		
<b>Costs Paid - Collisions</b>	\$0	\$0	\$14,865		

### Expenditure by Element



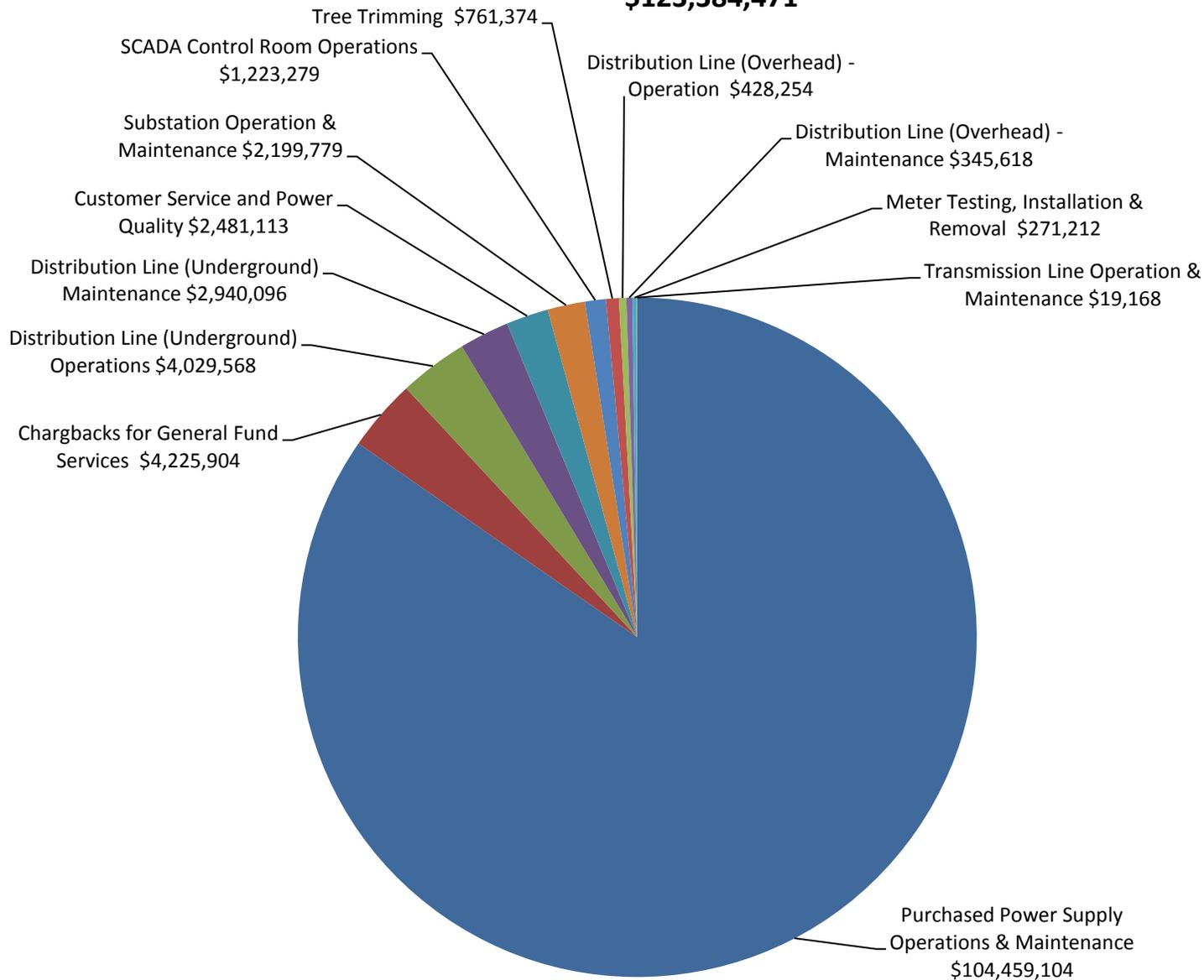
BUDGET CHANGES	
FY10-11 Budget	\$ 124,024,632
FY11-12 Budget	\$ 123,384,471
<b>Total Increase</b>	<b>\$ (640,161)</b>

INCREASE/DECREASE ELEMENTS	
Vehicle Replacement	\$ 133,125
Finance Billing and Collection	\$ (69,835)
Copy & Binding Internal Svs.	\$ (6,825)
IT Services	\$ 51,300
Telephone Charges	\$ (66,218)
Reduction in contractual services	\$ (242,086)
Purchased Power	\$ (371,622)
Elimination of vacant position	\$ (68,000)

DPU-E	Actual			Adopted	Proposed
	FY08	FY09	FY10	Budget	Budget
Administration	5.88	5.88	5.88	5.00	4.50
Support Services	9.00	9.00	9.00	9.00	9.00
Engineering	33.53	32.53	32.00	32.00	32.00
Distribution	54.63	51.63	51.00	51.00	51.00
Supply & Control	23.00	23.00	23.00	23.00	23.00
<b>TOTALS</b>	<b>126.04</b>	<b>122.04</b>	<b>120.88</b>	<b>120.00</b>	<b>119.50</b>

### DPU-Electric Program Budget FY 11-12

**\$123,384,471**



<b>DPU-ELECTRIC PROGRAM BUDGET FY11-12</b>	
Purchased Power Supply Operations & Maintenance	104,459,104
Chargbacks for General Fund Services	4,225,904
Distribution Line (Underground) Operations	4,029,568
Distribution Line (Underground) Maintenance	2,940,096
Customer Service and Power Quality	2,481,113
Substation Operation & Maintenance	2,199,779
SCADA Control Room Operations	1,223,279
Tree Trimming	761,374
Distribution Line (Overhead) - Operation	428,254
Distribution Line (Overhead) - Maintenance	345,618
Meter Testing, Installation & Removal	271,212
Transmission Line Operation & Maintenance	19,168
<b>TOTAL</b>	<b>\$ 123,384,471</b>

**Services Review**  
**Department of Public Utilities-Electric**

<b>Service Category</b>	<b>Definition</b>	<b>Significant Changes Implemented</b>
Chargebacks for General Fund Services	Includes the cost of services performed by General Fund Departments on behalf of the electric utility.	
Distribution Line (Underground) - Operation	Includes the cost of staff, vehicles, equipment, and material necessary for the operation of underground lines rated at 34.5kV and below.	
Distribution Line (Underground) - Maintenance	Includes the cost of staff, vehicles, equipment, and material necessary for the maintenance of underground lines rated at 34.5kV and below.	
Customer Service and Power Quality	Includes the cost of staff, vehicles, equipment, and material necessary for customer service and power quality issues. Includes turn-offs and turn-ons for non-payment.	
Substation Operation & Maintenance	Includes the cost of staff, vehicles, equipment, and material necessary for the operation and maintenance of substation transformers, breakers, switchgear, and associated equipment.	
SCADA Control Room Operation	Includes the cost of staff, equipment, and material necessary for the 24/7 operation of the system control center.	
Tree Trimming	Includes the cost of staff and outside contractor to perform tree trimming services on all overhead lines.	<b>ACTIONS TAKEN FOR FY11 BUDGET:</b> Maintained FY10 reduction of \$115,000 in FY11 budget. Trimming cycle increased from 3 to 4 years.
		<b>ACTIONS TAKEN FOR FY12 BUDGET:</b> Continue contract tree trimming reduction of \$115,000.
Distribution Line (Overhead) - Operation	Includes the cost of staff, vehicles, equipment, and material necessary for the operation of overhead lines rated at 34.5kV and below.	
Distribution Line (Overhead) - Maintenance	Includes the cost of staff, vehicles, equipment, and material necessary for the maintenance of overhead lines rated at 34.5kV and below.	
Meter Testing, Installation and Removal	Includes the cost of staff, vehicles, equipment, and material necessary to test, install, and remove meters.	
Transmission Line Operation & Maintenance	Includes the cost of staff , vehicles, equipment, and material necessary for the operation & maintenance of 138kV transmission lines.	<b>ACTIONS TAKEN FOR FY11 BUDGET:</b> Transmission line inspection, insulator cleaning and pole painting program suspended for FY11. Reduction of \$75,000 in FY11 in addition to \$25,000 reduction in FY10.
		<b>ACTIONS TAKEN FOR FY12 BUDGET:</b> Continue suspension of transmission line inspection and maintenance program at a cost of \$100,000.

Note: Budget reductions for past three fiscal years included \$237,525 in FY 08/09, \$351,828 in FY 09/10, and \$485,351 in FY10/11 or a total reduction of \$1,074,704. Transmission line and tree trimming reductions listed above included in total.

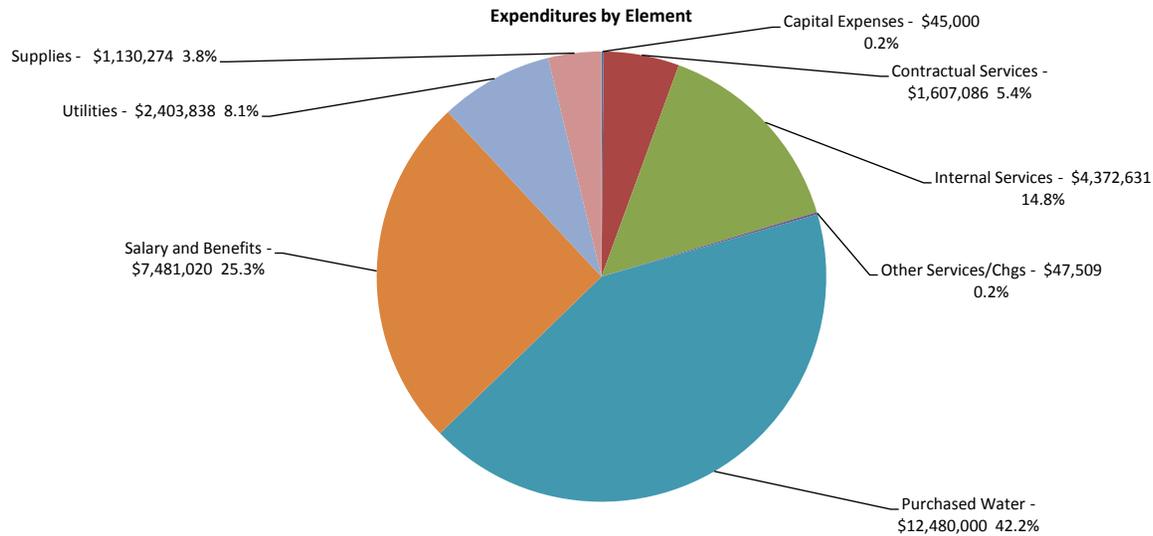
	FY10 Actual		FY10 Revenue Actual		FY10-11 Budget		FY11-12 Budget	
	\$	115,885,705	\$	126,380,029	\$	124,024,632	\$	123,384,471
<b>DPU-E PROGRAM BUDGET FY10-11</b>								
<b>Purchased Power Supply Operations &amp; Maintenance</b>		91,745,634				104,830,726		104,459,104
Electric purchased for resale								
<b>Chargebacks for General Fund Services</b>		9,334,870				4,184,358		4,225,904
MAYOR/COUNCIL					37,704			37,704
LEGAL					133,573			133,573
CITY MANAGER'S OFFICE					94,096			94,096
HUMAN RESOURCES					145,142			145,142
CITY CLERK					43,480			43,480
FINANCE METER READING					259,560			259,560
FINANCE ADMINISTRATION					322,577			322,577
FINANCE BILLING & COLLECTION					791,756			721,920
FINANCE PURCHASING					127,662			127,662
TED					52,058			52,058
DPW W/O PBO					360,801			360,801
PUBLIC BUILDINGS CHARGEBACKS					185,836			185,836
COMMUNICATIONS CHARGEBACKS					380,014			380,014
GARBAGE CONTRACT CHARGEBACK					18,073			18,073
HERBICIDE/MULCH					4,990			4,990
MOWING					27,870			27,870
COMMUNITY CONNECTIONS CHARGEBACK					4,538			4,538
SELF-INSURANCE					27,026			27,026
WATER/WASTEWATER UTILITY FUND:								
CIVIL ENGINEERING MANAGERS SECTION					28,703			28,703
CONSTRUCTION ENGINEERING SECTION					27,483			27,483
LOCATION & MAPPING SECTION					11,521			11,521
Subtotal:					3,084,463			3,014,627
TELEPHONE CHARGES					66,218			-
CPY & BINDING SERV/INTRNL					20,460			13,635
IT SERVICES					682,500			733,800
IT REPLACEMENT COST					288,444			288,444
VEHICLE REPLACEMENT COST					-			133,125
AUTO LIABILITY					19,993			19,993
GENERAL LIABILITY					22,280			22,280
Subtotal:					1,099,895			1,211,277
<b>Utility Line (Underground) Operation</b>		4,125,664				4,163,673		4,029,568
Regular Pay + Benefits					3,359,596			3,291,596
Discretionary Overtime Pay					109,521			109,521
Contractual Overtime Pay					77,434			77,434
Internal Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					140,520			74,415
Fees (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					41,376			41,376
Postage, Specialized Equipment and Supplies					213,108			213,108
Vehicle Expense					146,858			146,858
Insurance Claims					306			306
Utilities (Electric, Water, Gas)					53,089			53,089
Uniform Laundry Services					17,467			17,467
Equipment Rentals					4,398			4,398
<b>Utility Line (Underground) Maintenance</b>		2,954,155				2,988,587		2,940,096
Regular Pay + Benefits					2,178,965			2,178,965
Discretionary Overtime Pay					83,078			83,078
Contractual Overtime Pay					70,911			70,911
Internal Professional Services (incl. Landscape Restoration, etc.)					341,538			293,046
Fees (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					27,199			27,199
Postage, Specialized Equipment and Supplies					140,185			140,185
Vehicle Expense					96,604			96,604
Insurance Claims					202			202
Utilities (Electric, Water, Gas)					35,523			35,523
Uniform Laundry Services					11,490			11,490
Equipment Rentals					2,893			2,893
<b>Water Service and Power Quality</b>		2,492,978				2,522,035		2,481,113
Regular Pay + Benefits					1,758,964			1,758,964
Discretionary Overtime Pay					102,568			102,568
Contractual Overtime Pay					221,181			221,181
Internal Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					62,788			21,866
Fees (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					23,803			23,803
Postage, Specialized Equipment and Supplies					136,084			136,084
Vehicle Expense					84,941			84,941
Insurance Claims					180			180
Utilities (Electric, Water, Gas)					31,177			31,177
Uniform Laundry Services					10,258			10,258
Equipment Rentals					2,583			2,583
Contribution to Naperville Development Partnership					47,509			47,509
Low Income Housing Energy Assistance Program (LIHEAP) Funding					40,000			40,000

	FY10 Actual		FY10 Revenue Actual		FY10-11 Budget			FY11-12 Budget				
	\$	115,885,705	\$	126,380,029	\$	124,024,632	\$	129,934,647	\$	123,384,471	\$	131,632,677
<b>Substation Operation &amp; Maintenance</b>		<b>2,210,299</b>				<b>2,236,061</b>				<b>2,199,779</b>		
Regular Pay + Benefits					1,452,188					1,452,188		
Discretionary Overtime Pay					37,081					37,081		
Contractual Overtime Pay					104,500					104,500		
External Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					277,462					241,181		
Dues (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					37,513					37,513		
Postage, Specialized Equipment and Supplies					104,633					104,633		
Vehicle Expense					72,989					72,989		
Insurance Claims					138					138		
Utilities (Electric, Water, Gas)					24,358					24,358		
Uniform Laundry Services					7,849					7,849		
Equipment Rentals					7,725					7,725		
Automation Communication (Phones)					1,400					1,400		
Ruggedized Mobil Computers For Field Use					3,000					3,000		
Infrastructure Equipment Replacement Parts (non-capital)					105,225					105,225		
<b>SCADA Control Room Operations</b>		<b>1,229,129</b>				<b>1,243,455</b>				<b>1,223,279</b>		
Regular Pay + Benefits					994,286					994,286		
Discretionary Overtime Pay					77,948					77,948		
Contractual Overtime Pay					4,031					4,031		
External Professional Services (incl. SCADA Control Room Maint.)					111,139					90,963		
Dues (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					13,729					13,729		
Postage, Specialized Equipment and Supplies					13,924					13,924		
Vehicle Expense					6,893					6,893		
Insurance Claims					93					93		
Utilities (Electric, Water, Gas)					16,111					16,111		
Uniform Laundry Services					5,301					5,301		
<b>Tree Trimming</b>		<b>723,634</b>				<b>773,932</b>				<b>761,374</b>		
External Professional Services (Tree Trimming.)					773,932					761,374		
<b>Distribution Line (Overhead) - Operation</b>		<b>430,302</b>				<b>435,318</b>				<b>428,254</b>		
Regular Pay + Benefits					350,450					350,450		
Discretionary Overtime Pay					11,785					11,785		
Contractual Overtime Pay					6,535					6,535		
External Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					17,162					10,099		
Dues (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					4,302					4,302		
Postage, Specialized Equipment and Supplies					21,973					21,973		
Vehicle Expense					15,286					15,286		
Insurance Claims					32					32		
Utilities (Electric, Water, Gas)					5,520					5,520		
Uniform Laundry Services					1,816					1,816		
Equipment Rentals					457					457		
<b>Distribution Line (Overhead) - Maintenance</b>		<b>347,270</b>				<b>351,318</b>				<b>345,618</b>		
Regular Pay + Benefits					257,049					257,049		
Discretionary Overtime Pay					13,161					13,161		
Contractual Overtime Pay					26,964					26,964		
External Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					14,208					8,508		
Dues (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					3,466					3,466		
Postage, Specialized Equipment and Supplies					17,857					17,857		
Vehicle Expense					12,305					12,305		
Insurance Claims					26					26		
Utilities (Electric, Water, Gas)					4,448					4,448		
Uniform Laundry Services					1,464					1,464		
Equipment Rentals					369					369		
<b>meter Testing, Installation &amp; Removal</b>		<b>272,509</b>				<b>275,686</b>				<b>271,212</b>		
Regular Pay + Benefits					244,752					244,752		
Discretionary Overtime Pay					959					959		
Contractual Overtime Pay					15,506					15,506		
External Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					5,864					1,391		
Dues (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					1,801					1,801		
Postage, Specialized Equipment and Supplies					861					861		
Vehicle Expense					723					723		
Insurance Claims					23					23		
Utilities (Electric, Water, Gas)					3,910					3,910		
Uniform Laundry Services					1,287					1,287		
<b>mission Line Operation &amp; Maintenance</b>		<b>19,260</b>				<b>19,485</b>				<b>19,168</b>		
Regular Pay + Benefits					14,284					14,284		
Discretionary Overtime Pay					3,517					3,517		
Contractual Overtime Pay					49					49		
Road and State Highway Easement Permits					650					650		
External Professional Services (incl. Equip. Inspec. Test, Repair, etc.)					397					81		
Dues (incl. APPA, IMEA, PJM), Training, and Mileage Reimbursement					123					123		
Postage, Specialized Equipment and Supplies					59					59		
Vehicle Expense					49					49		
Insurance Claims					2					2		
Utilities (Electric, Water, Gas)					267					267		
Uniform Laundry Services					88					88		
<b>Revenue Funding</b>												
Electric service revenue				122,624,896				127,986,094				129,635,625
Miscellaneous				3,755,133				1,948,553				1,997,052



## DPU-Water and Wastewater Safety Statistics

DPU-Water & Wastewater	2009 Year End Actual	2009 3rd Quarter YTD	2010 3rd Quarter YTD	2010 Year End Goal	2010 Stretch Goal
Total Injuries	9	9	5	5	4
# of Lost Time Days	140	126	139	35	30
Preventable Collisions	2	2	3	2	1
Costs Paid - Injuries	\$127,912	\$83,457	\$100,209		
Costs Paid - Collisions	\$11,787	\$0	\$3,496		



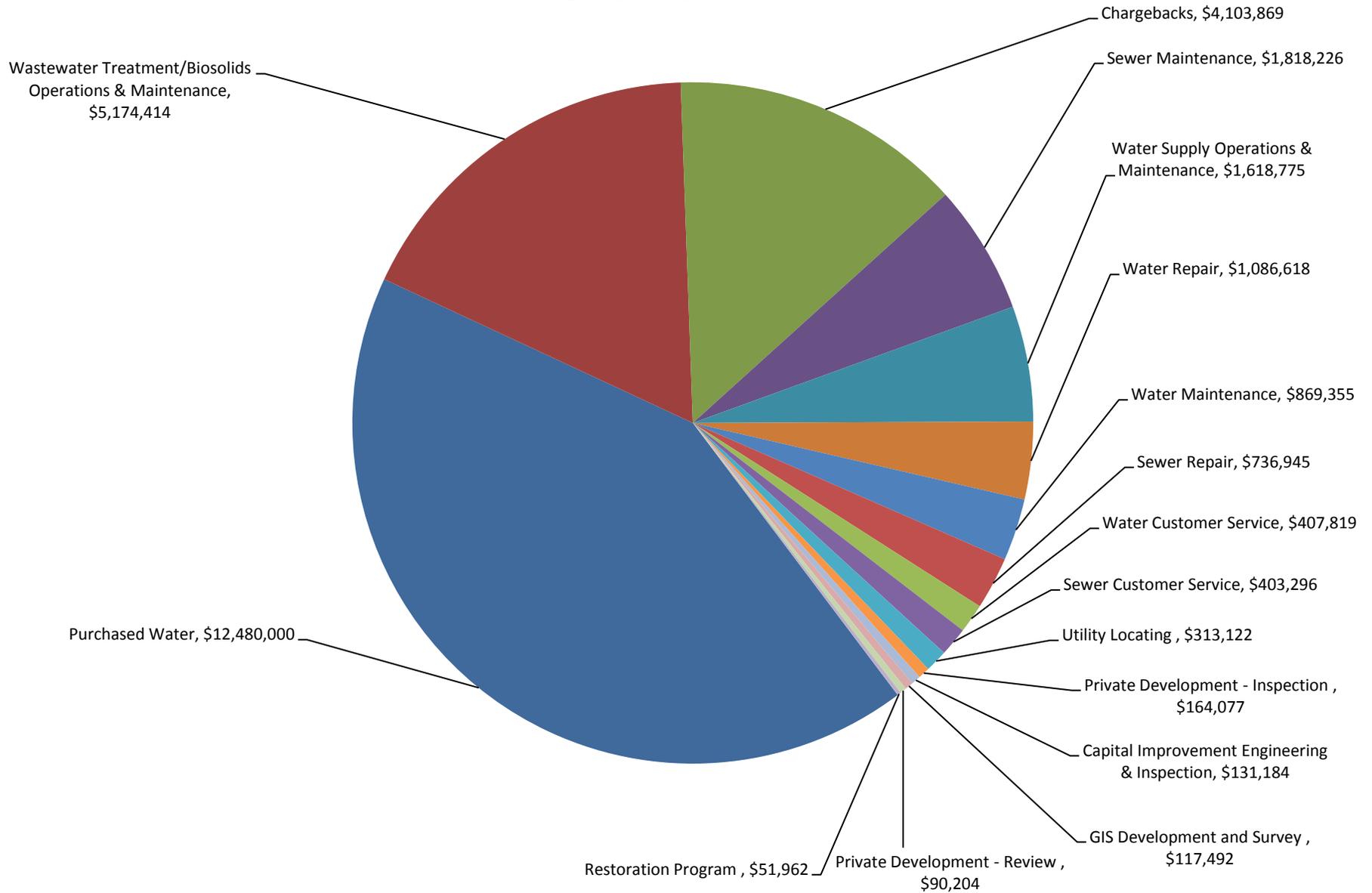
BUDGET CHANGES	
FY10-11 Budget	\$ 29,803,466
FY11-12 Budget	\$ 29,567,358
<b>Total Variance</b>	<b>\$ (236,108)</b>

INCREASE/DECREASE ELEMENTS	
Regular Salary and Benefit Changes (including FTE elimination)	
\$	(376,028)
\$	(46,640)
\$	114,260
\$	(41,024)
\$	95,124
\$	13,632
\$	4,568
<b>Total</b>	<b>\$ (236,108)</b>

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
<b>PUBLIC UTILITIES-W FTE's</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>
Administration	6.38	6.38	6.38	6.00	5.00
Water Supply & Reclam.	30.58	30.58	30.17	29.48	29.48
Water Distrib. & Collect.	46.77	46.27	44.59	44.09	41.63
Civil Engr/Constr. Mgt.	12.79	13.79	13.79	13.00	11.00
<b>TOTALS</b>	<b>96.52</b>	<b>97.02</b>	<b>94.93</b>	<b>92.57</b>	<b>87.11</b>

# DPU-Water and Wastewater Program Budget FY11-12

## \$29,567,358



<b>DPU-WATER AND WASTEWATER PROGRAM BUDGET FY11-12</b>	
Purchased Water	12,480,000
Wastewater Treatment/Biosolids Operations & Maintenance	5,174,414
Chargebacks	4,103,869
Sewer Maintenance	1,818,226
Water Supply Operations & Maintenance	1,618,775
Water Repair	1,086,618
Water Maintenance	869,355
Sewer Repair	736,945
Water Customer Service	407,819
Sewer Customer Service	403,296
Utility Locating	313,122
Private Development - Inspection	164,077
Capital Improvement Engineering & Inspection	131,184
GIS Development and Survey	117,492
Private Development - Review	90,204
Restoration Program	51,962
<b>TOTAL</b>	<b>29,567,358</b>

**Services Review**

**Department of Public Utilities - Water and Wastewater**

Service Category	Definition	Significant Changes Implemented
Sewer Maintenance	Includes scheduled cleaning of sanitary sewer mains, televised inspection and condition assessment of sewer mains, flow monitoring and hydraulic modeling of the sewer system, scheduled inspection, testing and maintenance of sanitary sewer lift stations and force mains, manhole inspections, infiltration & inflow investigations maintenance of sanitary sewer storage lagoons and sewer system map updates.	<b>ACTIONS TO BE TAKEN FOR FY12 BUDGET:</b> Suspend Consultant Services
Sewer Repair	Includes investigation and repair of sanitary sewer main problems, service lateral repairs, manhole repair and rehabilitation, lift station troubleshooting and repair, rainfall emergency response and repair of flow monitoring equipment.	
Sewer Customer Service	Includes investigation and resolution of all customer calls related to sanitary sewer service, rainfall-related backup investigations, witnessing customer service roddings, televising of service laterals, reimbursement of customer rodding expense per city policy and reimbursement of customer backflow device installations per city policy.	<b>ACTIONS TO BE TAKEN FOR FY12 BUDGET:</b> Elimination of Second Shift. Suspend all sewer customer service response beyond inspecting and cleaning of blocked public mains. Advise customers to contact local plumbers for service
Water Customer Service	Includes investigation and resolution of all customer calls related to water service, turn on/off for non-payment, water meter testing, high bill investigations, water conservation patrol and administration of EPA cross-connection program.	<b>ACTIONS TO BE TAKEN FOR FY12 BUDGET:</b> (1) Outsource EPA-required Backflow Monitoring/Testing Program; (2) Charge customers for meter testing for all high bill investigations; (3) Eliminate after hours water conservation patrol/enforcement; (4) Elimination of second shift water customer service
Private Development - Inspection	Includes the costs (including a prorated portion of division general expenses) to inspect new water and wastewater facilities installed by private development.	
Water Repair	Includes investigation and repair of water system leaks, repair of water main valves and valve vaults, repair of fire hydrants and repair of b-boxes.	
Water Maintenance	Includes annual testing, inspection and maintenance of hydrants, hydrant painting, water main valve exercising, locating and keying of customer b-boxes, water system leak surveys and water system map updates.	<b>ACTIONS TAKEN FOR FY11 BUDGET:</b> (1) Extend moratorium of Fire Hydrant painting; (2) Extend moratorium of Leak Detection Program

**Services Review**

**Department of Public Utilities - Water and Wastewater**

Service Category	Definition	Significant Changes Implemented
		<b>ACTIONS TAKEN FOR FY12 BUDGET:</b> (1) Extend moratorium of Fire Hydrant painting; (2) Extend moratorium of Leak Detection Program
Wastewater Treatment/Biosolids Operations & Maintenance	Reduce funding for outside repair and maintenance services	<b>ACTIONS TAKEN FOR FY11 BUDGET:</b> Reduction in Outside Repair and Maintenance services
		<b>ACTIONS TAKEN FOR FY12 BUDGET:</b> Continued Reduction in Outside Repair and Maintenance Services
Water Supply Operations & Maintenance	Reduce funding for outside repair and maintenance services	<b>ACTIONS TAKEN FOR FY11 BUDGET:</b> Reduction in Outside Repair and Maintenance services
		<b>ACTIONS TAKEN FOR FY12 BUDGET:</b> Further Reduction in Outside Repair and Maintenance services
Utility Locating	Includes the cost (including a prorated portion of division general expenses) to locate water and wastewater facilities in accordance with "JULIE" law and to maximize damage prevention.	<b>ACTIONS TAKEN FOR FY11 BUDGET:</b> Reassign work of retiring employees to existng staff
		<b>ACTIONS TAKEN FOR FY12 BUDGET:</b> Consolidation of work groups and Reassign work of retiring employees to existng staff

*Note: Total FY10-11 Department Service Reductions: \$716,141*

*Total FY09-10 Department Budget Reductions: \$178,800*

*Total FY08-09 Department Budget Reductions: \$15,771 (Professional Training: \$8,436; Overtime: \$7,335)*

	FY10 Actual		FY10 Revne Actual		FY10-11 Budget		FY11-12 Budget	
	\$	28,157,676	\$	-	\$	29,803,466	\$	29,567,358
<b>DPU-WW PROGRAM BUDGET FY10-11</b>				\$ 18,936,122		\$ 23,908,447		\$ 26,650,702
<b>Purchased Water</b>		11,038,373				12,480,000		12,480,000
Water Purchased for Resale						12,480,000		12,480,000
<b>Wastewater Treatment/Biosolids Operations &amp; Maintenance</b>		4,788,168				5,219,560		5,174,414
Salaries & Benefits						2,028,931		1,970,522
Overtime						108,207		108,207
Professional Training & Professional Memberships						5,905		5,860
Outside Support Services						50,060		50,210
Support Services/Management Costs						28,734		28,820
Support Services/Outside Testing Costs						59,465		59,437
IEPA (NPDES) Permit Fees						55,000		55,000
Internal Vehicle Services						55,272		62,676
Major Outside Repair & Maintenance Services						367,504		385,000
Electricity						1,700,000		1,700,000
Chemicals						343,600		343,600
Operations, Building, Maintenance & Safety Supplies						78,382		63,182
Major Equipment Parts						106,000		106,000
Biosolids Disposal						232,500		235,900
<b>Chargebacks</b>		4,523,491				4,017,415		4,103,869
80-01 Overhead Charges						2,866,742		2,880,374
IT Services						590,692		685,816
IT Replacement Costs						181,546		171,423
Worker's & Unemployment Compensation						152,375		139,848
Telephone Charges						90,790		90,790
Contribution to NDP						47,509		47,509
General Liability						32,280		32,280
Auto Liability						23,333		23,333
Annual Audit Services						14,162		14,068
Internal Copy/Binding Services - Reprographics						11,566		11,566
Print Services						6,420		6,862
<b>Water Maintenance</b>		1,906,942				1,806,050		1,818,226
Regular Pay + Benefits						1,102,414		1,076,402
Overtime Pay						25,407		25,407
Electric for Lift Stations						225,536		224,851
Lift Services						181,700		212,181
Wastewater Flushing Equipment						57,095		56,922
Tools/Equipment/Supplies						76,241		62,633
Hydraulic Modeling Consultant						40,831		52,188
Flow Monitor Equipment						35,596		35,488
Clothing & PPE						18,743		18,937
Camera Equipment						9,694		20,102
Lift Station Contractors						9,549		9,520
Safety Equipment						9,208		9,304
Gas for Lift Stations						5,970		6,249
CADA						4,715		4,701
Professional Safety Training						3,351		3,341
<b>Water Supply Operations &amp; Maintenance</b>		1,182,937				1,644,902		1,618,775
Salaries & Benefits						818,561		794,002
Overtime						10,915		10,915
Professional Training & Professional Memberships						2,227		2,210
Outside Support Services						9,086		9,086
Support Services/Management Costs						28,734		28,820
Support Services/Outside Testing Costs						59,465		59,437
Internal Vehicle Services						54,876		58,908
Major Outside Repair & Maintenance Services						165,000		165,000
Electricity						421,000		421,000
Chemicals						7,950		7,950
Operations, Building, Maintenance & Safety Supplies						29,088		23,447
Major Equipment Parts						38,000		38,000
<b>Water Repair</b>		1,174,886				1,102,236		1,086,618
Regular Pay + Benefits						625,965		607,093
Overtime Pay						33,359		33,359
Stand-By Pay						32,542		32,542
Landscape, Concrete and Asphalt Restoration						85,570		85,310

	FY10 Actual	FY10 Revenue Actual	FY10-11 Budget	FY10-11 Budget	FY11-12 Budget	FY11-12 Budget
	\$ 28,157,676	\$ - \$ 18,936,122	\$ 29,803,466	\$ 23,908,447	\$ 29,567,358	\$ - \$ 26,650,702
<i>Fleet Services</i>			74,059		86,482	
<i>Hydrant Parts</i>			73,227		73,005	
<i>B-Box &amp; Water Service Parts</i>			40,907		40,783	
<i>Mainbreak Parts</i>			32,712		32,613	
<i>Aggregate Backfill</i>			31,789		31,693	
<i>Tools/Equipment/Supplies</i>			47,696		39,184	
<i>Clothing &amp; PPE</i>			10,927		11,040	
<i>Valve Parts</i>			6,233		6,215	
<i>Safety Equipment</i>			5,368		5,424	
<i>Professional Safety Training</i>			1,880		1,875	
<b>Water Maintenance</b>	<b>930,264</b>		<b>881,412</b>		<b>869,355</b>	
<i>Regular Pay + Benefits</i>			761,905		738,672	
<i>Overtime Pay</i>			12,282		5,282	
<i>Fleet Services</i>			36,298		42,387	
<i>Tools/Equipment/Supplies</i>			50,269		41,297	
<i>Clothing &amp; PPE</i>			12,326		12,453	
<i>Safety Equipment</i>			6,056		6,118	
<i>Professional Safety Training</i>			2,277		2,270	
<i>Leak Survey Contractor</i>			0		20,875	
<b>Sewer Repair</b>	<b>737,122</b>		<b>742,772</b>		<b>736,945</b>	
<i>Regular Pay + Benefits</i>			392,400		379,605	
<i>Overtime Pay</i>			8,495		8,495	
<i>Manhole Materials</i>			79,355		79,114	
<i>Fleet Services</i>			59,008		68,907	
<i>Lift Station Parts</i>			46,066		45,926	
<i>Lift Station Repair Contractor</i>			35,913		35,804	
<i>Contractor Excavations</i>			24,080		24,007	
<i>Aggregate Backfill</i>			22,652		22,583	
<i>Landscape, Concrete and Asphalt Restoration</i>			18,852		18,795	
<i>Pisc Materials</i>			13,724		13,683	
<i>Flow Monitor Repair</i>			11,307		11,273	
<i>CADA Repairs</i>			7,848		7,825	
<i>Tools/Equipment/Supplies</i>			12,532		10,296	
<i>Clothing &amp; PPE</i>			6,318		6,384	
<i>Safety Equipment</i>			3,104		3,136	
<i>Professional Safety Training</i>			1,117		1,114	
<b>Water Customer Service</b>	<b>416,054</b>		<b>417,143</b>		<b>407,819</b>	
<i>Regular Pay + Benefits</i>			299,659		289,856	
<i>Overtime Pay</i>			23,728		23,728	
<i>Stand-By Pay</i>			13,326		11,686	
<i>Water Test Contractor</i>			31,408		31,313	
<i>Fleet Services</i>			27,223		31,790	
<i>Tools/Equipment/Supplies</i>			13,594		11,168	
<i>Clothing &amp; PPE</i>			4,906		4,957	
<i>Safety Equipment</i>			2,410		2,435	
<i>Professional Safety Training</i>			889		886	
<b>Water Customer Service</b>	<b>481,501</b>		<b>407,487</b>		<b>403,296</b>	
<i>Regular Pay + Benefits</i>			235,148		226,193	
<i>Overtime Pay</i>			32,966		32,966	
<i>Stand-By Pay</i>			14,685		14,685	
<i>Fleet Services</i>			38,936		45,467	
<i>Travel Reimbursement</i>			31,408		31,313	
<i>Backflow Reimbursement</i>			24,289		24,215	
<i>Camera Parts/Repair</i>			14,229		14,186	
<i>Tools/Equipment/Supplies</i>			9,051		7,435	
<i>Clothing &amp; PPE</i>			4,082		4,125	
<i>Safety Equipment</i>			2,006		2,027	
<i>Professional Safety Training</i>			\$687		\$685	
<b>Utility Locating</b>	<b>335,773</b>		<b>368,904</b>		<b>313,122</b>	
<i>Regular Pay + Benefits</i>			220,113		168,618	
<i>On-Call/Inconvenience Pay + Benefits</i>			37,596		37,956	
<i>Overtime Pay + Benefits</i>			27,341		27,024	
<i>TO + Benefits</i>			55,225		54,736	
<i>Vehicle Expense</i>			17,119		14,520	
<i>General Operating Supplies</i>			6,407		5,165	

	FY10 Actual	FY10 Revue Actual	FY10-11 Budget	FY11-12 Budget
	\$ 28,157,676	\$ - \$ 18,936,122	\$ 29,803,466	\$ 23,908,447
Contracted Services - Utility Hit Repair			4,000	4,000
Professional Safety Training & Dues			1,103	1,103
<b>Private Development - Inspection</b>	<b>191,311</b>		<b>210,619</b>	<b>164,077</b>
Regular Pay + Benefits			143,108	104,207
On-Call/Inconvenience Pay + Benefits			1,582	1,600
Overtime Pay + Benefits			14,671	14,501
PTO + Benefits			38,042	32,614
Vehicle Expense			9,186	7,791
General Operating Supplies			3,438	2,772
Professional Safety Training & Dues			592	592
<b>Capital Improvement Engineering &amp; Inspection</b>	<b>126,032</b>		<b>110,544</b>	<b>131,184</b>
Regular Pay + Benefits			408,869	330,887
Overtime + Benefits			5,935	5,894
Pay & Benefits Transfer to Capital			(435,184)	(315,839)
PTO + Benefits			101,050	84,226
Contracted Cost (1/2 of Water Model)			4,200	2,000
Vehicle Expense			10,877	11,077
General Operating Supplies			9,582	7,724
Professional Safety Training & Dues			5,215	5,215
<b>GIS Development and Survey</b>	<b>167,398</b>		<b>211,938</b>	<b>117,492</b>
Regular Pay + Benefits			123,030	84,210
Overtime Pay + Benefits			1,128	1,125
Temporary + Benefits			51,349	-
PTO + Benefits			31,517	27,268
Vehicle Expense			2,329	2,533
General Operating Supplies			1,183	954
GIS Equipment/Maintenance			250	250
Professional Safety Training & Dues			1,152	1,152
<b>Site Development - Review</b>	<b>99,864</b>		<b>116,185</b>	<b>90,204</b>
Regular Pay + Benefits			77,969	57,865
Overtime Pay + Benefits			4,188	4,141
PTO + Benefits			23,899	21,029
Contracted Cost (1/2 of Water Model)			4,200	2,000
Vehicle Expense			3,282	2,913
General Operating Supplies			2,013	1,622
Professional Safety Training & Dues			634	634
<b>Sanitation Program</b>	<b>57,559</b>		<b>66,299</b>	<b>51,962</b>
Regular Pay + Benefits -			47,567	34,839
Overtime Pay + Benefits			294	293
PTO + Benefits			16,111	14,648
Vehicle Expense			888	925
General Operating Supplies			937	755
Professional Safety Training & Dues			502	502
<b>Water/WW Revenue Funding</b>				
		Water Service Revenue 10,456,128		Water Service Revenue 15,473,990
		Wastewater Service Revenue 6,389,694		Wastewater Service Revenue 7,289,640
		Other 2,090,301		Other 1,144,818
				Water Service Revenue 16,600,299
				Wastewater Service Revenue 8,834,059
				Other 1,216,345



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance  
**SUBJECT:** Other Funds Budget Review

---

**PURPOSE:**

Provide Council budget information to review for each of the other funds for which the city maintains financial information.

**BACKGROUND:**

During the FY11 budget process Council expressed a desire to review the other fund budgets earlier in the process in order to determine if there were any fund balances available for consideration in closing the General Fund financial gap. Staff has already reviewed with Council the proposals to transfer excess fund balances from the MIP fund and in the vehicle replacement fund due to deferral of vehicle purchases already incorporated into the gap closure. Additionally staff has raised for Council consideration the available \$1 million in the Debt Service Fund.

At the October workshop Council requested both the Library and Settlement reconsider incorporating further cost challenges into their budgets, and report back to Council early in calendar 2011. As such, no additional information is included for those funds at this time. Additionally the Debt and Capital related fund reviews will not be completed until the Capital Improvement Program budget is presented in February. As such, only preliminary information is included at this point for consideration.

The budget for the other funds is presented in the standard factor analysis basis used in prior years.

During the November workshop Council requested an update on the FAB recommendation on fund balances. Included here is a copy of the recommendation they provided Council earlier this year, in March, for the FY11 budget process.

**TABLE OF CONTENTS:**

	<u>Page</u>
Outside Agency Funds	3A.1
Enterprise & Internal Service Funds	3B.1
Special Revenue Funds	3C.1
Culture & Recreation Funds	3D.1
Debt Service Funds	3E.1
Capital Improvement Funds	3F.1
Funds under other Board Control	3G.1
FAB Response	3H.1



# Outside Agencies

	<b>FY09</b>	<b>FY10</b>	<b>Budget FY11</b>	<b>Budget FY12</b>	
Ride DuPage	161	140	244*	254*	Increase supported by grant
NCTV (PEG funds)	291	307	307	307	City funds employee benefits (in-kind) of \$30K
NCTV Additional Request	114	123	123	123	City fund above PEG flat with FY11
Naperville Development Partnership					
General Fund	95	97	97	97	Flat request
Utilities	95	97	97	97	Flat request
Naperville Visitor's Bureau	528	467	467	467	Flat dollar - \$87K above 34.5% hotel/motel tax
Naperville Creamery Rent	27	29	30	30	
Downtown Naperville Alliance	302	313	327	327	
Marketing Request					
includes grant funding of \$100,000 for Ride DuPage to Work					

## **FY12 OUTSIDE AGENCY REQUEST NARRATIVE**

### **NAME OF OUTSIDE AGENCY:**

Naperville Community Television, Channel 17 (NCTV17)

### **BACKGROUND**

Naperville Community Television has transformed Channel 17 from typical public access to truly unique “community television.” Having developed into a primary source of communication, NCTV17 keeps the vibrant Naperville area community connected and informed.

Public access of the past was primarily achieved through a dedicated group of volunteer community producers. This resulted in much programming that reflected an individual point of view and was usually of amateur quality. Over the past few years, NCTV17 has built a professional staff that produces most of the programming, determined by the events and requests of the community at large. Concurrently, the staff has developed funding strategies that serve to both increase funding and engage more people. The role of the community producer is now two-tiered, with most serving a vital role as part of the crew in a staff-led production; and several who have become qualified over time to produce and contribute programming to Channel 17.

Naperville Community Television is recognized as a leader in the industry with this innovative “community television” approach and is regularly contacted by stations across the country for insight into this model, in terms of both programming and funding strategies.

### **MISSION STATEMENT**

Naperville Community Television, Channel 17 provides a voice to educate, inform, preserve, entertain, assist and celebrate one another through diverse programming that reflects the spirit and character of our community.

### **MAJOR ACCOMPLISHMENTS FOR 2010-2011**

#### **PROGRAMMING**

Programming has been strategically chosen to represent all facets of the community and all seven geographical sectors. From school programming to spotlighting the many other not-for-profit organizations to community news, NCTV17 presents the faces and places that come together to foster a spirit of community. While it is always wonderful to read

about your community, being able to see it in action via television brings the extraordinary character of this community to life.

## **PROGRAMMING HIGHLIGHTS**

### **Three weekly sponsored programs**

- ***Naperville News 17*** - Naperville's only television news source is both informative and entertaining and features the people, places and happenings of the community.
- ***Naperville Sports Weekly*** - The first Naperville weekly sports program that features the teams from all six area high schools with highlights, scores, and commentary – in its fourth year and under new leadership with Ben Hutchison as Producer and Will Armistead as Sports Director .
- ***The Red Zone*** –Also, with a new face this year of Alex Symonds. Features all the North Central College football action with highlights, coach and player commentary.
  - ***The Red Zone*** received an Award of Distinction from the National Communicator Awards.
- ***The Cardinal Report*** - A recent addition to the NCTV17 weekly line-up that features North Central College Sports with highlights, coach & player commentary

### **New documentaries**

- ***Family Business*** - This new documentary takes a look at Naperville's three oldest family businesses: Oswald's/Anderson's, Beidelman Furniture and Funeral Home and Kreger's Central Foods.

### **Documentaries in Production**

- ***Naperville Development*** - This upcoming documentary takes a look at Naperville's development since 1968.
- ***NCC 150<sup>th</sup> Anniversary*** – This five part series looks at North Central College's beginning and growth into the institution it is today.
- ***100 years of the YMCA*** – A smaller documentary taking a looking at the Y's history in Naperville.
- ***Dick Tracy/Dick Locher*** – A small documentary taking a look at the man behind the cartoon crime fighter, Dick Tracy.

### ***Business Connection Celebrates 5 years!***

- One of NCTV17's first sponsorship programs and to date one of our most successful, reached the five year mark in September of 2010.

### **Key Event Coverage**

Throughout the year, NCTV17 provides comprehensive television event coverage representing the entire Naperville community such as the following:

- LIVE Christmas in Naperville Concert from the Wentz
- 2010 Little League City Championship Games
- Memorial Day Parade

- Labor Day Parade
- St. Patrick's Day Parade
- Hometown Holidays Parade
- LIVE North Central College Homecoming Football game
- LIVE NCC Football Playoff games (3 total)
- All Major Summer Fest Coverage (as part of *Naperville News 17*) Ribfest, Last Fling
- KidsMatter Youth Service Awards
- YMCA Mayor's Community Prayer Breakfast

## EDUCATION

A huge element of the NCTV17 mission is its education component on both a high school and college level, as well as for the community at large.

- **High School Internships** – Serving both school districts 203 and 204 NCTV17 continues to offer high school students a truly hands on experience that gives the student an edge as they apply to college.
  - In the fall of the year, students from Naperville North High School are bused to NCTV17 for studio production class taught by Operation Supervisor Carl Schultz.
- **College Internships** - The college internship experience gets the student ready for the real world. Often described as their “first job,” college students get hands-on experience in a working television station that offers news, sports and documentary programming experiences.
- **North Central College Partnership** – Executive Director Elizabeth Braham Spencer continues to serve as adjunct Professor and advisor to television majors.
  - **NCC Weekly** – For the first time Advanced Video Production was offered as a studio experience for Broadcasting students at North Central College. For the last five weeks of the term, the students produced a weekly live talk show style program from the NCTV17 studio under the guidance of Prof. Liz Spencer.
- **Teaching American History** (Partnered with Naper Settlement, Districts 203 & 204, and NCC) – This past Fall was the third year of the Teaching American History grant program. This program is aimed at K-12 history teachers to help them bring history alive in their classrooms. NCTV17 taught a workshop on documentary production and the use of technology in the classroom. This is a three year program.

### *Community Education*

NCTV17 roots are based in community education from community crew education classes such as studio and field production to community presentations.

- Community Crew Classes – On a periodic basis NCTV17 offers both studio and field production classes that give residents an introduction to television production. After the classes the residents are able to become part of the NCTV17 community crew and possibly grow into creating their own program.

- Community Presentations – NCTV17 enjoys giving public presentations on different aspects of television.
  - *This is NCTV17* presented to numerous organizations such as the Exchange Club and Evening Kiwanis.
  - Career Day at local schools – NCTV17 works with the students to create a small PSA that will air on channel 17

## **PARTNERSHIPS**

NCTV17 is one of the few organizations in Naperville whose mission touches almost every aspect of Naperville. Being a small group, one of NCTV17's strategies is to partner with different groups and organizations across the city and into the county that have a synergy with our mission.

- **Naperville Development Partnership** – Beginning in early spring, NCTV17 began producing “Dine Around Naperville” with Ray Kinney. These web-based videos are geared at visitors and residents to encourage and promote dining in Naperville. They are also a popular segment on *Business Connection*. The videos are paid for by both the NDP and the restaurants.
- **North Central College** – This fall NCTV17 partnered with North Central College to produce video for NCC's new website. In its third year, *The Red Zone*, a weekly program highlighting NCC's football program. In the winter, the program returns as *The Cardinal Report* to highlights the winter, and then spring sports on campus
- **City of Naperville** – NCTV17 is very pleased to be able to lend its expertise in an expanded partnership to manage the broadcast of the government access channel.
  - Expanding and stretching to provide technical support for additional workshops to support the City's objective of information and transparency for its residents.
  - Supporting the Naperville Home Owner Confederation with their candidate forums.
  - Green Videos Grant – Working with the City of Naperville to produce four small videos promoting the green opportunities for its businesses and citizens.
- **Naperville Area Chamber of Commerce** - NCTV17 has been partnering with the Naperville Area Chamber of Commerce to produce the popular show “Chamber Connection” in exchange for marketing products and services that would be difficult for NCTV17 to purchase.
- **Naperville Park District** – Several small video projects including the South Maintenance video.
- **Naperville Public Library** – Every week a new episode of Naperville News 17 is available for check out. Library patrons can also check any of the ten NCTV17 award winning documentaries at all three branches of the library.
- **Naperville Heritage Society/Naper Settlement** – Ongoing commitment for preservation of the City's history using digital technology. NCTV17 completed a recent video aimed at residents about the care of your family heirlooms.
  - Every week of Naperville News is preserved at Naper Settlement as a cultural preservation tool.

- **Naperville School District 203** – School District 203 was one of NCTV17’s first partners. The partnership has continued to expand and results in programming from school board meetings to *School Scene 203 with Dr. Mitrovich* to special event coverage.
- **Zejan Data Center** – NCTV17’s unique partnership with Naperville-based Zejan Data Center provides simultaneous video streaming that removed viewing boundaries, making all programming available on-line.
- **Media** – NCTV17 partners with several news organizations in Naperville (*The Naperville Sun, The Daily Herald, Positively Naperville, The Naperville Glancer, DuPage Woman Magazine*) This facilitates greater marketing reach negotiated through in-kind arrangements.

## TECHNOLOGY

Responding to the ever changing world of technology a majority of NCTV17 programming is available to view in multiple ways. First, on-air at Channel 17 on Comcast and WOW; on ATT, Channel 99. Then, at NCTV17.com where you can view the entire channel by streaming or go to individual show pages and view the entire show or just the story you are looking for! In addition, you can follow NCTV17 on Facebook, Twitter and Youtube.

## FUNDING

Over the past several years, NCTV17 has risen to the challenge to become more self-sufficient financially, by more than doubling the income generated by NCTV17.

During this time of historic financial adversity, NCTV17’s practice of prudent and lean financial management combined with no salary increases has allowed NCTV17 to meet its bottom line.

The organization continues to build on this success achieved through a variety of methods that capitalize on NCTV17’s strengths and unique capabilities including the following:

- **Production Services** – This has been a growing revenue stream for NCTV17. Our presence in the community combined with our expertise has brought many opportunities. This could be a series of web videos for a local business, public service announcements for the Park District or a “how to video” for Naper Settlement.
- **Business Memberships** – By offering an interview benefit for business members, this program provides funding for NCTV17, results in a popular business show that encourages local purchases, and also brings many new faces to the NCTV17 screen.
- **Sponsorships for programming** – In the fall of 2007, NCTV17 launched an all-new funding initiative for *Naperville Sports Weekly* with higher dollar sponsorships that result in NCTV17-produced promotional spots for the sponsors. This popular

program allows NCTV17 to bring in significant revenue (\$245,000 in the last three and half years) while providing a unique marketing opportunity for the sponsors. This format has been expanded to other programs as well.

- Grants – NCTV17 has significantly increased grant activity in both dollar amounts awarded and number of granting organizations to which applications have been submitted. It continues to explore additional granting opportunities and cultivate relationships with potential grantors.
- In-Kind – Through unique and strategic relationships, NCTV17 has more than doubled its in-kind activity resulting in numerous newspaper ads, magazine columns, special business meeting & event tickets, and promotional products. It continues to expand these relationships while cultivating new ones.

## **VIEWERSHIP**

NCTV17 reaches approximately 85% of the Naperville community through Wide Open West, Comcast and ATT; many more are watching on-line at NCTV17.com. As Nielsen ratings are not cost-effective or reliable, NCTV17 measures viewership on Channel 17 through feedback, anecdotes, requests for air times, and DVDs. In the last couple of years, requests for DVDs, the schedule, and specific programs have increased substantially.

NCTV17 utilizes Google Analytics to measure website usage for the time period of May 1, 2010 to December 1, 2010. The numbers support NCTV17 as a valued member of the community.

General Statistics (May 1, 2010 – Dec. 1, 2010)

- Visits = 48,237
- Pageviews = 132,637
- New Visits = 52%

NCTV17 offers live simultaneous video streaming which removed viewing boundaries. This fall, NCTV17 presented several North Central College LIVE football games and saw a large increase in website activity. One weekend alone saw almost 5000 visits.

Google Analytics reports viewers watching from 212 communities in Illinois, many across the country, and some from around the world through this opportunity.

## **COMMUNITY BUILDING**

- Naperville Community Television presents the people and places that come together to foster the vibrant spirit of this community. Crossing all seven geographic zones and operating on a 24/7 basis.

- NCTV17's commitment to supporting the other not-for-profit organizations is absolute, and woven throughout many programs.
- NCTV17 works hard in a challenging economic environment to be a strong community citizen supporting wherever and whenever we can.
- NCTV17 provides an extraordinary opportunity to visualize our community in action, bringing the exceptional character of this community to life and promoting its future well-being and vitality.

## **AWARDS & RECOGNITION**

- Executive Director Liz Spencer was honored with a Jaycee's Distinguished Service award in Education.
- Winner – National Communicator Award of Excellence for:
  - *The Band Plays On* – the story of the Naperville Municipal Band
  - *Join the Race*– Promotional video for North Central College's Res/Rec Center
- Winner– National Communicator Award of Distinction for:
  - *Hallmark of Heritage* – the story of the Naperville Heritage Society
  - *The Red Zone* – a weekly talk show style football show highlight NCC Football.

## **STAFF**

Currently, NCTV17 has seven full time employees, nine permanent part-time employees, and ten contract employees. Interns and volunteers also contribute to NCTV17 productions. For most NCTV17 production staff, this is their first year out of college and their first professional television position. NCTV17 Executive Director Liz Spencer has created an environment that nurtures and supports the young television professional. Under Spencer's tutelage, three staff members have gone on larger networks (CBS, FOX, & ABC) for employment.

The office dynamics at NCTV17 are truly unique. The staff works cohesively and positively with each other, community producers, high school and college students and residents. On any given day, there is a positive intergenerational exchange of ideas that help foster a cooperative spirit that permeates all. Opportunities that grow both the employee's skill level and maturity are supported by mentoring and coaching.

## **LONG RANGE PLANNING**

NCTV17 has spent considerable efforts to bring the station to its current level. NCTV17 has come full circle from the idea of community expression to truly becoming Naperville's community television station as well as a leader in the field. Looking toward the future, NCTV17 is focused on creating a strategic plan that includes new technology (HD), continued growth, and fiscal responsibility.

**FORMAT FOR BUDGET PRESENTATION  
FROM OUTSIDE AGENCIES**

NAME OF AGENCY Naperville Community Television, Channel 17

BUDGET YEAR F/Y ENDING 4/30/12

	<u>F/Y/E</u> <u>4/30/2009</u> <u>ACTUALS</u>	<u>F/Y/E</u> <u>4/30/2010</u> <u>ACTUALS</u>	<u>F/Y/E</u> <u>4/30/2011</u> <u>ESTIMATE</u>	<u>F/Y/E</u> <u>4/30/2012</u> <u>REQUEST</u>
<b><u>REVENUES</u></b>				
CONTRIBUTION FROM CITY	435,706	411,264	398,900	398,900
INTEREST INCOME	6,469	2,754	2,000	2,000
OTHER DONATIONS	239,037	251,162	296,968	296,968
MEMBERSHIPS	15,475	11,095	15,500	15,500
OTHER SOURCES: (PLEASE SPECIFY)				
<u>Classes</u>	23,487	27,715	26,600	26,600
<u>(Dubs) &amp; Misc. Income</u>	4,685	7,854	5,250	5,250
<u>In-Kind</u>	122,140	142,240	175,000	125,000
<b>TOTAL REVENUE SOURCES</b>	<u>846,999</u>	<u>854,084</u>	<u>920,218</u>	<u>870,218</u>
<b><u>EXPENDITURES:</u></b>				
SALARIES & BENEFITS				
SALARIES (NO. FTE'S 7)	453,463	419,212	404,307	404,307
BENEFITS	5,464	5,089	5,745	5,745
CONTRACTUAL SERVICES	143,131	186,682	245,840	245,840
(PLEASE PROVIDE DETAIL)				
COMMODITIES	153,577	172,498	167,250	167,250
(PLEASE PROVIDE DETAIL)				
CAPITAL OUTLAY	43,685	73,239	48,231	48,231
(PLEASE PROVIDE DETAIL)				
OTHER NOT CLASSIFIED ELSEWHERE				
(PLEASE PROVIDE DETAIL)				
<b>TOTAL EXPENDITURES</b>	<u>799,320</u>	<u>856,720</u>	<u>871,373</u>	<u>871,373</u>
EXCESS OF REVENUE OVER EXPENDITURES	(47,679)	2,636	(48,845)	1,155
BEGINNING BALANCE	<u>205,278</u>	<u>252,957</u>	<u>250,321</u>	<u>299,166</u>
ENDING BALANCE	<u>252,957</u>	<u>250,321</u>	<u>299,166</u>	<u>298,011</u>
CASH & INVESTMENTS (UNRESTRICTED)				
RESTRICTED ASSETS	<u>392,291</u>	<u>452,072</u>	<u>400,000</u>	<u>400,000</u>
<b>TOTAL ASSETS</b>	<u>645,248</u>	<u>702,393</u>	<u>699,166</u>	<u>698,011</u>



212 S. Webster, Suite 104  
 Naperville, Illinois 60540  
 Telephone 630.305.7701  
 Toll-Free 877.23NAPER  
 Facsimile 630.305.7793  
 Email ndp@naper.org  
 Website www.naper.org  
 www.visitnaperville.com

**OFFICERS & EXECUTIVE COMMITTEE**

- David Kelsch**, Chairman  
Advanced Data Technologies
- Scott Wehrli**, Chairman-Elect  
DuKane Precast
- Ray Kinney**, Treasurer  
Minuteman Press
- Todd Channell**, Secretary  
Sound, Inc.
- William Kottmann**, Immediate Past Chairman  
Edward Health Ventures
- Richard Kuhn**, Past Chairman  
Kuhn, Heap & Monson Law Office
- Mayor A. George Pradel**, Vice-Chairman  
(Government) City of Naperville
- John Schmitt**, Vice-Chairman (Chamber)  
Naperville Area Chamber of Commerce
- Dr. Harold Wilde**, Vice Chairman (At Large)  
North Central College
- John Zediker**, Vice Chairman (At Large)  
Moser Enterprises
- David Justh**, Vice Chairman (At Large)  
CB Richard Ellis
- Frank Slocumb**, Ex Officio
- Christine D. Jeffries**, President  
Naperville Development Partnership
- Brien Nagle**, Legal Counsel  
Nagle & Higgins, P.C.

**BOARD OF DIRECTORS**

- Dean Antony**  
V3 Consultants
- Shane Beard**  
FASTSIGNS
- Kathryn Birkett**  
Indian Prairie School Dist. 204
- James Boyajian**  
City of Naperville
- Pamela Meyer Davis**  
Edward Health Services Corp.
- Donna Dzedzic**  
Naperville Public Libraries
- Tim Greene**  
john greene Realtor
- Joseph Gregoire**  
PNC Financial Services Group
- James Healy**  
DuPage County Board
- Donald Heatherly**  
Harris Bank
- Rick Hitchcock**  
Hitchcock Design Group
- Dennis Igoe**  
Holiday Inn Select
- Tom Kallay**  
Nicoor Gas
- Douglas Krieger**  
City of Naperville
- Charles Maher**  
Will Country Board
- James McDonald**  
Ryan Companies US
- Raymond McGury**  
Naperville Park District
- Kenn Miller**  
City of Naperville
- Mark Mitrovich**  
Naperville Community Unit School Dist. 203
- Ali Setork**  
DynaCom Management & Real Estate
- Doug Stanley**  
Tellabs
- Grant Wehrli**  
City of Naperville
- Kathy West**  
Dommermuth, Brestal, Cobine & West, Ltd.
- Rick Wills**  
Northern Trust Bank
- Dwight Yackley**  
BBM, Incorporated

December 2, 2010

Mayor Pradel and  
 Members of the Naperville City Council  
 City of Naperville  
 400 S. Eagle Street  
 Naperville, IL 60540

**Re: Naperville Development Partnership, Naperville Convention & Visitors Bureau and Naperville Restaurant Marketing, FY 2012 Funding Request**

Dear Mayor and Councilmen:

As the city’s economic development organization, the Naperville Development Partnership plays a vital role in maintaining a vibrant business community. The NDP’s marketing efforts have never been more critical than during this time of global economic uncertainty. Having a diverse array of business interests and a strong retail sales component provides the community greater resiliency in a down economy. The NDP and its Board of Directors, in partnership with the Mayor, City Council and city staff, has demonstrated the ability to bring good jobs and a sustainable balance to the tax base through business retention, expansion and attraction of desirable developments.

In addition to the economic development role of the Naperville Development Partnership, it has also taken the lead in marketing the City of Naperville for technology, hospitality and dining. By combining the resources of the organization all of these marketing functions operate seamlessly and without redundancies. We have kept the payroll and benefits to approximately 50% of the operations by sharing overhead, cross-training staff and further maximize our marketing dollars through co-operative marketing activities.

Previously the NDP reduced its funding request to the city by 10%. This past year the State of Illinois chose to eliminate various grant programs including tourism, resulting in a loss of \$40,000 to the NDP’s FY 2010 – 2011 tourism marketing program. We recognize the difficult financial position of the city, and will continue to work harder even with these fewer resources.

Mayor Pradel  
Naperville City Council  
December 2, 2010  
Page Two

Realizing that the marketing efforts of the NDP organization bring a substantial return on investment through greater tax revenues, employment opportunities and enhanced quality of life, it is important that we maintain our successful marketing programs to continue to keep Naperville on the short list of expanding and relocating businesses. Therefore, we respectfully request that you continue the funding of the Naperville Development Partnership economic development grant at \$193,836, the hotel tax at \$467,335, and the Dine Naperville (SECA) at \$115,000.

Thank you for your continued support for economic development.

Sincerely,



Christine D. Jeffries  
President

C: Dave Kelsch, NDP Chairman  
Doug Krieger, City of Naperville  
Karen DeAngelis, City of Naperville

**Naperville Development Partnership  
Draft FY 2012 Budget**

<b>Income</b>		<b>2012</b>	
Advertising Income			6,000
City Income			
	ED Income	193,836	
	H/M Income	467,335	
Total City Income			661,171
Contribution Income			
	General Contribution	85,000	
	Sponsorship Contribution	4,500	
Total Contribution Income			89,500
Grants & Foundations			
	State of Illinois Office of Tourism (\$40,000)	0	
	SECA Grant Restaurant Marketing	115,000	
Total Grants & Foundations			115,000
Miscellaneous Income			5,500
<b>TOTAL INCOME</b>			<b>877,171</b>

<b>EXPENSE</b>			
Restaurant Marketing			
	Dining Guide	33,000	
	Promotional Activities	9,500	
	Creative/Artistic Development/Website	1,500	
	Advertising	50,000	
	Marketing Operations	21,000	
Total Restaurant Marketing			115,000
Presentation Expense/Business Development			
	Business Development Proposals	4,000	
	Reader Board Service	5,000	
	Commercial Broker Event	19,000	
Total Presentation Exp/Bus Dvlpmnt			28,000
Dues & Subscriptions			7,500
Advertising			
	Design	750	
	Radio Ads	0	
	Placement	20,000	
Total Advertising			20,750
Brochures/Newsletter/Maps			
	Visitors Guide	32,000	
	Downtown Guide (50% share)	2,000	

**Naperville Development Partnership  
Draft FY 2012 Budget**

	Retail Shopping Directory Ogden Ave.	0	
	Retail Shopping Directory Route 59	0	
	Trade Show PreMailers	1,500	
	Direct Mail Campaign	1,000	
	Naperville by the Numbers	1,500	
	Maps & Other	3,500	
	Event Brochures	1,500	
	<b>Total Brochures/Newsletter/Maps</b>		<b>43,000</b>
	<b>Premiums &amp; Promotions</b>		<b>22,000</b>
	<b>Capital Equipment</b>		<b>3,500</b>
	<b>Committee Expenses</b>		
	Board	2,200	
	Executive Committee	600	
	Marketing	1,250	
	Technology	1,250	
	Visitors Bureau	1,800	
	Retention/Breakfast w/Mayor Events	4,500	
	Legislative Committee	750	
	Finance Committee	250	
	Other	300	
	<b>Total Committee Expenses</b>		<b>12,900</b>
	<b>Data Development</b>		
	CoStar	12,500	
	Internet	2,600	
	Software	2,500	
	<b>Total Data Development</b>		<b>17,600</b>
	<b>Insurance</b>		
	D & O	1,700	
	Office general & liability	1,200	
	Workers Comp	2,700	
	<b>Total Insurance</b>		<b>5,600</b>
	<b>Office Administration</b>		
	Bank Service Charges	50	
	Equipment rental	3,000	
	Storage Rental	8,700	
	Office supplies	13,000	
	Postage & delivery	8,000	
	Stationary	1,500	
	Telecommunications	9,500	
	Staff Meetings	1,200	
	Interest Exp	150	
	Credit Card Fees	750	
	Repairs & Maintenance	3,500	

**Naperville Development Partnership  
Draft FY 2012 Budget**

	Other	500	
Total Office Administration			49,850
Overhead Expenses			
	Rent	38,000	
	Utilities	3,000	
	Other	250	
Total Overhead Expenses			41,250
Payroll & Benefits			
	Benefits	10,600	
	Salaries 7 FTE; 2 PTE	388,550	
	Payroll Taxes	29,500	
	Payroll Prep Fees	2,771	
	Health Insurance	13,000	
	Simple Plan	7,900	
	Disability & Life Ins.	5,000	
	Other	2,000	
Total Payroll & Benefits			459,321
Professional Fees			
	Accounting/Audit	4,850	
	Consulting	250	
Total Professional Fees			5,100
Public Relations			
	Community Contacts	3,000	
	Special Events	3,000	
	Investor Acknowledgements	500	
Total Public Relations			6,500
Travel			
			2,000
Trade Shows/Conferences/Fam Tours			
	ISAE (NCVB)	2,000	
	Affordable Meetings, Navy Pier (NCVB)	3,800	
	Bridal/Chamber	4,000	
	Sports Trade	4,500	
	CoreNet (NDP)	5,000	
	ICSC (NDP)	5,000	
	Conferences & Education (NCVB/NDP)	3,500	
	Fam Tours/ Local Promo (NCVB)	5,500	
	Trade Show Other	3,000	
Total Trade Shows/Conferences/Fam Tours			36,300
Website Maintenance (NDP & NCVB)			1,000
<b>TOTAL EXPENSES</b>			<b>877,171</b>



December 5, 2010

Mayor Pradel and Members of the City Council  
 City of Naperville  
 400 South Eagle St.  
 Naperville, IL 60540

Dear Mr. Mayor and Members of the Council:

On behalf of the Downtown Naperville Alliance Management Council, we would like to provide some context to DNA's budget request for the upcoming fiscal year.

First, we would like to state our appreciation of the austerity efforts underway throughout the City. The Council's leadership to balance budgets and keep taxes low, are contributing to the positive business climate in downtown and all of Naperville.

The DNA is the marketing agent of the downtown business community. The DNA is completely funded by the businesses and property owners of the downtown and not a dollar of general property tax or sales tax, goes to support the operations of the DNA. Instead, our efforts are underwritten through a special service tax, which the downtown has asked to levy upon itself and we raise additional funds through sponsorship of select events.

DNA's primary focus is to promote all of the businesses and property within the downtown. To achieve this, we support a number of initiatives including gift card sales, special events, and an ongoing multi-faceted marketing campaign.

The SSA, which also pays for maintenance in the downtown, is authorized by property owners and was recently extended for another five years. In discussions and preparation for the extension, there was considerable discussion with property owners and businesses about the future budgets of DNA.

**Downtown Naperville Alliance FY 2011 Budget**

<b>Income</b>	
SSA #24 Marketing Contribution	\$326,900
Other Income (Sponsorship, Ad Sales, Interest)	\$30,000
<b>Total Income</b>	\$356,900
<b>Expenses</b>	
Total G&A	\$121,000
Marketing	\$192,400
Gift Card Program Maintenance	\$43,500
<b>Total Expenses</b>	\$356,900

3A.15

December 5, 2010  
Mr. Mayor and Members of the Council  
- Page Two -

In the reauthorization process we met with the largest property owners in the downtown and listened to opinions on our efforts. The largest concern we heard, was that the annual marketing budget was not increasing. In their judgment, the recession has created challenges and presented opportunities.

During this period of fierce competition and economic uncertainty, our supporters want DNA to continue our efforts to market and promote the downtown area. They want downtown Naperville to recover faster than our peers and competition.

In light of the increased annual maintenance costs for the downtown, the Management Council, in consultation with our stakeholders believed that a five-year constant marketing budget would be in the best interests of the downtown.

This past summer, we discussed the proposed DNA budget and SSA at numerous open houses, one-on-one meetings, budget briefings, personal visits, and letters we distributed. The businesses and property owners of the downtown agreed with our five-year plan.

The DNA is committed to wisely and prudently using our resources. Our constituents review our budget and marketing efforts and we are in constant feedback. We continue to add and change the product mix of marketing, events and promotion. The gift certificate program remains a popular driver of economic activity in the downtown (this year we expect to sell over \$750,000 in gift certificates).

The success of the downtown is an example of the power of public-private partnerships. Our downtown remains the envy of our neighbors and a great place to shop, dine, work, or live.

Please contact us with any other questions you may have regarding our operations. Thank you for your continued service to our community.

Sincerely,



Paul Junkroski  
Chairman  
Downtown Naperville Alliance



Russell G. Whitaker, III  
Management Council  
Downtown Naperville Alliance



BURLINGTON FUND  
REVENUES, EXPENSES & CHANGES IN FUND NET ASSETS

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Operating revenues			
Charges for services	2,291,053	2,323,717	2,302,710
Miscellaneous	-	-	-
Total operating revenues	<u>2,291,053</u>	<u>2,323,717</u>	<u>2,302,710</u>
Operating expenses			
Operations	1,369,194	1,401,073	1,412,926
Total operating expenses before depreciation	<u>1,369,194</u>	<u>1,401,073</u>	<u>1,412,926</u>
Operating income before depreciation	<u>921,859</u>	<u>922,644</u>	<u>889,784</u>
Depreciation	(198,966)	(198,966)	(198,966)
Operating income (loss)	<u>722,893</u>	<u>723,678</u>	<u>690,818</u>
Nonoperating revenues (expenses)			
Net investment income	46,002	40,697	40,697
Operating Grant/Intergovernmental	100,000	10,000	-
Total nonoperating revenues	<u>146,002</u>	<u>50,697</u>	<u>40,697</u>
Net income (loss) before transfers	<u>868,895</u>	<u>774,375</u>	<u>731,515</u>
Total net assets, May 1	<u>10,298,546</u> (a)	<u>11,167,441</u> (a)	<u>11,941,816</u> (b)
Total net assets, April 30	<u>11,167,441</u> (a)	<u>11,941,816</u> (b)	<u>12,673,331</u> (b)
Total cash assets, May 1	<u>2,106,000</u>	<u>2,249,000</u>	<u>1,796,175</u>
Total cash assets, April 30	<u>2,249,000</u>	<u>1,796,175</u>	<u>2,281,656</u>
Reconciliation to budget:			
Net income (loss) per GAAP basis		774,375	731,515
Less: capital outlay		(1,426,166) *	(445,000)
Add: depreciation		<u>198,966</u>	<u>198,966</u>
Excess revenue over expenses per budget		<u>(452,825)</u>	<u>485,481</u>

Note:

- (a) Audited numbers
- (b) Estimated numbers

\*Acquisition of land - DuPage Childrens Museum

# Burlington Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	64.9%	69.3%	74.3%	53.0%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Commuter	Services	313,312	302,119	341,800	368,254	328,225	-3.97%	-10.87%
Parking	Professional Services	44,030	7,156	46,824	28,824	33,824	-27.76%	17.35%
	Supplies	99,149	138,537	161,400	119,796	170,925	5.90%	42.68%
	Capital	580,922	798,698	435,000	1,426,166	445,000	2.30%	-68.80%
	Internal Services	625,054	612,812	561,199	561,199	532,952	-5.03%	-5.03%
	Overhead Charges	96,319	(291,162) *	338,000	323,000	347,000	2.66%	7.43%
<b>Department Total</b>		<b>1,758,786</b>	<b>1,568,160</b>	<b>1,884,223</b>	<b>2,827,239</b>	<b>1,857,926</b>	<b>-1.40%</b>	<b>-34.28%</b>

### Significant increases or (decreases):

### Total amount proposed:

<b>Services</b>	<b>\$ (13,575)</b>	<b>\$ 328,225</b>
• Added new for FY12; sidewalk snow removal services	48,200	48,200
• Added new for FY12; commuter building maintenance	10,000	10,000
• Increase in the cost for contracted snow removal services	7,875	165,375
• Decrease in parking machine maintenance	(26,600)	8,400
• Decrease in Park-N-Ride maintenance	(25,000)	25,000
• Elimination of contracted landscape plantings	(20,000)	-
• Decrease in newsletter and map printing	(7,000)	3,000
• Brick paver installation		20,000
• Landscape improvement for downtown station		12,500
• Postage		11,750
• Daily fee cash collection		9,600
• Snow cartage services		5,250
• Various accounts with changes less than \$5,000	(1,050)	9,150
	(13,575)	328,225
<b>Professional Services</b>	<b>\$ (13,000)</b>	<b>\$ 33,824</b>
• Elimination of FY11 short term parking program; program postponed	(10,000)	-
• Elimination of FY11 5th avenue study multi-modal improvements	(3,000)	-
• Special Studies	-	20,000
• Renewal sticker program	-	6,500
• Various accounts with changes less than \$5,000	-	7,324
	(13,000)	33,824
<b>Supplies</b>	<b>\$ 9,525</b>	<b>\$ 170,925</b>
• Increase in the tonnage of de-icing chemicals used in commuter lots	7,000	102,000
• Various accounts with changes less than \$5,000	2,525	29,365
• Power for downtown commuter station/street lights	-	15,060
• Repair parts, smart cards, ticket paper	-	12,000
• Streetscape replacement items	-	6,000
• Asphalt & gravel for patching and repairs	-	6,500
	9,525	170,925

\*Capitalization of assets (Less capital outlay and depreciation)

# Burlington Fund Department Summary

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Commuter Parking	Services	313,312	302,119	341,800	368,254	328,225	-3.97%	-10.87%
	Professional Services	44,030	7,156	46,824	28,824	33,824	-27.76%	17.35%
	Supplies	99,149	138,537	161,400	119,796	170,925	5.90%	42.68%
	Capital	580,922	798,698	435,000	1,426,166	445,000	2.30%	-68.80%
	Internal Services	625,054	612,812	561,199	561,199	532,952	-5.03%	-5.03%
	Overhead Charges	96,319	(291,162) *	338,000	323,000	347,000	2.66%	7.43%
<b>Department Total</b>		<b>1,758,786</b>	<b>1,568,160</b>	<b>1,884,223</b>	<b>2,827,239</b>	<b>1,857,926</b>	<b>-1.40%</b>	<b>-34.28%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Capital</b>	<b>\$ 10,000</b>	<b>\$ 445,000</b>
• Increase in MB035, municipal parking lot maintenance	310,000	390,000
• Eliminated FY11 MB165-daily fee machine replacement	(200,000)	-
• Eliminated FY11 MB164- 5th Avenue bus depot	(100,000)	-
• Repair concrete at stations	-	5,000
• MB137 concrete joint and platform rehabilitation	-	50,000
	10,000	445,000
<b>Internal Services</b>	<b>\$ (28,247)</b>	<b>\$ 532,952</b>
• Added vehicle replacement chargeback	6,016	6,016
• Reduction in SSA chargebacks	(15,926)	124,397
• Elimination of Community Connections	(7,563)	-
• Reduction in M&O costs per Fleet Services	(7,428)	23,793
• Various accounts with changes less than \$5,000	(3,346)	16,550
• Interfund transfer to general fund TED	-	135,153
• Interfund transfer to general fund DPW	-	83,315
• Interfund transfer to general fund Finance	-	75,728
• Interfund transfer to general fund Police	-	68,000
	(28,247)	532,952
<b>Overhead Charges</b>	<b>\$ 9,000</b>	<b>\$ 347,000</b>
• Decrease in expenses for PACE 10 ride ticket demand	(5,000)	25,000
• PACE Route 675 increase in contract expenses	7,000	65,000
• 95th Street Park-N-Ride increase in contract expenses	5,000	135,000
• PACE Route 673 increase in contract expenses	2,000	60,000
• Pace Free Ride Program	-	40,000
• PACE new Park-N-Ride	-	15,000
• Guaranteed Ride Home	-	7,000
	9,000	347,000

\*Capitalization of assets (Less capital outlay and depreciation)

FLEET SERVICES FUND  
REVENUES, EXPENSES & CHANGES IN FUND NET ASSETS

	<u>Actual</u> <u>2009-10</u>	<u>Projected</u> <u>Actual</u> <u>2010-11</u>	<u>Proposed</u> <u>Budget</u> <u>2011-12</u>
Operating revenues			
Charges for services	3,189,781	3,928,893	3,609,456
Miscellaneous	-	-	-
Total operating revenues	<u>3,189,781</u>	<u>3,928,893</u>	<u>3,609,456</u>
Operating expenses			
Personal services	1,564,187	1,537,972	1,508,442
Contractual services	2,995	2,985	4,495
Repairs and service	250,843	296,905	299,235
Materials and supplies	1,726,996	1,897,413	1,786,674
Internal service charges	74,233	76,581	90,901
Taxes-license plates	4,292	5,584	4,500
Total operating expenses before depreciation	<u>3,623,546</u>	<u>3,817,440</u>	<u>3,694,247</u>
Nonoperating revenues (expenses)			
Net investment income	<u>31,411</u>	<u>3,800</u>	<u>8,800</u>
Total nonoperating revenues	<u>31,411</u>	<u>3,800</u>	<u>8,800</u>
Net income (loss) before transfers	(402,354)	115,253	(75,991)
Total net assest, May 1	<u>408,509</u> (a)	<u>6,155</u> (a)	<u>121,408</u> (b)
Total net assets, April 30	<u><u>6,155</u></u> (a)	<u><u>121,408</u></u> (b)	<u><u>45,417</u></u> (b)

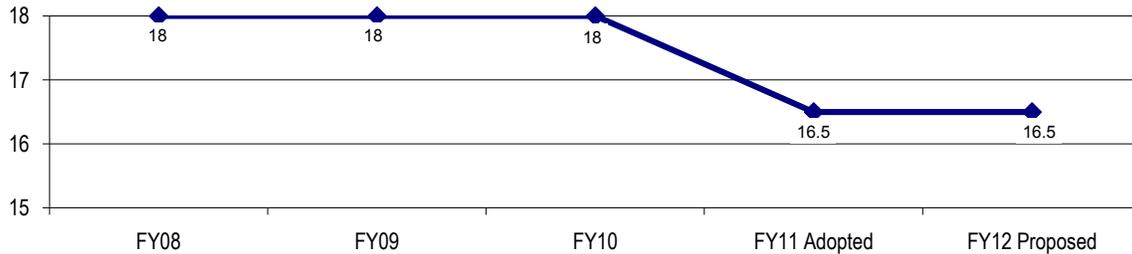
Note:

- (a) Audited Number
- (b) Estimated Number

# Fleet Services Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent Based on Revised Budget	96.5%	99.4%	97.2%	93.1%

Headcount History and Proposed



Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Fleet Services	Salaries	1,236,040	1,142,221	1,104,693	1,101,995	1,091,169	-4.47%	-0.98%
	Benefits	420,702	414,758	430,179	428,998	410,294	-1.08%	-4.36%
	Services	260,541	269,509	321,162	299,890	303,730	12.70%	1.28%
	Supplies	1,935,620	1,711,324	1,894,642	1,897,413	1,786,674	4.40%	-5.84%
	Internal Services	73,929	74,233	76,581	76,581	90,901	22.45%	18.70%
	Overhead Charges	12,355	11,500	11,979	12,563	11,479	-0.18%	-8.63%
<b>Department Total</b>		<b>4,013,116</b>	<b>3,623,545</b>	<b>3,839,236</b>	<b>3,817,440</b>	<b>3,694,247</b>	<b>-3.78%</b>	<b>-3.23%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Salaries</b>	<b>\$ (13,524)</b>	<b>\$ 1,091,169</b>
• Salary pay	-	992,669
• Decrease in overtime pay	(12,150)	80,000
• Temporary pay	-	18,500
• Various accounts with changes less than \$5,000	(1,374)	-
	(13,524)	1,091,169
<b>Benefits</b>	<b>\$ (19,885)</b>	<b>\$ 410,294</b>
• Decrease in medical insurance	(23,447)	180,329
• Standard benefit increases (non medical)	3,562	229,965
	(19,885)	410,294
<b>Services</b>	<b>\$ (17,432)</b>	<b>\$ 303,730</b>
• Decrease in repairs for fuel dispensing equipment	(20,000)	277,175
• Various accounts with changes less than \$5,000	2,568	26,555
	(17,432)	303,730
<b>Supplies</b>	<b>\$ (107,968)</b>	<b>\$ 1,786,674</b>
• Gasoline and diesel fuel	(194,428)	1,100,000
• Parts and supplies	85,678	629,294
• Various accounts with changes less than \$5,000	782	57,380
	(107,968)	1,786,674
<b>Internal Services</b>	<b>\$ 14,320</b>	<b>\$ 90,901</b>
• Increase in IT charges	4,118	26,618
• Decrease in vehicle services expenses	(1,680)	25,284
• Increase in IT replacement charges	10,403	22,879
• Telephone charges	-	14,641

## Fleet Services Fund Department Summary

Department	Category	FY09	FY10	FY11	FY11	FY12	% Change Proposed to Adopted	% Change Proposed to Projected Actual
		Actual	Actual	Adopted Budget	Projected Actual	Proposed Budget		
Fleet Services	Salaries	1,236,040	1,142,221	1,104,693	1,101,995	1,091,169	-4.47%	-0.98%
	Benefits	420,702	414,758	430,179	428,998	410,294	-1.08%	-4.36%
	Services	260,541	269,509	321,162	299,890	303,730	12.70%	1.28%
	Supplies	1,935,620	1,711,324	1,894,642	1,897,413	1,786,674	4.40%	-5.84%
	Internal Services	73,929	74,233	76,581	76,581	90,901	22.45%	18.70%
	Overhead Charges	12,355	11,500	11,979	12,563	11,479	-0.18%	-8.63%
<b>Department Total</b>		<b>4,013,116</b>	<b>3,623,545</b>	<b>3,839,236</b>	<b>3,817,440</b>	<b>3,694,247</b>	<b>-3.78%</b>	<b>-3.23%</b>

**Significant increases or (decreases):**

- Various accounts with changes less than \$5,000

1,479  
14,320

**Total amount proposed:**

1,479  
90,901

<b>Overhead Charges</b>	<b>\$ (500)</b>	<b>\$ 11,479</b>
• Decrease in license fees	(500)	4,500
• Insurance Obligation	-	6,979
	<u>(500)</u>	<u>11,479</u>

INFORMATION TECHNOLOGY REPLACEMENT FUND  
REVENUES, EXPENSES & CHANGES IN FUND NET ASSETS

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Operating revenues			
Charges for services	1,729,413	1,695,812	1,695,812
Total operating revenues	1,729,413	1,695,812	1,695,812
Operating expenses			
Contractual services	932,430	972,395	987,130
Repairs and service	251,960	359,668	321,560
Materials and supplies	268,505	124,200	132,200
Internal service charges	1,015	1,015	1,015
Total operating expenses before depreciation	1,453,910	1,457,278	1,441,905
Operating income before depreciation	275,503	238,534	253,907
Depreciation	(28,796)	(28,000)	(28,000)
Operating income (loss)	246,707	210,534	225,907
Nonoperating revenues (expenses)			
Net investment income	58,441	34,000	57,093
Total nonoperating revenues	58,441	34,000	57,093
Net income (loss) before transfers	305,148	244,534	283,000
Transfers in	-	-	-
Transfers out	(600,000)	-	-
Change in net assets	(294,852)	244,534	283,000
Total net asset, May 1	1,336,495 (a)	1,041,643 (a)	1,286,177 (b)
Total net assets, April 30	1,041,643 (a)	1,286,177 (b)	1,569,177 (b)
Reconciliation to Cash:			
Total cash, May 1	1,289,907 (a)	991,931 (a)	1,006,465 (b)
Total cash, April 30	991,931 (a)	1,006,465 (b)	1,006,465 (b)
Reconciliation to Budget:			
Operating Income (Loss)		244,534	283,000
Less: Capital Outlay		(258,000)	(311,000)
Add: Depreciation		28,000	28,000
Excess of Revenue Over Expenditures per Budget		14,534	-

Note:

- (a) Audited Number
- (b) Estimated Number

\* Per Financial Advisory Board's recommendation and approval from City Council the fund balance should equal \$550,000.

City Council voted last year to maintain the utility share, resulting in a fund balance of \$750,000. The anticipated fund balance at the end of FY11 is \$256,000 over the \$750,000. The \$256,000 is be spread across the funds - General Fund, Electric, and Water- \$85,500 per fund. Staff recommends leaving the balance in the fund and targeting it for future projects.

## Information Technology Replacement Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	99.1%	92.6%	91.2%	89.7%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Information Replacement	Services	1,127,954	1,158,228	1,319,846	1,333,078	1,309,705	13.08%	-0.77%
	Supplies	219,123	122,139	124,200	124,200	132,200	8.24%	6.44%
	Capital	337,867	202,339	258,500	258,500	311,000	53.70%	20.31%
	Internal Services	-	600,000	-	-	-	-100.00%	
<b>Department Total</b>		<b>1,684,944</b>	<b>2,082,706</b>	<b>1,702,546</b>	<b>1,715,778</b>	<b>1,752,905</b>	<b>2.96%</b>	<b>2.16%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

	\$		\$
<b>Services</b>	<b>(10,141)</b>		<b>1,309,705</b>
• Downtown Camera Maintenance & Software	6,200		29,500
• Decrease in annual technology maintenance, support, & licenses	(18,590)		435,745
• Elimination of copier expense	(12,326)		-
• Increase in SAN warranty extensions and upgrades	7,100		24,200
• Increase in expense - spare parts for in-house storage	5,000		92,100
• Various items with changes less than \$3,000	2,475		728,160
	(10,141)		1,309,705

	\$		\$
<b>Supplies</b>	<b>8,000</b>		<b>132,200</b>
• Increase in technology replacement based on replacement schedule	8,000		132,200

	\$		\$
<b>Capital</b>	<b>52,500</b>		<b>311,000</b>
• Increase in technology replacement based on replacement schedule	52,500		311,000

SELF INSURANCE FUND  
REVENUES, EXPENSES & CHANGES IN FUND NET ASSETS

	Actual 2009-10	Projected Actual 2010-11	Proposed Budget 2011-12
Operating revenues			
General and Auto Liability	863,157	618,088	618,088
Workers compensation	1,215,805	1,583,554	1,578,554
Health insurance	11,892,247	12,052,000	11,462,628
Dental insurance	757,066	739,688	716,416
Employee reimbursements	1,479,303	1,726,972	2,970,977
Unemployment insurance claims	66,012	115,752	153,026
Life insurance	242,187	235,134	251,079
Property insurance	135,000	135,000	135,000
Other insurance	25,340	25,340	25,340
Miscellaneous	1,252,946	1,603,785	2,145,084
Total operating revenues	<u>17,929,063</u>	<u>18,835,313</u>	<u>20,056,192</u>
Operating expenses			
General Liability	(132,393)	238,298	409,500
Workers Compensation	1,440,745	1,394,000	1,574,392
Auto Liability	70,304	130,400	333,500
PPO Health Insurance Claims	9,111,814	8,923,718	10,122,271
PPO Contractual Services	648,047	832,499	765,001
HMO Premiums	1,854,872	1,633,560	1,994,741
HMO Insurance Claims	2,966,287	3,574,936	3,240,614
HMO Contractual Services	204,966	133,579	139,068
CDHP Premiums	19,566	6,022	-
CDHP Insurance Claims	153,678	212,400	-
CDHP Contractual Services	17,598	12,614	-
Dental PPO	809,717	831,540	872,435
Unemployment Insurance Claims	353,213	357,316	250,000
Life Insurance	134,239	120,360	124,341
Property Insurance	175,509	162,247	141,000
Other Insurance	25,844	14,181	25,444
Total operating expenses	<u>17,854,006</u>	<u>18,577,670</u>	<u>19,992,307</u>
Operating income	<u>75,057</u>	<u>257,643</u>	<u>63,885</u>
Nonoperating revenues (expenses)			
Net investment income	223,649	185,000	185,000
Total nonoperating revenues	<u>223,649</u>	<u>185,000</u>	<u>185,000</u>
Net income (loss) before transfers	298,706	442,643	248,885
Transfers in	600,000	-	-
Transfers out	(345,891)	(345,891)	(345,891)
Change in net assets	<u>552,815</u>	<u>96,752</u>	<u>(97,006)</u>
Total net asset, May 1	<u>1,379,365</u> (a)	<u>1,932,180</u> (a)	<u>2,028,932</u> (b)
Total net assets, April 30	<u>1,932,180</u> (a)	<u>2,028,932</u> (b)	<u>1,931,926</u> (b)

Note:

(a) Audited numbers

(b) Estimated numbers

Note: Reserve Requirement is \$2 million

# Self Insurance Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent Based on Revised Budget	92.5%	92.0%	102.0%	94.6%

Department	Category	FY09 Actual	FY10 Actual	FY11	FY11	FY12	% Change Proposed to Adopted	% Change Proposed to Projected Actual
				Adopted Budget	Projected Actual	Proposed Budget		
Self Insurance	Services	3,658,396	3,196,750	3,397,883	3,083,617	3,374,191	-0.70%	9.42%
	Professional Services	93,308	101,917	169,000	138,673	181,025	7.12%	30.54%
	Supplies	43,089	42,446	50,000	45,000	50,000	0.00%	11.11%
	Internal Services	568,548	345,891	345,891	345,891	345,891	0.00%	0.00%
	Overhead Charges	14,815,361	14,512,893	16,532,829	15,310,380	16,387,091	-0.88%	7.03%
<b>Department Total</b>		<b>19,178,702</b>	<b>18,199,897</b>	<b>20,495,603</b>	<b>18,923,561</b>	<b>20,338,198</b>	<b>-0.77%</b>	<b>7.48%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Services</b>		<b>\$ (23,692)</b>	<b>\$ 3,374,191</b>
	• Decrease in stoploss premiums - HMO	(31,829)	1,994,741
	• Decrease in support services - PPO	(13,988)	450,714
	• Increase in stoploss premiums - PPO	73,378	198,262
	• Decrease Insurance premiums - Property	(9,000)	141,000
	• Decrease in support services - HMO	(36,984)	139,068
	• Decrease in insurance premiums - Life insurance	(3,782)	124,341
	• Insurance premiums - General liability	-	78,500
	• Insurance premiums - Auto liability	-	78,500
	• Insurance premiums - Workers compensation	-	48,500
	• Support services - Workers compensation	-	40,000
	• Decrease in support services - Dental PPO	(2,631)	35,121
	• Support services - Auto Liability	-	10,000
	• Support services - General liability	-	10,000
	• Increase Insurance premiums - Other	1,144	25,444
		(23,692)	3,374,191

<b>Professional Services</b>		<b>\$ 12,025</b>	<b>\$ 181,025</b>
	• Increase Other Professional services - AON	12,500 *	60,500
	• Decrease Professional services	(475)	55,525
	• Legal services - General liability	-	35,000
	• Legal services - Workers compensation	-	10,000
	• Legal services - Auto liability	-	20,000
		12,025	181,025

\* Timing Issue no contract increase

<b>Supplies</b>		<b>\$ -</b>	<b>\$ 50,000</b>
	• Equipment parts - Auto liability	-	50,000

<b>Internal Services</b>		<b>\$ -</b>	<b>\$ 345,891</b>
	• Operating transfers	-	345,891

## Self Insurance Fund Department Summary

Department	Category	FY09 Actual	FY10 Actual	FY11	FY11	FY12	% Change Proposed to Adopted	% Change Proposed to Projected Actual
				Adopted Budget	Projected Actual	Proposed Budget		
Self Insurance	Services	3,658,396	3,196,750	3,397,883	3,083,617	3,374,191	-0.70%	9.42%
	Professional Services	93,308	101,917	169,000	138,673	181,025	7.12%	30.54%
	Supplies	43,089	42,446	50,000	45,000	50,000	0.00%	11.11%
	Internal Services	568,548	345,891	345,891	345,891	345,891	0.00%	0.00%
	Overhead Charges	14,815,361	14,512,893	16,532,829	15,310,380	16,387,091	-0.88%	7.03%
<b>Department Total</b>		<b>19,178,702</b>	<b>18,199,897</b>	<b>20,495,603</b>	<b>18,923,561</b>	<b>20,338,198</b>	<b>-0.77%</b>	<b>7.48%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

Overhead Charges	\$ (145,738)	\$ 16,387,091
• Increase in insurance claims - Traditional PPO	155,738	10,122,271
• Decrease in insurance claims - Traditional HMO	(322,373)	3,240,614
• Decrease in insurance claims - Dental	(43,995)	837,314
• Increase in insurance claims - Workers compensation	180,892	830,892
• Decrease in industrial commission settlements - Workers compensation	(28,000)	645,000
• Insurance claims - Auto liability	-	25,000
• Insurance claims - Unemployment	-	250,000
• Increase in court settlements - General liability	112,000	246,000
• Decrease in court settlements - Auto liability	(200,000)	150,000
• Insurance claims - General liability	-	40,000
	(145,738)	16,387,091

VEHICLE REPLACEMENT FUND  
REVENUES, EXPENSES & CHANGES IN FUND NET ASSETS

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Operating revenues			
Charges for services	-	-	-
Miscellaneous (incl. Grants)	-	28,267	200
Total operating revenues	-	28,267	200
Operating expenses			
Claims expense	-	-	-
Personal services	-	-	-
Contractual services	14,105	19,654	31,400
Repairs and service	-	-	-
Materials and supplies	(25,418)	26,000	37,500
Internal service charges	-	-	-
Taxes-license plates	-	-	-
Total operating expenses before depreciation	(11,313)	45,654	68,900
Operating income before depreciation	11,313	(17,387)	(68,700)
Depreciation	(2,132,438)	(2,135,000)	(2,135,000)
Operating income (loss)	(2,121,125)	(2,152,387)	(2,203,700)
Nonoperating revenues (expenses)			
Net investment income	312,547	271,366	271,366
Capital fees	-	-	-
Gain/(loss) on disposal of capital assets	184,458	127,000	100,000
Contributions	-	-	-
Miscellaneous nonoperating revenues	895,364	100,000	100,000
Total nonoperating revenues	1,392,369	498,366	471,366
Net income (loss)	(728,756)	(1,654,021)	(1,732,334)
Transfers in	-	-	-
Transfers out	(1,420,000)	(600,000) *	-
Change in net assets	(2,148,756)	(2,254,021)	(1,732,334)
Total net asset, May 1	24,281,073 (a)	22,132,317 (a)	19,878,296 (b)
Total net assets, April 30	22,132,317 (a)	19,878,296 (b)	18,145,962 (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

Reconciliation to Cash:

Total cash assets, May 1	13,424,351 (a)	9,441,339 (a)	8,140,318 (b)
Total cash assets, April 30	9,441,339 (a)	8,140,318 (b)	8,256,174 (b)

Reconciliation to Budget:

Operating Income (Loss)	(2,254,021)	(1,732,334)
Less: Capital Outlay	1,182,000	286,810
Add: Depreciation	2,135,000	2,135,000
Excess of Expenditures Over Revenue per Budget	(1,301,021)	115,856

\* Per FY12 Fiscal Forecast Workshops - \$600,000 will be transferred to the General Fund and utility funds to assist with gap closure. Staff will be preparing an agenda item for a formal Council approval.  
Per the Financial Advisory Board's recommendation and City Council approval, the fund should equal 25% of the replacement value. Currently, the replacement value is \$32million- 25% of the \$32 million is \$8 million.

## Vehicle Replacement Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	47.5%	41.5%	41.1%	73.0%

Based on Revised Budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Vehicle Replacement	Services	4,508	14,105	32,650	19,654	31,400	-3.83%	59.76%
	Supplies	20,395	36,098	41,500	26,000	37,500	-9.64%	44.23%
	Capital	2,691,957	2,971,543	1,652,200	1,182,000	286,810	-82.64%	-75.74%
	Overhead Charges	(561,995) *	454,578	-	-	-	0.00%	0.00%
<b>Department Total</b>		<b>2,154,865</b>	<b>3,476,324</b>	<b>1,726,350</b>	<b>1,227,654</b>	<b>355,710</b>	<b>-79.40%</b>	<b>-71.03%</b>

	Significant increases or (decreases):	Total amount proposed:
<b>Services</b>	<b>\$ (1,250)</b>	<b>\$ 31,400</b>
• Various items with changes less than \$5,000	(1,250)	31,400
<b>Supplies</b>	<b>\$ (4,000)</b>	<b>\$ 37,500</b>
• Increase for replacement vehicle accessories	(4,000)	37,500
<b>Capital</b>	<b>\$(1,365,390)</b>	<b>\$ 286,810</b>
• Decrease based on the vehicle replacement schedule	(1,365,390)	286,810

\* Capital Depreciation



ARRA FED Grants Fund  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Revenues			
Intergovernmental	151,564	742,743	205,833
Total revenues	<u>151,564</u>	<u>742,743</u>	<u>205,833</u>
Expenditures			
Personnel services	31,979	125,000	25,171
Professional services	130	-	-
Purchased property	6,780	5,000	-
Supplies	10,673	8,000	-
Capital outlay	63,739	-	-
Internal service charges	38,263	604,743	180,662
Total expenditures	<u>151,564</u>	<u>742,743</u>	<u>205,833</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	-	-	-
Fund balance, May 1	- (a)	- (a)	- (b)
Fund balance, April 30	<u>- (a)</u>	<u>- (b)</u>	<u>- (b)</u>

Note:

- (a) Audited numbers
- (b) Estimated numbers

# ARRA FED Grants Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	0.0%	0.0%	0.0%	62.0%

Based on Revised Budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
ARRA FED	Salaries	-	31,979	-	125,000	25,171	100.00%	-79.86%
Grants	Professional Services	-	130	-	-	-	0.00%	0.00%
ARRA FED	Services	-	6,780	27,270	5,000	-	-100.00%	-100.00%
Grants	Supplies	-	10,673	144,177	61,004	-	-100.00%	-100.00%
	Capital	-	63,739	150,000	-	-	-100.00%	0.00%
	Internal Services	-	38,263	154,368	551,739	180,662	17.03%	-67.26%
<b>Department Total</b>		<b>-</b>	<b>151,564</b>	<b>475,815</b>	<b>742,743</b>	<b>205,833</b>	<b>100.00%</b>	<b>-72.29%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Salaries</b>	<b>\$ 25,171</b>	<b>\$ 25,171</b>
• Energy Efficiency Conservation Block Program Grant	25,171	25,171
<b>Services</b>	<b>\$ (27,270)</b>	<b>\$ -</b>
• Energy Efficiency Conservation Block Program Grant	(27,270)	-
<b>Supplies</b>	<b>\$ (144,177)</b>	<b>\$ -</b>
• Energy Efficiency Conservation Block Program Grant	(92,877)	-
• Police Technology Grant	(51,300)	-
	<u>(144,177)</u>	<u>-</u>
<b>Capital</b>	<b>\$ (150,000)</b>	<b>\$ -</b>
• Energy Efficiency Conservation Block Program Grant	(150,000)	-
<b>Internal Services</b>	<b>\$ 26,294</b>	<b>\$ 180,662</b>
• Reimbursements to homeowners for energy programs	(106,314)	48,054
• Reimbursemetns to commercial customers for energy programs	132,608	132,608
	<u>26,294</u>	<u>180,662</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> <u>2009-10</u>	<u>Projected</u> <u>Actual</u> <u>2010-11</u>	<u>Proposed</u> <u>Budget</u> <u>2011-12</u>
Revenues			
Intergovernmental	333,936	880,049 *	521,538
Total revenues	<u>333,936</u>	<u>880,049</u>	<u>521,538</u>
Expenditures			
Professional services	4,490	4,490	4,490
Miscellaneous	329,446	875,559	517,048
Total expenditures	<u>333,936</u>	<u>880,049</u>	<u>521,538</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	-	-	-
Fund balance, May 1	- (a)	- (a)	- (b)
Fund balance, April 30	<u>- (a)</u>	<u>- (b)</u>	<u>- (b)</u>

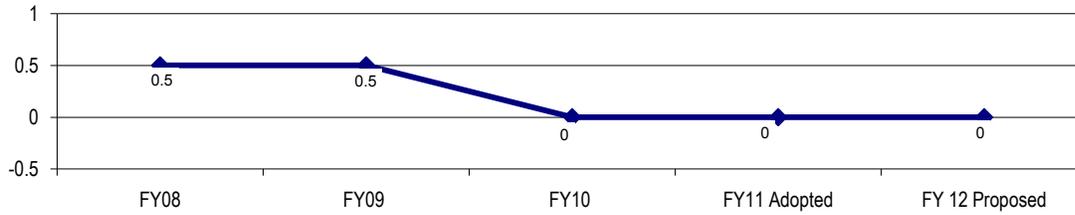
Note:

- (a) Audited numbers
- (b) Estimated numbers

\* Includes monies anticipated from prior year grants

# Community Development Block Grant Department Summary

Headcount History and Proposed



Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Community Development Block Grant	Salaries	19,639	-	-	-	-	0.00%	0.00%
	Benefits	8,707	-	-	-	-	0.00%	0.00%
	Services	33	-	-	-	-	0.00%	0.00%
	Professional Services	4,107	4,490	4,490	4,490	4,490	0.00%	0.00%
	Grant Funding	310,562	329,446	478,988	875,559	517,048	7.95%	-40.95%
<b>Department Total</b>		<b>343,048</b>	<b>333,936</b>	<b>483,478</b>	<b>880,049</b>	<b>521,538</b>	<b>7.87%</b>	<b>-40.74%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Professional Services</b>	<b>\$ -</b>	<b>\$ 4,490</b>
• Annual audit	-	4,490
<b>Grant Funding</b>	<b>\$ 38,060</b>	<b>\$ 517,048</b>
• HUD Funding	38,060	517,048

GENERAL TRUST AND AGENCY FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> 2009-10	<u>Projected</u> Actual 2010-11	<u>Proposed</u> Budget 2011-12
Revenues			
Net investment income	<u>140,551</u>	<u>126,000</u>	<u>126,000</u>
Total revenues	<u>140,551</u>	<u>126,000</u>	<u>126,000</u>
Excess (deficiency) of revenues over expenditures	<u>140,551</u>	<u>126,000</u>	<u>126,000</u>
Other financing sources (uses)			
Transfers in	-	-	-
Transfers out	<u>(1,400,000) *</u>	<u>(44,697)</u>	<u>(126,000)</u>
Total other financing sources (uses)	<u>(1,400,000)</u>	<u>(44,697)</u>	<u>(126,000)</u>
Net change in fund balance	(1,259,449)	81,303	-
Fund balance, May 1	<u>1,178,146 (a)</u>	<u>(81,303) (a)</u>	<u>(0) (b)</u>
Fund balance, April 30	(81,303) (a)	(0) (b)	(0) (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

\* Fund balance transferred to the General Fund in FY10 as part of FY11 gap closure.  
On an annual basis transfers of the fund balance will be made during the year.

## General Trust Agency Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	96.8%	100.0%	100.0%	100.0%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Gen. Trust & Agency	Internal Services	200,000	1,400,000	300,000	44,697	126,000	-58.00%	181.90%
<b>Department Total</b>		200,000	1,400,000	300,000	44,697	126,000	<b>-58.00%</b>	<b>181.90%</b>

	<b>Significant increases or (decreases):</b>	<b>Total amount proposed:</b>
<b>Internal Services</b>	<b>\$ (174,000)</b>	<b>\$ 126,000</b>
• Decrease in transfer to General Fund	(174,000)	126,000



MILLENNIUM CARILLON FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Revenues			
Net investment income	9,332	7,096	6,400
Fees	<u>55,764</u>	<u>55,680</u>	<u>55,680</u>
Total revenues	<u>65,096</u>	<u>62,776</u>	<u>62,080</u>
Expenditures			
Personnel services	265	300	-
Purchased property	89	-	1,200
Supplies	2,612	1,000	4,000
Capital outlay/Concrete Repairs	-	13,000	-
Miscellaneous operating expenses	<u>89,158</u>	<u>110,791</u>	<u>107,200</u>
Total expenditures	<u>92,124</u>	<u>125,091</u>	<u>112,400</u>
Excess (deficiency) of revenues over expenditures	<u>(27,028)</u>	<u>(62,315)</u>	<u>(50,320)</u>
Other financing sources (uses)			
Transfers in	363,370	129,977	107,200
Transfers out	<u>(437,788) **</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(74,418)</u>	<u>129,977</u>	<u>107,200</u>
Net change in fund balance	(101,446)	67,662	56,880
Fund balance (deficit), May 1	<u>93,868</u>	<u>(7,578) (a)</u>	<u>60,084 (b)</u>
Fund balance (deficit), April 30	(7,578) (a)	60,084 (b)*	116,964 (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

\*Can be used to reduce next years SECA request after FY11 audit

\*\* Transfer used to pay off Carillon loan balance in FY10

## Millennium Carillon Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	98.8%	87.3%	99.8%	91.9%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Carillon Fund	Salaries	1,747	199	-	300	-	0.00%	-100.00%
	Benefits	569	66	-	-	-	0.00%	0.00%
	Services	633	89	1,200	-	1,200	0.00%	100.00%
	Supplies	10,562	2,612	7,000	1,000	4,000	-42.86%	300.00%
	Capital	11	-	-	13,000	-	0.00%	-100.00%
	Internal Services	237,788	437,788	-	-	-	0.00%	0.00%
	Overhead Charges	121,335	89,158	129,977	110,791	107,200	-17.52%	-3.24%
<b>Department Total</b>		<b>372,645</b>	<b>529,912</b>	<b>138,177</b>	<b>125,091</b>	<b>112,400</b>	<b>-18.66%</b>	<b>-10.15%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Services</b>	<b>\$ -</b>	<b>\$ 1,200</b>
• Various items with changes less than \$500	-	1,200
<b>Supplies</b>	<b>\$ (3,000)</b>	<b>\$ 4,000</b>
• Lower supply costs	(3,000)	4,000
<b>Overhead Charges</b>	<b>\$ (22,777)</b>	<b>\$ 107,200</b>
• Decrease payment transfer to Park District per maintenance agreement	(22,777)	107,200

SPECIAL EVENTS AND CULTURAL AMENITIES FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Revenues			
Other taxes	2,849,715	2,208,000	2,208,000
Net investment income	28,187	2,133	2,200
Contribution	3,000	-	-
Miscellaneous	100	3,072	4,000
Total revenues	<u>2,881,002</u>	<u>2,213,205</u>	<u>2,214,200</u>
Expenditures			
Personnel services	427,129	441,650	105,825
Contractual services	-	-	-
Professional services	45,241	-	-
Other purchased services	44	-	-
Supplies	6,985	-	-
Capital outlay	99,062	119,000	-
Internal service charges	-	116,166	-
Miscellaneous (grant funding)	1,752,843	1,552,003	1,952,475
Total expenditures	<u>2,331,304</u>	<u>2,228,819</u>	<u>2,058,300</u>
Excess (deficiency) of revenues over expenditures	<u>549,698</u>	<u>(15,614)</u>	<u>155,900</u>
Other financing sources (uses)			
Transfers out	(1,405,870) *	(172,477)	(149,700)
Total other financing sources (uses)	<u>(1,405,870)</u>	<u>(172,477)</u>	<u>(149,700)</u>
Net change in fund balance	(856,172)	(188,091)	6,200
Fund balance, May 1	<u>1,162,415 (a)</u>	<u>306,243 (a)</u>	<u>118,152 (b)</u>
Fund balance, April 30	306,243 (a)	118,152 (b)	124,352 (b)

Note:

(a) Audited numbers

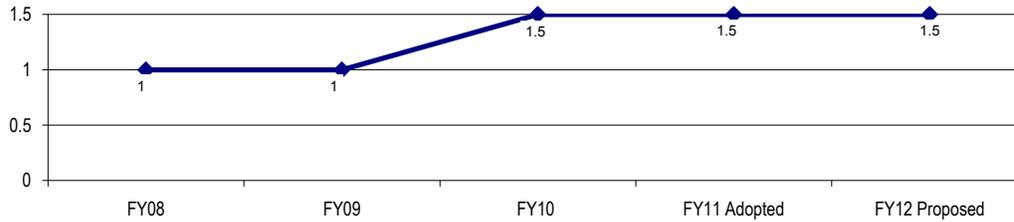
(b) Estimated numbers

\* Paid off Carillon loan of \$1.2 million approved during the FY11 budget process.

## Special Events Cultural Amenities Fund Department Summary

	FY06	FY07	FY08	FY09	FY10
% of Budget Spent	65.8%	93.3%	96.7%	96.7%	90.9%
based on revised budget					

Headcount History and Proposed



Department	Category			FY11	FY11	FY12	% Change Proposed to Adopted	% Change Proposed to Projected Actual
		FY09 Actual	FY10 Actual	Adopted Budget	Projected Actual	Proposed Budget		
SECA	Salaries	245,043	357,460	76,325	76,325	76,033	-0.38%	-0.38%
	Benefits	43,833	69,670	24,478	24,478	29,792	21.71%	21.71%
	Professional Services	-	45,241	-	-	-	0.00%	0.00%
	Services	38,094	43	-	-	-	0.00%	0.00%
	Supplies	1,436	6,984	-	-	-	0.00%	0.00%
	Capital	-	99,062	119,000	119,000	-	100.00%	100.00%
	Internal Services	402,712	1,415,209	172,477	172,477	149,700	-13.21%	-13.21%
	Grant Funding	1,505,943	1,743,504	1,668,169	1,668,169	1,952,475	17.04%	17.04%
<b>Department Total</b>		<b>2,237,061</b>	<b>3,737,173</b>	<b>2,060,449</b>	<b>2,060,449</b>	<b>2,208,000</b>	<b>7.16%</b>	<b>7.16%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Salaries</b>	<b>\$ (292)</b>	<b>\$ 76,033</b>
• Based on the administrative personnel; city services for special events budgeted in overhead services and will be allocated to the specific accounts based on actuals during the fiscal year	(292)	76,033
<b>Benefits</b>	<b>\$ 5,314</b>	<b>\$ 29,792</b>
• Based on the administrative personnel; city services for special events budgeted in overhead services and will be allocated to the specific accounts based on actuals during the fiscal year	5,314	29,792
<b>Capital</b>	<b>\$ (119,000)</b>	<b>\$ -</b>
• MB154 - Central Park Seating Project	(119,000)	-
<b>Internal Services</b>	<b>\$ (22,777)</b>	<b>\$ 149,700</b>
• General Fund and Carillon Fund chargeback	(22,777)	149,700
<b>Grant Funding</b>	<b>\$ 284,306</b>	<b>\$ 1,952,475</b>
• Grant money - Grantees to be determined at the SECA Workshop	275,783	1,827,786
• Riverwalk maintenance per agreement	8,523	124,689
	<b>284,306</b>	<b>1,952,475</b>



**DEBT SERVICE FUND  
REVENUES, EXPENDITURES & CHANGES TO FUND BALANCE**

	<u>Actual</u> 2009-10	<u>Projected</u> Actual 2010-11 (unaudited)	<u>Proposed</u> Budget 2011-12
<b>Revenues</b>			
Property taxes	8,320,937	8,961,913	9,790,005
Net investment income	195,822	195,822	195,822
Build America Bond Interest Rebate	-	189,904	284,856
<b>Total Revenues</b>	<u>8,516,759</u>	<u>9,347,639</u>	<u>10,270,683</u>
<b>Expenditures</b>			
Debt service	<u>8,917,035</u>	<u>9,368,531</u>	<u>10,074,861</u>
<b>Total Expenditures</b>	<u>8,917,035</u>	<u>9,368,531</u>	<u>10,074,861</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(400,276)</u>	<u>(20,892)</u>	<u>195,822</u>
<b>Other Financing Sources (Uses)</b>			
Bonds issued, at par	8,060,000	-	-
Premium on bonds issued	580,622	-	-
Payment to refunded bond escrow agent	<u>(8,587,985)</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>52,637</u>	<u>-</u>	<u>-</u>
Fund Balance, May 1	<u>1,440,880</u> (a)	<u>1,093,241</u> (a)	<u>1,072,349</u> (b)
Fund Balance, April 30	<u>1,093,241</u> (a)	<u>1,072,349</u> (b)*	<u>1,268,171</u> (b)

Note:

- (a) Audited Numbers
- (b) Estimated Numbers

\* Fund balance represents 7 years of accumulated investment income. Council has the ability to apply the fund balance to reduce future borrowing or transfer to the General Fund.

## Debt Service Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	100.0%	100.0%	97.9%	94.6%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Debt Service	Overhead Charges	8,219,025	8,516,759	9,199,913	9,368,531	10,074,861	9.51%	7.54%
<b>Department Total</b>		<b>8,219,025</b>	<b>8,516,759</b>	<b>9,199,913</b>	<b>9,368,531</b>	<b>10,074,861</b>	<b>9.51%</b>	<b>7.54%</b>

	<b>Significant increases or (decreases):</b>	<b>Total amount proposed:</b>
<b>Overhead Charges</b>	<b>\$ 874,948</b>	<b>\$ 10,074,861</b>
<ul style="list-style-type: none"> <li>• Increase based on scheduled bond and interest payments on General Obligation Bond Issues</li> </ul>	874,948	10,074,861

DOWTOWN PARKING FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
Revenues			
Other taxes	995,249	950,000	950,000
Net investment income	15,144	9,720	9,720
Total revenues	<u>1,010,393</u>	<u>959,720</u>	<u>959,720</u>
Expenditures			
Capital outlay	-	-	-
Debt service	291,286	229,597	225,822
Total expenditures	<u>291,286</u>	<u>229,597</u>	<u>225,822</u>
Excess (deficiency) of revenues over expenditures	<u>719,107</u>	<u>730,123</u>	<u>733,898</u>
Net change in fund balance	719,107	730,123	733,898
Fund balance, May 1	<u>235,377</u> (a)	<u>954,484</u> (a)	<u>1,684,607</u> (b)
Fund balance, April 30	<u><u>954,484</u></u> (a)	<u><u>1,684,607</u></u> (b)	<u><u>2,418,505</u></u> (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

## Downtown Parking Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	N/A	N/A	100.0%	90.7%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
<b>Downtown Parking</b>	Internal Service	98,224	291,286	229,597	229,597	225,822	-1.64%	-1.64%
<b>Department Total</b>		<b>98,224</b>	<b>291,286</b>	<b>229,597</b>	<b>229,597</b>	<b>225,822</b>	<b>-1.64%</b>	<b>-1.64%</b>

	<b>Significant increases or (decreases):</b>	<b>Total amount proposed:</b>
<b>Internal Service</b>	<b>\$ (3,775)</b>	<b>\$ 225,822</b>
• Decrease in Downtown Parking Fund	(3,775)	225,822

SPECIAL SERVICE AREA #21 VAN BUREN PARKING DECK FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> 2009-10	<u>Projected</u> Actual 2010-11 (unaudited)	<u>Proposed</u> Budget 2011-12
Revenues			
Property taxes	270,140	266,827	210,000
Net investment income	24,324	15,000	15,000
Miscellaneous	10,199	-	-
Total revenues	<u>304,663</u>	<u>281,827</u>	<u>225,000</u>
Expenditures			
Debt service	<u>267,436</u>	<u>175,009</u>	<u>101,528</u>
Total expenditures	<u>267,436</u>	<u>175,009</u>	<u>101,528</u>
Excess (deficiency) of revenues over expenditures	<u>37,227</u>	<u>106,818</u>	<u>123,472</u>
Other financing sources (uses)			
Capital lease proceeds	-	-	-
Transfers in	-	-	-
Transfers out	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	37,227	106,818	123,472
Fund balance, May 1	<u>711,840</u> (a)	<u>749,067</u> (a)	<u>855,885</u> (b)
Fund balance, April 30	<u>749,067</u> (a)	<u>855,885</u> (b)	<u>979,357</u> (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

## Special Service Area Twenty-One Fund Department Summary

	FY06	FY07	FY08	FY09	FY10
% of Budget Spent	100.0%	100.0%	100.0%	100.0%	100.0%

based on revised budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
SSA #21	Overhead Charges	267,717	267,436	266,827	175,009	101,528	-61.95%	-41.99%
<b>Department Total</b>		<b>267,717</b>	<b>267,436</b>	<b>266,827</b>	<b>175,009</b>	<b>101,528</b>	<b>-61.95%</b>	<b>-41.99%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Overhead Charges</b>	<b>\$ (165,299)</b>	<b>\$ 101,528</b>
• Reduction in debt service payments	(165,299)	101,528

SPECIAL SERVICE AREA #23 NAPER MAIN FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> <u>2009-10</u>	<u>Projected</u> <u>Actual</u> <u>2010-11</u>	<u>Proposed</u> <u>Budget</u> <u>2011-12</u>
<b>Revenues</b>			
Property taxes	56,772	149,800	211,779 *
Net investment income	<u>2</u>	<u>-</u>	<u>-</u>
<b>Total revenues</b>	<u><u>56,774</u></u>	<u><u>149,800</u></u>	<u><u>211,779</u></u>
<b>Expenditures</b>			
Debt service	25,087	149,800	211,779
Miscellaneous	<u>32,231</u>	<u>-</u>	<u>-</u>
<b>Total expenditures</b>	<u><u>57,318</u></u>	<u><u>149,800</u></u>	<u><u>211,779</u></u>
 Excess (deficiency) of revenues over expenditures	 <u>(544)</u>	 <u>-</u>	 <u>-</u>
 Net change in fund balance	 (544)	 -	 -
Fund balance, May 1	<u>544 (a)</u>	<u>- (a)</u>	<u>- (b)</u>
Fund balance, April 30	<u><u>(0) (a)</u></u>	<u><u>- (b)</u></u>	<u><u>- (b)</u></u>

Note:

- (a) Audited numbers
- (b) Estimated numbers

\*Levy full amount collection limited to 40% EAV - Difference is funded from Debt Service

## Special Service Area # 23 Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	N/A	N/A	120.5%	28.1%

Based on Revised Budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
SSA #23	Overhead Charges	111,840	57,318	213,892	149,800	211,779	-0.99%	41.37%
<b>Department Total</b>		<b>111,840</b>	<b>57,318</b>	<b>213,892</b>	<b>149,800</b>	<b>211,779</b>	<b>-0.99%</b>	<b>41.37%</b>

	<b>Significant increases or (decreases):</b>	<b>Total amount proposed:</b>
<b>Overhead Charges</b>	<b>\$ (2,113)</b>	<b>\$ 211,779</b>
• Based on scheduled bond and interest payments on General Obligation Bond Issues	(2,113)	211,779



FAIR SHARE ASSESSMENT FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
	<u>          </u>	<u>          </u>	<u>          </u>
Revenues			
Net investment income	78,798	30,000	-
Fees	107,432	-	-
Total revenues	<u>186,230</u>	<u>30,000</u>	<u>-</u>
Expenditures			
Professional services	-	-	-
Capital outlay	3,500,035	481,755	-
Internal service charges	173,000	-	-
Miscellaneous	-	-	-
Total expenditures	<u>3,673,035</u>	<u>481,755</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>(3,486,805)</u>	<u>(451,755)</u>	<u>-</u>
Net change in fund balance	(3,486,805)	(451,755)	-
Fund balance, May 1	<u>3,938,560</u> (a)	<u>451,755</u> (a)	<u>-</u>
Fund balance, April 30	451,755 (a)	- (b)	-

Note:

(a) Audited numbers

(b) Estimated numbers

Note: Impact fee program eliminated. Remaining funds being used in FY11.

## Fair Share Assessment Fund Department Summary

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Fair Share Assessment	Capital	545,006	3,500,035	740,899	481,755	-	-100.00%	-100.00%
	Internal Services	-	173,000	-	-	-	0.00%	0.00%
<b>Department Total</b>		<b>545,006</b>	<b>3,673,035</b>	<b>740,899</b>	<b>481,755</b>	<b>-</b>	<b>-100.00%</b>	<b>-100.00%</b>

Significant increases or (decreases):

Total amount proposed:

<b>Capital</b>	<b>\$ (740,899)</b>		<b>\$ -</b>
----------------	---------------------	--	-------------

- Elimination of program

(740,899)

MOTOR FUEL TAX FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> 2009-10	<u>Projected</u> Actual 2010-11	<u>Proposed</u> Budget 2011-12
Revenues			
Other taxes	655,944	2,000,000	2,000,000
Net investment income	(38,506)	8,285	8,665
Intergovernmental	3,787,110	6,879,301	3,983,528
Miscellaneous	-	-	-
Total revenues	<u>4,404,548</u>	<u>8,887,586</u>	<u>5,992,193</u>
Expenditures			
Contractual services	-	-	-
Capital outlay	<u>4,481,475</u>	<u>11,550,000</u>	<u>9,900,000</u>
Total expenditures	<u>4,481,475</u>	<u>11,550,000</u>	<u>9,900,000</u>
Excess (deficiency) of revenues over expenditures	<u>(76,927)</u>	<u>(2,662,414)</u>	<u>(3,907,807)</u>
Other financing sources (uses)			
Transfers in	700,000	3,773,000	1,795,000
Return of funds to General Fund		(977,000)	
Total other financing sources (uses)	<u>700,000</u>	<u>2,796,000</u>	<u>1,795,000</u>
Net change in fund balance	623,073	133,586	(2,112,807)
Fund balance, May 1	<u>1,402,889</u> (a)	<u>2,025,962</u> (a)	<u>2,159,548</u> (b)
Fund balance, April 30	<u>2,025,962</u> (a)	<u>2,159,548</u> (b)	<u>46,741</u> (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

# Motor Fuel Tax Fund Department Summary

	FY06	FY07	FY08	FY09	FY10
% of Budget Spent	80.8%	96.3%	87.6%	84.5%	75.1%

based on revised budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Motor Fuel Tax Fund	Services	610	-	-	-	-	0.00%	0.00%
	Capital	4,718,131	4,481,475	10,900,000	11,550,000	9,900,000	-9.17%	-14.29%
<b>Department Total</b>		<b>4,718,741</b>	<b>4,481,475</b>	<b>10,900,000</b>	<b>11,550,000</b>	<b>9,900,000</b>	<b>-9.17%</b>	<b>0.00%</b>

	<b>Significant increases or (decreases):</b>	<b>Total amount proposed:</b>
<b>Capital</b>	<b>\$ (1,000,000)</b>	<b>\$ 9,900,000</b>
• Accelerated in FY11 funded by grant	(1,000,000)	9,900,000

ROAD AND BRIDGE FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10 <u>          </u>	Projected Actual 2010-11 <u>          </u> (unaudited)	Proposed Budget 2011-12 <u>          </u>
Revenues			
Property taxes	428,050	450,000	450,000
Other taxes	691,865	702,000	740,000
Licenses and permits	84,357	98,000	100,000
Net investment income	6,996	10,014	11,050
Contribution	-	-	-
Total revenues	<u>1,211,268</u>	<u>1,260,014</u>	<u>1,301,050</u>
Expenditures			
Professional services	61,430	76,500	75,000
Purchased property services	1,440	1,500	2,000
Other purchased services	-		
Supplies	77,917	80,000	50,000
Capital outlay	704,217	680,000	750,000
Internal service charges	<u>647,692</u>	<u>647,692</u>	<u>647,692</u>
Total expenditures	<u>1,492,696</u>	<u>1,485,692</u>	<u>1,524,692</u>
Excess (deficiency) of revenues over expenditures	<u>(281,428)</u>	<u>(225,678)</u>	<u>(223,642)</u>
Net change in fund balance	(281,428)	(225,678)	(223,642)
Fund balance, May 1	<u>852,003</u> (a)	<u>570,575</u> (a)	<u>344,897</u> (b)
Fund balance, April 30	<u><u>570,575</u></u> (a)	<u><u>344,897</u></u> (b)	<u><u>121,255</u></u> (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

# Road Bridge Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	84.8%	70.4%	90.4%	79.1%
Based on Revised Budget				

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Road & Bridge	Services	160	1,440	2,000	1,500	2,000	0.00%	33.33%
	Professional Services	42,973	62,525	75,000	76,500	75,000	0.00%	-1.96%
	Supplies	129,267	77,917	125,000	80,000	50,000	-60.00%	-37.50%
	Capital	614,051	704,217	800,000	680,000	750,000	-6.25%	10.29%
	Internal Services	647,692	647,692	647,692	647,692	647,692	0.00%	0.00%
<b>Department Total</b>		<b>1,434,143</b>	<b>1,493,791</b>	<b>1,649,692</b>	<b>1,485,692</b>	<b>1,524,692</b>	<b>-7.58%</b>	<b>2.63%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Services</b>	<b>\$ -</b>	<b>\$ 2,000</b>
• Water, sewer, and refuse costs	-	2,000
	-	2,000
<b>Professional Services</b>	<b>\$ -</b>	<b>\$ 75,000</b>
• Pavement management/conditions survey services	-	75,000
<b>Supplies</b>	<b>\$ (75,000)</b>	<b>\$ 50,000</b>
• SC223 - Alley improvement program	(75,000)	50,000
<b>Capital</b>	<b>\$ (50,000)</b>	<b>\$ 750,000</b>
• MP009 - Street Maintenance Program (Road & Bridge Portion)	-	700,000
• SC223 - Alley Improvement Program	(50,000)	50,000
	(50,000)	750,000
<b>Internal Services</b>	<b>\$ -</b>	<b>\$ 647,692</b>
• Transfer to General Fund to cover MIP	-	623,538
• Transfer to General Fund for traffic division for overweight and/or overdimensioned truck permit program	-	24,154
	-	647,692

SPECIAL SERVICE AREA #22/24 DOWNTOWN MAINTENANCE AND MARKETING FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

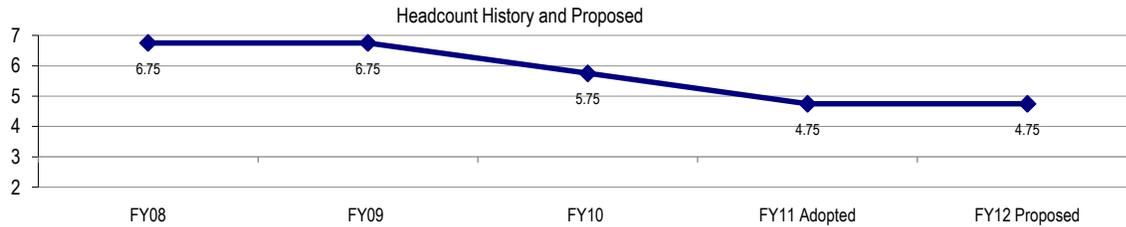
	<u>Actual</u> <u>2009-10</u>	<u>Projected</u> <u>Actual</u> <u>2010-11</u>	<u>Proposed</u> <u>Budget</u> <u>2011-12</u>
<b>Revenues</b>			
Property taxes	786,035	785,841	784,912
Fines and forfeits	71,687	90,000	90,000
Net investment income	26,238	33,500	33,500
Intergovernmental	201,184	195,981	195,981
Charges for services	9,200	10,000	10,000
Miscellaneous	408	-	-
Total revenues	<u>1,094,752</u>	<u>1,115,322</u>	<u>1,114,393</u>
<b>Expenditures</b>			
Personnel services	480,455	445,540	464,439
Contractual services	720,559	909,423	859,207
Professional services	39,584	15,411	10,633
Purchased property	-	-	-
Other purchased services	-	-	-
Supplies	218,510	237,912	235,650
Capital outlay	979	125,000	407,100
Internal service charges	317,514	338,449	332,271
Total expenditures	<u>1,777,601</u>	<u>2,071,735</u>	<u>2,309,300</u>
Excess (deficiency) of revenues over expenditures	<u>(682,849)</u>	<u>(956,413)</u>	<u>(1,194,907)</u>
<b>Other financing sources (uses)</b>			
Transfers in	<u>945,102</u>	<u>931,790</u>	<u>929,906</u>
Total other financing sources (uses)	945,102	931,790	929,906
Net change in fund balance	262,253	(24,623)	(265,001)
Fund balance, May 1	<u>245,108 (a)</u>	<u>507,361 (a)</u>	<u>482,738 (b)</u>
Fund balance, April 30	507,361 (a)	482,738 (b)	217,737 (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

# Special Service Area 22/24 Downtown Maintenance and Marketing Fund Department Summary

	FY06	FY07	FY08	FY09	FY10
% of Budget Spent	86.7%	87.7%	98.0%	94.5%	82.0%
Based on Revised Budget					



Department	Category	FY09 Actual	FY10 Actual	FY11	FY11	FY12	% Change Proposed to Adopted	% Change Proposed to Projected Actual
				Adopted Budget	Projected Actual	Proposed Budget		
SSA #22	Salaries	482,373	350,477	347,798	333,036	341,444	-1.83%	2.52%
	Benefits	144,153	129,978	112,479	112,504	120,945	7.53%	7.50%
	Services	828,630	720,559	933,939	909,423	859,207	-8.00%	-5.52%
	Professional Services	16,443	39,584	10,633	15,411	10,633	0.00%	-31.00%
	Supplies	157,439	218,510	247,700	237,912	237,700	-4.04%	-0.09%
	Capital	158,795	979	126,050	125,000	407,100	222.97%	225.68%
	Internal Services	311,306	317,514	338,449	338,449	332,271	-1.83%	-1.83%
<b>Department Total</b>		<b>2,099,139</b>	<b>1,777,601</b>	<b>2,117,048</b>	<b>2,071,735</b>	<b>2,309,300</b>	<b>9.08%</b>	<b>11.47%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Salaries</b>		<b>\$ (6,354)</b>	<b>\$ 341,444</b>
• Increase for step pay		2,400	248,154
• Regular Pay - FY11 budget error		3,707	-
• Increase in overtime		979	57,450
• Summer and temporary workers		(13,440)	35,840
		(6,354)	341,444

<b>Benefits</b>		<b>\$ 8,466</b>	<b>\$ 120,945</b>
• Decrease in standard benefit		(10,913)	56,298
• Increase in IMRF		11,365	38,910
• Increase in social security		5,915	20,279
• Various accounts with changes less than \$5,000		2,099	5,458
		8,466	120,945

<b>Services</b>		<b>\$ (74,732)</b>	<b>\$ 859,207</b>
• Increase in contracted snow removal		35,900	210,900
• Decrease holiday lighting on store front		(2,000)	8,975
• Decrease contracted custodials services		(15,000)	124,500
• Decrease contracted landscape maintenance for streetscape		(10,000)	20,000
• Increase sidewalk & brick paver leveling repair		20,000	20,000
• Decrease in maintenance and repair of street lighting		(60,502)	86,302
• Decrease elevator maintenance & repair		(38,000)	15,750
• Increase trash compactor refuse		6,600	6,600
• Advertising & marketing		-	326,900
• Various accounts with changes less than \$5,000		(11,730)	39,280
		(74,732)	859,207

## Special Service Area 22/24 Downtown Maintenance and Marketing Fund Department Summary

Department	Category	FY09 Actual	FY10 Actual	FY11	FY11	FY12	% Change Proposed to Adopted	% Change Proposed to Projected Actual
				Adopted Budget	Projected Actual	Proposed Budget		
SSA #22	Salaries	482,373	350,477	347,798	333,036	341,444	-1.83%	2.52%
	Benefits	144,153	129,978	112,479	112,504	120,945	7.53%	7.50%
	Services	828,630	720,559	933,939	909,423	859,207	-8.00%	-5.52%
	Professional Services	16,443	39,584	10,633	15,411	10,633	0.00%	-31.00%
	Supplies	157,439	218,510	247,700	237,912	237,700	-4.04%	-0.09%
	Capital	158,795	979	126,050	125,000	407,100	222.97%	225.68%
	Internal Services	311,306	317,514	338,449	338,449	332,271	-1.83%	-1.83%
<b>Department Total</b>		<b>2,099,139</b>	<b>1,777,601</b>	<b>2,117,048</b>	<b>2,071,735</b>	<b>2,309,300</b>	<b>9.08%</b>	<b>11.47%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Professional Services</b>	<b>\$ -</b>	<b>\$ 10,633</b>
• Landscape architect	-	10,000
• Various accounts with changes less than \$5,000	-	633
	-	10,633
<b>Supplies</b>	<b>\$ (10,000)</b>	<b>\$ 237,700</b>
• Increase in electricity for Chicago Aven & Van Buren parking decks	10,000	120,000
• Streetscape replacement items	-	7,700
• Increase in refuse/recycling container replacement	3,500	9,500
• Decrease in holiday lighting supplies	(2,050)	19,500
• Paint, hardware, lumber & electrical supplies	-	6,000
• Decrease lanscape replacement / supplies	(10,000)	25,000
• Sidewalk cleaners/chemical/degreasers	-	20,000
• Various accounts with changes less than \$5,000	(11,450)	30,000
	(10,000)	237,700
<b>Capital</b>	<b>\$ 281,050</b>	<b>\$ 407,100</b>
• Downtown parking deck maintenance	316,100	316,100
• Municipal parking lot maintenance	(35,050)	91,000
	281,050	407,100
<b>Internal Services</b>	<b>\$ (6,178)</b>	<b>\$ 332,271</b>
• Interfund transfer to GF (Police)	-	204,000
• Addition vehicle replacement charges	24,066	24,066
• Reduction vehicle services	(29,832)	98,573
• Various accounts with changes less than \$5,000	(412)	5,632
	(6,178)	332,271

WATER STREET TAX INCREMENT FINANCING FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed 2011-12
Revenues			
Property taxes	130,595	138,358	131,440
Net investment income	<u>9,227</u>	<u>1,800</u>	<u>1,800</u>
Total revenues	<u>139,822</u>	<u>140,158</u>	<u>133,240</u>
Expenditures			
Professional services	<u>3,000</u>	<u>3,000</u>	<u>103,000</u>
Total expenditures	<u>3,000</u>	<u>3,000</u>	<u>103,000</u>
Excess (deficiency) of revenues over expenditures	<u>136,822</u>	<u>137,158</u>	<u>30,240</u>
Net change in fund balance	136,822	137,158	30,240
Fund balance, May 1	<u>120,014</u> (a)	<u>256,836</u> (a)	<u>393,994</u> (b)
Fund balance, April 30	256,836 (a)	393,994 (b)	424,234 (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

## Water Street Tax Increment Financing Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	N/A	N/A	N/A	2.3%

Based on Revised Budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Water TIF	Professional Service	-	3,000	103,000	3,000	103,000	100.00%	100.00%
<b>Department Total</b>		-	<b>3,000</b>	<b>103,000</b>	<b>3,000</b>	<b>103,000</b>	<b>100.00%</b>	<b>100.00%</b>

	<b>Significant increases or (decreases):</b>		<b>Total amount proposed:</b>
<b>Professional Service</b>	\$ -		\$ <b>103,000</b>
• Professional services	-		103,000

Funds Under  
Other Board  
Control

ENHANCED E911 SURCHARGE FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> 2009-10	<u>Projected</u> Actual 2010-11 (unaudited)	<u>Proposed</u> Budget 2011-12
<b>Revenues</b>			
Net investment income	(787)	-	-
Intergovernmental	1,006,459	1,000,000	1,000,000
Charges for services	953,749	950,000	950,000
Total revenues	<u>1,959,421</u>	<u>1,950,000</u>	<u>1,950,000</u>
<b>Expenditures</b>			
Internal service charges	<u>1,959,421</u>	<u>1,950,000</u>	<u>1,950,000</u>
Total expenditures	<u>1,959,421</u>	<u>1,950,000</u>	<u>1,950,000</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	-	-	-
Fund balance, May 1	<u>230,000</u> (a)	<u>230,000</u> (a)	<u>230,000</u> (b)
Fund balance, April 30	230,000 (a)	230,000 (b)*	230,000 (b)

Note:

(a) Audited numbers

(b) Estimated numbers

\*Board will consider transfer of the fund balance to the General Fund at their next meeting. If approved it will help to close the projected financial gap.

## E911 Surcharge Fund Department Summary

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
E911	Internal Service	2,008,844	1,959,421	1,950,000	1,950,000	1,950,000	0.00%	0.00%
<b>Department Total</b>		<b>2,008,844</b>	<b>1,959,421</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>0.00%</b>	<b>0.00%</b>

	Significant increases or (decreases):	Total amount proposed:
<b>Internal Service</b>	<b>\$ -</b>	<b>\$ 1,950,000</b>
• Surcharge and other monies paid or collected to fund the operation of the E-911 system	-	1,950,000

FEDERAL DRUG FORFEITURE FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> 2009-10	<u>Projected</u> <u>Actual</u> 2010-11 (unaudited)	<u>Proposed</u> <u>Budget</u> 2011-12
<b>Revenues</b>			
Net investment income	5,491	-	-
Intergovernmental	48,059	175,000	175,000
Intergovernmental- carryforward		-	-
Total revenues	53,550	175,000	175,000
<b>Expenditures</b>			
Professional services	362	45,000	45,000
Purchased property	-	5,000	5,000
Other purchased services	31,333	75,000	75,000
Supplies	21,855	50,000	50,000
Property	-	-	-
Total expenditures	53,550	175,000	175,000
Excess (deficiency) of revenues over expenditures	-	-	-
Net change in fund balance	-	-	-
Fund balance, May 1	- (a)	- (a)	- (b)
Fund balance, April 30	- (a)	- (b)	- (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

## Federal Drug Forfeiture Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	72.2%	78.2%	39.6%	30.9%

Based on Revised Budget

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Federal Drug Forfeiture	Services	35,830	35,830	120,000	80,000	80,000	-33.33%	0.00%
	Professional Services	10,003	10,003	45,000	45,000	45,000	0.00%	0.00%
	Supplies	23,004	23,004	100,000	50,000	50,000	-50.00%	0.00%
	Capital	18,450	18,450	-	-	-	0.00%	0.00%
<b>Department Total</b>		<b>87,287</b>	<b>87,287</b>	<b>265,000</b>	<b>175,000</b>	<b>175,000</b>	<b>-33.96%</b>	<b>0.00%</b>

	Significant increases or (decreases):	Total amount proposed:
<b>Services</b>	<b>\$ (40,000)</b>	<b>\$ 80,000</b>
• Repair and maintenance service	(40,000)	5,000
• Conferences & training	-	75,000
	(40,000)	80,000
<b>Professional Services</b>	<b>\$ -</b>	<b>\$ 45,000</b>
• Professional services	-	45,000
<b>Supplies</b>	<b>\$ (50,000)</b>	<b>\$ 50,000</b>
• Decrease in operating supplies	(50,000)	50,000

**FIREFIGHTERS' PENSION FUND  
REVENUES, EXPENDITURES & CHANGES TO FUND BALANCE**

	<u>Actual</u> 2009-10	<u>Projected</u> <u>Actual</u> 2010-11 (unaudited)	<u>Proposed</u> <u>Budget</u> 2011-12
Fund Balance, May 1	68,806,896 (a)	84,538,663 (a)	89,703,075 (b)
Revenues			
Property Taxes	3,581,283	4,551,108	4,695,134
Employee Contributions	1,691,646	1,647,000	1,920,000
Net investment income (loss)	13,116,418	2,023,695	1,871,000
Reimbursement	6,812	100	100
Total Revenues	<u>18,396,159</u>	<u>8,221,903</u>	<u>8,486,234</u>
Expenditures			
Pension Benefit Payments	2,462,178	3,006,000	3,200,000
Refund of Member Contributions	19,031	-	70,000
Transfers to General Fund	-	5,000	5,000
Administrative Services	183,183	46,491	101,273
Total Expenditures	<u>2,664,392</u>	<u>3,057,491</u>	<u>3,376,273</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>15,731,767</u>	<u>5,164,412</u>	<u>5,109,961</u>
Fund Balance, April 30	<u><u>84,538,663</u></u> (a)	<u><u>89,703,075</u></u> (b)	<u><u>94,813,036</u></u> (b)

Note:

- (a) Audited Numbers
- (b) Estimated Numbers

# Fire Pension Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	91.7%	98.0%	76.6%	86.7%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Firefighters' Pension	Salaries	992	498	-	-	-	0.00%	0.00%
	Benefits	118	73	-	-	-	0.00%	0.00%
	Professional Services	299,702	362,041	411,968	215,351	411,932	-0.01%	91.28%
	Services	7,752	15,245	16,981	8,235	16,981	0.00%	106.21%
	Supplies	402	1,938	2,360	210	2,360	0.00%	1023.81%
	Internal Services	5,000	5,000	5,000	5,000	5,000	0.00%	0.00%
	Pension Payments	2,167,371	2,481,209	3,270,000	3,006,000	3,270,000	0.00%	8.78%
<b>Department Total</b>		<b>2,481,337</b>	<b>2,866,004</b>	<b>3,706,309</b>	<b>3,234,796</b>	<b>3,706,273</b>	<b>0.00%</b>	<b>14.58%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Professional Services</b>	<b>\$ (36)</b>	<b>\$ 411,932</b>
• Money manager expenses	-	282,500
• Legal services	-	62,000
• Decrease in annual audit expenses	(36)	55,432
• Medical services	-	12,000
	<b>\$ (36)</b>	<b>\$ 411,932</b>
<b>Services</b>	<b>\$ -</b>	<b>\$ 16,981</b>
• Support services	-	9,221
• Dues and subscriptions and conferences and training	-	7,760
	<b>\$ -</b>	<b>\$ 16,981</b>
<b>Supplies</b>	<b>\$ -</b>	<b>\$ 2,360</b>
• Agency and office supplies	-	2,360
<b>Internal Services</b>	<b>\$ -</b>	<b>\$ 5,000</b>
• Interfund transfer	-	5,000
<b>Pension Payments</b>	<b>\$ -</b>	<b>\$ 3,270,000</b>
• Pension payments	-	3,200,000
• Pension refund payments	-	70,000
	<b>\$ -</b>	<b>\$ 3,270,000</b>

FOREIGN FIRE INSURANCE TAX FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11	Proposed Budget 2011-12
	<u>          </u>	<u>          </u>	<u>          </u>
Revenues			
Net investment income	1,032	1,000	-
Intergovernmental	138,858	140,000	161,644
Miscellaneous	17,118	-	-
Total revenues	<u>157,008</u>	<u>141,000</u>	<u>161,644</u>
Expenditures			
Personnel services	5,624	9,500	10,500
Contractual services	14,685	17,000	31,250
Professional services	1,308	1,233	3,133
Supplies	96,229	89,798	83,360
Capital outlay	-	10,000	32,000
Internal service charges	4,534	4,534	6,034
Total expenditures	<u>122,380</u>	<u>132,065</u>	<u>166,277</u>
Excess (deficiency) of revenues over expenditures	<u>34,628</u>	<u>8,935</u>	<u>(4,633)</u>
Net change in fund balance	34,628	8,935	(4,633)
Fund balance, May 1	<u>390,109</u> (a)	<u>424,737</u> (a)	<u>433,672</u> (b)
Fund balance, April 30	424,737 (a)	433,672 (b)	429,039 (b)

Note:

- (a) Audited numbers
- (b) Estimated numbers

## Foreign Fire Insurance Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent	58.2%	81.5%	41.7%	57.0%
Based on Revised Budget				

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Foreign Fire	Salaries	1,234	329	2,000	1,000	2,000	0.00%	100.00%
	Benefits	123	5,295	3,500	8,500	8,500	142.86%	0.00%
	Services	16,840	14,685	31,250	17,000	31,250	0.00%	83.82%
	Professional Services	844	1,308	3,133	1,233	3,133	0.00%	154.10%
	Supplies	33,877	96,228	83,360	89,798	83,360	0.00%	-7.17%
	Capital	9,995	-	32,000	10,000	32,000	0.00%	220.00%
	Internal Services	4,534	4,534	6,034	4,534	6,034	0.00%	33.08%
<b>Department Total</b>		<b>67,447</b>	<b>122,379</b>	<b>161,277</b>	<b>132,065</b>	<b>166,277</b>	<b>3.10%</b>	<b>25.91%</b>

### Significant increases or (decreases):

### Total amount proposed:

<b>Salaries</b>	<b>\$ -</b>	<b>\$ 2,000</b>
• Overtime pay	-	2,000
<b>Benefits</b>	<b>\$ 5,000</b>	<b>\$ 8,500</b>
• Tuition reimbursement	5,000	8,500
<b>Services</b>	<b>\$ -</b>	<b>\$ 31,250</b>
• Support services	-	1,000
• Repair & maintenance	-	4,000
• Dues & subscriptions	-	2,500
• Conference & training	-	21,000
• Copy & binding services	-	1,500
• Postage & delivery	-	250
• Public education programs	-	1,000
	-	31,250
<b>Professional Services</b>	<b>\$ -</b>	<b>\$ 3,133</b>
• Legal services	-	500
• Annual audit	-	633
• Other prof services	-	2,000
	-	3,133
<b>Supplies</b>	<b>\$ -</b>	<b>\$ 83,360</b>
• Operating supplies	-	80,860
• Printed material	-	1,500
• Gen office supplies	-	1,000
	-	83,360
<b>Capital</b>	<b>\$ -</b>	<b>\$ 32,000</b>
• Equipment and machinery	-	32,000
<b>Internal Services</b>	<b>\$ -</b>	<b>\$ 6,034</b>
• Contingency	-	1,500
• Overhead charges	-	4,534
	-	6,034

**POLICE PENSION FUND**  
**REVENUES, EXPENDITURES & CHANGES TO FUND BALANCE**

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Fund Balance, May 1	68,738,433 (a)	84,681,880 (a)	89,778,060 (b)
Revenues			
Property Taxes	3,686,398	4,687,000	4,334,585
Employee Contributions	1,546,921	1,550,000	1,746,000
Net investment income (loss)	13,463,026	2,026,000	2,852,000
Reimbursement	11,499	15,000	15,000
Total Revenues	<u>18,707,844</u>	<u>8,278,000</u>	<u>8,947,585</u>
Expenditures			
Pension Benefit Payments	2,633,684	2,999,420	3,350,000
Refund of Member Contributions	70,051	60,000	75,000
Transfers to General Fund	5,000	5,000	5,000
Administrative Services	55,662	117,400	97,082
Total Expenditures	<u>2,764,397</u>	<u>3,181,820</u>	<u>3,527,082</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>15,943,447</u>	<u>5,096,180</u>	<u>5,420,503</u>
Fund Balance, April 30	<u>84,681,880 (a)</u>	<u>89,778,060 (b)</u>	<u>95,198,563 (b)</u>

Note:

- (a) Audited Numbers
- (b) Estimated Numbers

# Police Pension Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	91.7%	98.9%	98.9%	97.5%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
	Services	2,684	3,566	11,200	5,200	11,200	0.00%	115.38%
	Supplies	426	515	450	-	450	0.00%	100.00%
	Interfund Services	5,000	5,000	5,000	5,000	5,000	0.00%	0.00%
	Pension Payments	2,333,731	2,703,735	3,025,000	3,014,891	3,425,000	13.22%	13.60%
<b>Department Total</b>		<b>2,588,032</b>	<b>2,986,921</b>	<b>3,316,618</b>	<b>3,303,601</b>	<b>3,777,082</b>	<b>13.88%</b>	<b>14.33%</b>

	Significant increases or (decreases):	Total amount proposed:
<b>Professional Services</b>	<b>\$ 60,464</b>	<b>\$ 335,432</b>
• Legal Services	-	25,000
• Decrease in audit expense	(36)	5,432
• Investment consultant	-	50,000
• Increase for Luther King fees not included in previous year budget	60,500	235,500
• State of Illinois-compliance fee	-	8,000
• Various items with changes less than \$5,000	-	11,500
	60,464	335,432
<b>Services</b>	<b>\$ -</b>	<b>\$ 11,200</b>
• Conferences and training	-	10,000
• Various items with changes less than \$5,000	-	1,200
	-	11,200
<b>Supplies</b>	<b>\$ -</b>	<b>\$ 450</b>
• Various items with changes less than \$5,000	-	450
	-	450
<b>Internal Services</b>	<b>\$ -</b>	<b>\$ 5,000</b>
• Interfund transfer	-	5,000
	-	5,000
<b>Pension Payments</b>	<b>\$ 400,000</b>	<b>\$ 3,425,000</b>
• Increase in number of pension payments	400,000	3,350,000
• Pension refunds	-	75,000
	400,000	3,425,000

STATE DRUG FORFEITURE FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	<u>Actual</u> 2009-10	<u>Projected</u> <u>Actual</u> 2010-11 (unaudited)	<u>Proposed</u> <u>Budget</u> 2011-12
<b>Revenues</b>			
Net investment income	6,146	-	-
Intergovernmental	49,379	60,000	60,000
Intergovernmental- carryforward		-	-
Total revenues	<u>55,525</u>	<u>60,000</u>	<u>60,000</u>
<b>Expenditures</b>			
Professional services	-	3,000	3,000
Purchased property	-	1,000	1,000
Other purchased services	7,949	5,000	5,000
Supplies	46,821	50,000	50,000
Miscellaneous	755	1,000	1,000
Total expenditures	<u>55,525</u>	<u>60,000</u>	<u>60,000</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	-	-	-
Fund balance, May 1	- (a)	- (a)	- (b)
Fund balance, April 30	<u>- (a)</u>	<u>- (b)</u>	<u>- (b)</u>

Note:

- (a) Audited numbers
- (b) Estimated numbers

## State Drug Forfeiture Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	100.0%	54.8%	103.8%	74.0%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
State Drug Forfeiture	Services	9,728	7,949	7,500	6,000	6,000	-20.00%	0.00%
	Professional Services	201	-	15,000	3,000	3,000	-80.00%	0.00%
	Supplies	67,450	46,821	50,000	50,000	50,000	0.00%	0.00%
	Overhead Charges	472	755	2,500	1,000	1,000	-60.00%	0.00%
<b>Department Total</b>		<b>77,851</b>	<b>55,525</b>	<b>75,000</b>	<b>60,000</b>	<b>60,000</b>	<b>-20.00%</b>	<b>0.00%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Services</b>	<b>\$ (1,500)</b>	<b>\$ 6,000</b>
• Repair and maintenance of machinery	(1,500)	1,000
• Conferences & training	-	5,000
	(1,500)	6,000
<b>Professional Services</b>	<b>\$ (12,000)</b>	<b>\$ 3,000</b>
• Professional services	(12,000)	3,000
<b>Supplies</b>	<b>\$ -</b>	<b>\$ 50,000</b>
• Operating supplies	-	50,000
<b>Overhead Charges</b>	<b>\$ (1,500)</b>	<b>\$ 1,000</b>
• Taxes & other services	(1,500)	1,000

TEST TRACK FUND  
REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE

	Actual 2009-10	Projected Actual 2010-11 (unaudited)	Proposed Budget 2011-12
	<u>          </u>	<u>          </u>	<u>          </u>
Revenues			
Net investment income	-	-	-
Contribution	44,899	54,021	53,140
Miscellaneous	-	-	-
Total revenues	<u>44,899</u>	<u>54,021</u>	<u>53,140</u>
Expenditures			
Contractual services	1,765	-	-
Purchased property	23,136	33,150	33,545
Other purchased services	4,769	4,871	5,110
Supplies	11,788	12,550	13,020
Internal service charges	3,441	3,450	1,465
Total expenditures	<u>44,899</u>	<u>54,021</u>	<u>53,140</u>
Excess (deficiency) of revenues over expenditures	<u>          -</u>	<u>          -</u>	<u>          -</u>
Net change in fund balance	-	-	-
Fund balance, May 1	-	-	-
Fund balance, April 30	<u>          -</u>	<u>          -</u>	<u>          -</u>

Note:

- (a) Audited numbers
- (b) Estimated numbers

# Test Track Fund Department Summary

	FY07	FY08	FY09	FY10
% of Budget Spent based on revised budget	48.9%	41.8%	75.0%	73.7%

Department	Category	FY09 Actual	FY10 Actual	FY11 Adopted Budget	FY11 Projected Actual	FY12 Proposed Budget	% Change Proposed to Adopted	% Change Proposed to Projected Actual
Test Track	Services	26,665	29,670	46,370	38,021	38,655	-16.64%	1.67%
	Supplies	13,411	11,788	12,450	12,550	13,020	4.58%	3.75%
	Internal Services	8,250	3,441	3,450	3,450	1,465	-57.54%	-57.54%
<b>Department Total</b>		<b>48,326</b>	<b>44,899</b>	<b>62,270</b>	<b>54,021</b>	<b>53,140</b>	<b>-14.66%</b>	<b>-1.63%</b>

**Significant increases or (decreases):**

**Total amount proposed:**

<b>Services</b>	<b>\$ (7,715)</b>	<b>\$ 38,655</b>
• Decrease in snow removal cost based upon historical spending	(4,800)	25,200
• Various items with changes less than \$5,000	(2,915)	13,455
	(7,715)	38,655
<b>Supplies</b>	<b>\$ 570</b>	<b>\$ 13,020</b>
• Increase in electrical rates per DPU-E	570	12,270
• Various items with changes less than \$5,000	-	750
	570	13,020
<b>Internal Services</b>	<b>\$ (1,985)</b>	<b>\$ 1,465</b>
• Various items with changes less than \$5,000	(1,985)	1,465



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** March 12, 2010  
**TO:** Douglas A. Krieger, City Manager  
**FROM:**  Karen DeAngelis, Director of Finance

**SUBJECT: Financial Advisory Board Responses on Excess Fund Balance Usage**

**PURPOSE:**

To purpose of this memorandum is to provide City Council with the input received from the Financial Advisory Board (FAB) in response to their request made during the March 2, 2010 Council meeting on the potential usage of special fund balances

**BACKGROUND:**

During the March 1, 2010 Budget workshop each of the special fund budgets were reviewed. At that time council considered potential uses for some of the special fund balances. Some decisions were taken that evening as follows:

- SECA fund and Carillon excess fund balances to be used pay off the remaining Carillon loan of \$1.2 million.
- Debt and Capital fund excess balances totaling \$3.2 million, consistent with past practice, has been applied to reduce the bond issuance for later this month.
- General Trust and Agency fund balance of \$1.1 million to be used to offset the FY11 reduction in the red light fee projection

Discussion began regarding the excess fund balances in the IT replacement fund, Vehicle replacement fund and with regards to the shortfall in the Self Insurance Fund. City Council requested that staff request the FAB provide their views on the appropriate level of reserve funds for the IT replacement and Vehicle replacement fund before Council votes on the new revenue ordinances. While FAB purpose is to provide Council reserve policy advice, Council did also request views on potential uses of the excess. At the March 2, 2010 City Council meeting the revenue ordinances were tabled until the FAB input could be obtained.

Budget revisions will be submitted to Council for all special fund decisions at one time, expected to be after the March 15, 2010 Council Meeting.

**DISCUSSION:**

Given the short time frame, and the FAB member work and travel requirements, it was not possible to arrange a meeting. Staff worked with the Board Chairman, Bruce Hanson, to develop a questionnaire to summarize the points of question and provide a vehicle for responding. Some responses were received over the phone or in narrative and have been transferred to the form by staff. All responses as received or documented are attached.

The FAB responses reflected a range of views with varying degrees of conservatism. Without a discussion it is hard to develop true consensus in a specific recommendation. However there is alignment around principles that can be recommended for Council to use in reaching a decision on the use of excess IT Replacement and Vehicle Replacement Fund balances.

**Reserve Level Recommendation**

- Maintaining a conscious reserve level in each fund is appropriate to smooth impacts in a future year with unusually high replacements required.
- While not unanimous, consensus supports 25% for the Vehicle Replacement reserve (\$7.5 million) and an average view of \$450 for IT Replacement.

Note: Staff considered the average annual replacement of IT hardware is \$550,000 and is roughly aligned with the FAB reserve recommendation and staff believes this to be the intent for the policy to be established as a one year reserve level.

**Excess Fund Usage Views**

- FAB position remains to be cautious of using fund balances to provide temporary relief to what are likely underlying structural issues. This principle supports prior recommendations to obtain the financial benefit by applying fund balances to capital and reduce debt, rather than to balance the general fund operating budget.
- FAB understands that the current economic climate would justify some flexibility for Council to consider while weighing priorities
- Any use should be measured to avoid creating a significant gap in future years funding, as this would only delay rather than avoid major actions.
- Working down a fund balance in a conscious program spread over several years with lessening degrees of benefit may be prudent. They therefore generally support continuing to work down the vehicle replacement reserve following the program over the next couple years.

The following table summarizes the Fund balances reviewed by FAB:

Fund	Projected FY10 Fund Balance	FY11 Budget Used	Transfer Required	Required/ Suggested Reserve	Utility Balance Portion	General Fund Available
IT Replacement	\$1,356	-0-		\$550	\$200	\$606
Vehicle Replacement	\$11,639	\$1,100	(\$599)	\$7,500	\$610	\$1830
Self Insurance	\$1,401	-0-	\$599	\$2,000	-0-	-0-
Available						\$2,436

This input has been incorporated into the Revenue Agenda item for the March 15, 2010 City Council Meeting.

**RECOMMENDATION:** Please forward this memorandum, as well as the attachments, to the City Council via the Manager's memorandum.

## FAB Recommendation

### Discussion Points:

**IT Replacement fund** – There is currently no reserve requirement for this fund, but it has a projected fund balance of \$1.4 million. Back in 2003 the fund did have a 30 day reserve requirement, but sometime after that the reserve requirement was eliminated. The annual spend is about \$1.7 million and the recovery rate charged to the departments is roughly equal to the annual spend.

**Vehicle Replacement Fund** – The FAB advised a year ago that the reserve requirement could be reduced to 20%-30% of the current fleet value. The current fleet original cost is roughly \$30 million, so this suggested a required reserve of between \$6-\$9 million. I realize that the FAB recommendation was to transfer the entire excess to the capital projects fund. However, the City has been working down the fund balance by suspending the annual department funding charges until FY12 at which time the plan was to begin charging half funding and then revert to full funding when the fund balance hit the minimum required reserve level.

The projected fund balance is \$10.6 million. Council would like to target a reserve of \$7.5 million, as the mid-point of the reserve range. Then a portion of the excess will be used to restore the \$600K shortfall in the self insurance reserve and a portion will be allocated to the utility fund. That leaves roughly \$1.77 million of excess reserve allocated to the general fund for consideration. We did tell Council the original recommendation of the FAB was for excess funds to be moved into capital, however they wished us to reach out to confirm the FAB's current recommendation.

### Fund Balance Usage Recommendation:

Current Excess in special funds for FAB consideration and recommendation	Transfer to General Fund for a One-time use for Current Operations \$	Future Benefit	
		Transfer to Capital fund to Reduce required Debt Issuance \$	Retain in current special Fund Balance \$
IT Replacement Fund - \$1.4 million	0	50%	50%
Vehicle Replacement Fund - \$1.77 million	0	50%	50%

### Vehicle Replacement Reserve Policy Recommendation:

	Yes	No
Agree with a policy change to specify a single reserve target	*	
Preference to leave the Vehicle Replacement Reserve stated as a range (20%-30%)		*
Opposed to a change which would specify a single reserve target in the policy		*
If a single target in the policy is acceptable, preference noted below:		
20%		
25%		
30%		*YES

Any comments FAB wishes Council to consider: *I don't think it is prudent for Council to spend down special fund unless absolutely necessary. My thoughts are that this should not become a sense of security, or place to go "when funds are needed". It is best to try to only spend funds as they are generated, from current revenue.*

## FAB Recommendation

**Bruce Hanson**

### Fund Balance Usage Recommendation:

Current Excess in special funds for FAB consideration and recommendation	Transfer to General Fund for a One-time use for Current Operations \$	Future Benefit	
		Transfer to Capital fund to Reduce required Debt Issuance \$	Retain in current special Fund Balance \$
IT Replacement Fund - \$1.4 million	Second preference: \$1,150K	First preference: \$1,150K	\$250K
Vehicle Replacement Fund - \$1.77 million	\$0	\$885K	\$885K

### Vehicle Replacement Reserve Policy Recommendation:

	Yes	No
Agree with a policy change to specify a single reserve target		X
Preference to leave the Vehicle Replacement Reserve stated as a range (20%-30%)	X	
Opposed to a change which would specify a single reserve target in the policy	X	
If a single target in the policy is acceptable, preference noted below:	Preference	
20%		
25%		
30%		

**Any comments FAB wishes Council to consider:**

#### FAB Chairman's Comments:

- The use of reserve funds for operating purposes is not generally recommended nor supported by FAB. Operating short-falls should be closed via expense reduction or revenue generation. Fund reserve spend-downs only postpone solving ongoing funding problems and create a false sense of fiscal security.
- Recommend no change in policy (i.e., to lock down a fixed percentage) for the vehicle replacement fund balance. Recommend retaining the range of 20% - 30%. This permits staff and council to be flexible depending on the situation from year to year. For example, if the fleet is highly aged, we may feel that the reserve should be 30%. If fleet is nearly brand new, 20% may be sufficient. Setting a fixed number limits the ability to be flexible. If the policy is a range of 20% to 30%, the implementation is flexible for staff and council from year to year. Fixing the policy causes us to get into this discussion time and again.

## FAB Recommendation

**Mike McNicholas**

### Fund Balance Usage Recommendation:

Current Excess in special funds for FAB consideration and recommendation	Transfer to General Fund for a One-time use for Current Operations \$	Future Benefit	
		Transfer to Capital fund to Reduce required Debt Issuance \$	Retain in current special Fund Balance \$
IT Replacement Fund - \$1.4 million	X		
Vehicle Replacement Fund - \$1.77 million	X		

### Vehicle Replacement Reserve Policy Recommendation:

	Yes	No
Agree with a policy change to specify a single reserve target	x	
Preference to leave the Vehicle Replacement Reserve stated as a range (20%-30%)		x
Opposed to a change which would specify a single reserve target in the policy		x
If a single target in the policy is acceptable, preference noted below:		
20%		
25%	X	
30%		

**Any comments FAB wishes Council to consider:**

Environment suggests latitude is appropriate now rather than a draconian application of prior principles.

Need to ensure action doesn't create a longer term problem. Look at FY12 and beyond and have a plan for how this funding will be replaced.

Need prudence not to use too much immediately and cause a major gap for next year.

Council may consider for example using some of the current reserves, within reason, to fill part of the gap, but also look to raise revenue in case we do have a *double dip* in the economy or we flat-line here. This would allow a little help, yet still allowing the City to remain prudent in their choices.

Transferred to form from e-mail

**FAB Recommendation**

**Glenn Rabinak**

**Fund Balance Usage Recommendation:**

Current Excess in special funds for FAB consideration and recommendation	Transfer to General Fund for a One-time use for Current Operations \$	Future Benefit	
		Transfer to Capital fund to Reduce required Debt Issuance \$	Retain in current special Fund Balance \$
IT Replacement Fund - \$1.4 million	X		\$425
Vehicle Replacement Fund - \$1.77 million	X		

**Vehicle Replacement Reserve Policy Recommendation:**

	Yes	No
Agree with a policy change to specify a single reserve target	X	
Preference to leave the Vehicle Replacement Reserve stated as a range (20%-30%)		X
Opposed to a change which would specify a single reserve target in the policy		X
If a single target in the policy is acceptable, preference noted below:		
20%		
25%	X	
30%		

**Any comments FAB wishes Council to consider:** Regarding transfers of surplus funds, I am fine with the dollars going into the general fund (I cannot recall why FAB felt they ought to go to the capital fund).

Regarding target surplus in Vehicle Replacement Reserve I can support council's recommendation of 25%

Similarly for the IT fund, if 25% is good for Vehicle Replacement, then 25% or a \$425,000 reserve for it makes sense for me.

## FAB Recommendation

### Sherman Power

#### Fund Balance Usage Recommendation:

Current Excess in special funds for FAB consideration and recommendation	Transfer to General Fund for a One-time use for Current Operations \$	Future Benefit	
		Transfer to Capital fund to Reduce required Debt Issuance \$	Retain in current special Fund Balance \$
IT Replacement Fund - \$1.4 million	X		
Vehicle Replacement Fund - \$1.77 million	X		

#### Vehicle Replacement Reserve Policy Recommendation:

	Yes	No
Agree with a policy change to specify a single reserve target	X	
Preference to leave the Vehicle Replacement Reserve stated as a range (20%-30%)		X
Opposed to a change which would specify a single reserve target in the policy		X
If a single target in the policy is acceptable, preference noted below:		
20%		
25%		25%
30%		

#### Any comments FAB wishes Council to consider:

My thinking is that given we do not have a debt level threshold that we are up against, (rating agency or otherwise) and since our debt management policy is largely silent on the issue, the city council should have the flexibility to use the freed up reserve funds as they deem appropriate. Ideally, weighing the value of keeping debt levels low against other competing priorities.

In weighing the competing priorities for use of the excess reserve funds, my view is that preference should normally be given to debt reduction, indeed, it has historically been how the city deals with fund reserve reductions. However, in times of economic stress, it is appropriate to use reserve funds to help alleviate that stress. As we are in a period of economic stress, and as such funds could be used (at the Council's discretion) to mitigate tax increases in an already stressed economic environment, it is appropriate that the Council have use of those funds for purposes other than debt relief (if they so choose).

Further, it is understood that transfer of these reserve funds to the general fund offers only temporary relief. But as such it buys some time for the city's cost structure to be brought more in line with its revenues for the long term.



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 3, 2010

**TO:** Mayor and City Council  
Douglas A. Krieger, City Manager

**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT:** Potential Revenue Sources Information and Survey Request

---

**PURPOSE:**

Provide information to Council on potential revenue sources for consideration and discussion at the December workshop. Also, as requested by Council, is a survey form to capture Council preliminary views in advance of the December session.

**DISCUSSION:**

(Detailed comparison charts are included for reference following this cover memo.)

**Local Gas Tax**

For FY11 Council increased the local motor fuel tax from 2 cents to 4 cents. Each municipality has a different set of taxes that apply to their motor fuel sales as county taxes and any home rule tax also need to be considered. The table on page 4-8 shows that after the increase Naperville remains lower than Bolingbrook, and is positioned 1 cent higher than both Aurora and Warrenville and 4 cents higher than Lisle. In the first 5 months following the tax increase the Naperville gasoline sales do not appear to have been negatively impacted by the increase, as the gallons of gasoline sold are approximately 1% higher than last year in the same period. This tax is a user fee as it is assessed on both residents and non-residents that use Naperville roadways. Roughly \$700K of revenue is generated by each one cent tax increase.

In the Council survey responses in September there was very little interest (6 No responses) in implementing such a permit. For completeness and to ensure Council views have not changed significantly, staff has included it again on this survey request.

**Refuse Fee**

The residential refuse fee was implemented effective for FY11 at \$2 per month per residential household. The full cost of providing service is \$12.16, including \$9.73 for garbage and \$2.43 for recycle. On a comparison basis the Naperville fee remains very low, table provided on page 4-9.

In the Council survey responses in September there was very little interest (6 No responses) in implementing such a permit. For completeness and to ensure Council views have not changed significantly, staff has included it again on this survey request.

### **Home Rule Sales Tax**

Naperville has the ability to implement a home rule sales tax, however by ordinance the Downtown food and beverage tax would need to be reduced by the same percentage. By state law the tax must be implemented in ¼% increments but otherwise has no maximum rate limit. Each ¼% is estimated to raise revenue by \$3.365 million, net of the reduction in the Downtown food and beverage tax.

A local government must file an ordinance with the state by April 1 for a rate to take effect by July 1 of that year, or by Oct 1 for the rate to take effect by Jan 1 of the following year. The state administers the funds and for taxes imposed in January the local government is expected to receive the funds the following April, and if imposed in July the first receipts would be in October.

Qualifying food (which is to be consumed off premises, such as groceries), prescription and non-prescription medicines, drugs, medical appliances and sales of titled or registered personal property (including cars) are exempt for purposes of the home rule sales tax.

In the Council survey responses in September there was very little interest (5 No responses) in implementing such a permit. For completeness and to ensure Council views have not changed significantly, staff has included it again on this survey request.

### **Utility Tax**

Naperville implemented the 5% utility tax (the electric rate charged is on consumption and when implemented was based off an underlying 5% target) as far back as 1960, and the rate has not been changed since then. The statutory maximum rate allowed is 6%. Each ¼% increase in the utility tax, across all categories of utilities, generates \$500K of revenue; an increase to the statutory maximum would mean a increase in revenue of \$2 million. On a comparison basis at the current rate of 5%, Naperville remains aligned with the neighboring communities as it appears municipalities are holding back on increasing the taxes on utilities. Should Council wish to consider an increase in this area staff they can chose to implement the increase consistently across all utility services, or they could chose to implement the increase separately by category of utilities. A ¼% increase by category would be: electric \$275K, gas \$185K and water \$40K.

### **Local Telecom Tax**

Naperville first imposed a telecom tax in 2002 at 5%. Prior to that time, only the telecom infrastructure/municipal franchise fee of 1% was charged. Naperville Telecom rate is now low compared to most of the surrounding communities which have moved to the statutory maximum of 6%. By state law the tax must be implemented in ¼% increments, with each ¼% estimated to raise \$300K of additional revenue. Assuming roughly half of Naperville residents currently have phones (cell or land lines), a ¼% increase in this tax would be on average an increase of only 36 cents a month on their bill for a total of \$4.32 a year. An increase of the full 1% to the maximum rate allowable would raise \$1.2 million of revenue and would on average be an increase of \$1.44 a month on each phone user bill for a total annual increase of \$17.28. This tax is administered by the state and as such changes can only be made effective Jan 1 or July 1. Council needs to enact an ordinance by Oct 1 or April 1 respectively for the state to implement the rate change.

### Hotel/Motel Tax

Naperville currently has a 4.44% hotel tax. The Naperville Development Partnership (NDP) worked with the city and local businesses on the implementation of this tax. When first implemented in 1985 the rate was 3%, and subsequently changed several times with the current rate adopted in 2000. The agreement provides that 34.5% of the revenue to be shared with the Visitors Bureau. An increase of another 1% would provide an additional \$200K of revenue to the city. If there is Council interest in considering a change to the hotel tax, staff will solicit input and views from NDP and the Chamber.

### Liquor Tax

Last year Council asked staff to provide information on the ability to impose a tax on the purchase of alcoholic beverages. The memorandum prepared by legal is included here again for reference on page 4-10. Several municipalities have implemented such a tax at rates between 1% and 6%. The estimated revenue of \$300K per 1% is based on collections in other communities where such a tax has already been imposed.

### Ambulance Fee

Just prior to FY09 Naperville realized that the ambulance fee was set significantly below even the Medicare reimbursement rate. Council at that point approved rate increases which were roughly aligned with Medicare recovery, and Council action included an escalation provision to ensure that the city ambulance rate remained aligned with Medicare. However, compared to the surrounding communities Naperville rates remain substantially low. The table on page 4-11 shows comparative detail by category of service, but as a simple comparison the maximum fee by Elmhurst is \$1,350 and the highest Naperville's fee is only \$975. Ambulance revenue in FY10 of \$2 million is estimated to have only recovered 38% of the \$5.2 million of variable cost of ambulance service, including pension costs. (The calculation of the variable cost was explained in the follow up information provided on September 24, 2010 to the September Revenue workshop.) The net uncovered cost of the service is approximately \$3.2 million. With an average of 5,000 calls per year, the average variable cost of each call is \$1,040 which is significantly above the fees currently charged.

At the September workshop Council inquired regarding the mix of ambulance calls and the response was included in the workshop follow up. It is included here as well for reference. The mix of calls between Medicare, Medicaid, Private Payers and Commercial Insurance has remained fairly steady over the last couple years. The largest percentage of calls, over 40%, are related to commercial insurance claims and as these claims have the highest recovery rate they account for over 55% of collections (over \$1 million in FY10). Medicare calls are the second highest category at over 35% of calls, and account for roughly the same percentage of recoveries (\$700K in FY10). The highest collection rate is on commercial insurance claims, at 77%. Based on a sample review of the first 4 months of FY11 it appears that the 23% which is not collected on the commercial insurance claims is primarily related to the amounts billed to patients as their deductible or co-payment. The recovery on Medicare claims is a little lower at 67%, which reflects slightly lower collectability on the deductible portions billed to the patients. While the collectability of both Medicaid and Private pay claims is very low, at 20% and 14% respectively, the billings in these areas are a very small portion of the calls and billings at 7% and 8% respectively in percentage terms, and \$166K and \$181K respectively in dollars billed. Call detail is provided below for FY10.

	FY10 Calls
Commercial Insurance	2,156
Medicare	1,816
Medicaid	399
Private Pay	863
	-----
Total	5,234

Staff has raised a consideration of a \$200 increase to each ambulance fee billing category (resulting range would be \$685 to \$1,175). With this increase it is likely that the recovery rate on the additional billing would fall below the current level as some insurance maximums may be exceeded and higher self paid balances may not be recoverable. Even with a lower recovery rate staff expects the increase of \$200 would increase collections by \$450K per year. Currently all unpaid balances are turned over to the collection agency and the city does not have a process to consider a self payer's financial ability to pay. Should a rate increase be considered, staff recommends Council also consider implementing at least at a minimum level the potential to write off a portion of the charge for residents which demonstrate a financial hardship.

If Council provides direction to staff to consider this opportunity further, the data and recommendation will be refined into a more complete package before Council would look to take final action.

**Utility Payment in Lieu of Taxes**

Investor-owned utilities are taxpaying entities. Public power systems are not taxpaying, but can provide funding to the local community in different ways. For example, some municipal systems provide free or reduce cost electric services or provide electrical repair and wiring services to the municipality. The most common form of contribution is through a "Payment in lieu of Taxes" (PILOT). Based on a survey conducted by the American Public Power Associations (APPA) issued in April 2010 of 340 public power systems using 2008 data, over 77% of respondents had a PILOT made to the municipal general fund. These payments were most frequently stated as a % of electric operating revenue with the median overall of 4.7%, and the median for the 45 utilities with revenue over \$100 million a little higher at 5.7%. These payments are sometimes characterized as property-tax like payments. As a comparative, the survey suggests that the median investor-owned utilities paid 3.7% of electric operating revenues in taxes and fees to state and local governments. Based on our research many municipal water utilities appear to also have similar PILOT structure in place as well.

In the current Naperville structure the general fund pays for all services received from the utilities at the commercial rate, and the utility pays the general fund at cost for all services provided. There is currently no other expenditure which would be reflective of the taxes which an independent investor owned utility in the city would have to pay to the general fund. Council has the ability to consider implementing such a payment, which would then be incorporated into the utility rate studies now getting underway.

Current utility revenues are \$128 million and \$32 million for electric and water respectively. Implementing a 1% PILOT would generate a transfer of \$1.28 million from Electric and \$320K from Water to the general fund. These higher expenditures would need to be covered by a

general 1% increase in the rates and fees charged by the utilities to both residential and commercial customers. Another alternative to setting the PILOT rate would be a theoretical property tax. Using the land cost and building assessed values for insurance purposes; total value of utility property is \$203 million (\$23 mil Electric, \$180 mil Water). If the utilities were a tax paying entity the property tax assessment on the property would be roughly \$0.5 million in total (\$ 60K Electric, \$440K Water).

### **Business License**

A municipality can implement a business license fee. In setting the fee we would need to support its specific purpose or nexus. This type of fee requires a higher level of administrative effort both for the city and for local businesses. When Council previously considered a business license requirement they sought the view of the Chamber. At that time, the Chamber of Commerce view was that the process would likely create a burdensome bureaucratic paperwork exercise and would discourage and frustrate local business owners. In the Council survey responses in September there was very little interest (7 No responses) in implementing such a permit. For completeness and to ensure Council views have not changed significantly, staff has included it again on this survey request.

### **Furnace Change Permit**

At the September workshop it was suggested that the city could require a permit be obtained when a new furnace was installed. Implementing a new permit would require an administrative effort to support it for both the city and local businesses. In the Council survey responses in September there was very little interest (6 No responses) in implementing such a permit. For completeness and to ensure Council views have not changed significantly, staff has included it again on this survey request.

### **Landscape Registration**

At the September workshop it was suggested that the city could require landscape service providers working in Naperville to register with the city. Implementing a new registration process would require an administrative effort for both the city and the landscaping businesses. In the Council survey responses in September there was very little interest (6 No responses) in implementing such a registration. For completeness and to ensure Council views have not changed significantly, staff has included it again on this survey request.

### **Leaf/Brush Collection Fee**

During the November workshop Council consensus was to maintain the leaf collection and spring brush collection programs, but expressed an interest in considering a fee to cover the cost. The fee was suggested to be included in the monthly utility bill and would apply to the same user population receiving residential refuse services and paying that fee.

Council also requested staff consider potential changes in the leaf program that might reduce the cost from the current estimate of roughly \$1 million. The current cost of the leaf and brush program combined is estimated at \$1.3 million. At this cost level a fee of roughly \$2.72 a month would be needed to recover the full cost. Staff has not yet completed the review to determine the lower cost alternative to the program, but when available the estimated monthly fee will be recalculated. For purposes of consideration the \$2.72 per month fee can be considered a maximum rate.

**MISCELLANEOUS FEES:**

For reference the table of miscellaneous fees provided to Council in draft form at the November Workshop is included. The table shows when the fees were last reviewed and updated. It also shows the actual full year revenue collected in FY10 and the half year collections in FY11. In the city clerk section the revenue is shown for a full category of fees as the detail by individual line item is not available.

**CONCLUSION:**

Council requested the opportunity to respond to a survey of potential revenue options prior to the December workshop. A survey template follows this cover memo. **Please complete and submit the survey to Karen DeAngelis by the end of the day Wednesday December 8, 2010.** An electronic version of the survey will also be provided for ease of submission. The results will be provided to Council with the slide presentation materials on Friday December 10, 2010.

**RECOMMENDATION:**

Council to provide direction to staff on revenue options which they wish to consider further and any additional information which would be helpful for their review and discussion.

**TABLE OF CONTENTS:**

	<u>Page</u>
Revenue Option Survey	4-7
Gas Tax Table	4-8
Refuse Table	4-9
Alcohol Memo	4-10
Ambulance Fee Chart	4-11
Sales Tax Comparison Chart	4-12
General Fund Fee Revenues Chart	4-14

COUNCILMAN \_\_\_\_\_

Revenue Option Survey Template

Options	Current Rate	Limitation	Scale	October Survey Results			Current Interest Level	Additional Information Requested/ Or Comments
				No	Low	Some		
Local Gas Tax	0.04	none	\$700K per cent	6	3	0		
Home Rule Sales Tax	None	1/4% increments with no limit	\$3.5 million per 1/4%	5	3	1		
corresponding Downtown F&B	1.5%		(135K per 1/4%)					
Utility Tax	5%	6% 1/4% increment	\$500K per 1/4%	3	5	1		
Local Telecom Tax	5%	up to 6%	\$300K per 1/4%	3	3	3		
Hotel/Motel Tax	4.4%	none	\$200K per 1%	4	2	3		
Liquor Tax	None	none	\$300K per 1%	2	3	4		
Ambulance fee	Varies by service		\$450K for \$200 increase in all categories	4	3	2		
		cost of service \$12.16 mth; \$9.73 garbage and \$2.43 recycle						
Refuse Fee	\$2		\$480K per \$1 mth	6	1	2		
Utility payment in lieu of taxes - based on % of revenue	None		\$1.6 million per 1% revenue \$0.5 million theoretical property tax on \$203 mil land & bldg	3	1	2		
Utility payment in lieu of taxes - based as if municipal share of property tax	None			3	3	1		
Business license	None		Not known	7	2	0		
Furnace Change permit	None		Not known	6	2	1		
Landscape registration	None		Not known	6	2	1		
<b>NEW</b>								
Leaf/Brush Collection Fee	None	current annual cost of service \$1.3 million	\$480K per \$1 mth			NEW		

Write in others you wish to have considered



City of Naperville, IL  
 Local and County Gas Tax per Gallon  
 Sep-10

County Tax/Gallon  
 DuPage \$0.04  
 Will \$0.00  
 Kane \$0.04

	Est. Per Gallon (w/o tax)	Local Gas Tax/Gallon	Dupage	Will	Kane	Home-Rule Sales Tax	In DuPage	In Will	In Kane
Boilingbrook	\$2.30	\$ 0.05	\$ 0.04	\$ -	-	1.50%	\$0.12	\$0.08	In Kane
Aurora	\$2.30	-	\$ 0.04	\$ -	\$0.04	1.25%	\$0.07	\$0.03	\$0.07
Warrenville	\$2.30	-	\$ 0.04	-	-	1.25%	\$0.07	NA	NA
Naperville	\$2.30	0.04	\$ 0.04	\$ -	-	-	\$0.08	\$0.04	NA
Lisle	\$2.30	-	\$ 0.04	-	-	-	\$0.04	NA	NA
Plainfield	\$2.30	0.02	-	\$ -	-	1.0%	NA	\$0.04	NA

## Monthly Residential Refuse Fee Sorted Highest to Lowest

Municipality	Trash & Recycling
Rolling Meadows	\$26.66/mo
Wheaton	\$26.50/mo or Sticker - \$3.05
Arlington heights	\$23.88/month
Addison	\$40.68/bi monthly (effectively \$20.34/mo)
Yorkville	\$40.52/bi-monthly (effectively \$20.26/mo)
Carol Stream	\$17.80/mo
Buffalo Grove	\$17.53/mo
Batavia	3 sizes - \$15.84/mo; \$17.35/mo; \$20.35/mo
Downers Grove	2 sizes - \$15.76/mo; \$20.49/mo
St. Charles	2 sizes - \$15.73/mo; \$20.56/mo
Oak Park	2 sizes - \$15.34/mo; \$18.20/mo;
Lombard	2 sizes - \$13.34/mo; \$15.90/mo or Sticker \$1.22
Aurora	\$3.35/month plus \$2.60 per item
Woodridge	Sticker \$2.98
Warrenville	Sticker - \$2.35
Naperville	\$2/mo

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 4, 2009  
**TO:** Karen DeAngelis, Director, FSD  
**THROUGH:** Margo Ely, City Attorney  
**FROM:** Kristen N. Foley, Senior Assistant City Attorney  
**SUBJECT:** City's Ability to Impose a Tax on Purchase of Alcohol

---

**Purpose:** This memo will discuss the City's ability to impose a tax on the purchase of alcoholic beverages.

**Background:** In light of economy and budgetary shortfalls, City Council has asked staff to research the City's ability to impose a tax on the privilege of purchasing beverages containing alcoholic liquor as a means to increase revenue.

**Discussion:** As a home rule municipality, the City has broad powers to impose taxes, provided the taxes are not based on or measured by income, earnings or occupations. The power to tax includes the ability to impose a tax on the privilege of purchasing beverages containing alcoholic liquor. The tax can extend both to packaged alcohol purchased in stores and alcohol purchased for consumption in licensed establishments. Municipalities including Bolingbrook, Oak Park, Aurora, Evanston, Normal and Danville implement such a liquor tax, in addition to their local food and beverage tax and other state and local taxes. Some municipalities differentiate between alcohol sold at retail and alcohol consumed on the premises and either tax them at different rates or only tax one category. This practice is not recommended and may be the subject of a legal challenge if the basis of the different treatment is unrelated to the purpose of the ordinance creating the tax. *North Sheffield, Inc. v. City of Chicago*, 144 Ill.App. 3d 913, 494 N.E.2d 711 (1986).

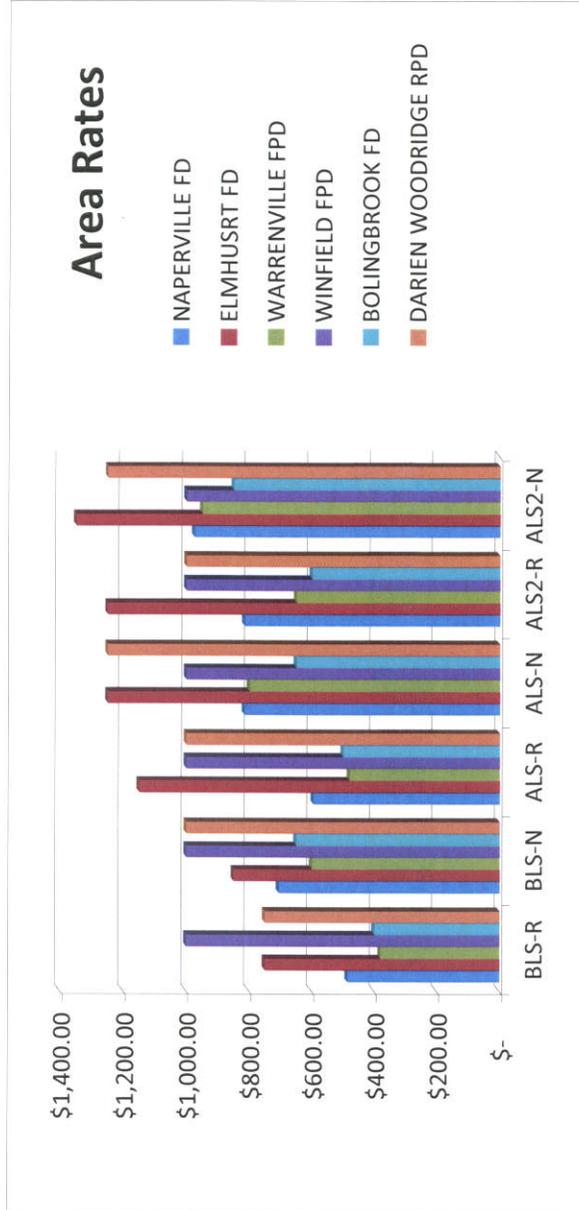
There is no statutory limit set on the amount of the tax and the municipalities which impose the tax set the rate between 1% and 6% of the purchase price. The tax may be implemented by the passage of an ordinance and can be collected in the same manner as the local food and beverage tax, with businesses remitting the amount due on a monthly basis. The creation of a new liquor tax will not require a reduction in either the citywide or downtown food and beverage tax.

**Recommendation:** Advise City Council that imposing a tax on the privilege of purchasing beverages containing alcoholic liquor is permissible.

H:\DATA\LEGAL\CORRESPONDENCE\INTERNAL\Financial Service Dept\Liquor Tax.doc

# Area Rates Compare

DEPT	BLS-R	BLS-N	ALS-R	ALS-N	ALS2-R	ALS2-N
NAPERVILLE FD	\$ 485.00	\$ 705.00	\$ 595.00	\$ 815.00	\$ 815.00	\$ 975.00
ELMHUSRT FD	\$ 750.00	\$ 850.00	\$ 1,150.00	\$ 1,250.00	\$ 1,250.00	\$ 1,350.00
WARRENVILLE FPD	\$ 380.00	\$ 600.00	\$ 480.00	\$ 800.00	\$ 650.00	\$ 950.00
WINFIELD FPD	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
BOLINGBROOK FD	\$ 400.00	\$ 650.00	\$ 500.00	\$ 650.00	\$ 600.00	\$ 850.00
DARIEN WOODRIDGE RPD	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 1,250.00	\$ 1,000.00	\$ 1,250.00



DEPT	MIL-R	MIL-N	CIT ASSIST-R	CIT ASSIST-N	REFUSAL-R	REFUSAL-N
NAPERVILLE FD	\$ 7.15	\$ 7.15	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00
ELMHUSRT FD	\$ 16.00	\$ 16.00			\$ 150.00	\$ 150.00
WARRENVILLE FPD	\$ 6.87	\$ 6.87	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00
WINFIELD FPD	\$ 10.00	\$ 10.00			\$ 300.00	\$ 300.00
BOLINGBROOK FD	\$ 6.25	\$ 10.00			\$ 100.00	\$ 100.00
DARIEN WOODRIDGE RPD	\$ 15.00	\$ 15.00			\$ 200.00	\$ 300.00

**City of Naperville**  
**Cumulative Sales Tax Comparison - General Merchandise plus Food & Beverage**  
**As of December 2, 2010**

Municipality	County	State Rate	Municipal (1%) and County Shares	Regional Transportation Authority Rate	DuPage Water Commission Rate	Various Additional County Rates	City Home Rule Rate	Non-Home Rule Rate	Taxes Paid on Retail Sales	Food & Beverage Tax	Food & Beverage Tax - specific area	Separate Liquor Tax	Total Tax Rate Paid on Purchase of Food & Beverages	Simplified Municipal Tele-communications Tax	Gas Tax	Hotel/ Motel Tax	Electricity Tax	Utility Tax Natural Gas
Addison	DuPage	5.00%	1.25%	0.75%	0.25%		0.75%		8.00%				8.00%	6.00%		4.00%		
Arlington Heights	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.25%			10.75%	6.00%			varies by kw hour	3.00%
Aurora	DuPage	5.00%	1.25%	0.75%			1.25%		8.25%	1.75%		2.75%	10.00%	6.00%		3.00%	3.00%	
Aurora	Kane	5.00%	1.25%	0.75%			1.25%		8.25%	1.75%		2.75%	10.00%	6.00%		3.00%	3.00%	
Aurora	Kendall	5.00%	1.25%			1.00%	1.25%		8.50%	1.75%		2.75%	10.25%	6.00%		3.00%	3.00%	
Aurora	Will	5.00%	1.25%	0.75%			1.25%		8.25%	1.75%		2.75%	10.00%	6.00%		3.00%	3.00%	
Batavia	DuPage	5.00%	1.25%	0.75%			0.50%		7.50%				7.50%	6.00%			varies by kw hour	4.00%
Batavia	Kane	5.00%	1.25%	0.75%			0.50%		7.50%				7.50%	6.00%			varies by kw hour	4.00%
Bolingbrook	DuPage	5.00%	1.25%	0.75%			1.50%		8.50%	1.50%		6.00%	10.00%	6.00%	.05/gal	10.00%		
Bolingbrook	Will	5.00%	1.25%	0.75%			1.50%		8.50%	1.50%		6.00%	10.00%	6.00%	.05/gal	10.00%		
lo Grove	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%		1%	10.50%	6.00%		6.00%	3.00%	
lo Grove	Lake	5.00%	1.25%	0.75%			1.00%		8.00%	1.00%		1%	9.00%	6.00%		6.00%	3.00%	
Stream	DuPage	5.00%	1.25%	0.75%	0.25%		0.75%		8.00%				8.00%	6.00%				5.00%
igo	Cook	5.00%	1.25%	1.00%		1.25%	1.25%		9.75%	3.25%	1.00%	See Note	14.00%	7.00%	.05/gal	3.50%	varies by kw hour	
igo	DuPage	5.00%	1.25%	0.75%			1.25%		8.25%	3.25%			11.50%	7.00%	.05/gal	3.50%	varies by kw hour	
Plaines	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%	.04/gal	7.00%	varies by kw hour	3.00%
iers Grove	DuPage	5.00%	1.25%	0.75%	0.25%		0.75%		8.00%				8.00%	6.00%	.025/gal	4.50%	varies by kw hour	
	Cook	5.00%	1.25%	1.00%		1.25%	0.75%		9.25%				9.25%	6.00%		4.00%		
	Kane	5.00%	1.25%	0.75%			0.75%		7.75%				7.75%	6.00%		4.00%		
rove Village	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	5.00%		6.00%		
rove Village	DuPage	5.00%	1.25%	0.75%			1.00%		8.00%	1.00%			9.00%	5.00%		6.00%		
ston	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%			6.00%	9.50%	6.00%	.03/gal	7.50%	3.00%	5.00%
ver Park	Cook	5.00%	1.25%	1.00%		1.25%	0.50%		9.00%	3.00%			12.00%	6.00%	2 1/4	3.00%		
ver Park	DuPage	5.00%	1.25%	0.75%			0.50%		7.50%	3.00%			10.50%	6.00%	2 1/4	3.00%		
nan Estates	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	2.00%			11.50%	6.00%		6.00%		
nan Estates	Kane	5.00%	1.25%	0.75%			1.00%		8.00%	2.00%			10.00%	6.00%		6.00%		
a	DuPage	5.00%	1.25%	0.75%	0.25%			0.50%	7.75%				7.75%	6.00%				
	Kendall	5.00%	1.25%			1.00%	1.25%		8.50%	1.00%			9.50%	5.00%	.01/gal	7.00%	varies by kw hour	2.00%
	Will	5.00%	1.25%	0.75%			1.25%		8.25%	1.00%			9.25%	5.00%	.01/gal	7.00%	varies by kw hour	2.00%
yville	Lake	5.00%	1.25%	0.75%					7.00%				7.00%	6.00%		5.00%	varies by kw hour	5.00%
	DuPage	5.00%	1.25%	0.75%	0.25%				7.25%				7.25%	6.00%		5.00%	varies by kw hour	5.00%
ard	DuPage	5.00%	1.25%	0.75%	0.25%			1.00%	8.25%	1.00%			9.25%	6.00%				
ard - Buisness Dist	DuPage	5.00%	1.25%	0.75%	0.25%			1.00%	8.25%	1.00%			9.25%	6.00%				
it Prospect	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%	.02/gal	6.00%	varies by kw hour	3.204%
rville-Downtown	DuPage	5.00%	1.25%	0.75%	0.25%				7.25%	1.00%	1.50%		9.75%	5.00%	.03/gal	4.44%	varies by kw hour	5.00%
rville	DuPage	5.00%	1.25%	0.75%	0.25%				7.25%	1.00%			8.25%	5.00%	.03/gal	4.44%	varies by kw hour	5.00%
rville	Will	5.00%	1.25%	0.75%	0.25%				7.25%	1.00%			8.25%	5.00%	.03/gal	4.44%	varies by kw hour	5.00%
Brook	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%				
Brook	Cook	5.00%	1.25%	1.00%	0.25%	1.25%		0.50%	9.25%				9.25%	6.00%	.05/gal	3.00%	5.00%	5.00%
Brook	DuPage	5.00%	1.25%	0.75%	0.25%			0.50%	7.75%				7.75%	6.00%	.05/gal	3.00%	5.00%	5.00%
Brook Terrace	DuPage	5.00%	1.25%	0.75%	0.25%		1.00%		8.25%				8.25%	6.00%		6.00%	varies by kw hour	
Park	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%			3.00%	9.50%	6.00%	.06/gal			
ine	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%				
Ridge	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%	.03/gal			
ield	Kendall	5.00%	1.25%			1.00%	1.00%		8.25%				8.25%	5.00%	.02/gal	5.00%	varies by kw hour	5.00%
ield	Will	5.00%	1.25%	0.75%			1.00%		8.00%				8.00%	5.00%	.02/gal	5.00%	varies by kw hour	5.00%
mont	Cook	5.00%	1.25%	1.00%		1.25%	1.25%		9.75%	1.00%			10.75%	6.00%		13.00%		
ord	Winnebago	5.00%	1.25%			1.00%		1.00%	8.25%	1.00%			9.25%	6.00%		5.00%		5.00%
g Meadows	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.50%			11.00%	6.00%	.02/gal	8.00%	varies by kw hour	
harles	DuPage	5.00%	1.25%	0.75%			1.00%		8.00%	Repealed		2.00%	8.00%	5.00%		5.00%	varies by kw hour	Repealed
harles	Kane	5.00%	1.25%	0.75%			1.00%		8.00%	Repealed		2.00%	8.00%	5.00%		5.00%	varies by kw hour	Repealed
umburg	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	2.00%			11.50%	6.00%		8.00%		
umburg	DuPage	5.00%	1.25%	0.75%			1.00%		8.00%	2.00%			10.00%	6.00%		8.00%		
e	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%				9.50%	6.00%	.03/gal	6.00%	varies by kw hour	5.00%
mwood	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%				9.50%	5.00%			varies by kw hour	4.00%

**FINAL - City Council Workshop - 12/13/2010 - 134**

Municipality	County	State Rate	Municipal (1%) and County Shares	Regional Transportation Authority Rate	DuPage Water Commission Rate	Various Additional County Rates	City Home Rule Rate	Non-Home Rule Rate	Taxes Paid on Retail Sales	Food & Beverage Tax	Food & Beverage Tax - specific area	Separate Liquor Tax	Total Tax Rate Paid on Purchase of Food & Beverages	Simplified Municipal Tele-communications Tax	Gas Tax	Hotel/ Motel Tax	Electricity Tax	Utility Tax Natural Gas
Warrenville	DuPage	5.00%	1.25%	0.75%	0.25%		1.25%		8.50%	1.50%			10.00%	4.00%		5.00%		
Wheaton	DuPage	5.00%	1.25%	0.75%	0.25%		1.00%		8.25%				8.25%	6.00%	.04/gal	5.00%	varies by kw hour	
Woodridge	DuPage	5.00%	1.25%	0.75%	0.25%		0.50%		7.75%				7.75%	6.00%	.025/gal	4.00%	varies by kw hour	5.00%
Woodridge	Will	5.00%	1.25%	0.75%	0.25%		0.50%		7.75%				7.75%	6.00%	.025/gal	4.00%	varies by kw hour	5.00%

Aurora has a separate Food and Beverage tax on packaged liquor only.

Woodridge's Cook County portion is a right of way and not representative of the municipality and therefore not included in the comparison.

Joliet charges a \$7.50 titled vehicle tax

Note: Chicago has a soft drink charge of 3%; \$.05 per bottled water tax;

Chicago Liquor Tax:

\$0.29 per gallon of beer

\$0.36 per gallon of liquor containing 14% or less alcohol by volume

\$0.89 per gallon for liquor containing more than 14% and less than 20% of alcohol by volume

\$2.68 per gallon containing 20% or more alcohol by volume

City of Naperville  
General Fund Fee Revenues

TED

Fee Description	Last Evaluated	Last Modified	Next Target Evaluation	Suggested Review Cycle	Cost Per Unit	FY09-10 Revenue	FY10-11 YTD as of 10/31/10 Revenue	COMMENTS
*Fees have historically been generated from a cost recovery basis								
Small Permits	2008	1998	2011	3 years	Cost varies depending upon type of project	\$ 211,574	\$ 131,841	No limitation on fee that can be charged
Single Family/Duplex Fees	2008	1998	2012	3 years	\$2000 avg; cost varies depending upon scope of project	\$ 122,944	\$ 71,188	No limitation on fee that can be charged
Single Family Room Addition	2008	1998	2012	3 years	\$400 avg; cost varies depending upon scope of project	\$ 202,224	\$ 97,687	No limitation on fee that can be charged
Multi-Family Fees	2008	1998	2012	3 years	\$2000 avg; cost varies depending upon scope of project	\$ 29,855	\$ 13,186	No limitation on fee that can be charged
Commercial Fees	2008	1998	2012	3 years	\$5000 avg; cost varies depending upon scope of project	\$ 112,245	\$ 35,943	No limitation on fee that can be charged
Commercial Simple Occupancy	2008	1998	2012	3 years	\$77-\$137 depending upon use	\$ 10,218	\$ 4,472	No limitation on fee that can be charged
Commercial Alteration Fees (TBO)	2008	1998	2012	3 years	\$1000 avg; cost varies depending upon scope of project	\$ 326,762	\$ 144,140	No limitation on fee that can be charged
Demolition Fees	2008	2004	2012	3 years	\$ 971.00	\$ 20,349	\$ 14,973	No limitation on fee that can be charged
Filing Fees (PUD and Zoning)	2008	2002	2013	5 years	Cost varies based on type & size	\$ 34,175	\$ 21,339	2011; no limitation on fee that can be charged
Annexation Fees	2008	2002	2013	5 years	Cost varies depending on size	\$ 1,000	\$ 1,000	Data set not large enough to review at this time
Residential Engineering Fee (1 & 1/2 Subdivision Fees)	2008	2002	2013	5 years	1 1/2% of Public Improvement Cost	\$ 1,315	\$ -	Data set not large enough to review at this time
Commercial Engineering Fee (Non-resident Plan Review Fees)	2008	2002	2013	5 years	Parking Spaces	\$ 34,682	\$ 10,181	2011; no limitation on fee that can be charged
Plat Review (Easement) Fees	2008	2002	2013	5 years		\$ 690	\$ 460	2011; no limitation on fee that can be charged
Right of Way Improvement Fees	2008	2010	2015	5 years	\$ 30.00	\$ 20,360	\$ 13,120	No limitation on fee that can be charged
Fee in lieu of detention- Storm Water Mgmt	1999	1999	2013	5 years	Per Acre Foot			Fee based on the DuPage County established fee; changes pending ordinance rewrite
Fee in lieu of Sidewalk	2008	2005	2011	3 years	Per Lineal Foot			Winter 2010-2011; no limitation on fee that can be charged
Overweight/overdimension truck permits	2007	2007	2010	3 years	Varies based on truck weight	\$ 84,357	\$ 46,917	Will be updated in early 2011; no limitation on fee that can be charged
Elevator Inspection Fees					Semi-Annual - \$34	\$ 77,010	\$ 37,394	No limitation on fee that can be charged
	2009	1998	2012	3 years	New Elevator - \$50			
Commuter Parking Fees	1995	2008	2013	5 years	Daily Fee - \$2			See Tab 4 for Permit Parking Rates; no limitation on fee that can be charged

Fee Description	Last Evaluated	Last Modified	Next Target Evaluation	Suggested Review Cycle	Cost Per Unit	FY09-10 Revenue	FY10-11 YTD as of 10/31/10 Revenue	COMMENTS
<b>Police</b>								
Parking Fines	2007		2012	5 years	\$15 and \$30	\$ 151,870	\$ 59,196	Will be reviewed in 2012; no limitation on fee that can be charged
Police Services	2010		2011	Annually		\$ 75,303	\$ 45,816	Billable assignments. No limitation on fee that can be charged
Police False Alarms	2007		2012	5 years	First 2 are free, 3-5 are \$100, 6-10 are \$200 and 11+ are \$350	\$ 73,831	\$ 38,228	March 18, 2008 agenda; no limitation on fee that can be charged
Animal Fines	2007		2012	5 years	\$15 for impound, \$6/night for boarding, \$10 for citations	\$ 4,278	\$ 2,252	Will be reviewed in 2012; no limitation on fee that can be charged
Animal License	2007		2012	5 years	\$4 if spade/neutered \$8 if not spade/neutered	\$ 3,871	\$ 1,306	Will be reviewed in 2012; no limitation on fee that can be charged
E-911	2005		2009	5 years	\$ 1.00	\$ 1,959,421	\$ 443,552	Fee governed by State E911 Board; \$1.00 monthly surcharge
Administrative tow fee	2010	2010		5 years	\$150 for warrants, \$300 for Class A misdemeanors, DUI & major traffic offenses, \$500 for felonies	\$ -	\$ -	Fee will be implemented on 12/1/10; no limitation on fee that can be charged
Administrative booking fee	2009	2009		5 years	\$ 50.00	\$ 71,605	\$ 79,448	Began 10/1/09; no limitation on fee that can be charged
<b>Fire</b>								
Ambulance Fees	2008		2011	3 years		\$ 1,883,202	\$ 1,139,433	See Tab 3 for Ambulance Billing Detail; no limitation on fee that can be charged
Fire False Alarms	2007		2009	Annually		\$ 1,300	\$ 4,712	First three false alarms-no charge Four through ten false alarms-\$100.00 for each alarm Eleven through twenty false alarms-\$250.00 for each alarm
Fire Alarm Monitoring/Equipment	2007		2010	3 years	\$ 50.38	\$ 714,779	\$ 636,329	\$17.00 per month monitoring+\$33.38 radio lease
Plan Review Fees - Fire Alarms/Sprinklers	2008		2009	3 years	\$ 121.00	\$ 63,300	\$ 32,164	\$44 per page + \$16 clerical fee + \$61 first inspection fee
Request for Report Fees (Fire and EMS Reports)	2008		2009	3 years		\$ 3,581	\$ 1,092	
Commercial Cooking System Inspect	2008		2009	3 years	\$ 121.00			\$44 per page + \$16 clerical fee + \$61 first inspection fee
Below Ground Tank Plan Review	2008		2009	3 years	\$ 121.00			\$44 per page + \$16 clerical fee + \$61 first inspection fee
Re-Inspection Fee for Fire Inspect.	2008		2009	3 years	\$ 61.00			No limitation on fee that can be charged
<b>DPW</b>								
DPW- Billable Services	2010	July-05	2011	Annually	Variable	\$ 520,213	\$ 467,651	Current fee rates are based upon actual labor, equipment and supply costs or rate for contracted service
Parkway Tree Planting Program	2010	July-05	2011	Annually	Variable	\$ 23,652	\$ -	Fee is based on cost of tree and administrative time
Refuse and Recycling Fee	2010	2010	2011	Annually	\$2.00 monthly per household	\$ -	\$ 494,288	
Administrative Surcharge - Yardwaste Sticker	Not current charge	Not current charge	Not current charge	Annually		\$ -	\$ -	\$0.10 per sticker generates \$50,500 annually based upon 505,000 stickers sold

Fee Description	Last Evaluated	Last Modified	Fee & Details	FY09-10 Revenue	FY10-11 as of 10/31/10 Revenue	Suggested Review Cycle
<b>City Clerk</b>						
<i>Liquor License</i>						
Per Year Application Fee	December-91	December-91	\$ 1,000.00	\$ 395,120	\$ 35,536	
Class A, Restaurant	December-91	December-91	\$ 1,650.00			Discretion of Liq Comm
Class B, Restaurant & Tavern	December-91	December-91	\$ 2,100.00			Discretion of Liq Comm
Class C, Tavern & Package Store	December-91	December-91	\$ 2,100.00			Discretion of Liq Comm
Class D, Package Store	December-91	December-91	\$ 2,000.00			Discretion of Liq Comm
Class E, Temporary Wine & Beer only (per day)	December-91	December-91	\$ 50.00			Discretion of Liq Comm
Class G, Permanent Wine & Beer only (packag	December-91	December-91	\$ 1,700.00			Discretion of Liq Comm
Class H, Club License	December-91	December-91	\$ 300.00			Discretion of Liq Comm
Class I, Hotel/Motel (service bar only)	December-91	December-91	\$ 2,400.00			Discretion of Liq Comm
Class J, Hotel/Motel & Tavern (customer bar)	December-91	December-91	\$ 3,100.00			Discretion of Liq Comm
Class K, Naperville Caterers only	December-91	December-91	\$ 1,000.00			Discretion of Liq Comm
Class L, Special Events (per day)	December-91	December-91	\$ 50.00			Discretion of Liq Comm
Class M, Recreational Facility	December-91	December-91	\$ 2,000.00			Discretion of Liq Comm
Class N, Wine/Champagne Basket Sales	December-91	December-91	\$ 1,000.00			Discretion of Liq Comm
Class O, Nightclubs/Service Bar only	December-91	December-91	\$ 2,100.00			Discretion of Liq Comm
Class P, Brewery Pub	December-93	December-93	\$ 500.00			Discretion of Liq Comm
Class Q, Complimentary Beer & Wine	December-01	December-01	\$ 250.00			Discretion of Liq Comm
Class R, Legitimate Theater House	September-02	September-02	\$ 500.00			Discretion of Liq Comm
Class S, Specialty Wine Shop	May-02	May-02	\$ 1,200.00			Discretion of Liq Comm
Class T, Heritage Society Cultural License	April-09	April-09	\$ 1,000.00 corkage license was \$700			Discretion of Liq Comm
<u>Supplemental License Fee</u>						
Tasting (1/month-3 days each)	June-05	Discretion of Liq Comm	\$ 100.00			Discretion of Liq Comm
Tasting (2 consecutive days/wk)	June-05	Discretion of Liq Comm	\$ 200.00			Discretion of Liq Comm
Entertainment (live entertainment)	May-08	May-08	\$ 500.00 all entertainment			Discretion of Liq Comm
Outdoor Seating	November-07	November-07	\$ 300.00			
½ year fee: NONE for Supplemental Permits	June-05	Discretion of Liq Comm				Discretion of Liq Comm
B.A.S.S.E.T. Training (class fee)	June-06	June-06	\$30.00 per applicant			3 years
B.A.S.S.E.T. Training (duplicate certificates/car	2008	2008	\$10.00 per applicant			3 years
B.A.S.S.E.T. Training (no show fee)	2008	2008	\$5.00 per applicant			3 years
<i>License/Permit</i>						
Amusement Devices (per est.)	Summer 2008	Spring 2009	\$100.00 Term: July 1 - June 30	\$ 148,123	\$ 78,016	3 years
Amusement Devices (1/2 year)	Summer 2008	Spring 2009	\$100.00 Term: After January 1			3 years
Amusement Devices (per machine)	Summer 2008	Spring 2009	\$50.00 Term: July 1 - June 30			3 years
Amusement Devices (per machine)	Summer 2008	Spring 2009	\$30.00 Term: After January 1			3 years
Billard & Pool Halls (per table)	Summer 2008	Spring 2009	\$25.00 Term: July 1 - June 30			3 years
Billard & Pool Halls (per table)	Summer 2008	Spring 2009	\$15.00 Term: 6 months			3 years
Bowling Alley (per lane)	Summer 2008	Spring 2009	\$10.00 Term: July 1 - June 30			3 years
Bowling Alley (per lane)	Summer 2008	Spring 2009	\$6.00 Term: 6 months			3 years
Electrical Contractor	Summer 2008	Spring 2009	\$25.00 Term: Jan 1 - Dec 31			3 years
Electrical Contractor Registration	Summer 2008	Spring 2009	\$50.00 Term: Jan 1 - Dec 31 \$10K bond, N-ville license or copy of current license Term: January 1 - December			3 years
Food Vendor (per year)	Summer 2008	Spring 2010	\$100.00 31			3 years
Peddler/Solicitor (per applicant)	Summer 2008	Spring 2010	\$20.00 Needs PD/C.C. Approvals			3 years
Peddler/Solicitor (per applicant)	Summer 2008	Spring 2010	\$20.00 cash deposit for vests			3 years
Amplifier (per day)	Summer 2008	Spring 2009	\$5.00 12pm-8pm Sunday-Thursday 12pm-10pm Friday & Saturday			3 years

Fee Description	Last Evaluated	Last Modified	Fee & Details	FY09-10 Revenue	FY10-11 as of 10/31/10 Revenue	Suggested Review Cycle
City Clerk						
Amplifier (per month)	Summer 2008	Spring 2009	12pm-8pm Sunday-Thursday \$5.00 12pm-10pm Friday & Saturday			3 years
Block Party (per day)	Summer 2008	Spring 2009	\$10.00 Need TED approval			3 years
Cigarette & Tobacco Dealers	Summer 2008	Spring 2009	\$100.00 Term May 1 - April 30			3 years
Cigarette & Tobacco Dealers	Summer 2008	Spring 2009	\$60.00 Term: 6 months			3 years
Plumbing Contractor (per year)	Summer 2008	Spring 2009	\$25.00 Term: July 1 - June 30 Copy of state license & registration			3 years
Going out of Business (first 60 days)	Summer 2008	Spring 2009	\$25.00			3 years
Going out of Business (30 day extension)	Summer 2008	Spring 2009	\$25.00			3 years
Raffle	Summer 2008	Spring 2009	\$25.00 Max. 180 days Articles of Incorporation Term: January 1 - December 31			3 years
Taxi ( Company per year)	Summer 2008	Spring 2009	\$75.00 31 Owner, Driver, Cab lists, Fingerprinting background investigations			3 years
Taxi (Company)	Summer 2008	Spring 2009	\$30.00 Late fee after December 15 Term: January 1 - December 31			3 years
Taxi Driver Registration	Summer 2008	Spring 2009	\$10.00 31 Fingerprinting background investigations Term: January 1 - December 31			3 years
Taxi Car Registration	Summer 2008	Spring 2009	\$20.00 31 Vehicle Inspection, Meter Inspection, Insurance, Vehicle Registration Term: January 1 - December 31			3 years
Scavengers (Downtown)	Summer 2008	Spring 2009	\$150.00 31 Term: January 1 - December 31			3 years
Scavengers (Commerical)	Summer 2008	Spring 2009	\$250.00 31 \$50,000 Bond, Insurance, Customer list			3 years
Valet Parking (Friday & Saturday Only)	Summer 2008	Spring 2009	\$100.00 Term: 1 year from approval			3 years
Valet Parking (More than 2 nights a week)	Summer 2008	Spring 2009	\$250.00 Term: 1 year from approval			3 years
Sidewalk Seating	Summer 2008	Spring 2009	\$50.00 Term: April 1 - October 15			3 years
Banners (application fee)	Summer 2008	Spring 2009	\$75.00 Term: Not more than 30 days and not less than 14 days			3 years
Banners (per pole)	Summer 2008	Spring 2009	\$86.00 Term: Not more than 30 days and not less than 14 days			3 years
Sidewalk Contractors (per year)	Summer 2008	Spring 2009	\$30.00 Articles of Incorporation, Copy of Banner design, ROW permit, Signature of officer Term: July 1 - June 30 needs TED approval After January 1			3 years
Sidewalk Contractors (1/2 year)	Summer 2008	Spring 2009	\$15.00 needs TED approval			3 years
State Fingerprinting (Liquor/Taxi)	Summer 2008	Spring 2009	\$44.25 per applicant			3 years
Police Fingerprints (Liquor/Taxi)	Summer 2008	Spring 2009	\$10.00 per applicant			3 years

Ambulance Billing and Collections FY-T-D as of 10/31/10

<u>Billing</u>		<u>Fee FY09</u>		<u>Fee FY10</u>
ALS-1 non	\$ 379,790	\$ 750.00		\$ 815.00
ALS-1 res	\$ 858,585	\$ 550.00		\$ 595.00
ALS-2 non	\$ 31,200	\$ 900.00		\$ 975.00
ALS-2 res	\$ 73,350	\$ 750.00		\$ 815.00
BLS non	\$ 180,480	\$ 650.00		\$ 705.00
BLS res	\$ 303,125	\$ 450.00		\$ 485.00
Citizen Assist	\$ 1,100	\$ 50.00	first 2 free	\$ 50.00
ALS-Ref non	\$ 3,400	\$ 100.00		\$ 100.00
ALS-Ref res	\$ 5,700	\$ 100.00		\$ 100.00
 Mileage	 \$ 77,470	 6.50/mile		 7.15/mile
 Total	 <u>\$ 1,914,201</u>			
 <u>Collections</u>				
Total	<u>\$ 1,201,177</u>			

FY-T-D collections are on track for a 80% collection of a fully aged account.

**City of Naperville  
Commuter Parking Fees**

**Commuter Lot**

	Resident	Non-Resident
Parkview / Burlington	\$ 120.00	\$ 120.00
Kroehler	\$ 110.00	\$ 135.00
Route 59	\$ 120.00	\$ 145.00

**Reverse Commuter Permit Quarterly Fees**

	Resident	Non-Resident
Burlington Lot		
Route 59 Lot	\$ 60.00	\$ 60.00
	\$ 60.00	\$ 65.00

Daily Fee Parking	\$2.00
Bicycle Locker at Route 59 (annual fee)	\$24.00
Non-interest bearing deposit for bicycle locker	\$50.00
Motorcycle Permit at Downtown Station (annual fee)	\$48.00

**Permit Sticker Replacement Fee**

First Replacement Sticker	\$5.00
Second Replacement Sticker	\$10.00
Third Replacement Sticker	\$25.00



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT: Other Information – Follow Up from November Workshop**

---

**PURPOSE:**

Provide Council with additional information requested during, or as a result of, the November Workshop.

**BACKGROUND:**

During the November Workshop review of the General Fund Department budgets and service/cost reduction opportunities various requests were made for additional information in preparation for the December Workshop. Some of this information was previously provided but is included here for convenience.

The Contract Award Status Report will continue to be updated and distributed to Council with the Monthly Financial Reports. The Debt related information included here is preliminary, and will be analyzed more fully and again provided as part of the February CIP Workshop materials.

**ATTACHMENTS:**

	Page
Salary and Benefits History	5A
Workers Compensation History	5B
OSHA History	5C
Supply History	5D
Contract Award Status Report	5E
Debt Status	5F
Discussion of Development Workload and TED Staffing	5G
SECA Award History	5H
Corrections to November Workshop Pie Charts	5I

**City of Naperville**

5 year history of Salaries and Benefits

As of November 30, 2010

**Salaries and Benefits**

	Actual	Actual	Actual	Projected	Proposed	Difference	
	FY08	FY09	FY10	FY11	FY12 *	FY08 to FY12	
Salaries	\$61,322	\$62,755	\$61,195	\$58,885	\$59,397	(\$1,925)	-3.1%
Benefits	14,401	15,686	15,051	15,510	14,961	560	4%
Pension Property Tax - Police & Fire	5,843	6,438	7,219	9,237	9,029	3,186	55%
<b>Total Salaries &amp; Benefits</b>	<b>81,566</b>	<b>84,879</b>	<b>83,465</b>	<b>83,632</b>	<b>83,387</b>	<b>1,821</b>	<b>2%</b>
Total General Fund Budget	105,274	110,462	106,885	113,515	111,719		
% of Salaries and Benefits to Total	77%	77%	78%	74%	75%		

\* Before any changes to the police contract and any proposed changes outlined in the November 30th workshop material.

# City of Naperville

## Five Year Perspective of Worker's Comp, Auto Liability, and General Liability Costs (excl. admin)

	FY08 Actual Costs	FY09 Actual Costs	FY10 Actual Costs	FY11 Actual Costs 5 months	FY12 Proposed
<b>WORKERS COMPENSATION 9711</b>					
Mayor's Office	-	-	-	-	-
Legal	-	-	-	-	-
CMO	563	168	2,742	2,775	310
HR	-	-	-	-	-
Finance	2,493	-	605	7,164	17,034
Police	678,973	387,195	510,533	102,925	523,885
Fire	381,995	649,012	429,632	407,736	409,780
TED	19,730	6,533	178,466	0	2,557
DPW	75,158	105,737	203,950	52,112	236,264
Settlement	4,807	-	4,077	957	3,318
Electric	134,269	6,233	96,818	22,141	136,287
Water	103,640	111,508	58,358	213,084	145,543
IT	-	-	-	-	914
<b>Total Costs for Worker's Comp.</b>	<b>1,401,628</b>	<b>1,266,386</b>	<b>1,485,181</b>	<b>808,894</b>	<b>1,475,892</b>
<b>AUTO LIABILITY 9712</b>					
Legal	-	-	-	-	-
Finance	-	-	-	-	-
Police	728	3,811	467	896	1,669
Fire	3,496	-	-	-	1,165
TED	7,921	-	-	-	2,640
DPW	9,970	12,597	1,987	-	7,990
Electric	17,245	-	-	8,379	8,541
Water	-	11,063	4,006	-	5,023
<b>Total Costs for Auto Liability</b>	<b>39,360</b>	<b>27,471</b>	<b>6,460</b>	<b>9,275</b>	<b>27,028</b>
<b>GENERAL LIABILITY 9710</b>					
Legal	-	-	6,000	-	-
Finance	-	-	-	-	-
Police	110	4,925	141,970	-	11,679
Fire	-	-	-	-	-
TED	105,824	425	15,390	-	93,713
DPW	6,363	4,414	856	-	14,007
Electric	5,783	14,470	655	75	5,236
Water	22,478	787	1,732	5,579	44,362
<b>Total Costs for General Liability</b>	<b>140,558</b>	<b>25,021</b>	<b>166,603</b>	<b>5,654</b>	<b>168,997</b>

# City of Naperville

## FOUR YEAR OSHA RATE HISTORY FOR EMPLOYEE INJURIES

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<b>CITY</b>	4.87	6.63	3.43	4.87
<b>POLICE</b>	5.80	4.45	2.45	4.87
<b>FIRE</b>	6.43	11.09	5.47	7.01
<b>DPW</b>	4.68	11.29	4.63	3.83
<b>DPU-E</b>	5.98	10.10	6.00	6.92
<b>DPU-W</b>	2.37	5.29	5.75	9.32
<b>TED</b>	2.17	1.23	0.00	0.00
<b>FSD</b>	5.33	2.63	0.00	0.00
<b>STLMNT</b>	2.74	5.28	0.00	5.66
<b>CMO</b>	3.94	0.00	0.00	0.00

The OSHA rate is calculated on a per capita bases and is the number of OSHA recordable injuries per 100 employees.

For example, if the city had 68 recordable injuries and 1,057 employees and 1,057 number is divided by 100 which equals 10.57. 68 is divided by 10.57 which provides an OSHA rate of 6.43.

It should be noted that OSHA recordable injuries include all "exposure incidents." Meaning if an employee is exposed to a person with an infectious agent or blood borne pathogen such as Hepatitis C, Tuberculosis, or Bacterial Meningitis, as our first responders sometimes are, we are required to record the exposure as an injury under OSHA reporting requirements. These claims are typically low cost, under \$500.00.

## City of Naperville

5 year history of Supplies

As of November 30, 2010

### Supplies

	Actual FY08	Actual FY09	Actual FY10	Projected FY11	Proposed FY12 *	Difference	
						FY08 to FY12	
Supplies	3,864	3,819	4,138	4,408	4,057	193	5%
Less: Salt Purchase	555	630	1,800	1,260	1,224	669	121%
	3,309	3,189	2,338	3,148	2,833	-476	-14%

Total General Fund Budget 105,274 110,462 106,885 113,515 111,719

% of Supplies to General Fund Budget 4% 3% 4% 4% 4%

\* Before any proposed changes outlined in the November 30th workshop material.

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance  
**SUBJECT:** Contract Award Status

---

**PURPOSE:**

Provide Council information regarding the savings which have been achieved on contract awards in FY11 relative to both Capital Projects and Operating contracts.

**BACKGROUND:**

**Capital Projects**

The difficult economic environment has resulted in a significant decline in general construction work. As such contractors are bidding extremely competitively for work, and the city has been able to award contracts for significantly below project budgets.

The MIP program contracts have been awarded for \$347K, 3.4% below the budget. As the MIP program was funding to great extent by a transfer from the general fund, this savings from budget is being returned to the General Fund and has already been used to help close the financial gap.

Other general construction work which is not funded by a specific source is supported through the city debt issuance. For these construction contracts savings of \$4,165K have been achieved. The overall savings from budget in FY11 on construction related contracts is almost 15%. This lower spending made funds available for the purchase of the Children's museum and will allow a delay in when the next borrowing action will need to be taken.

When the borrowing was issued earlier this year we reduced it by \$1 million in anticipation of using the money in the Debt Service Fund. However, since the contracts are below budget this money has not yet been needed to fund projects. This money has accumulated in the fund for 7 years of investment income, and could be transferred to the General Fund. Council now has the opportunity to consider again if they wish to use the money towards capital projects in FY12 or if they wish to use it to close part of the FY12 financial gap.

**Operating Contracts**

Staff continues to negotiate for the best possible pricing for the city on all contract awards. A significant portion of the city spend is on special commodities, where savings of over \$200K has been achieved this year and already included in the FY12 budget. It is difficult to use this as a predictor on other contracts, or to assume it is repeatable next year, but staff will continue to drive vendors for further reductions on contract renewals.

In the area of other operating contract spend there are roughly \$4-\$5 million of other smaller contract awards each year. This year contract negotiations were successful in delivering a 2% cost reduction, or just over \$80,000 which is already included in the FY12 budget. Staff will look to achieve a further 3% reduction on this spending in FY12. Efforts will begin by contacting the largest vendors first. If 100% successful the total savings would be \$150,000, half of which would reduce the utility spending and the other half (\$75K) would benefit the General Fund.

**CONCLUSION:**

Savings achieved through reductions in negotiated operating contracts will be used to help deliver the \$0.7 million productivity challenge now incorporated into the FY12 budget.

**ATTACHMENTS:**

Capital Projects Award Status Report  
Operating Contracts Award Status Report

Page  
5E.3-4  
5E.5

ATTACHMENT 3  
**City of Naperville**  
**Fiscal Year 2011**  
**Capital Projects Award Status Report**

	CIP Budget	Budget Transfer (out)/in	Amount of Initial Award	Budgeted Internal Charges	Award proposed related work	Approved Change Orders	Contract under /over Budget Released	% vs Budget	RFP/ Bid #	Award CC Mtg	Agenda Item
MP009 - Street Maintenance Improvement Program	4,250,000 *		4,133,641				116,359	2.7%	10-117	3/15/2010	K8
MP009 - Street Maintenance Improvement Program	365,000 *		363,201				1,799	0.5%	10-118	3/15/2010	K5
MP009 - Street Maintenance Improvement Program	85,000 *		82,386				2,614	3.1%	10-119	3/15/2010	K5
MP009 - Street Maintenance Improvement Program	800,000 *		620,135				179,865	22.5%	10-120	3/15/2010	K10
MP009 - Street Maintenance Improvement Program	779,310 *		776,900				2,410	0.3%	10-121	3/15/2010	K9
MP009 - Street Maintenance Improvement Program	3,550,000 *		3,505,179				44,821	1.3%	10-103	5/18/2010	K1a
MP009 - Street Maintenance Improvement Program	267,963 *		267,963				-	0.0%	11-015	8/17/2010	I10
<b>MIP Program Funded by Operating Revenue</b>	<b>\$ 10,097,273</b>	<b>\$ 0</b>	<b>\$ 9,749,405</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 347,868</b>	<b>3.4%</b>			
CS006 - Sidewalk Improvements	\$ 150,000		\$ 148,136				\$ 1,864	1.2%	11-033	7/20/2010	K1
EQ027 - Cardiac Monitor Replacement	525,000		\$ 505,397				19,603	3.7%	11-078	10/5/2010	I4
EU77 - Smart Grid Initiative Projects	0 *	347,400	347,400				-		10-139	4/20/2010	M2b
EU77 - Smart Grid Initiative Projects	0 *	200,000	160,349	30,979			8,672	4.3%	10-164	4/7/2010	I3
EU77 - Smart Grid Initiative Projects	200,000 *		129,811	30,979			39,210	19.6%	11-013	6/15/2010	I3
EU77 - Smart Grid Initiative Projects	1,379,277 *		1,379,277				-	0.0%	10-139	7/20/2010	K2
EU77 - Smart Grid Initiative Projects	135,000 *		135,000				-	0.0%	11-005	9/21/2010	J1
MB103 - Maplebrook Walls	1,293,000		1,293,000				-	0.0%	09-181	6/16/2009	K1
MB147 - Re-Seal and Caulk Building Granite at	175,000		112,000				63,000		11-050	9/7/2010	I3
MB160 - Downtown Parking Deck Maintenance	126,050		126,050				-	0.0%	10-154	4/20/2010	I5
MB165 - Daily Fee Machine Replacement	200,000		226,899				(26,899)		11-028	9/7/2010	I2
MP004 - Sidewalk & Curb Replacement Program	375,000		318,750		56,250	2,504	(2,504)	-0.7%	10-134	3/15/2010	K2
PA019 - Rehabilitation of Phase I of the Riverwalk	252,393 *		252,393				-	0.0%	10-135	3/2/2010	I3
PA020 - Annual Tree Planting Program	50,000 *		50,000				-	0.0%	07-061	Multi yr 7/21/2009	I11
PA022 - Annual Riverwalk Rehabilitation Program	40,000 *		40,000				-	0.0%	11-046	8/17/2010	K1
PA036 - West Bulkhead Assessment Project	50,000		41,208				8,792	17.6%	11-046	8/17/2010	K1
SC001 - 111th Street: EJ&E Railroad to Rt. 59	3,100,000 *		2,292,493			14,272	793,235	25.6%	10-005	3/15/2010	K6
SC001 - 111th Street: EJ&E Railroad to Rt. 59	300,000 *	(10,833)	136,398				152,769	52.8%	10-004	3/15/2010	K7
SC223 - Alley Improvement Program	30,284 *		30,284				-	0.0%	11-025	7/20/2010	I4
SW001 - Annual Stormwater Management Projects	25,000 *		25,000				-	0.0%	11-025	7/20/2010	I4
SW011 - Huffman Street/Steeple Run Watershed	5,529,000		3,705,169				1,823,831	33.0%	11-051	10/19/2010	K2
SW011 - Huffman Street/Steeple Run Watershed	491,000		217,132				273,868	55.8%	11-072	10/19/2010	K1
SW017 - Storm Sewer Lining Program	1,000,000		559,332				440,668	44.1%	10-012	6/15/2010	I4
TC193 - Ogden Avenue Corridor Enhancement	321,000		185,476			1,915	133,609	41.6%	11-007	6/15/2010	I6
WU10 - Water Distribution System -	1,364,000 *		906,826				457,174	33.5%	10-160	5/4/2010	I2
WU04B - Water Distrib. System -	235,000 *		218,290	16,710			-	0.0%	10-183	6/1/2010	I4
WU10 - Water Distribution System -	0		302,000				(302,000)	N/A	11-014	7/20/2010	I3
WU20 - Water Metering Replacement	188,750		188,150				600	0.3%	10-158	4/7/2010	I6
WWU06C - Sanitary Sewer	765,000		753,746				11,254	1.5%	11-063	11/3/2010	I5
WWU06K - Sanitary Sewer System Rehabilitation	0 *	669,500	641,150				28,350	4.2%	10-011	3/15/2010	I3
WWU06K - Sanitary Sewer System Rehabilitation	873,716 *		765,955				107,761	12.3%	10-033	3/15/2010	K3
<b>Total Awards as of November 16, 2010</b>	<b>\$ 29,270,743</b>	<b>\$ 1,206,067</b>	<b>\$ 25,942,476</b>	<b>\$ 78,668</b>	<b>\$ 56,250</b>	<b>\$ 18,691</b>	<b>\$ 4,380,725</b>	<b>15.4%</b>			<b>Excludes work advanced from future year</b>
EU77 - Smart Grid Initiative Projects	632,420 *		632,420				-	0.0%	11-036	12/7/2010	K1
EU77 - Smart Grid Initiative Projects	400,000 *		400,000				-	0.0%	11-048	12/7/2010	K2
<b>Council Agenda November 3, 2010</b>	<b>\$ 1,032,420</b>	<b>\$ 0</b>	<b>\$ 1,032,420</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.0%</b>			
CS007 - Route 59 Sidewalk	90,000 *		90,000				-	0.0%	10-063		
EU13 - Underground Conduit (Duct Banks) Additions	2,000		2,000				-	0.0%	10-180		
EU52 - Cable Replacement Program for Underground	69,290 *		69,290				-	0.0%	11-104		
EU77 - Smart Grid Initiative Projects	47,264 *		47,264				-	0.0%	10-091		
EU77 - Smart Grid Initiative Projects	54,143 *		54,143				-	0.0%	11-091		
EU77 - Smart Grid Initiative Projects	90,501 *		90,501				-	0.0%	11-017		
EU77 - Smart Grid Initiative Projects	67,315 *		67,315				-	0.0%	11-066		
EU77 - Smart Grid Initiative Projects	80,000 *		77,573				2,427	3.0%	11-097		
EU77 - Smart Grid Initiative Projects	80,000 *		75,340				4,660	5.8%	11-121		
EU77 - Smart Grid Initiative Projects	90,000 *		82,589				7,411	8.2%	11-113		
MB035 - Municipal Parking Lot Maintenance	80,000		60,060				19,940	24.9%	10-156		
MP009 - Street Maintenance Improvement Program	75,000 *		89,318				(14,318)	-19.1%	11-085		
PA020 - Annual Tree Planting Program	50,000 *		8,015				41,985	84.0%			awarded after 3 quotes
SC223 - Alley Improvement Program	40,000 *		40,000				-	0.0%	11-049		
SW011 - Huffman Street/Steeple Run Watershed	130,000		89,440				40,560	31.2%	11-052		
TC195 - Route 59 and Lacrosse	78,000		62,655				15,345	19.7%	11-047		
WU10 - Water Distribution System -	26,000		26,000				-	0.0%	10-180		
WWU05 - Wastewater Utility Infrastructure Relocation -	80,000 *		72,640				7,360		11-076		
WWU19 - SWRC - Digester Aeration & Thickening	4,000		4,000				-	0.0%	10-180		
WWU28 - SWRC - Tertiary Treatment (Sand Filters)	44,930		44,930				-	0.0%	10-090		
<b>CMO Awards</b>	<b>\$ 1,278,443</b>	<b>\$ 0</b>	<b>\$ 1,153,073</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 125,370</b>	<b>9.8%</b>			
<b>Total Recommended Awards to date</b>	<b>\$ 31,581,606</b>	<b>\$ 1,206,067</b>	<b>\$ 28,127,969</b>	<b>\$ 78,668</b>	<b>\$ 56,250</b>	<b>\$ 18,691</b>	<b>\$ 4,506,095</b>	<b>14.7%</b>			<b>Excludes work advanced from future year</b>
<b>YET TO BE AWARDED</b>	<b>CIP Budget</b>										
BW019 - Washington Street Pedestrian Underpass	1,180,000										
CE110 - Implementation of Fiber Manager GIS	100,000										
CS007 - Route 59 Sidewalk	900,000 *										Remaining funds will be awarded by IDOT directly
EU01 - Residential Electric Services - New & Existing	250,000										
EU03 - Facilities Installations/New Customers	650,000										
EU05 - Overhead Transmission & Distribution	300,000										
EU06 - Underground Transmission & Distribution -	400,000										

EU07 - Underground Transmission & Distribution -	1,200,000	
EU12 - Electrical System Relocations	1,050,000	
EU13 - Underground Conduit (Duct Banks) Additions	948,000 *	
EU14 - Underground Cable (Feeders) & Equipment	770,000	
EU22 - Substation Emergency Repair/Replacement	125,000	
EU44 - Fiber Optic Cable -138kV Relay Protect/Comm.	622,000	
EU47 - 138kV Relay Improvements	150,000	
EU52 - Cable Replacement Program for Underground	330,710	
EU65 - Electric Distribution Transformer Purchases	450,000	
EU66 - Fiber Optic Cable for Metro Area Network	160,000	
EU69 - Bulk Electric Power Supply Metering Installation	75,000	
EU70 - Westside Substation - Replace 138kV Oil	50,000	
EU73 - Washington St. and 75th St. Relocations Due to	1,460,000	
EU77 - Smart Grid Initiative Projects	3,942,080 *	
MB103 - Maplebrook Walls	220,000 *	
MB120 - Fire Alarm Panels & Notification Device	90,000	
MB137 - Concrete Joint and Platform Rehabilitation at	50,000	
MB154 - Central Park Seating	500,000	
MB164 - 5th Avenue Area Bus Depot	100,000	
MB167 - Municipal Center Elevator Repair	75,000	
MP009 - Street Maintenance Improvement Program	1,427,727 *	
MP009 - Street Maintenance Improvement Program	1,000,000 *	Council approved budget increase 7/20/10 meeting
NS019 - Settlement Roadways	1,066,582	
NS047 - Stormwater Management	500,000	
PA019 - Rehabilitation of Phase I of the Riverwalk	47,607 *	
PA020 - Annual Tree Planting Program	25,000 *	
PA022 - Annual Riverwalk Rehabilitation Program	10,000 *	
SC099 - Street Safety and Improvement Program	100,000	
SC141 - 75th Street and Washington Street	6,275,000	
SC223 - Alley Improvement Program	29,716 *	
SL125 - Capital Upgrade/Replacement of Street	200,000	
SL135 - Street Light Upgrade - Knoch Knolls	200,000	
SW001 - Annual Stormwater Management Projects	105,000 *	
SW011 - Huffman Street/Steeple Run Watershed	0 *	
SW026 - Stormwater System Replacement Program	25,000	
TC166 - Mill Street and Diehl Commons Road	760,000	
WU04A - Water Distrib. System -	25,000	
WU04B - Water Distrib. System -	1,090,000 *	
WU05 - Water Utility Infrastructure Relocation - Misc.	132,000	
WU08 - Water Main Oversizing Payments - New	25,000	
WU19 - Water Metering Additions - New	75,000	
WU20 - Water Metering Replacement	231,000	
WU22 - Automatic Meter Reading Project - Pilot	10,000	
WU29 - Emergency Standby Wells - Seal and	150,000	
WU33 - SCADA Improvements and Upgrades	300,000	
WWU05 - Wastewater Utility Infrastructure Relocation -	35,000 *	
WWU06K - Sanitary Sewer System Rehabilitation	661,284 *	
WWU09 - Sanitary Sewer Oversizing Payments - New	25,000	
WWU19 - SWRC - Digester Aeration & Thickening	962,000 *	
WWU28 - SWRC - Tertiary Treatment (Sand Filters)	113,070 *	
WWU32 - Wastewater Storage Facility Improvements	100,000	
WWU34 - Sanitary Sewer Lift Station Rehabilitation	250,000	
WWU36 - Treatment Plant - Upgrades &	158,000	
<b>Total Amount of FY11 CIP less library</b>	<b>\$ 63,843,382</b>	<b>\$ 1,206,067</b>
Library BY11 CIP budget	250,000	
<b>Total Adopted FY11 CIP Budget</b>	<b>\$ 64,093,382</b>	

\* Multiple contracts will be awarded under this CIP project, the budget will be allocated to each sub-component in this presentation.

**City of Naperville**  
**Fiscal Year 2011**  
**Operating Contracts Award Status Report**

Project Name	Budgeted Account #	Budgeted Amount FY 11	Amount of Award	Budget Transfer (out)/in	Contract (under /over) Budget Released	% vs Budget	Procurement #	Award Status/Date
OnBase Software Maintenance	501-1611-581.30-29	\$60,800.00	\$61,508.00		(\$708.00)	-1%	11-010	CMO 5/4/10
GIS Database Maintenance	501-1611-581.30-29	\$75,000.00	\$85,000.00		(\$10,000.00)	-13%	11-006	CMO 5/3/10
SunGard Public Sector Software Maintenance	501-1611-581.30-29	\$304,400.00	\$301,686.92		\$2,713.08	1%	11-067	CC 9/21/10
Traffic Signal Design Consultants-multi yrs		\$78,000.00	\$78,000.00		\$0.00	0%	11-023	CC 8/17/10
Biosolids Removal Services-2 yr award	430-3813-537.30-28	\$232,500.00	\$232,500.00		\$0.00	0%	10-188	CC 5/4/10
Pre-Emption House Roof Replacement	016-7513-451.70-89	\$56,370.00	\$56,370.00		\$0.00	0%	11-024	CMO 7/22/10
Parking Lot Equipment Maintenance	Multiple	\$43,500.00	\$43,500.00		\$0.00	0%	11-021	CMO 5/24/10
Temporary Labor	010-4230-431.30-29	\$44,750.00	\$62,000.00		(\$17,250.00)	-39%	08-193	CMO 3/28/10
Ext.Irrigation System Maintenance	010-4240-418.40-34	\$12,000.00	\$12,000.00		\$0.00	0%	07-199	CPO 3/16/10
Architectural and Engineering Services	010-4240-418.35-09	\$12,500.00	\$12,500.00		\$0.00	0%	07-008	CPO 6/10/10
Elevator Maintenance	010-4240-418.40-34	\$16,000.00	\$16,000.00		\$0.00	0%	09-197	CPO 4/16/10
Overhead Door Service	010-4240-418.40-34	\$60,000.00	\$60,000.00		\$0.00	0%	09-184	CMO 3/19/10
Uniform Rental	Multiple	\$105,185.00	\$105,185.00		\$0.00	0%	07-009	CC 6/1/10
Municipal Center Mowing and Landscape	010-4220-431.30-29	\$14,750.00	\$14,000.00		\$750.00	5%	08-167	CPO 3/19/10
Radio Maintenance and Service Agreement*	010-2170-425.40-35	\$98,000.00	\$75,626.64		\$22,373.36	23%	11-030	CMO 6/17/10
Zetron 9-1-1- Phone System*	010-2170-425.40-35	\$40,000.00	\$37,770.62		\$2,229.38	6%	11-042	CMO 7/20/10
Traffic Sign Materials	010-4230-431.60-63	\$61,730.00	\$62,906.62		(\$1,176.62)	-2%	11-008	CMO 7/26/10
Police Uniforms	010-2110-421.60-63	\$72,000.00	\$72,000.00		\$0.00	0%	08-170	CMO 3/24/10
JULIE Membership	010-2170-425.30-29	\$37,230.00	\$37,230.00		\$0.00	0%	11-019	CMO 6/24/10
Pager Service	010-2170-425.40-52	\$35,746.00	\$31,500.00		\$4,246.00	12%	11-020	CMO 6/4/10
Property and Boiler & Machinery Insurance	Multiple	\$155,300.00	\$155,984.00		(\$684.00)	0%	11-037	CC 7/20/10
Ext. Bldg & Grounds Maintenance-Settlement	Multiple	\$35,568.00	\$35,568.00		\$0.00	0%	10-088	CC 2/3/10
External Auditing Services	Multiple	\$84,400.00	\$84,400.00		\$0.00	0%	10-113	CMO 4/26/10
Performance Monitoring of Monev Managers	010-1510-415.35-09	\$14,000.00	\$22,500.00		(\$8,500.00)	-61%	10-114	CMO 12/16/09
Liquid Cationic Emulsion Polymer	430-3813-537.60-64	\$150,000.00	\$150,000.00		\$0.00	0%	10-116	CC 1/19/10
Flex Spending/Cobra Administration	623-9210-585.35-07	\$17,016.67	\$17,016.67		\$0.00	0%	10-123	CMO 10/26/09
Meter Reading	010-1518-415.30-29	\$335,000.00	\$289,725.74		\$45,274.26	14%	10-168	CC 4/20/10
AT&T Enhanced 9-1-1 Network Services	010-2170-425.50-41	\$166,299.00	\$166,299.00		\$0.00	0%	10-181	CC 4/7/10
Lobbist Services	010-1310-413.35-09	\$60,000.00	\$60,000.00		\$0.00	0%	06-099	CC 8/18/09
Tree Trimming	410-3341-533.40-34	\$893,000.00	\$893,000.00		\$0.00	0%	10-109	CC 12/1/09
Wireless Phone and Data Services	Multiple	\$370,700.00	\$348,383.00		\$22,317.00	6%	09-133	CC 9/15/2009
Service Crane Truck		\$120,000.00	\$120,391.86		(\$391.86)	0%	10-081	CC 9/15/09
Office Supplies	Multiple	\$155,000.00	\$135,000.00		\$20,000.00	13%	11-053	CC 11/03/09
<b>TOTALS</b>		<b>\$4,016,744.67</b>	<b>\$3,935,552.07</b>		<b>\$81,192.60</b>	<b>2.02%</b>		
<b>Special Commodity Contracts</b>								
Road Salt	Multiple	\$1,330,000.00	\$1,150,668.00		\$179,332.00	13%	11-055	CC 8/17/10
Aggregate Materials	Multiple	\$210,477.28	\$193,085.83		\$17,391.45	8%	11-025	CC 7/20/10
Specialty Winter Operations Services	Multiple	\$175,000.00	\$223,200.00		(\$48,200.00)	-28%	09-077	CC 8/17/10
Parking Lot Snow Removal Ext.	Multiple	\$206,040.00	\$201,400.00		\$4,640.00	2%	08-092	CC 8/17/10
Fuel Tank Wagon CO#3	502-4610-582.60-61	\$160,000.00	\$160,000.00		\$0.00	0%	08-146	CC 6/15/10
Fuel Ext.	502-4610-582.60-61	\$1,134,428.00	\$1,200,000.00		(\$65,572.00)	-6%	07-026	CC 5/18/10
Residential Waste Recycling	Multiple	\$1,296,155.00	\$1,296,155.00		\$0.00	0%	10-093	CC 12/15/09
Residential Waste Collection	Multiple	\$5,171,880.00	\$5,171,880.00		\$0.00	0%	10-093	CC 12/15/09
Ext. Medical Insurance	623-9210-585.90-47	\$9,966,533.00	\$9,966,533.00		\$0.00	0%	10-115	CC 11/3/09
Bulk Energy	410-3351-533.60-75	\$104,285,726.00	\$104,285,726.00		\$0.00	0%	05-039a	CC 7/7/06
DuPage Water Commission	430-3811-537.60-75	\$9,078,390.00	\$9,078,390.00		\$0.00	0%	N/A	
Managed Dental Care	623-9230-585.90-47	\$881,309.00	\$881,309.00		\$0.00	0%	10-092	CC 10/20/09
Excess General Liability Insurance	Multiple	\$235,500.00	\$130,800.00		\$104,700.00	44%	11-039	CC 7/20/10
Life Insurance	623-9714-585.50-46	\$128,123.00	\$83,785.00		\$44,338.00	35%	09-105	CC 12/15/09
<b>TOTALS</b>		<b>\$134,259,561.28</b>	<b>\$134,022,931.83</b>		<b>\$236,629.45</b>	<b>0.18%</b>		

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010

**TO:** Mayor and City Council

**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT: Preliminary Debt Information**

---

**PURPOSE:**

Provide Council with some background information on the city debt level and preliminary projections for the future.

**BACKGROUND:**

During the November workshop discussion of potential use of the excess Debt Service Fund balance of \$1 million, questions were raised regarding the city debt level and future projections. A full analysis of the city capital projects and debt funds will be completed in connection with the CIP budget and workshop materials for February. Until then this preliminary information is provided to Council as background and directional information.

**Debt Level**

The city has a capital program which both maintains and improves the city infrastructure. The five year plan projects spending in the General Corporate related funds at a total of \$180 million, or an average of \$36 million. Over 60% of the funds needed are provided by other government agencies, other funds or established revenue streams. The remaining unfunded portion is projected at an average of \$14 million a year. Of this annual unfunded balance \$2-\$3 million is recurring maintenance spending and the balance are for non-recurring programs.

Historically the city revenue exceeded the annual expenditures and the excess funds, per the cash transfer policy, were used each year to support the capital program and minimize the borrowing that was required. The graph on page 5F.3 shows that the city general fund debt level remained between \$60 to \$90 million between 1995 and 2008. The difficult economic times however in the last few years have left no excess revenue to be used towards the capital programs and instead higher levels of annual borrowing have been needed. In 2009 the debt level increased by \$32 million and in 2010 it increased again by an additional \$10 million, and as of May 31, 2010 was at \$121 million. Projecting annual borrowing of \$14 million to support the capital program and an average of \$8 million of debt payments each year, the balance is projected to grow roughly \$6 million a year into the foreseeable future. By 2015 the city debt level is projected at \$150 million, as depicted in the graph on page 5F.3.

Additionally the utility funds have been operating at a deficit level and so have likewise needed to borrow for their capital programs. Historically the utilities have carried debt balances which ranged between \$27 and \$56 million in the period from 1995 to 2008. In 2010 however the balance jumped to \$62 million as both utilities needed to raise capital funds through borrowing.

It is anticipated that when the rate studies complete in both utilities, that the new rates will be sufficient to at least reduce, and potentially eliminate, the need for future borrowings except for the smart grid initiative. The graph on page 5F.4 demonstrates the historic position for the utilities and projected future debt levels.

**Cost of Borrowing**

The city issued debt in March 2010, at a blended rate of 2.629%, the lowest rate in the city's history as it benefitted from both the Federal Stimulus bond programs (Build America Bonds and Economic Development Bonds) and the low interest rate economic environment. The General Obligation component of the issuance was at a roughly 4.0% rate, and is expected to be applicable to any new issuances.

An incremental \$1 million of borrowing paid down evenly over 20 years, the total interest cost would be \$400,000. Over the 20 year period the annual payment would be \$70,000; \$20,000 of interest and \$50,000 of principal.

**Bond Rating Benefit**

Council has previously requested information regarding the benefit the city has as a result of holding the highest bond rating. The actual interest differential can only be determined at the date of issuance, as rates do vary over time and in the current economic climate are a bit more volatile than they were historically. A conservative estimate of the benefit between the AAA rating and the next lower rating of AA is 25 basis points. Assuming an annual borrowing of \$14 million, as is projected for the general fund, for a period of 20 years the first year interest payment would be \$35K higher and over the life of the loan \$350K of higher interest expense for the incremental borrowing. If the bond rating were lost, eventually the entire debt portfolio would need to be refinanced at the higher rates, the result would be that the current \$120 million portfolio annual interest cost would increase by \$300,000. Over a 10 year time horizon this would be a \$3 million higher expenditure just for interest.

**Financial Advisory Board Discussions**

The city has asked the Financial Advisory Board (FAB) to consider making a recommendation regarding reasonable debt levels for the city and debt management guidelines that might be adopted. The FAB has discussed this subject at their last two meetings, and their recommendation is expected to be issued early next year in advance of the CIP budget and workshop.

**CONCLUSION:**

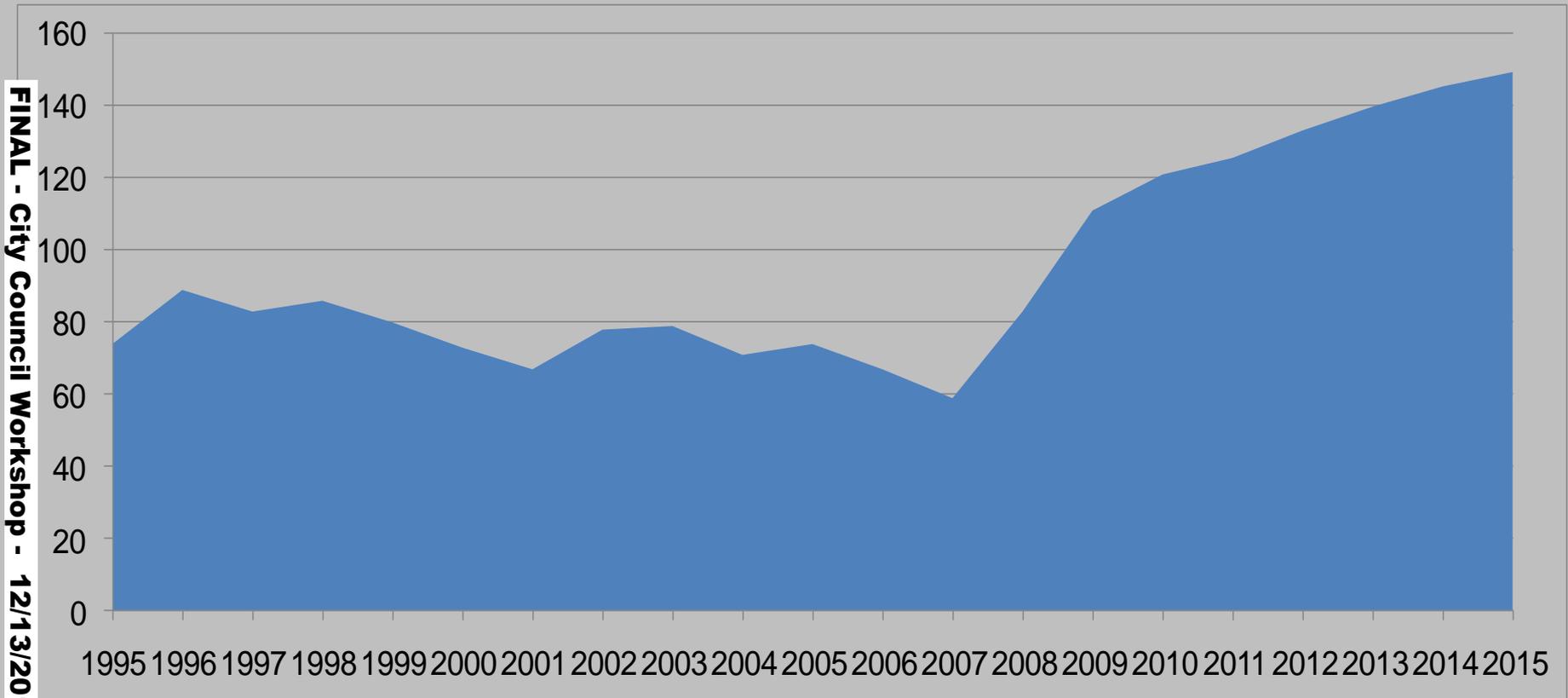
Staff will continue to provide Council with information on the city debt portfolio.

**ATTACHMENTS:**

	Page
City Debt Position (funded by tax levy)	5F.3
Utilities Debt Position	5F.4

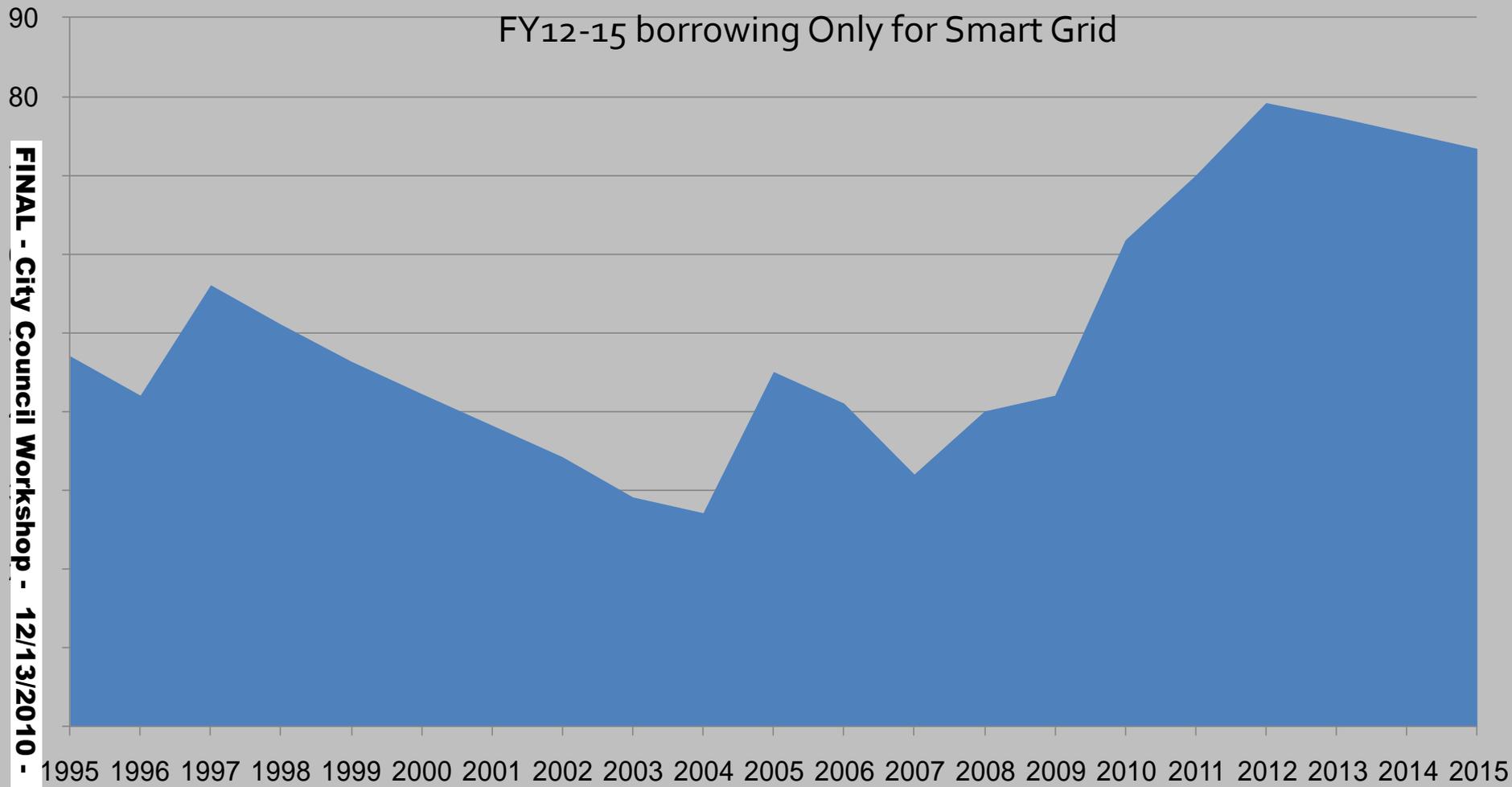
# City Debt Position (funded by tax levy)

Total City Debt – with additional borrowing- \$14 million per year



FINAL - City Council Workshop - 12/13/2010 - 155

# Utilities Debt Position



FINAL - City Council Workshop - 12/13/2010 - 156

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010

**TO:** Douglas Krieger, City Manager  
Karen DeAngelis, Director of Finance

**FROM:** Marcie Schatz, Director of Transportation, Engineering and Development

**SUBJECT:** Discussion of Development Workload and TED Staffing

TED is responsible for a variety of services including:

- Development review and permitting
- Long range planning and land development
- Roadway, stormwater and infrastructure engineering
- Transportation services, and
- Code enforcement

Over the last five years, total permits within the City have dropped 42% from almost 7,000 permits in FY06 to just over 4,000 permits in FY10 and FY11. Through that same period, workload in the areas of infrastructure maintenance, stormwater services, traffic requests and transportation issues, and code enforcement have maintained or exceeded their 2008 levels. As permits, inspections and development workload has decreased, TED staffing has also decreased accordingly. Since 2008, 28 FTEs, or 30% of TED's staff has been eliminated through attrition or reductions in force including 50% of the building inspection staff, 50% of the plan review staff and 35% of the planning staff. The department budget has been reduced by over \$1.6 million. This memo takes the opportunity to more fully explain the reduction in development workload in recent years and the corresponding staffing and organizational changes made in response to the workload reduction.

**Inspection Services**

The inspection team is primarily responsible for the inspection of all residential and commercial building projects and inspection of the Maintenance Improvement Program (MIP) and Capital Improvement Program (CIP) projects such as the Riverwalk and sidewalk program. In addition to their core functions, the inspection team is responsible for the Home Energy Savings Program (HESP), residential plan review, electrical and plumbing plan review, assisting code enforcement with illegal sign removal, emergency call-outs (due to fire damage, frozen pipes, etc.), stormwater response for service requests and assisting DPW with snowplowing efforts.

A team of twelve inspectors staff these services, with five inspectors primarily dedicated to MIP/CIP projects and seven inspectors primarily dedicated to building inspections. Over the last ten years, the team has been cross-trained which results in a more flexible and efficient team. The department is able to assign resources where the peak demand exists. When there is spike in inspection requests, we are able to allocate an MIP inspector to help alleviate the rush. When multiple MIP construction crews are working across town on a single day, building inspectors

can assist with the oversight of the operation. Also, due to cross-training, a single inspector can manage the majority of inspections of an entire development project.

Three significant changes have been made to the core duties of the inspection team in the last three years:

- *Assist code enforcement will illegal sign pick-up-* In FY09, code enforcement positions were eliminated as part of the reduction in force and the elimination of vacant positions. The inspection team was charged with assisting code with the removal of illegal signs since the inspectors are already out on the street in the course of their normal duties. This change results in an average of 6,000 illegal signs being removed annually.
- *Home Energy Savings Program-* On June 2, 2009, the City Council approved the HESP as one of the programs to receive funding from the city's allocation of Department of Energy Funding. The first phase of this program allowed homes to receive energy evaluations completed by our inspection team and receive matching funds if energy improvements are made. The second phase will kick off in 2011 and allow at least 100 additional homes to receive evaluations and matching funds. The HESP program funded 2 FTEs (1 inspector position) in FY10 and will fund 1 FTE (0.5 inspector position) in FY 11. If the HESP program did not exist, further reductions in force on the inspection team would have occurred.
- *Residential Plan Review-* In June 2010, the Plans Examiner responsible for residential plan review retired. In lieu of filling this position, a team from TED reviewed the residential plan review process and suggested opportunities for process and technology improvements to gain efficiencies. As a part of this process improvement, 0.5 FTE of building inspector time is now dedicated to completing residential plan review and a DRT project manager oversees the plan review process. This process change allowed for the elimination of the Plans Examiner position.

### MIP/CIP

During the construction season, the MIP inspectors are on job sites completing layout of the project, inspecting the contractors' work, measuring and recording quantities, completing daily safety inspections, and coordinating with the contractor. The MIP program touches approximately 150 miles of roadway each year and the MIP inspector is the face of the project in the field, the contact person for residents, businesses, and utilities.

During the winter season, MIP inspectors walk and survey streets for the next season's work. This effort includes an inspection of the street/curb/sidewalk system to determine preliminary layout, and calculation of quantities for inclusion in the construction plan set for resurfacing, patching, crackfill, sidewalk and curb programs. Some of the MIP contracts go out to bid in early February, so the inspectors are on the street pulling together quantities from the end of previous construction season in October/November through the winter. In addition, the inspectors close out last season's projects, complete necessary training, set up documentation systems for the next season's projects, and assist DPW with snow plowing responsibilities.

### Building

Three of the seven building inspectors are dedicated to electrical and plumbing inspections and plan review. The remaining four inspectors are general building inspectors responsible for all other inspections, the HESP program, and residential plan review. The salaries and benefits of

the building inspectors are fully recovered through inspection fees, plan review fees, HESP and chargebacks to DPU-E and DPU-W for the electrical and plumbing inspection services.

In recent years, inspectors have taken on a project manager role on larger scale projects such as Toyota and Delta Dental leading on-site bi-weekly meetings with the contractor to identify any existing or upcoming challenges. These types of proactive efforts, the inspectors' involvement in plan review, and educational efforts over the last several years have resulted in a failure rate of less than 7% this fiscal year. This failure rate is down from a high of nearly 16% in FY08.

**Table 1  
Inspections Failure Rate by Fiscal Year**

	FY06	FY07	FY08	FY09	FY10	FY11 YTD
% Pass	85.86%	84.36%	84.36%	86.92%	89.41%	93.23%
% Fail	14.14%	15.64%	15.64%	13.08%	10.59%	6.77%

Although there are not a lot of new projects putting a shovel in the ground compared with years past, the tenant buildout permits have increased as other permit numbers have gone down. A tenant buildout is a permit issued for a new facility coming into an existing space. The buildout can be complex, such as a new restaurant coming into a retail space, or simple where like users replace one another. Between 2007 and 2009, tenant buildout permits increased by 55% to 420 permits in 2009. Tenant buildouts are projected to be slightly down in 2010 (400 permits).

As seen in the table below, inspections are down 55% from a high of 28,540 inspections in FY 2006 to just fewer than 13,000 in FY10 and projected through the remainder of FY 11. During that same time, seven inspector positions, 50% of the building inspection staff, have been eliminated. As shown in FY11, one inspector FTE is split between HESP and plan review, resulting in 6 FTEs assigned to traditional building inspection duties. This results in an estimated 2,142 inspections per inspector, higher than an inspections/inspector ratio we have experienced in the past.

**Table 2  
Historical Inspection Workload and Staffing**

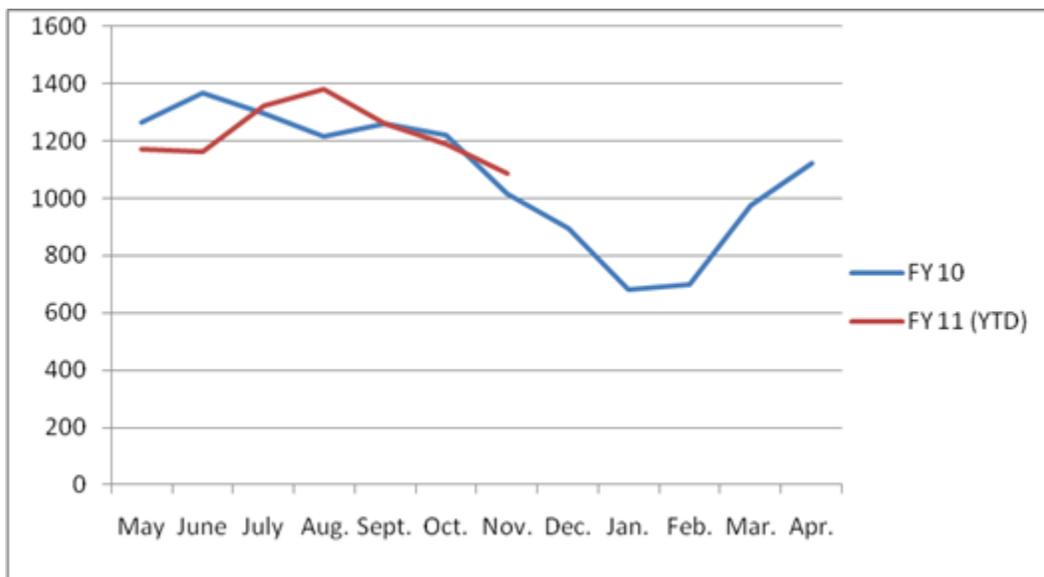
	FY06	FY07	FY08	FY09	FY10	FY11 (Est.)	FY12 (Proj)	FY12/FY06
Total Permits	6,983	6,482	6,282	4,752	4,146	4,084	4,084	-42%
Total Revenue	2,863,067	2,790,230	2,486,115	1,854,699	1,530,123	1,091,501	1,364,685	-52%
Total Inspections	28,540	25,971	22,482	16,005	12,980	12,850	12,850	-55%
<b>Insp. FTE Count</b>	<b>14.00</b>	<b>14.00</b>	<b>11.00</b>	<b>10.00</b>	<b>9.00</b>	<b>6.50</b>	<b>6.00</b>	-57%
<b>Res. Plan Rev.</b>	-	-	-	-	-	<b>0.50</b>	<b>0.50</b>	
<b>HESP</b>	-	-	-	-	-	<b>1.00</b>	<b>0.50</b>	
<b>Net</b>	<b>14.00</b>	<b>14.00</b>	<b>11.00</b>	<b>10.00</b>	<b>9.00</b>	<b>8.00</b>	<b>7.00</b>	
<b>Insp./ Insp. FTE</b>	<b>2,039</b>	<b>1,855</b>	<b>2,044</b>	<b>1,601</b>	<b>1,442</b>	<b>1,977</b>	<b>2,142</b>	

Just as with the MIP inspectors, there is seasonality to the building inspection workload as depicted in Figure 1. The inspection workload remains relatively consistent starting in April through November each year. We begin to see a steady decline in the inspection workload through December with inspection numbers reaching their low during the months of January and February. In March, the inspection numbers tend to rise quickly and by April inspections are nearly back in full swing.

Through these slower months, building inspector responsibilities include

- Responding to Emergency Callout Inspections (increase due to weather)
- Research for Code Updates (the next building code update will occur in 2012, however code review and research begins in January 2011)
- Assisting Maintenance & Capital Improvement Team with MIP preparation and plans as discussed above
- Assisting DPW with snow plowing operations
- Closing out expired/unfinished permits
- Acquire necessary certifications and training to maintain certifications

**Figure 1**  
**Seasonality of Building Inspection Workload**



Planning Services

With the downturn in development and the recommended changes to long range planning, the Planning Services team has eliminated 33% of the community planner positions (2 FTEs) in addition to one planning operations manager position since 2008. The team currently consists of four planners and 0.75 FTE operations manager. Planning staff has worked closely with the Plan Commission and the City Council on establishing priorities through the approval of the annual Planning Team Work program which outlines the special studies and text amendments to be undertaken in the upcoming year.

The recommended elimination of a community planner for the FY 12 budget affects the annual work program for FY 12. With the elimination of the position, the upcoming initiatives will be modified as follows:

- 5th Avenue Mixed Use Text Amendment- Full mixed use text amendment is eliminated and replaced by a height overlay district and small modifications to achieve the critical points of the 5<sup>th</sup> Avenue Study.
- 5<sup>th</sup> Avenue Streetscape Text Amendment- Delayed indefinitely
- Tollway Corridor Plan- Delayed indefinitely. City Council will respond to development proposals as they are brought forward.
- East Sector Update (Mill/Bauer) - Delayed indefinitely. City Council will respond to development proposals as they are brought forward.
- Residential Tree Preservation Text Amendment- Delayed indefinitely.

The following initiatives will continue to move forward:

- Downtown 2030 implementation plan items with the highest priority as established by DAC and City Council
- Strategic Plan Initiative on Liquor/Retail Mix in downtown Naperville
- Attainable Housing (as currently programmed)
- Greener Business Program
- Smaller Text Amendments (non-profit drop boxes, etc.)

It is important to note that the budget for special studies and outside consultants for Planning Studies has been reduced from an average of \$150,000 annually to approximately \$25,000 in FY 11 and \$15,000 proposed in FY 12. Studies are completed in house with limited outside consultant expense. Examples include the Downtown Plan and Plank Road Study.

#### Other Development Related Staffing Reductions

In addition to the 7 inspectors and 3 planning positions, elimination of positions directly tied to development have occurred across the department due to the downturn in development workload. These eliminations include:

- 2 Plan Review positions (1 Plans Examiner and 1 Code Official) responsible for review of residential and commercial building plans
- 6 Customer Service Assistants responsible for supporting the permit counter, inspection dispatch, and Plan Commission
- 1 Project Engineer responsible for review of development plans
- 1 Technician due to the reduction in grading plans, top of foundation surveys, and letters of credit
- 1 Records Technician responsible for scanning and indexing engineering and building documents into the City's EDMS system

#### Conclusion

Before and during the economic downturn, TED consistently focuses on right-sizing our staffing levels with our workload. Moving forward, we will continue to use data to drive our recommendations on the appropriate staffing levels for the department. Our teams are flexible and are accustomed to evaluating and implementing new processes in efforts to provide efficient, high-quality services to our community.

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance  
**SUBJECT:** SECA Award History

---

**PURPOSE:**

Provide Council with information on the historic awards from the SECA fund.

**BACKGROUND:**

During the November Workshop Council reached consensus that SECA should paydown the Carillon line of credit over three years, \$600,000 per year. Staff projected that from the estimated \$2.25 million of fund available to SECA each year there are \$1.2 million of annual awards for existing agreements, city administrative costs and initiatives and the reimbursement for city services. Additionally starting in FY12 SECA will begin to pay \$140,000 per year for the debt related to the Children’s Museum purchase. After considering these requirements and the additional \$600,000 payment for the Carillon line of credit, at the November workshop staff estimated \$350,000 will be available for general application awards. Upon closer review of the FY11 awards there are two which were one time only requests; for the Riverwalk construction and special Ribfest insurance. Excluding these the projected requirement for FY12 remains at \$1.2 million (see below), leaving an estimated \$450,000 available for general application funding in FY12.

**DISCUSSION:**

Council has requested to review the detail for the items included in the \$1.2 million from the FY11 awards . This amount is actually \$0.5 million below the FY10 level as Council used fund balance to pay off the Carillon Loan so the annual debt service payment of \$237,788 is no longer needed; FY10 also included two one-time awards: \$119,063 towards the Central Park Seating project and \$100,000 to NDP for culture and special events marketing.

The following pages detail the FY11 categories of awards:

	\$ thousands	Page
Existing Agreements	\$ 348	5H.3
Administrative/City Initiatives	\$ 389	5H.3-4
Projects with City Services	\$ 413	5H.5
	-----	
Total FY11	\$ 1,150	
One time only – Riverwalk construction	\$( 81)	
One time only – Ribfest Insurance	\$( 10)	
Children’s Museum – start FY12	\$ 140	
	-----	
Projected FY12	\$ 1,199	

Considerations for reducing the requirements on SECA funds might include:

Use excess funds in Millennium Carillon Fund – one time only	\$ 60K
Consider reduction in Municipal Band funding ( existing agreement does not specify an amount)	\$ 30K
Eliminate 4 <sup>th</sup> of July Fireworks and Shuttle Bus funding	\$ 35K
Reduce/Eliminate NDP Restaurant Marketing Program funding	\$115K
Reduce funding to half of city services and bill balance to fund raising organizers	
Ribfest	\$ 89K
Last Fling	\$ 69K
Others	\$ 30K
	-----
Total	\$188K

**CONCLUSION:**

Applications for FY12 awards have already been submitted and will be reviewed by the Advisory Cultural Commission, the date of the public review has not yet been set. We expect the Commission will make recommendations to Council by March, with a March 21<sup>st</sup> workshop being planned for the Council discussion. Council may wish to give the Commission direction to reduce the awards for certain categories, or Council may wait until the recommendations are received and then modify the final award decisions during their deliberations at the SECA Workshop in March..

**ATTACHMENTS:**

Funding History

Page  
5H.3 -10

SECA Funding History

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
<b>Existing Agreements</b>								
City of Naperville	Millennium Carillon Tower Completion	\$0	\$0	\$0	\$237,788	\$237,738	\$0	\$475,526
	Millennium Carillon Tower Debt Service	\$0	\$237,788	\$237,788	\$0	\$0	\$0	\$475,576
	Millennium Carillon Tower Maintenance and Operation Subsidy	\$113,500	\$113,557	\$121,336	\$68,215	\$0	\$0	\$416,608
	Riverwalk Maintenance	\$110,791	\$107,074	\$98,895	\$86,843	\$86,843	\$70,742	\$561,188
Naperville Municipal Band	Contracted Band Concerts, Parades	\$123,601	\$123,756	\$120,220	\$120,220	\$119,615	\$112,525	\$719,937
<b>Total Existing Agreements</b>		<b>\$347,892</b>	<b>\$582,175</b>	<b>\$578,239</b>	<b>\$513,066</b>	<b>\$444,196</b>	<b>\$183,267</b>	<b>\$2,648,835</b>

**Administration/City Initiatives**

City of Naperville	Half salary and benefits for Community Grants Coordinator & Special Events/Public Info.	\$66,962	\$73,775	\$84,296	\$73,598	\$70,909	\$0	\$369,540
	Finance Department administrative costs for the collection of the Food & Beverage Tax	\$40,000	\$42,500	\$42,500	\$42,500	\$42,885	\$64,081	\$274,466
	CDBG/Social Services administrative costs	\$39,573	\$41,106	\$0	\$0	\$0	\$0	\$80,679
	4th of July Fireworks	\$10,000	\$10,000	\$30,000	\$10,000	\$10,000		\$103,500
	4th of July Shuttle Bus Service	\$25,000	\$20,214	\$17,000	\$15,300	\$17,000	\$33,500	\$94,514
	Extra Insurance for Ribfest	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	Facility Access - Naperville Community Concert Center	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
	Central Park Historical Munument Restoration	\$0	\$12,800	\$61,458	\$0	\$0	\$0	\$74,258
	Central Park Seating	\$0	\$119,063	\$0	\$0	\$0	\$0	\$119,063
	Community Heritage Month	\$0	\$3,182	\$24,000	\$0	\$0	\$0	\$27,182
	175th Unity/Visiton Marketing & Promotions	\$0	\$0	\$0	\$0	\$125,500	\$145,700	\$271,200
	Riverwalk Wall Reconstruction	\$81,202	\$0	\$0	\$0	\$0	\$0	\$81,202
	October Vision Event	\$0	\$0	\$0	\$0	\$23,000	\$0	\$23,000
	City of Naperville/Heritage Society	Joseph Naper Homestead Property	\$0	\$25,000	\$0	\$0	\$0	\$0
Mayor's Advisory Commission on Disabilities	Disability Fair - Music, Garbage, Rentals	\$1,375	\$1,250	\$0	\$0	\$0	\$0	\$2,625
Naperville Development Partnership	Restaurant Marketing Program	\$115,000	\$100,000	\$100,000	\$100,000	\$100,000	\$50,000	\$565,000
	Culture and Special Events Marketing	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Naperville Sister City Foundation	Nitra Night	\$0	\$0	\$0	\$16,340	\$0	\$0	\$16,340
	Nitra Delegation Visit	\$0	\$10,000	\$0	\$0	\$7,000	\$0	\$17,000
	Mirror Image Photographic Exhibit	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000

SECA Funding History

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
Total Admin/City Initiatives		\$389,112	\$558,890	\$379,254	\$257,738	\$416,294	\$293,281	\$2,294,569

**Projects with City Services**

Downtown Naperville Alliance	Hometown Holidays	\$14,434	\$16,667	\$12,473	\$15,500	\$22,000	\$20,000	\$101,074
Exchange Club	Ribfest	\$178,000	\$136,178	\$132,928	\$116,010	\$154,000	\$109,909	\$827,025
	5K Race Against Child Abuse	\$0	\$0	\$0	\$7,282	\$7,500	\$7,500	\$22,282
Jeanine Nicarico Memorial Fund for Literacy	Run for Reading	\$6,097	\$6,354	\$8,202	\$5,702	\$6,000	\$0	\$32,355
Mayor's Advisory Commission on Disabilities	Disability Fair - City Services	\$1,760	\$1,600	\$0	\$0	\$0	\$0	\$3,360
Naperville Art League	Riverwalk Fine Art Fair	\$16,750	\$21,000	\$18,111	\$22,000	\$10,000	\$9,956	\$97,817
Naperville Heritage Society	Naper Days	\$0	\$30,000	\$30,000	\$35,000	\$30,000	\$15,225	\$140,225
Naperville Noon Lions Club	5K Turkey Trot	\$11,236	\$9,734	\$8,243	\$7,591	\$7,400	\$7,435	\$51,639
Naperville Jaycees	Last Fling	\$138,681	\$131,220	\$121,747	\$111,516	\$111,275	\$112,485	\$726,924
Naperville United Way	2007 Annual Summer Outdoor Art Project	\$0	\$0	\$5,000	\$5,000	\$4,500	\$7,100	\$21,600
NCO Youth & Family Services	Spring Ahead 5K/10K	\$11,902	\$11,949	\$13,604	\$9,907	\$9,400	\$9,008	\$65,770
Rotary Club of Naperville (Noon)	Oktoberfest	\$0	\$0	\$0	\$8,504	\$7,800	\$7,455	\$23,759
VFW Post 3873	Memorial Day Parade	\$20,107	\$17,852	\$13,045	\$12,257	\$12,622	\$13,000	\$88,883
West Suburban Irish	St. Patrick's Day Parade	\$14,409	\$11,517	\$10,244	\$10,546	\$6,000	\$4,081	\$56,797
<b>Total Projects with City Services</b>		<b>\$413,376</b>	<b>\$394,071</b>	<b>\$373,597</b>	<b>\$366,815</b>	<b>\$388,497</b>	<b>\$323,154</b>	<b>\$2,259,510</b>
<b>Total Existing Agreements/Admin/City Services</b>		<b>\$1,150,380</b>	<b>\$1,535,136</b>	<b>\$1,331,090</b>	<b>\$1,137,619</b>	<b>\$1,248,987</b>	<b>\$799,702</b>	<b>\$7,202,914</b>

**General SECA Applications**

Acapellago	Naperville Choral Expenses	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
Advent Chamber Orchestra	Naperville Concert Series	\$2,500	\$5,200	\$5,400	\$0	\$0	\$0	\$13,100
African American Leadership Roundtable	African American Heritage Festival	\$0	\$20,500	\$0	\$0	\$0	\$0	\$20,500
American Solar Challenge	Naperville Finish Line Solar Car Days	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
American Solar Challenge	Naperville Finish Line Solar Car Days	\$200	\$0	\$0	\$0	\$0	\$0	\$200

SECA Funding History

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
Arthur Ray Foundation/ Naperville Independent Film Festival	Naperville Independent Film Festival	\$27,000	\$45,000	\$40,000	\$0	\$0	\$0	\$112,000
Camerata Chicago	Concert/Four seasons Vivaldi	\$0	\$0	\$0	\$1,800	\$0	\$0	\$1,800
Century Walk Corporation	Naperville's Historical Public Art Program	\$150,000	\$225,000	\$274,000	\$80,000	\$360,000	\$191,100	\$1,280,100
Chicago Chinese Performing Arts	Traditional Chinese Music and Dance Festival	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
Chicago Philharmonic Arts of Chicago	Chinese Traditional Music and Dance Festival	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Conservation Foundation, The	Clow House Reconstruction	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
	Water Conservation, Renewable Energy &	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dong Fang Chinese Performing Arts Association	Golden Fall Moon Festival	\$18,000	\$24,250	\$30,000	\$35,000	\$0	\$0	\$107,250
Downtown Naperville Alliance	Hometown Holidays Wrap Up - New Years	\$15,000	\$20,000	\$0	\$0	\$0	\$0	\$35,000
	Car & Motorcycle Show	\$0	\$0	\$0	\$0	\$0	\$324	\$324
	Event that Shall Not be Named	\$0	\$0	\$0	\$12,000			\$12,000
	Summer Craft Faire	\$0	\$0	\$0	\$0	\$0	\$2,300	\$2,300
DuPage Children's Museum	General Operating Support	\$250,000	\$206,250	\$250,000	\$250,000	\$250,000	\$250,000	\$1,456,250
	Capital Support - Challenge Grant	\$0	\$225,000	\$0	\$200,000	\$0	\$0	\$425,000
	Animals in Artland Exhibit	\$0	\$0	\$0	\$0	\$27,000	\$0	\$27,000
DuPage Symphony Orchestra	Summer Family Concert Series	\$5,000	\$5,250	\$4,500	\$35,000	\$3,000	\$5,000	\$57,750
	Riverwalk Art Fair Concerts	\$3,000	\$3,890	\$3,517	\$3,100	\$2,750	\$2,000	\$18,257
	General Operating Assistance	\$23,500	\$30,000	\$30,000	\$25,000	\$7,500	\$40,000	\$156,000
East Meets West Music Arts	General Operating for 2007-08 Programs	\$12,000	\$15,000	\$10,000	\$10,000	\$0	\$0	\$47,000
Ecuadorian Volunteers Association	Brass Band del Ecuador Concert	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Edward Foundation	Healing Arts	\$0	\$0	\$2,000	\$0	\$0	\$5,000	\$7,000
Evergreen Theatre Ensemble	Serious Theatre	\$13,217	\$20,500	\$20,000	\$25,000	\$0	\$0	\$78,717
Exchange Club	4th of July Fireworks	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Fair Lady Productions, Inc.	Performance Space Build Out and Operating Expense Supplement	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
	Center Stage Players Production Series	\$7,500						\$7,500
	Interior Outfitting	\$19,875						\$19,875
	Kidz Kabaret	\$20,000	\$85,000	\$70,000	\$0	\$24,000	\$15,000	\$214,000
Family Shelter Service	Wings for the Soul Book Launch	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Firefighters Highland Guard	Uniform, Instrument, and Instruction	\$10,000						

**SECA Funding History**

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
Green Earth Institute	Green Earth Fair 2007	\$3,750	\$5,000	\$6,000	\$7,150	\$5,000	\$7,500	\$34,400
Grounded Theatre, The	2007-08 Season - 2 Full Length Plays	\$0	\$0	\$20,000	\$20,000	\$22,680	\$0	\$62,680
Heritage YMCA Group	Naperville Jazz Festival	\$0	See Turning Pointe Autism	\$33,111	\$40,000	\$0	\$0	\$73,111
	Naperville Summer Movie Nights	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
	Annual Singing for Seniors	\$5,000	\$7,000	\$7,500	\$7,500	\$7,500	\$0	\$34,500
	Naperville on the Move	\$4,000	\$9,000	\$0	\$0	\$0	\$0	\$13,000
	175th Celebration "Follies"	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000
	Naperville Resource Center	\$0	\$0	\$0	\$0	\$0	\$33,000	\$33,000
IndiaChildren Assoc. of Naperville/ Aurora	India Independence and Diwali Celebration	\$3,750	\$5,500	\$0	\$0	\$5,000	\$0	\$14,250
Indian Prairie Educational Foundation	Fine Arts Festival	\$4,000	\$4,000	\$10,000	\$20,000	\$20,000	\$8,550	\$66,550
Innovative Chinese Learning Center	Culture and Language Integration in Classrooms	\$0	\$0	\$0	\$1,870	\$0	\$0	\$1,870
Jumping Off the Page	Naperville Reads	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Kids Teen Rider	Wheels to Education	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	Sistahood Hip Hop Cultural Explosion	\$0	\$0	\$0	\$0	\$0	\$0	\$0
KidsMatter	General Operating	\$0	\$0	\$0	\$0	\$0	\$55,000	\$55,000
	Van Buren Garage Way Finding System	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Little Friends	Step Up for Autism Waly/5K Run (\$298 City Services)	\$584	\$0	\$0	\$0	\$0	\$0	\$584
	Performing Arts for Children with Special Needs	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000
Loaves & Fishes Community Pantry	Pantry Operation	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
	Organization Development	\$0	\$0	\$0	\$0	\$0	\$18,000	\$18,000
Lupus Foundation of America, IL Chapter	Annual DuPage County Life Without Lupus Walk	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000
Midwest SOARRING Foundation	Native American Pow Wow	\$22,500	\$30,000	\$35,000	\$35,000	\$32,000	\$48,190	\$202,690
Millennium Carillon Foundation	Carillon Recitals and Special Events	\$0	\$0	\$0	\$0	\$21,650	\$52,500	\$74,150
Naper Carriage Hill	Kids Triathlon	\$0	\$0	\$0	\$0	\$175	\$0	\$175
Naperville Art League	Ann Frank: A Private Photo Exhibit	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	Century Walk/Naperville Art League Mural	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	Air Conditioner Replacement							

**SECA Funding History**

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
	Furnace Replacement	\$0	\$0	\$1,900	\$0	\$0	\$0	\$1,900
	Baseboard Heating	\$0	\$0	\$1,400	\$0	\$0	\$0	\$1,400
	Day-to-Day Operations	\$0	\$0	\$0	\$0	\$0	\$17,000	\$17,000
	Gallery Lighting	\$0	\$0	\$0	\$1,990	\$0	\$0	\$1,990
	Gallery Wall	\$0	\$0	\$0	\$950	\$0	\$0	\$950
	Baseboard	\$0	\$0	\$0	\$883	\$0	\$0	\$883
	Gallery Renovation	\$0	\$0	\$0	\$0	\$7,000	\$0	\$7,000
	Tent/Display System	\$0	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Naperville CARES	Cuisine for a Cause	\$20,000	\$14,000	\$7,000	\$12,124	\$0	\$0	\$53,124
	General Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Naperville Chorus	Naperville Chorus Season	\$4,700	\$5,250	\$5,000	\$4,500	\$4,375	\$3,100	\$26,925
Naperville CROP Walk	Naperville CROP Walk	\$0	\$0	\$0	\$0	\$0	\$1,050	\$1,050
Naperville Cultural Center	General Operating	\$0	\$11,000	\$15,000	\$43,811	\$0	\$0	\$69,811
	Peace Through Art and Education	\$7,500	\$0	\$0	\$0	\$0	\$0	\$7,500
Naperville	Born to Read	\$3,000	\$4,000	\$4,000	\$5,000	\$5,000	\$5,000	\$26,000
Naperville Heritage Society	Oktoberfest	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
	Weather Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	IL. Assoc. of Museum's 2010 Annual Conference	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Naperville Summer Nights	\$12,000	\$12,250	\$15,000	\$15,000	\$0	\$0	\$54,250
	Public Safety Heritage Preservation Project	\$7,500	\$10,500	\$0	\$0	\$0	\$0	\$18,000
	Fabulous 50's House	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	175th Day	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
	Children's Musical History Project	\$0	\$0	\$0	\$0	\$0	\$44,000	\$44,000
	Early Nichols Library Book Conservation	\$0	\$0	\$0	\$0	\$32,500	\$0	\$32,500
	History Speaks Performance/Workshop Series	\$0	\$0	\$0	\$0	\$35,300	\$0	\$35,300
	Walking Tours	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
	WPA Mural Preservation	\$0	\$0	\$0	\$0	\$9,300	\$0	\$9,300
Naperville Men's Glee Club	General Operating	\$9,500	\$21,500	\$24,000	\$24,000	\$18,000	\$0	\$97,000
	Executive Director Position	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
	Marketing	\$0	\$0	\$0	\$0	\$4,500	\$2,100	\$6,600
Naperville Municipal Band	150th Anniversary Celebration	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
	Civic Celebration of Music	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000
Naperville Newcomers & Neighbors Club	Bench: Downtown	\$0	\$0	\$0	\$1,900	\$0	\$0	\$1,900
	Bench: South Naperville	\$0	\$0	\$0	\$1,900	\$0	\$0	\$1,900
Naperville North Central College Performing Arts	Performance series and Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Naperville Park District	Halloween Happening	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
	Santa House	\$0	\$0	\$0	\$0	\$0	\$5,250	\$5,250
	Concerts in your Park	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
	Magical Starlight Theatre	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000
Naperville Public Library Found.	Naperville Reads	\$0	\$9,500	\$13,000	\$11,960	\$0	\$0	\$34,460
	Naperville Heritage Digital Collection	\$0	\$0	\$11,000	\$0	\$0	\$0	\$11,000
	Cultural Diversity Efforts	\$0	\$0	\$0	\$0	\$9,930	\$0	\$9,930

SECA Funding History

Attachment A

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
Naperville Woman's Club	Young Adult Art Contest	\$935	\$850	\$900	\$0	\$793	\$0	\$3,478
Naperville Woman's Club	Annual Fine Arts Fair	\$15,000	\$0	\$11,889	\$25,000	\$20,000	\$17,000	\$88,889
Nartan Academy of Dance	Teaching/Performing Indian Classical & Folk Dances	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
NCO Youth & Family Services	Annual Chocolate Festival	\$7,000	\$7,000	\$7,000	\$7,000	\$5,400	\$9,008	\$42,408
	2007 NCO Annual Auction	\$0	\$0	\$0	\$0	\$5,000		\$5,000
	Naperville Prairie Walk	\$0	\$0	\$0	\$0	\$0	\$2,150	\$2,150
NCTV	"Naperville Connection" Community News Program	\$27,000	\$36,000	\$20,000	\$0	\$0	\$0	\$83,000
	Production Communication Laptop Equipment	\$14,500	\$0	\$0	\$0	\$0	\$0	\$14,500
	Field Equipment Capital Improvement	\$0	\$29,918	\$0	\$0	\$0	\$0	\$29,918
	"Naperville Recollections" Documentary Series	\$25,750	\$27,000	\$0	\$0	\$0	\$0	\$52,750
	Graphics System Capital Equipment	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
	Naperville Municipal Band 150th Anniversary Documentary	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
	"History in our Homes" Television Documentary Series	\$0	\$0	\$0	\$51,000	\$0	\$0	\$51,000
	Mobile Production Unit	\$0	\$0	\$0	\$14,944	\$0	\$0	\$14,944
	"Keys to the City" Television Feature Series	\$0	\$0	\$0	\$11,975	\$0	\$0	\$11,975
	Capital Improvement Project	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
NCTV	Naperville - 174 Years of Heritage, Unity & Vision	\$0	\$0	\$0	\$0	\$0	\$26,000	\$26,000
	Riverwalk Documentary	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
Omnia Performing Arts	Performing Arts Center Phase 3 Feasibility	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
OPUS	Listen to our Young Artists Concerts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Making Music with the Stars	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
	Sunshine Strings	\$0	\$0	\$0	\$0	\$13,800	\$0	\$13,800
	Chamber Music Marathon by Youth Ensembles	\$0	\$0	\$0	\$0	\$0	\$4,500	\$4,500
Partners for Clean Choice	Cool Ride-Clean Choice Vehicle Show	\$1,000	\$2,688	\$0	\$0	\$0	\$0	\$3,688
Project H.E.L.P.	Jazz Festival	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Ray Chinese School	Mid-Summer Cultural Fest	\$2,250						\$2,250
	Chinese New Year Festival							

**SECA Funding History**

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
	Oriental Food Culture Day	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,000
	Ray Children Dance Performing Group	\$0	\$1,000	\$1,800	\$0	\$0	\$0	\$2,800
	Golden Fall Moon Festival	\$0	\$0	\$0	\$0	\$15,300	\$0	\$15,300
Riverwalk Toastmasters club #4808	Youth Leadership Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rotary Club of Naperville (Noon)	Soup's On!	\$20,000	\$17,500	\$15,000	\$0	\$0	\$0	\$52,500
Rotary Club of Naperville (Sunrise)	Auto Show (\$500- City Services)	\$5,000	\$7,413	\$0	\$0	\$0	\$0	\$12,413
	NaperDink Triathlon	\$500	\$750	\$0	\$0	\$0	\$0	\$1,250
	Naperpalooza	\$8,250	\$6,875	\$0	\$0	\$0	\$0	\$15,125
Samskriti Foundation	Community Enrichment Program	\$10,000	\$12,500	\$12,500	\$20,000	\$21,170	\$24,200	\$100,370
Sapphyre Strings	Spring Concert	\$0	\$0	\$0	\$0	\$469	\$0	\$469
Skyland Chinese Opera Arts Assoc.	CCTV/Skyland Beijing Opera Amateurs Festival	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Cultural Heritage Celebration Event	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
Summer Place	Performance Space Rental	\$3,750	\$0	\$0	\$0	\$0	\$0	\$3,750
	New Performance Space Publicity	\$1,688	\$0	\$0	\$0	\$0	\$0	\$1,688
	Performance Rights and Royalties	\$1,500	\$1,990	\$1,999	\$0	\$0	\$0	\$5,489
	Signed Performances for the Hearing Impaired	\$0	\$1,500	\$0	\$600	\$2,440	\$900	\$5,440
	Assisted Listening Devices	\$0	\$500	\$0	\$0	\$0	\$0	\$500
	Storage Rental Unit	\$1,313	\$1,458	\$0	\$0	\$0	\$0	\$2,771
	PA System	\$0	\$0	\$1,919	\$0	\$0	\$0	\$1,919
Summer Place	Portable Sound/Lighting	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000
	Digital Music Support	\$0	\$0	\$0	\$18,899	\$0	\$0	\$18,899
	Adjunct Artists Program	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000
	Human Resources	\$0	\$0	\$0	\$0	\$23,300	\$0	\$23,300
	SFX Software/Laptop	\$0	\$0	\$0	\$0	\$3,696	\$0	\$3,696
	Sight & Sound Enhancements	\$0	\$0	\$0	\$0	\$5,956	\$0	\$5,956
	The 2005 Season	\$0	\$0	\$0	\$0	\$0	\$6,900	\$6,900
Continuing Education for Volunteers	\$0	\$0	\$0	\$1,750	\$0	\$0	\$1,750	
SunnyU Culture and Education Center	Life Enrichment for Seniors and Low-Income Individuals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tabor Hills Healthcare Facility	Heritage Fest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Think Global Arts Foundation	Celebration of Peace	\$7,500	\$10,000	\$7,500	\$0	\$0	\$0	\$25,000
Turning Pointe Autism Found.	Naperville Jazz Festival	\$0	\$0	See Heritage YMCA, Naperville Jazz Festival			\$0	\$0
Virtual Mandir - Vedic Cultural	Festival of Colors	\$2,175	\$0	\$0	\$0	\$0	\$0	\$2,175
	Indian Cultural Festival	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500

SECA Funding History

Organization	Project	FY11	FY10	FY09	FY08	FY07	FY06	6 Year
		Award	Award	Award	Award	Award	Award	Total Award
We Grow Dreams	French Market at Freedom Commons	\$0	\$0	\$0	\$0	\$0	\$0	\$0
West Suburban Irish, Inc.	St. Partick's Day Parade - Bands	\$0	\$0	\$0		\$0	\$2,500	\$2,500
Western DuPage Special Rec Assoc	SRA Has Talent Show for Individuals with Disabilities	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
	Music & Dance Program	\$0	\$1,200	\$0	\$0	\$0	\$0	\$1,200
	Visiting Artist's Program	\$2,400	\$2,900	\$0	\$3,500	\$3,300	\$3,200	\$15,300
Westside Homeowners Assoc.	Mill Street Viaduct Project	\$0	\$0	\$0	\$0	\$0	\$7,500	\$7,500
Xilin Association	Asian Pacific American Heritage Performance	\$5,000	\$17,550	\$17,500	\$17,700	\$4,000	\$19,000	\$80,750
	Lantern Festival	\$10,000	\$24,500	\$42,000	\$30,000	\$27,500	\$23,000	\$157,000
	Tropical Island Luau	\$0	\$0	\$0	\$0	\$16,000	\$0	\$16,000
	Chinese Calligraphy Lessons	\$0	\$0	\$0	\$0	\$3,000	\$0	\$3,000
Xtreme Dance Troope	Diversity Dance Scholarship	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
Young Life Naperville	Video and Film Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Video Editing Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Young Naperville Singers	Administration and Operations	\$22,500	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$172,500
	Organizational Development	\$0	\$0	\$0	\$15,000		\$0	\$15,000
	Naperville Anthem	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
<b>Total General SECA Applications</b>		<b>\$970,087</b>	<b>\$1,341,432</b>	<b>\$1,263,235</b>	<b>\$1,267,489</b>	<b>\$1,240,484</b>	<b>\$1,131,822</b>	<b>\$7,213,549</b>
<b>Total Awards</b>		<b>\$2,120,467</b>	<b>\$2,876,568</b>	<b>\$2,594,325</b>	<b>\$2,405,108</b>	<b>\$2,489,471</b>	<b>\$1,931,524</b>	<b>\$14,416,463</b>

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT: Corrections to November Workshop Pie Charts**

---

**PURPOSE:**

Provide corrected November Workshop Pie Chart pages for several Department presentations.

**BACKGROUND:**

During the November Workshop an error was identified in the Pie Chart presentations for several Departments. In each case the Services category was shown in error as "\$1,349,820, 35%". This descriptor on the pie slice was incorrect. All other data in the department materials were accurate and the size of the services pie slice was correct – it is only the descriptor that was in error. Included here are corrected pages.

Page numbers shown relate to the pages to be replaced in the November Workshop materials.

**ATTACHMENTS:**

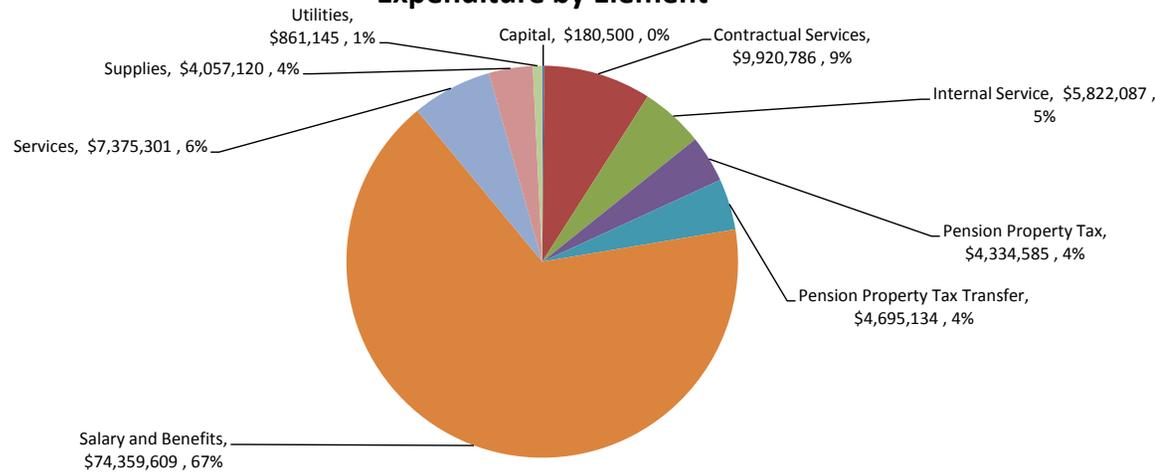
	Replaces November Page
Total General Fund	3A.1
TED	3E.1
Legal Department	3G.1
Information Technology	3H.1
CMO/Repro	3I.1
Human Resources	3J.1
City Clerk	3K.1
Community Relations	3L.1

# 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



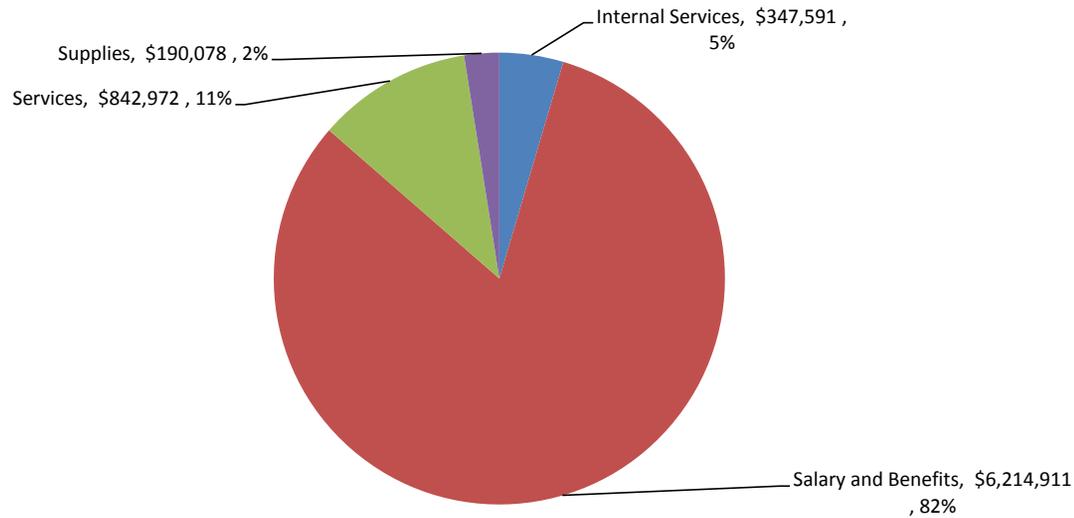
BUDGET CHANGES	
FY10-11 Budget	\$ 113,515,072
FY11-12 Budget	\$ 111,718,681
<b>Total decrease</b>	<b>\$ (1,796,391)</b>
Department of Public Works	\$ 590,870
Police Department	\$ (702,583)
TED	\$ (328,050)
Fire Department	\$ (58,204)
Finance Department	\$ (139,173)
Information Technology	\$ 20,787
Legal	\$ (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
<b>TOTALS</b>	<b>853.25</b>	<b>803.40</b>	<b>762.06</b>	<b>759.67</b>	<b>752.47</b>

## 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



FINAL - City Council Workshop - 12/13/2010 - 174

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

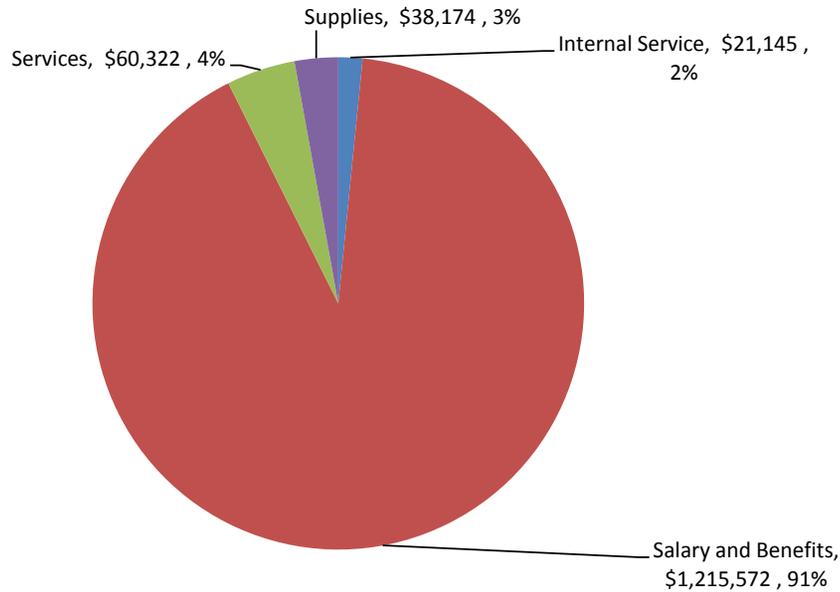
INCREASE/DECREASE ELEMENTS	
Vehicle services chargeback	\$ (17,000)
Planning studies	\$ (10,000)
Salary and benefit changes including FTE elimination	\$ (311,472)
Other minor increases	\$ 10,422

	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
<b>TED</b>	<b>95.61</b>	<b>82.66</b>	<b>71.97</b>	<b>71.97</b>	<b>70.03</b>
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

## 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



FINAL - City Council Workshop - 12/13/2010 - 175

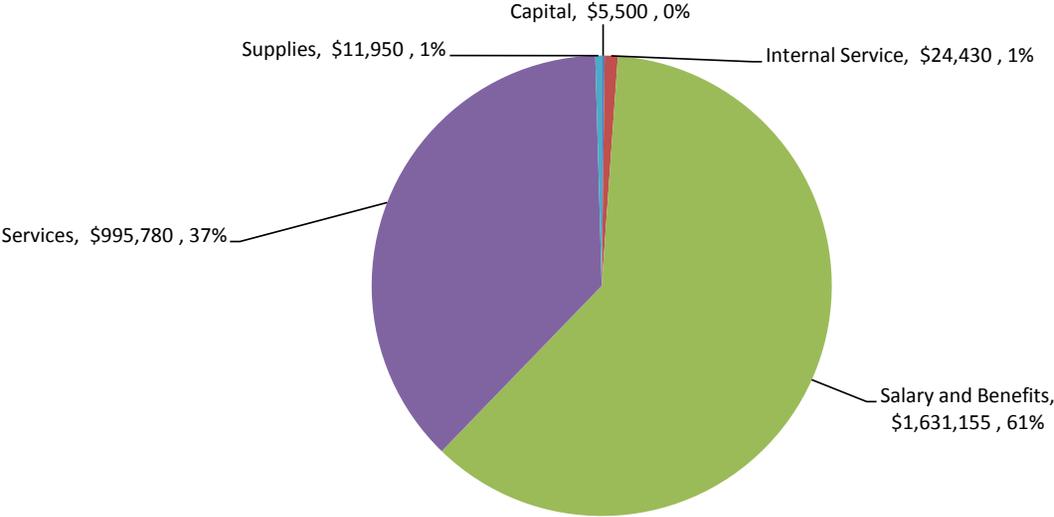
BUDGET CHANGES	
0-11 Budget	\$ 1,336,033
1-12 Budget	\$ 1,335,213
<b>Total decrease</b>	<b>\$ (820)</b>
INCREASE/DECREASE ELEMENTS	
Other minor decreases	\$ (820)

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

# 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



FINAL - City Council Workshop - 12/13/2010 - 176

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

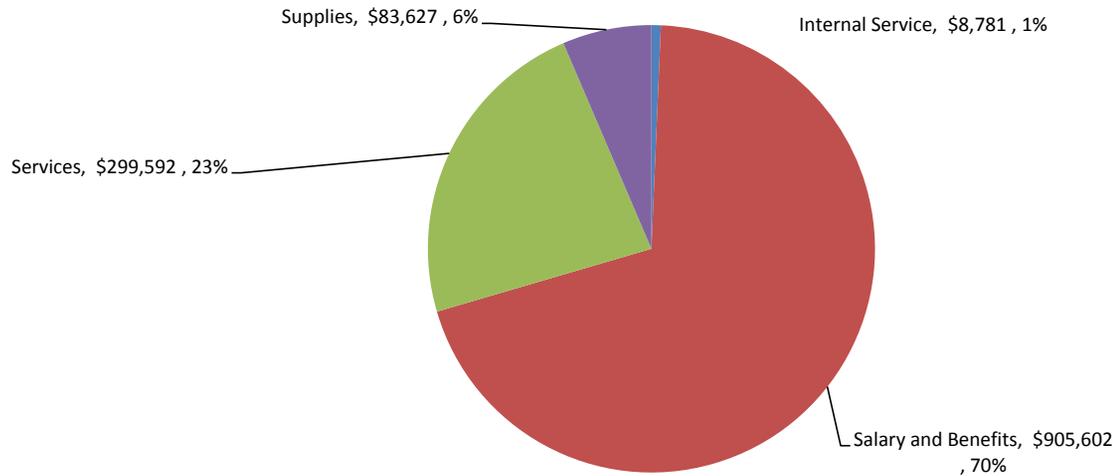
INCREASE/DECREASE ELEMENTS	
Replacement costs	\$ 4,500
Cost for back ups	\$ 5,000
Support Services	\$ 5,000
Other minor increases	\$ 6,287

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

## 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



FINAL - City Council Workshop - 12/13/2010 - 177

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

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)

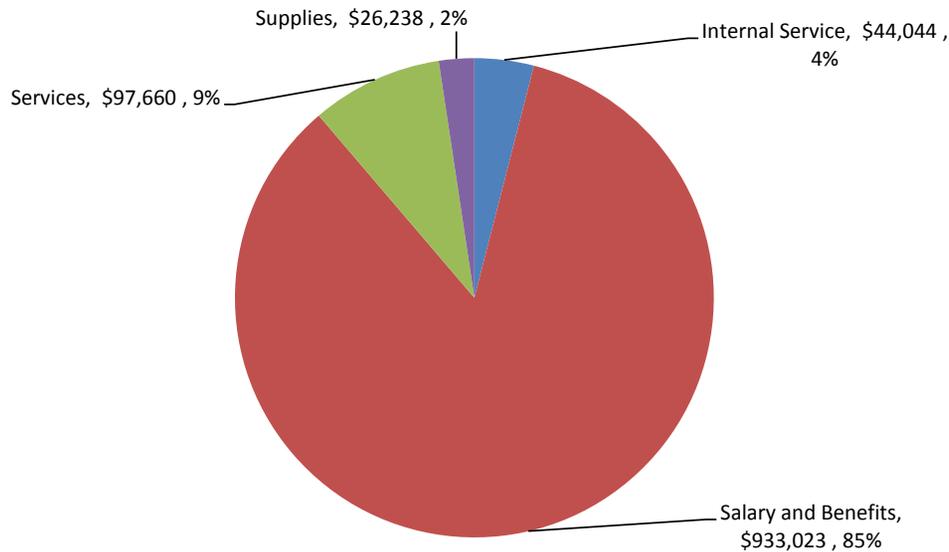
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
CMO/Repro FTE's	FY08	FY09	FY10	FY11	FY12
CMO	9.62	8.62	7.62	7.62	7.12
Reprographics and Mail	2.00	2.00	2.00	3.48	3.18
<b>TOTALS</b>	<b>11.62</b>	<b>10.62</b>	<b>9.62</b>	<b>11.10</b>	<b>10.30</b>

\*mailroom personnel moved to reprographics in FY11

## 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



FINAL - City Council Workshop - 12/13/2010 - 178

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

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

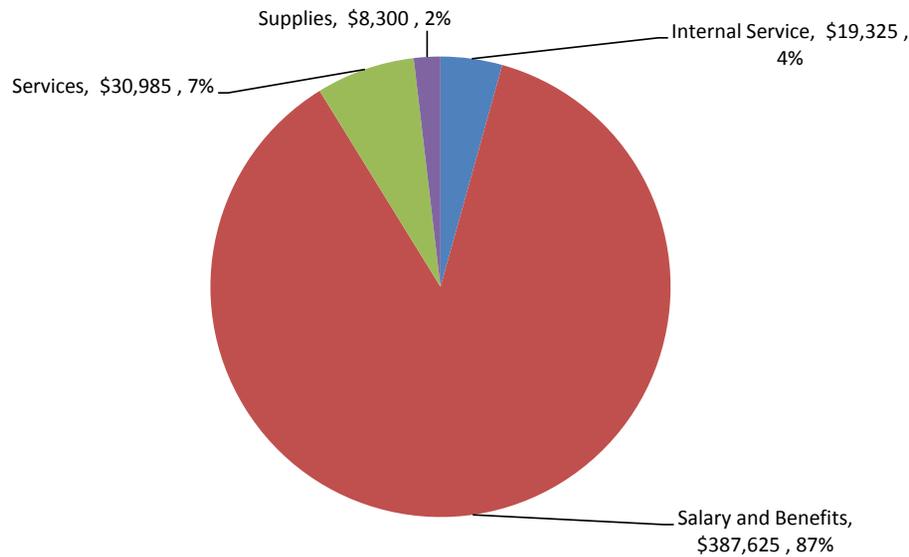
	Actual FY08	Actual FY09	Actual FY10	Adopted Budget FY11	Proposed Budget FY12
<b>Human Resources FTE's</b>					
Human Resources	17.75	12.75	10.50	10.50	10.50
<b>TOTALS</b>	<b>17.75</b>	<b>12.75</b>	<b>10.50*</b>	<b>10.50*</b>	<b>10.50*</b>

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

## 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



FINAL - City Council Workshop - 12/13/2010 - 179

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

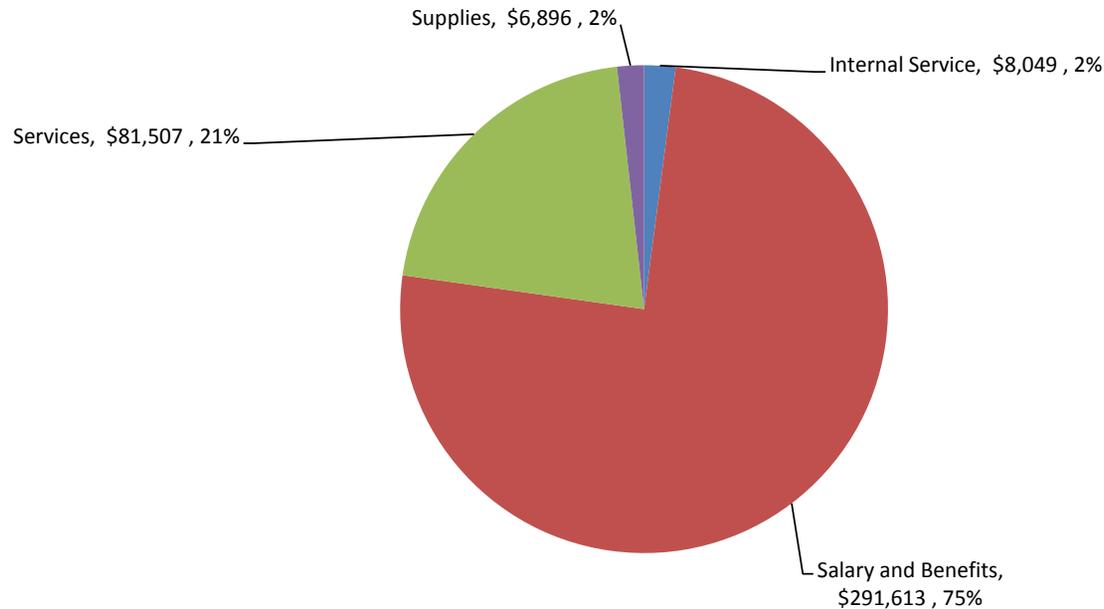
INCREASE/DECREASE ELEMENTS	
Medical Insurance	\$ (15,000)
Printing Fees	\$ (7,000)
Other minor decreases	\$ (6,643)

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

## 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



FINAL - City Council Workshop - 12/13/2010 - 180

#### BUDGET CHANGES

0-11 Budget	\$ 386,775
1-12 Budget	\$ 388,065
<b>Total increase</b>	<b>\$ 1,290</b>

#### INCREASE/DECREASE ELEMENTS

Other minor increases	\$ 1,290
-----------------------	----------

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



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010  
**TO:** Mayor and City Council  
**FROM:** Karen DeAngelis, Director of Finance  
**SUBJECT:** Overtime

---

**PURPOSE:**

To provide information to Council on the overtime expenditure trends and the projection included in the Proposed FY12 Budget.

**BACKGROUND:**

The level of overtime expenditures was discussed further during the November workshop. To ensure information is available to Council on the history of the overtime reductions implemented and the current underlying activities which drive the overtime levels, staff is resubmitting the Department pie chart and spreadsheet data provided in October.

The overtime twelve year perspective of overtime expenditures has now been updated to include the overtime reduction options relative to the general fund options which Council reached consensus on at the November workshop. It however does not yet include the potential reductions from implementation of the Utility fund options Council will consider during the December workshop. In Electric further significant overtime reductions of 24%, or \$301K (\$54K Regular and \$247K Contractual) are achievable from the options as well as some small reduction in Water/Wastewater for the options being considered there.

**DISCUSSION:**

Attached is a twelve year perspective of the overtime expenditures in the city, 10 years of actual along with the projected current year and the proposed FY12 budget. The analysis demonstrates a generally increasing trend as the city grew with the peak overtime spending in FY08 of \$7.7 million. Focused cost reduction efforts started in FY09 and included a focused review and tightened control of overtime spending. The most dramatic reductions were implemented in FY09 including a reduction of 15% or \$600K in public safety overtime. It is also interesting to note that in periods when wage increases were given the underlying overtime hours reductions are even more significant than the reduction in the dollars would indicate.

The FY11 budget process included a very deep challenge on the Fire Department overtime spending. The consultant study identified opportunities to reduce minimum staffing overtime and characterized them at two levels, \$300K as a Scenario 1 option (relatively easier) and an additional \$460K as a Scenario 3 (very difficult challenge). Council agreed by consensus vote following the November 23, 2009 workshop to implement the scenario 1 option. Consideration of the additional Scenario 3 option was a part of the December 7, 2009 workshop and the

consensus vote at the session was to include a further challenge on the Fire overtime budget but only at \$250K. The total reduction in the Fire Department overtime budget was \$550K, almost a 60% reduction from the actual spending for regular overtime in FY10.

The changes made in Fire Department minimum staffing procedures in FY11 have been successful in reducing the overtime expenditures by \$300K. The Department is unable to reduce the additional \$250K and is projecting the FY11 spending will exceed the adopted budget by that level. Even at this level the FY11 spend for regular overtime will be a 34% reduction from FY10. The Proposed FY12 Fire overtime budget maintains the minimum staffing overtime procedures and holds the overtime spending in FY12 flat with the projected FY11 level. Over the three year span of FY09 through the Projected FY11 a reduction of \$1.3 million or 17% has been achieved. The Proposed FY12 overtime budget maintains this already reduced level of spending for an additional year. Attached on pages 6.4-6.5 is a detailed description from the Fire Chief on the overtime situation in that department.

During the last workshop a question was raised regarding the IT overtime budget. For FY12 the IT overtime budget of \$9,850 is flat with the current year estimate, but is a 53% reduction from the actual expenditures in FY10. The significant reduction was due to the elimination of overtime for non-emergency IT support on weekends and evenings. The \$9,850 proposed for FY12 IT overtime is based on the actual first half FY11 need for emergency support.

For the Water Department, approximately half of the overtime is stand-by pay to ensure that employees are able to respond to emergencies when called. This stand-by-pay in the early years of the analysis was coded as temporary pay, and so is not included in the comparative data for the first couple years (2001-2002). The other half of the overtime is related to the following:

- extending employee hours to cover for absences (illness and vacation) on shifts primarily in the treatment plant,
- response to wet weather events,
- facility repairs,
- after hours reinstatement of services,
- and utility locates required by law.

Water management staff has worked hard to minimize the amount of overtime spent each year. Overtime has been kept relatively level or has gone down, while during those periods wages went up which reflects an underlying reduction in the hours of overtime worked.

**CONCLUSION:**

Over the three year span of FY09 through Projected FY11 a reduction of \$1.3 million or 17% has been achieved. The Proposed FY12 overtime budget maintains this already reduced level of spending for an additional year and incorporates some additional small reductions. Staff will continue to look for opportunities to further reduce the number of overtime hours worked in order to reduce the overtime expenditures.

## ATTACHMENTS:

<u>Page #</u>	<u>Attachments</u>
6.4-6.5	Letter from Fire Chief
6.6	Overtime Graph (FY01 to Projected FY12)
6.7-6.8	All Fund Summary Overtime Analysis (FY01 to Projected FY12)
	Police -
6.9	Non Contract Overtime Pie Chart
6.10	Contract Overtime Pie Chart
6.11-6.12	Spend Analysis including description of Overtime Drivers and Opportunities
	Fire -
6.13	Non Contract Overtime Pie Chart
6.14	Contract Overtime Pie Chart
6.15	Spend Analysis including description of Overtime Drivers and Opportunities
	DPW -
6.16	Overtime Pie Chart
6.17-6.18	Spend Analysis including description of Overtime Drivers and Opportunities
	SSA –
6.19	Overtime Pie Chart
6.20	Spend Analysis including description of Overtime Drivers and Opportunities
	Electric –
6.21	Non Contract Overtime Pie Chart
6.22	Contract Overtime Pie Chart
6.23	Spend Analysis including description of Overtime Drivers and Opportunities
	Water –
6.24	Overtime Pie Chart
6.25	Spend Analysis including description of Overtime Drivers and Opportunities

**NAPERVILLE FIRE DEPARTMENT  
MEMORANDUM**

**DATE:** 12-2-10

**TO:** Karen DeAngelis

**FROM:** Chief Mark J. Puknaitis

**SUBJECT:** Overtime

The Fire Department operates with an allocation to overtime within its budget that has been reviewed and adjusted over the past two fiscal years in an effort to reduce overtime by as much as possible without reducing service levels.

The fire overtime budget is broken down into two major categories: Regular and Holiday overtime. The Holiday Overtime is a contractual obligation paid to employees who work holidays due to the nature of work schedules being on a 24 hour basis. The holiday overtime is a cost that is calculated based on the number of employees and the holidays that they work during the fiscal year and therefore cannot be adjusted or reduced.

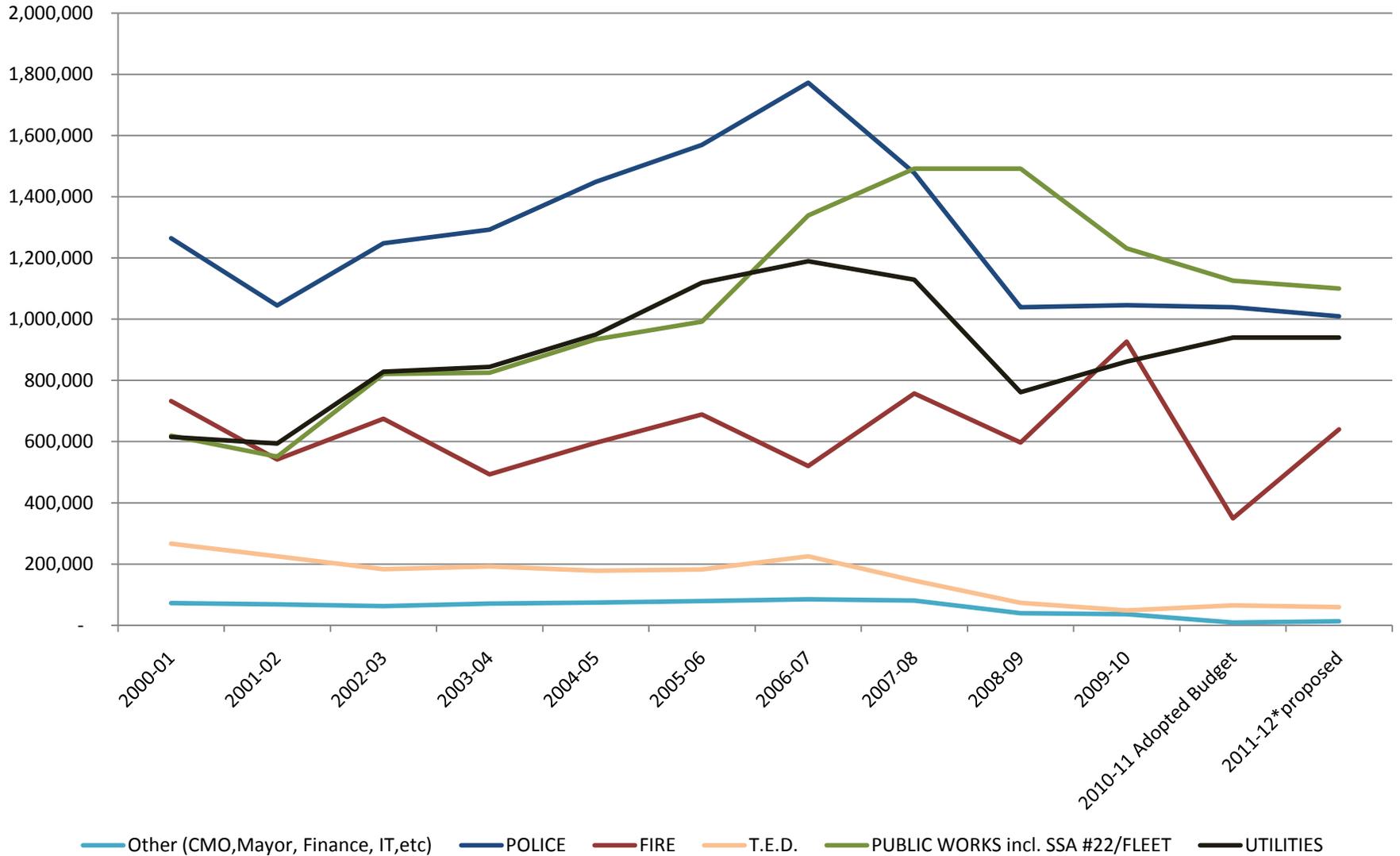
The Regular Overtime allocation is what I have concentrated on and have made drastic reductions in over the past two years. It is important to note that the Fire Department does not operate with any discretionary overtime. The overtime allocated is in place to cover core services for the most part and when administration needs to call members back to work special projects, there has been a 7G agreement in the collective bargaining agreement that I have introduced and negotiated with the union for this purpose. One way that we have used the 7G rate is to hire back personnel to be assigned to handle fire prevention efforts in lieu of the FTE vacancies that have been experienced. All the rest of the overtime is for mandatory operational minimum staffing purposes.

What I have done was reduce the regular overtime from \$926,834 in fiscal year 09-10 to \$349,167, a reduction of 62%. Part of this reduction was an additional reduction from Council by \$250,000. As seen in the estimated actual for the 2010-11 fiscal year. This reduction was over-estimated and will result in an overtime deficit for this current fiscal year. I have also implemented a reduction in ambulance staffing on certain days where overtime would be incurred which has helped to save over \$400,000 to date. One of the reasons for the overtime this year has been due to the large number of vacancies that have not been filled. Although the department has seen a savings in salaries and benefits, this situation has led to overtime which has caused me to reduce the ambulances.

The proposed \$639,967 for regular overtime for fiscal year 2011-12 is not being viewed as an expected expenditure but is needed if there are also long term vacancies for various reasons. With the program of having an 8<sup>th</sup> ambulance and reducing down to 5 ambulances, I have the ability to have 6 additional vacant positions each day without having to pay overtime. If this practice was not in place, the overtime for 6 firefighters would be nearly \$7,000 each day.

I would like to continue to try to reduce regular overtime using this method and I am confident that the department will see a significant reduction at the end of the fiscal year 2011-12 as proof of this.

### CITY OF NAPERVILLE OVERTIME (excluding mandatory) HISTORICAL AND PROJECTED



**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
<b>GENERAL FUND</b>														
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%
POLICE 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%
POLICE 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%
FIRE 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%
FIRE 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%
PUBLIC WORKS incl. SSA #22 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%
PUBLIC WORKS incl. SSA #22 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%
<b>GENERAL FUND SUB-TOTAL-INCLUDING CONTRACTUAL</b>	<b>3,931,267</b>	<b>10.40%</b>	<b>3,459,740</b>	<b>8.23%</b>	<b>4,145,233</b>	<b>9.53%</b>	<b>4,105,092</b>	<b>9.05%</b>	<b>4,544,127</b>	<b>9.67%</b>	<b>4,901,389</b>	<b>9.87%</b>	<b>5,492,439</b>	<b>10.50%</b>
<b>GENERAL FUND SUB-TOTAL-EXCLUDING CONTRACTUAL</b>	<b>2,924,519</b>	<b>7.74%</b>	<b>2,409,293</b>	<b>5.73%</b>	<b>2,925,173</b>	<b>6.73%</b>	<b>2,813,593</b>	<b>6.20%</b>	<b>3,172,178</b>	<b>6.75%</b>	<b>3,435,111</b>	<b>6.92%</b>	<b>3,858,123</b>	<b>7.38%</b>
<b>UTILITY FUNDS</b>														
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%
ELECTRIC 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%
ELECTRIC 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%
<b>UTILITY FUND SUB-TOTAL</b>	<b>1,207,727</b>	<b>11.26%</b>	<b>1,317,058</b>	<b>11.20%</b>	<b>1,620,239</b>	<b>13.28%</b>	<b>1,643,980</b>	<b>13.02%</b>	<b>1,668,069</b>	<b>13.04%</b>	<b>1,821,382</b>	<b>13.49%</b>	<b>1,884,489</b>	<b>13.41%</b>
<b>OTHER FUNDS</b>														
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%
<b>OTHER FUNDS SUBTOTAL</b>	<b>33,053</b>	<b>1.99%</b>	<b>31,463</b>	<b>1.69%</b>	<b>73,164</b>	<b>3.62%</b>	<b>70,122</b>	<b>3.46%</b>	<b>66,939</b>	<b>3.14%</b>	<b>78,010</b>	<b>3.44%</b>	<b>83,917</b>	<b>3.46%</b>
<b>TOTAL OVERTIME</b>	<b>5,172,047</b>	<b>10.49%</b>	<b>4,808,261</b>	<b>8.80%</b>	<b>5,838,636</b>	<b>10.32%</b>	<b>5,819,194</b>	<b>9.88%</b>	<b>6,279,135</b>	<b>10.34%</b>	<b>6,800,781</b>	<b>10.60%</b>	<b>7,460,845</b>	<b>11.07%</b>

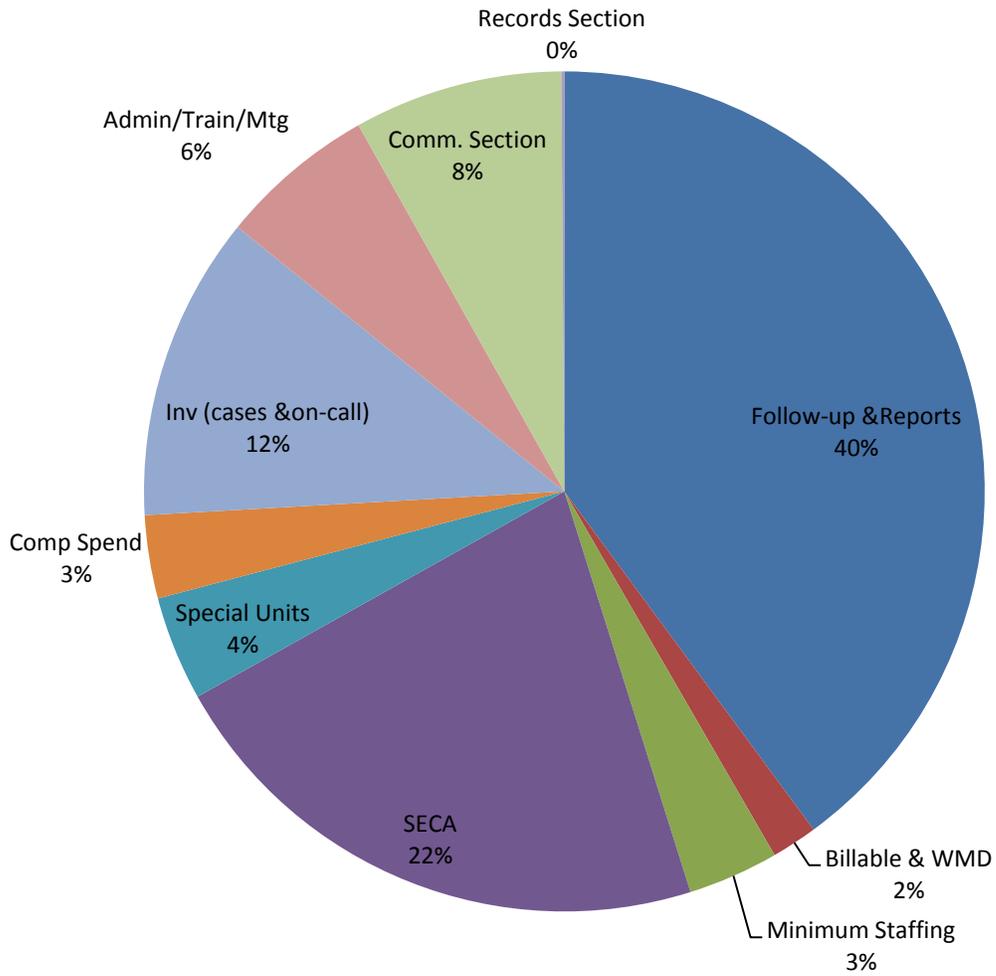
**CITY OF NAPERVILLE  
ALL FUND SUMMARY  
OVERTIME ANALYSIS-  
FY00-FY10**

Overtime Analysis - Comparison to Re

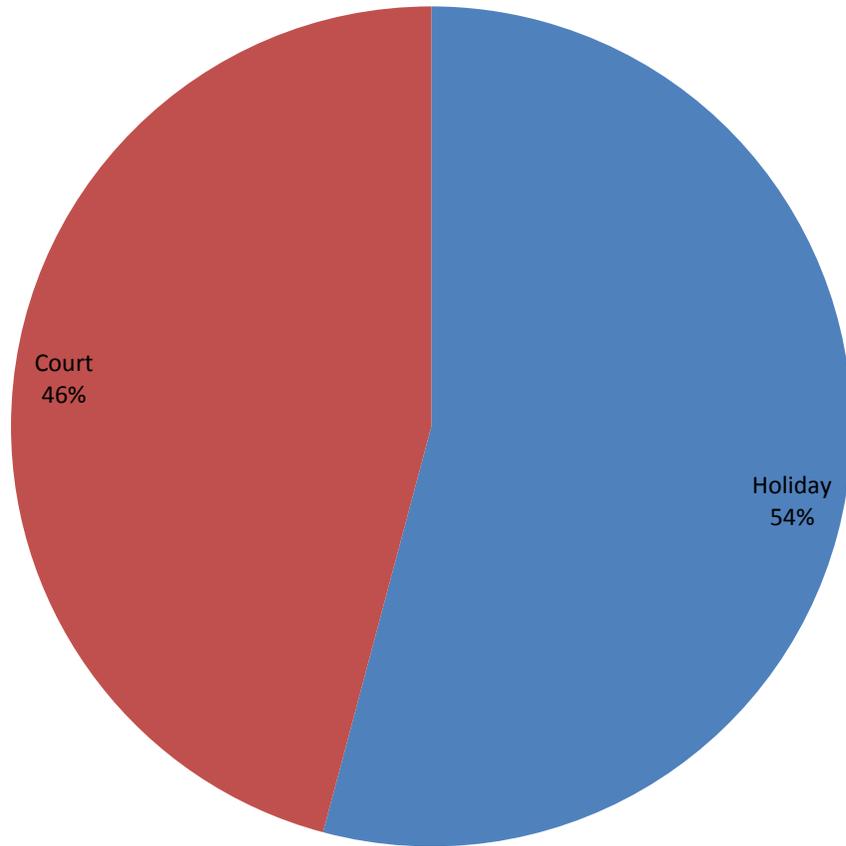
Summary of Expenditures	2007-08	OT as %	2008-09	OT as %	2009-10	OT as %	2010-11	OT as %	2010-11	OT as %	2011-12	OT as %	% Chg. From FY12 Proposed to FY11 Adopted
	Actual	Regular Pay	Actual	Regular Pay	Actual	Regular Pay	Adopted Budget	Regular Pay	Estimated Actuals	Regular Pay	Prelim Proposed Budget	Regular Pay	
<b>GENERAL FUND</b>													
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%	9,850	0.87%	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%
<b>GENERAL FUND SUB-TOTAL- INCLUDING CONTRACTUAL</b>	<b>5,726,829</b>	<b>10.29%</b>	<b>4,840,096</b>	<b>8.42%</b>	<b>4,892,586</b>	<b>8.63%</b>	<b>4,403,418</b>	<b>8.02%</b>	<b>4,646,578</b>	<b>8.52%</b>	<b>4,554,459</b>	<b>8.29%</b>	<b>3.43%</b>
<b>GENERAL FUND SUB-TOTAL- EXCLUDING CONTRACTUAL</b>	<b>4,029,682</b>	<b>7.24%</b>	<b>3,151,275</b>	<b>5.48%</b>	<b>3,212,571</b>	<b>5.66%</b>	<b>2,496,005</b>	<b>4.55%</b>	<b>2,739,165</b>	<b>5.02%</b>	<b>2,741,441</b>	<b>4.99%</b>	<b>9.83%</b>
<b>UTILITY FUNDS</b>													
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%
<b>UTILITY FUND SUB-TOTAL</b>	<b>1,856,269</b>	<b>12.88%</b>	<b>1,740,728</b>	<b>11.22%</b>	<b>1,519,192</b>	<b>10.02%</b>	<b>1,665,025</b>	<b>11.22%</b>	<b>1,661,180</b>	<b>11.18%</b>	<b>1,673,184</b>	<b>11.67%</b>	<b>0.49%</b>
<b>OTHER FUNDS</b>													
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%
<b>OTHER FUNDS SUBTOTAL</b>	<b>90,213</b>	<b>3.32%</b>	<b>95,322</b>	<b>3.44%</b>	<b>76,816</b>	<b>2.80%</b>	<b>92,150</b>	<b>4.17%</b>	<b>86,940</b>	<b>4.08%</b>	<b>80,000</b>	<b>3.66%</b>	<b>-13.19%</b>
<b>TOTAL OVERTIME</b>	<b>7,673,311</b>	<b>10.79%</b>	<b>6,676,145</b>	<b>9.01%</b>	<b>6,486,594</b>	<b>8.90%</b>	<b>6,160,593</b>	<b>8.71%</b>	<b>6,394,698</b>	<b>9.08%</b>	<b>6,307,643</b>	<b>8.97%</b>	<b>2.39%</b>

\*Budget reallocation offset by reductions in related benefit cost accounts

# Police Non Contract Overtime FY12 Proposed



## Police Contract Overtime FY12 Proposed



**Police**

# of pay periods	Follow-up & Reports	Billable & WMD	Minimum Staffing	SECA	Special Units	Comp Spend	Inv (cases & on-call)	Admin/ Train/Mtg	Comm. Section	Records Section	(10-02) Total	Holiday	Court	(10-06) Total
------------------	---------------------	----------------	------------------	------	---------------	------------	-----------------------	------------------	---------------	-----------------	---------------	---------	-------	---------------

**FY08**

FY08														
Full Fiscal Year	26	516,627	50,508	134,424	179,099	68,528	184,943	156,843	136,942	50,491	1,478,405	737,655	509,815	1,247,470

**FY09**

FY09														
Full Fiscal Year	26	394,752	28,685	119,559	145,480	50,459	6,562	133,558	81,197	60,927	1,039,432	750,079	459,489	1,209,568

**FY10**

FY10															
May	2	14,918	746	14,718	441	2,614	457	6,576	2,391	2,104	2,774	47,739	5,153	19,355	24,508
June	2	29,638	2,676	22,336	7,069	6,976	686	7,376	5,616	1,800	3,413	87,585	114,488	29,749	144,237
July	3	45,912	376	22,021	77,148	2,434	1,609	12,246	9,483	5,100	4,677	181,005	115,724	47,420	163,144
August	2	39,911	923	18,232	12,375	4,159	956	5,502	10,229	1,046	4,593	97,926	9,438	35,755	45,193
September	2	34,416	6,813	15,999	56,264	5,236	2,577	11,534	6,671	2,838	2,182	144,529	110,623	28,569	139,192
October	2	31,011	6,847	13,980	750	1,482	3,068	9,481	7,853	2,462	1,777	78,712	13,969	38,123	52,092
November	2	29,839	7,385	19,532	-	2,222	4,022	10,842	6,747	3,917	250	84,757	8,319	35,147	43,466
December	3	39,555	3,225	15,808	5,316	607	5,360	12,463	7,021	5,655	581	95,591	55,317	54,298	109,615
January	2	23,939	50	3,343	-	547	50	5,960	12,021	683	182	46,775	125,066	30,330	155,396
February	2	31,034	2,606	2,722	(5,041)	2,537	864	9,799	2,799	1,917	15	49,254	76,503	35,371	111,873
March	2	27,893	1,034	3,857	4,541	2,230	-	10,763	2,505	2,996	-	55,819	16,194	40,260	56,454
April	2	38,404	3,609	2,404	4,432	993	996	10,352	4,434	10,680	98	76,402	82,859	59,287	142,145
	26	386,470	36,289	154,951	163,295	32,036	20,647	112,894	77,773	41,197	20,542	1,046,094	733,652	453,664	1,187,316

**FY11**

FY11															
	2	14,326	-	989	-	2,419	2,857	6,370	3,038	3,645	-	33,644	990	18,480	19,469
	2	72,309	2,539	4,301	6,062	4,769	1,507	20,924	7,056	9,671	247	129,386	108,837	51,723	160,560
	3	41,874	2,895	4,071	73,281	1,583	2,500	12,122	5,442	11,085	172	155,025	109,263	57,775	167,038
it	2	21,444	1,206	3,741	10,015	6,350	5,169	4,677	7,115	8,296	6	68,019	10,940	36,977	47,917
mber	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,866	69,002	50,157	119,159
er- forecast	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,866	69,002	50,157	119,159
mber- forecast	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,866	69,002	50,157	119,159
mber- forecast	3	46,736	2,069	4,085	23,224	4,713	3,750	13,742	7,059	9,788	133	115,300	103,502	75,236	178,738
ry- forecast	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,866	69,002	50,157	119,159
ary - forecast	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,865	69,002	50,157	119,159
1- forecast	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,866	69,002	50,157	119,159
forecast	2	31,158	1,380	2,722	15,482	3,142	2,500	9,161	4,706	6,525	89	76,866	69,002	50,157	119,159
	26	414,794	18,367	36,244	220,958	41,825	33,286	121,964	62,653	88,163	1,179	1,039,432	816,543	591,289	1,407,832

**FY12**

Proposed Budget FY12															
ear Proposed Budget	26	384,687	18,362	36,234	225,826	41,814	33,277	121,932	62,637	83,483	1,179	1,009,432	710,087	601,289	1,311,376

lects of accrual accounting for the fiscal year end

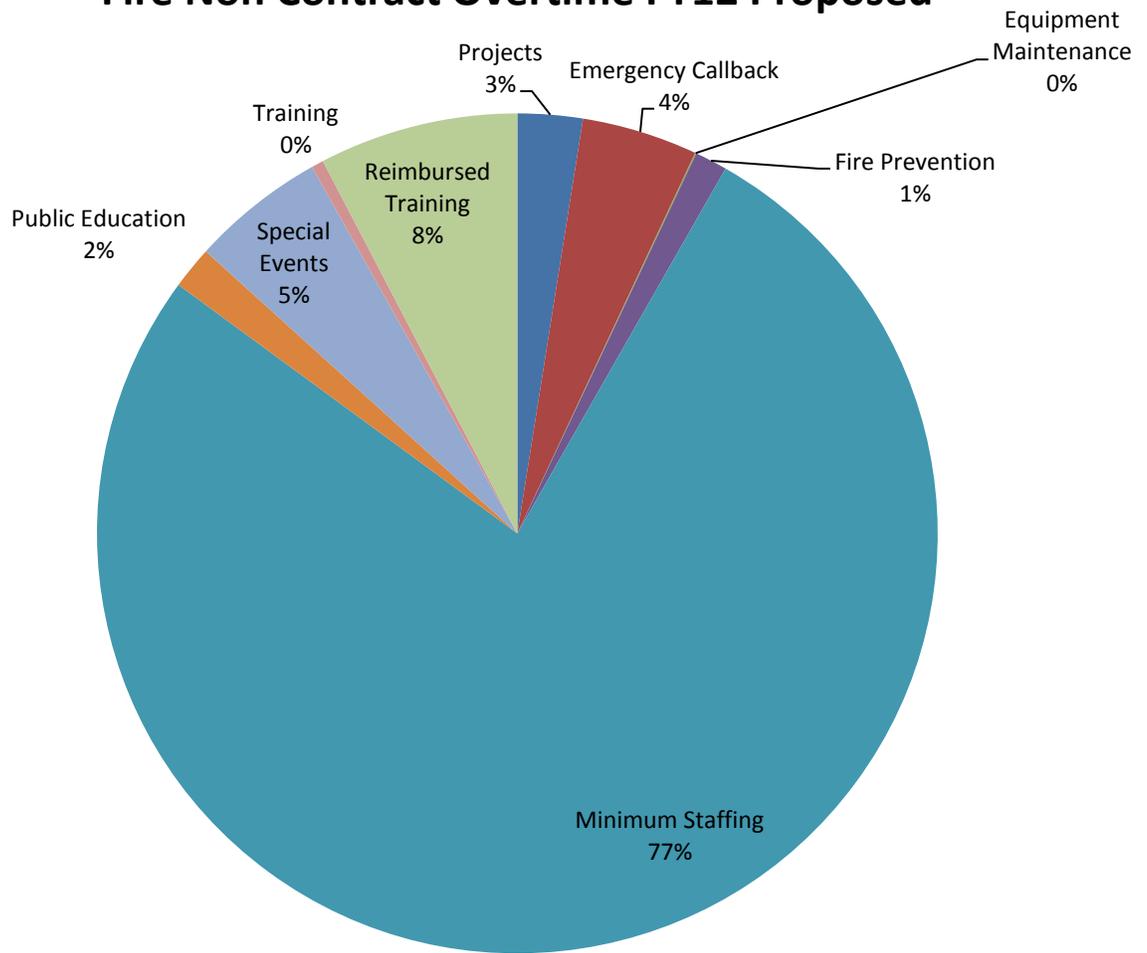
# of pay periods	Follow-up & Reports	Billable & WMD	Minimum Staffing	SECA	Special Units	Comp Spend	Inv (cases & on-call)	Admin/ Train/Mtg	Comm. Section	Records Section	(10-02) Total	Holiday	Court	(10-06) Total
------------------	---------------------	----------------	------------------	------	---------------	------------	-----------------------	------------------	---------------	-----------------	---------------	---------	-------	---------------

**Police**

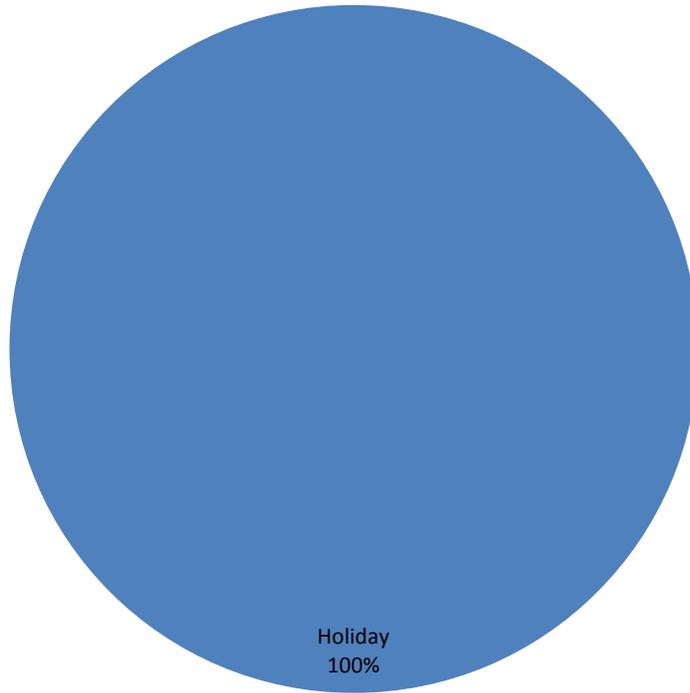
Overtime Drivers:

Criminal & traffic enforcement activity	X													X
Nature and complexity of calls	X		X		X		X	X						X
Timing of calls - late calls	X		X		X		X	X						X
Number of officers available for patrol	X		X											X
Coverage for sick/vacation			X					X	X					
Staff turnover/new hire training			X					X	X					
Community events requiring police		X		X				X						
SRT and WMD (partially reimbursed) training		X			X			X						
Cashed in comp time						X								
Scheduling of court cases during off duty hours								X						X
Court holiday scheduling changes			X					X						X
City policy/union contract for shift workers		X		X								X		
<u>Changes already implemented in FY08, FY09 &amp; FY10</u>														
Additional discretion for preferred staffing			X					X	X					
Adjusted staffing # by workload and time of day	X		X					X						
Managing duty reduction time (DRT) to avoid OT	X		X					X						
Reduced hours of service for Records Section										X				X
Reallocation of personnel from PSAP to City Dispatch										X				
<u>Potential Overtime reduction opportunities:</u>														
Analysis of potential service level reductions	X	X	X	X	X		X	X						X

# Fire Non Contract Overtime FY12 Proposed



## Fire Contract Overtime FY12 Proposed



Fire

# Pay Periods	Projects	Emergency Callback	Equipment Maintenance	Fire Prevention	Minimum Staffing	Public Education	Special Events	Training	Reimbursed Training	Other	Non-contract total	Holiday	Other	Contract Total
---------------	----------	--------------------	-----------------------	-----------------	------------------	------------------	----------------	----------	---------------------	-------	--------------------	---------	-------	----------------

FY08															
Full Fiscal Year	26	61,621	38,628	14,149	4,012	491,471	19,548	37,461	90,266	-	474	757,657	448,539	1,142	449,681

FY09															
Full Fiscal Year	26	41,799	24,709	19,448	1,016	390,852	28,384	33,234	57,774	-	-	597,216	479,253	-	479,253

FY10															
May	2	845	23	3,423	-	12,483	3,306	96	6,128	5,466	-	31,770	-	-	-
June	2	3,722	291	706	-	48,593	8,063	910	3,338	-	22,307 *	87,930	73,000	-	73,000
July	3	3,998	-	894	123	110,029	6,026	13,884	3,998	-	-	138,952	69,266	-	69,266
August	2	901	230	-	-	96,861	194	1,535	4,558	-	-	104,279	-	-	-
September	2	655	1,399	1,849	-	54,452	-	12,825	4,089	-	-	75,268	69,436	-	69,436
October	2	1,899	-	3,002	-	52,497	2,138	2,368	4,611	-	-	66,514	-	-	-
November	2	612	671	1,092	-	50,447	1,042	1,631	1,351	18,768	-	75,614	71,434	-	71,434
December	3	1,103	1,046	-	-	65,551	930	-	9,408	2,627	-	80,665	371	-	371
January	2	1,571	-	556	-	41,335	529	-	931	-	-	44,922	76,440	-	76,440
February	2	2,936	1,923	393	301	41,669	504	2,562	632	172	-	51,092	71,375	-	71,375
March	2	1,442	3,377	702	-	40,303	326	244	1,652	1,545	-	49,591	-	-	-
April	2	921	1,075	493	-	104,832	190	419	1,265	32,598	(21,556) *	120,237	61,375	-	61,375
	26	20,605	10,036	13,111	424	719,050	23,248	33,911	43,890	61,637	923	926,834	492,698	-	492,698

FY11 Proposed Budget															
		5,000	1,500	18,900	1,500	231,328	9,500	18,687	31,270	27,000	4,456	349,141	499,581	-	499,581

FY11															
May	2	688	697	-	-	23,841	-	-	28,451	-	-	53,677	-	-	-
June	2	687	2,456	-	215	57,816	203	2,352	1,284	25,221	46,002 *	136,236	72,259	-	72,259
July	3	3,214	5,495	-	3,060	87,949	1,766	13,076	3,319	4,104	-	121,983	(278)	-	(278)
August	2	1,126	2,372	237	2,463	8,225	1,238	1,615	617	4,378	-	22,271	72,536	-	72,536
September	2	1,366	893	-	2,514	13,556	405	-	862	8,226	-	27,822	71,350	-	71,350
October- forecast	2	1,400	2,383	-	-	35,540	656	-	-	-	-	39,979	-	-	-
November- forecast	2	1,400	2,383	-	-	35,540	656	-	-	-	-	39,979	70,929	-	70,929
December- forecast	3	1,931	3,249	-	-	45,062	985	-	-	-	-	51,227	-	-	-
January- forecast	2	1,400	2,383	-	-	35,540	656	-	-	-	-	39,979	70,929	-	70,929
February- forecast	2	1,400	2,383	-	-	35,540	656	-	-	-	-	39,979	70,929	-	70,929
March - forecast	2	1,400	2,383	-	-	35,540	656	-	-	-	-	39,979	-	-	-
April- forecast	2	1,400	2,383	-	-	35,540	656	-	-	-	(46,002) *	(6,023)	70,928	-	70,928
	26	17,412	29,460	237	8,252	449,691	8,533	17,043	6,082	70,380	(0)	607,089	499,581	-	499,581

FY12 Proposed Budget FY12															
Fiscal Year Proposed Budget	26	16,000	28,500	300	8,000	491,667	10,500	33,000	3,000	49,000	-	639,967	501,642	-	501,642

\* Reflects of accrual accounting for the fiscal year end  
MABIS reimbursement for fire training will be \$62,000

Overtime Drivers:

Coverage for sick/time off						X									
Training to maintain certifications for water rescue, technical rescue, hazardous									X						
Reduced staff personnel (On-going impact of position reductions including FY09 RIF and FY10 hold on Fire Marshal position with fewer employees in 40-hour positions to complete necessary work)	X		X	X			X						X		
On-duty injuries						X									
Vacancies/Disability Pension Processes						X									

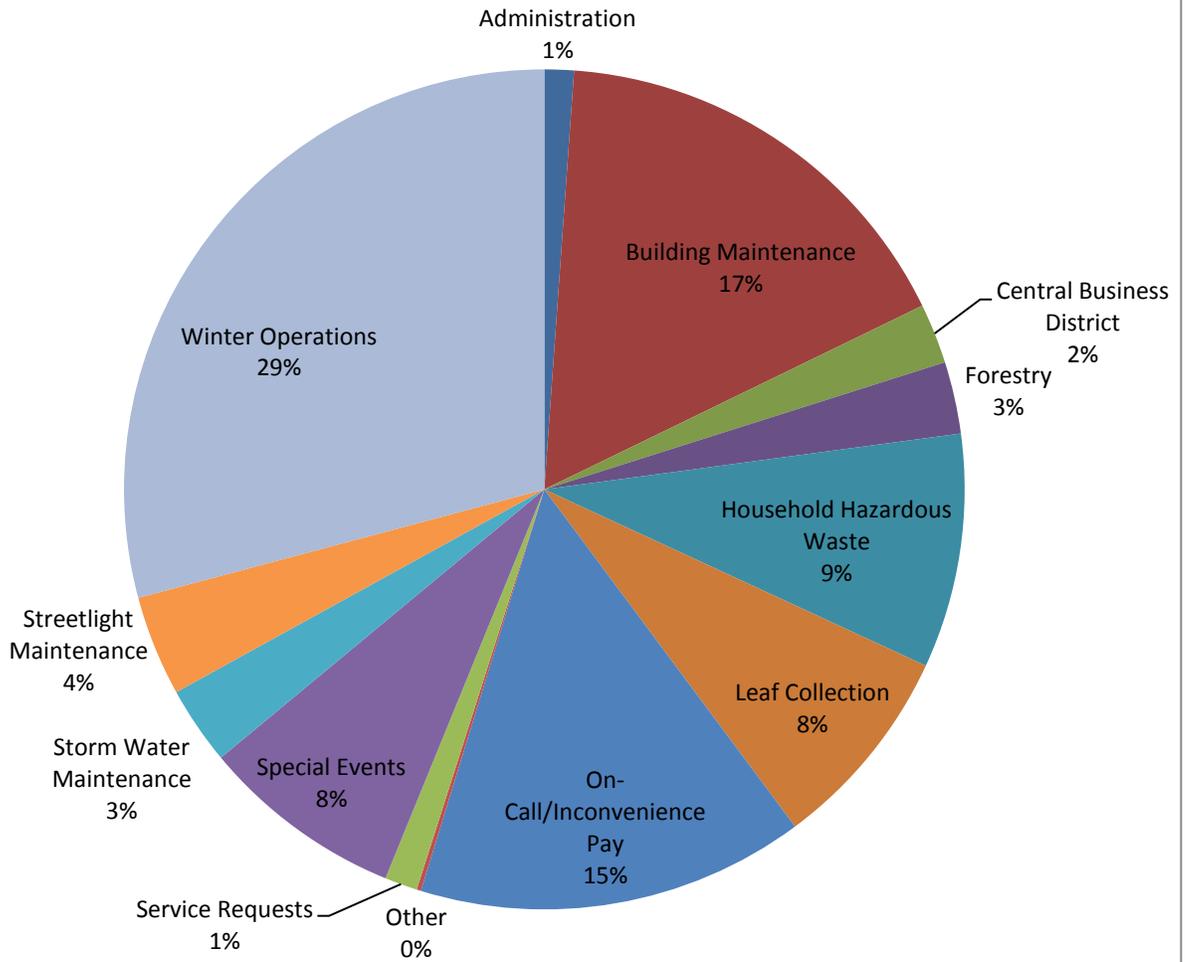
Changes already implemented in FY09 and FY10

Negotiate 7G OT rate (non-firefighting overtime is paid at \$22.50 per hour)	X		X	X			X	X							
--	---	--	---	---	--	--	---	---	--	--	--	--	--	--	--

Potential Overtime reduction opportunities:

Reduce on-duty injuries						X									
Reduce ambulance services when below minimum staffing						X									

# DPW Overtime FY12 Proposed



DPW

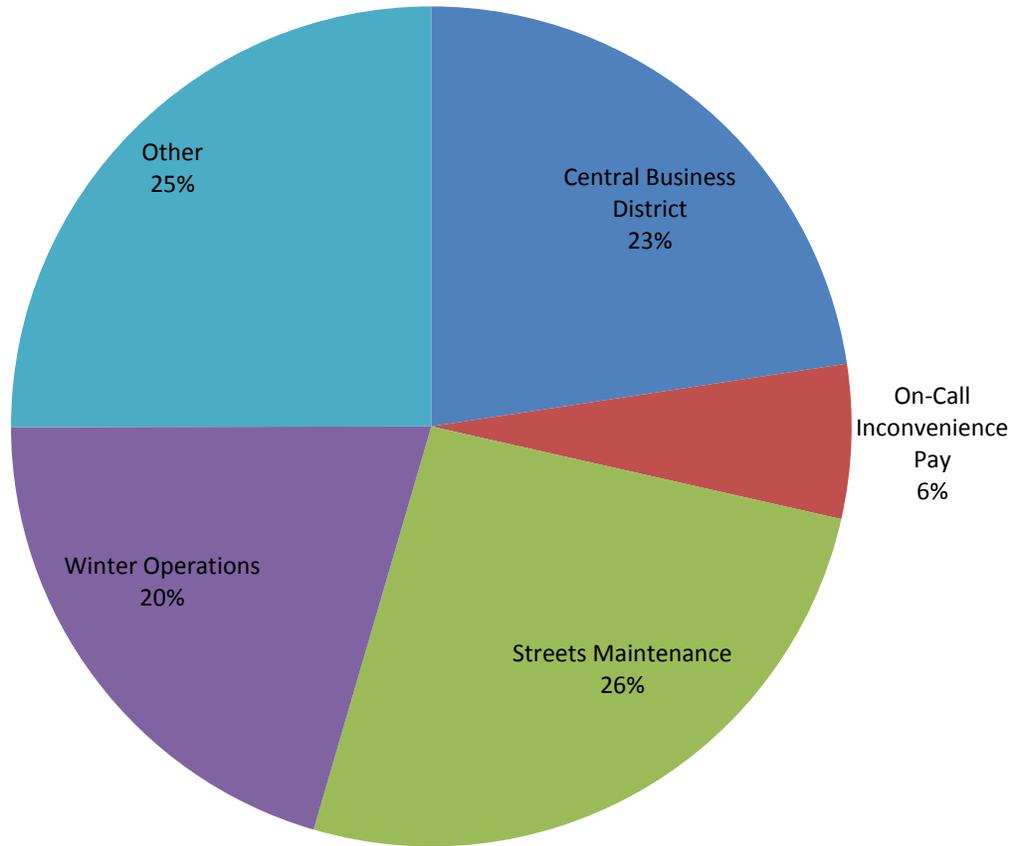
# Pay Periods	Admin	Building Maintenance	Central Business District	Forestry	Household Hazardous Waste	Leaf and Brush Collection	On-Call Inconvenience Pay	SECA / Billable	Storm Water Maintenance	Streets Maintenance	Winter Operations	Service Requests	Other	Total	
<b>FY08</b>															
Full Fiscal Year	26	55,986	173,321	28,745	43,296	84,839	103,542	219,994	78,412	30,666	26,596	447,958	22,421	86,017	1,401,794
<b>FY09</b>															
Full Fiscal Year	26	7,834	130,282	11,299	41,170	76,449	111,528	253,643	73,535	70,881	40,660	414,353	14,569	55,914	1,302,114
<b>FY10</b>															
May	2	2,001	7,190	1,203	146	5,603	-	16,666	-	2,524	2,056	112,762	671	2,666	153,488
June	2	2,076	6,225	3,366	100	5,589	-	7,435	-	2,035	1,805	85,627	379	3,078 *	117,714
July	3	1,198	5,799	4,985	177	7,011	-	7,501	2,913	2,287	2,405	51,505	657	2,282	88,719
August	2	1,130	9,115	1,296	3,352	10,778	-	9,316	1,996	2,728	3,684	13,405	1,007	4,207	62,014
September	2	584	4,168	43	8,349	3,805	1,506	5,391	183	2,558	1,585	-	1,138	2,362	31,673
October	2	676	8,745	183	551	6,466	1,863	8,124	7,321	3,281	3,942	-	1,426	2,913	45,492
November	2	1,741	14,252	619	9,756	9,803	43	15,017	24,939	949	5,732	-	1,668	5,400	89,920
December	3	1,818	7,052	1,083	8,196	7,079	-	8,471	9,417	574	4,383	1,193	1,868	2,583	53,716
January	2	1,206	8,615	659	4,107	4,216	2,617	9,216	14,054	818	2,780	466	1,763	4,129	54,647
February	2	1,530	8,245	4,076	958	6,158	2,860	7,643	227	3,883	6,874	1,118	1,232	5,738	50,544
March	2	887	9,764	871	325	4,025	65,832	8,296	-	1,705	3,653	274	854	4,279	100,765
April	2	1,082	10,250	1,154	191	9,050	31,792	36,529	5,797	1,300	3,015	124,893	1,981	4,849 *	231,883
	26	15,930	99,419	19,538	36,208	79,584	106,514	139,606	66,847	24,642	41,915	391,243	14,644	44,486	1,080,575
<b>FY11</b>															
May	2	129	2,797		4,355	3,926	1,985	2,405		1,440	229		921	1,868	20,056
June	2	521	8,136	673	872	7,504	2,473	6,622	5,451	1,456	1,830	95	2,656	25,889 *	64,178
July	3	2,650	7,274	316	24,988	11,634	158	12,539	26,061	2,751	7,054		3,264	8,610	107,299
August	2	277	5,970	261	3,604	7,710		6,381	6,899	6,090	3,878	111	2,385	6,082	49,647
September	2	263	7,563		487	7,230		6,722	16,718	2,979	3,366		887	5,743	51,957
October- forecast	2	184	6,509	2,793	658	4,232	1,966	8,082	315	2,669	3,080	769	878	6,100	38,234
November- forecast	2	331	5,869	1,044	12	2,972	48,254	3,625	-	1,259	1,508	-	630	5,602	71,106
December- forecast	3	430	4,702	2,605	8	4,745	23,825	22,546	4,200	670	448	94,002	1,552	4,541	164,274
January- forecast	2	403	8,756	3,135	167	6,909	-	23,731	-	3,112	2,480	140,007	828	4,155	193,683
February - forecast	2	499	4,999	2,524	64	3,568	-	4,746	-	1,299	979	53,783	242	2,311	75,014
March - forecast	2	831	5,270	4,492	154	6,094	-	6,520	2,532	1,988	2,071	44,998	571	1,771	77,290
April- forecast	2	769	9,158	1,250	3,232	10,292	-	8,984	1,925	2,631	3,531	12,927	971	4,133 *	59,803
	26	7,286	77,002	19,092	38,600	76,818	78,660	112,904	64,101	28,342	30,454	346,693	15,786	76,805	972,541
<b>FY12</b>															
Fiscal Year Proposed Budget	26	11,035	162,800	22,595	27,042	88,150	77,492	145,754	76,230	29,405	37,722	270,476	12,294	1,600	962,595

\* Reflects of accrual accounting for the fiscal year end

**DPW**

	Admin	Building Maintenance	Central Business District	Forestry	Household Hazardous Waste	Leaf and Brush Collection	On-Call Inconvenience Pay	SECA / Billable	Storm Water Maintenance	Streets Maintenance	Winter Operations	Service Requests	Other	Total
<b>Overtime Drivers:</b>														
Emergency Repairs	X	X	X	X			X		X	X		X		
Call-Out for Weekend Emergency Repairs		X	X	X					X	X		X		
Coverage for Sick/Vacation		X												
Special Functions/Events		X	X					X						
Weather Events		X	X	X			X		X	X	X	X		
Program Schedules			X	X		X		X						
High Level of Service	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Potential Overtime reduction opportunities:</b>														
Modify Contract Terms/Language		X	X				X	X	X	X	X	X		
Reduce Inconvenience Pay														
Change meal allowance requirements														
Change Stand-By Rates														
Modify Comp Time Structure														
Program Service Reductions	X	X		X	X	X	X	X	X	X	X			
Contract all Facility Snow Removal (Requires communication with Union)														
Change in Leaf Collection Program														
Change in Street Sweeping Program														
Change in Winter Operations														
Change in Forestry Programs														
Contract Additional City Work (Requires communication with Union)														
Special Events								X						
Allow for Special Event Volunteers (Requires communication with Union)														
Special Events - Require organizers to use contracted help (Requires communication with Union)														
Household Hazardous Waste (Require discussion with IEPA)						X		X						
Change hours of Operation (HHW)					X									
Change Staffing at HHW Facility					X									

## SSA Overtime FY12 Proposed



SSA

# Pay Periods	Admin	Building Maintenance	Central Business District	Forestry	Household Hazardous Waste	Leaf and Brush Collection	On-Call Inconvenience Pay	Special Events	Storm Water Maintenance	Streets Maintenance	Winter Operations	Service Requests	Other	Total	
<b>FY08</b>															
Full Fiscal Year	26	1,911	-	64,573	62	-	1,556	13,639	4,298	-	129	78,253	-	439	164,859
<b>FY09</b>															
Full Fiscal Year	26	318	13	13,681	121	-	3,612	10,887	4,849	1,102	24,387	33,760	-	1,756	94,488
<b>FY10</b>															
May	2	-	-	4,170	-	-	623	-	-	23	2,269	-	-	7,085	
June	2	-	-	1,456	-	-	565	-	-	136	1,164	56	-	3,376	
July	3	-	-	4,333	-	-	158	203	-	-	1,149	-	-	5,843	
August	2	-	-	897	-	-	723	-	-	45	1,220	-	-	2,886	
September	2	27	-	579	-	-	-	-	-	733	-	-	345	1,684	
October	2	-	-	2,772	-	-	129	423	-	2,729	1,131	-	76	7,259	
November	2	22	-	4,388	-	-	-	-	-	4,197	1,050	-	166	9,822	
December	3	-	-	670	-	-	-	226	-	3,755	699	-	221	5,571	
January	2	-	-	309	-	-	203	648	-	3,797	943	-	338	6,238	
February	2	-	-	9,975	181	-	90	-	-	2,467	90	45	11	12,859	
March	2	-	-	464	-	-	-	-	-	542	9	-	-	1,016	
April	2	-	-	2,902	-	-	1,985	1,314	-	181	4,566	90	-	11,038	
	26	48	-	32,914	181	-	332	4,144	2,813	-	18,603	14,291	192	1,157	74,676
<b>FY11</b>															
May	2	-	-	9	-	-	241	-	-	-	-	-	-	250	
June	2	-	-	934	-	-	241	-	-	855	-	-	944	2,973	
July	3	-	-	554	-	-	-	-	-	4,929	-	-	42	5,525	
August	2	-	-	-	-	-	-	-	-	2,590	-	-	271	2,861	
September	2	-	-	179	-	-	-	-	-	2,541	-	-	-	2,720	
October- forecast	2	-	-	4,134	-	-	37	-	-	948	37	19	-	5,175	
November- forecast	2	-	-	852	-	-	-	-	-	995	17	-	-	1,864	
December- forecast	3	-	-	1,897	-	-	1,298	859	-	-	2,985	59	-	7,098	
January- forecast	2	-	-	6,785	-	-	1,014	-	-	37	3,693	-	-	11,528	
February - forecast	2	-	-	1,215	-	-	472	-	-	113	972	47	-	2,819	
March - forecast	2	-	-	3,747	-	-	137	-	-	-	994	-	-	4,878	
April- forecast	2	-	-	863	-	-	695	-	-	43	1,174	-	-	2,775	
	26	-	-	21,169	-	-	4,134	859	-	13,051	9,871	125	1,257	50,466	
<b>Proposed Budget FY12</b>															
Fiscal Year Proposed Budget	26	-	-	12,991	-	-	3,407	-	-	14,923	11,749	-	14,380	57,450	

Overtime Drivers:

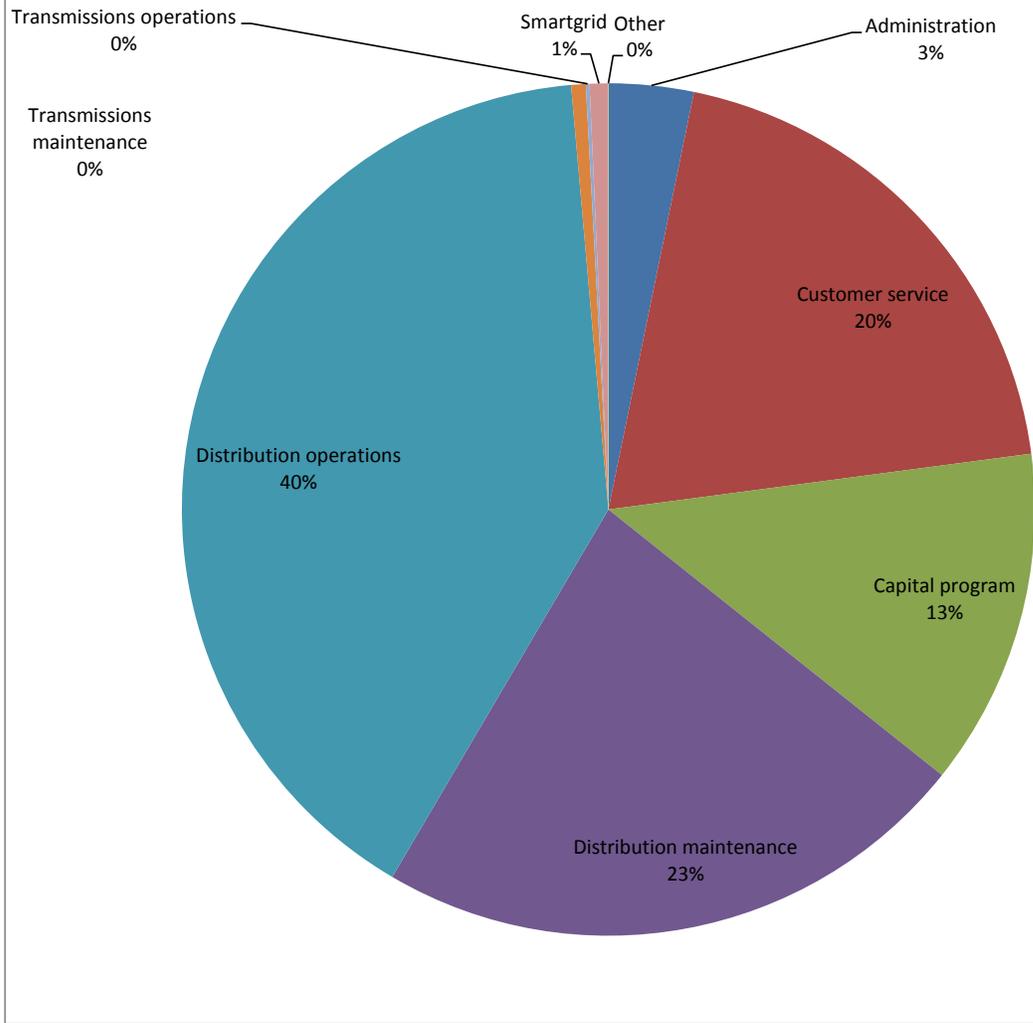
Emergency Repairs															
Coverage for Sick/Vacation			X				X					X			
Special Functions/Events			X					X							
Weather Events			X				X				X	X			
Program Schedules			X					X							
High Level of Service			X				X	X			X	X	X		

Potential Overtime reduction opportunities:

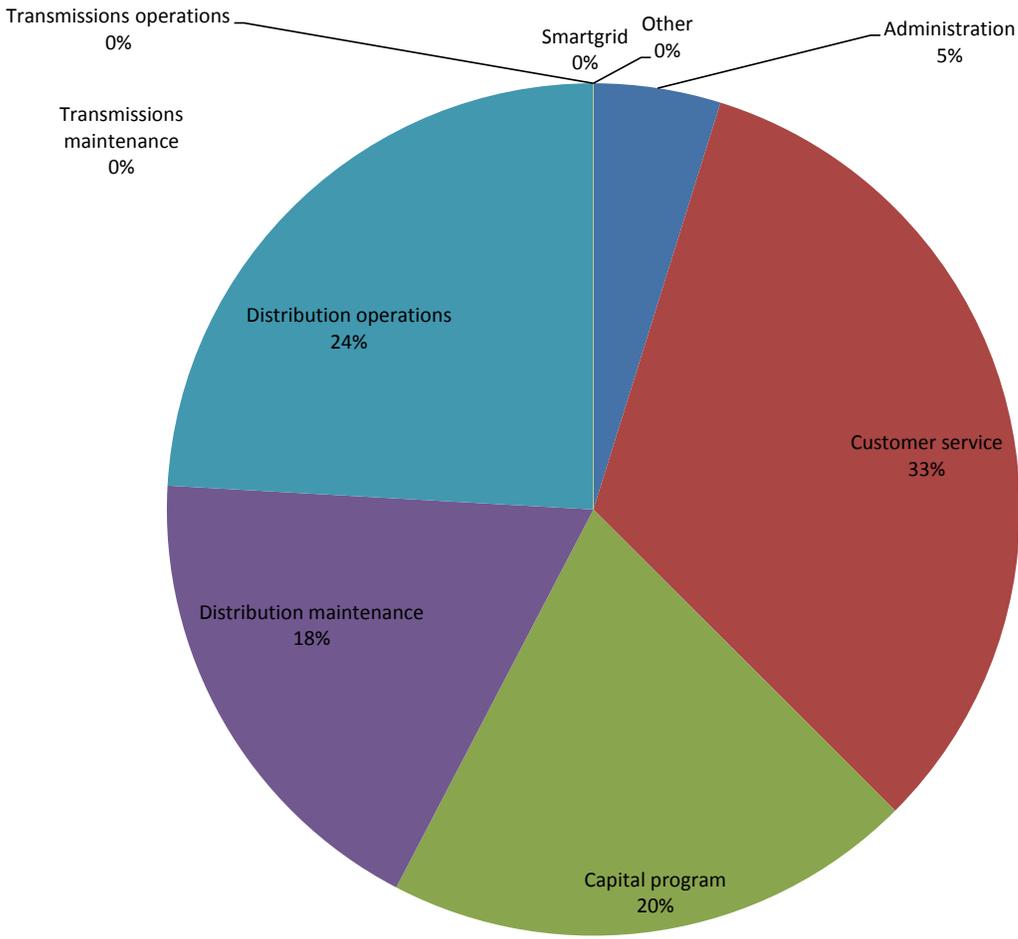
Expand Custodial Contract in CBD (Requires communication with Union)			X												
Increase contracted sweeping in CBD (Requires communication with Union)			X												
Modify Contract Terms/Language			X				X	X			X	X			
Reduce Inconvenience Pay															
Change meal allowance requirements															
Change Stand-By Rates															
Modify Comp Time Structure															
Program Service Reduction							X				X				
Winter Operations															

\* Reflects of accrual accounting for the fiscal year end

### Electric Non Contract Overtime FY12 Proposed



### Electric Contract Overtime FY12 Proposed



**Electric**

# Pay Periods	Admin	Cust Service	Capital Program	Distribution Maintenance	Distribution Operation	Transmissions Maintenance	Transmissions Operations	Flood8	Capital SmartGrid	Other	Non-contract Total	Admin	Cust Service	Capital Program	Distribution Maintenance	Distribution Operation	Transmissions Maintenance	Transmissions Operations	Flood8	Capital SmartGrid	Other	Contract Total
<b>FY08</b>																						
FY08 Full Fiscal Year	26	59,705	143,581	124,328	135,666	231,935	599	-	-	28 *	695,841	23,406	196,519	175,368	123,343	207,719	958	-	-	-	-	727,313
<b>FY09</b>																						
FY09	26	30,257	99,687	90,300	139,314	194,313	-	-	226	-	554,097	24,989	199,147	172,559	122,099	199,377	-	-	2,488	-	-	720,660
<b>FY10</b>																						
May	2	766	4,974	6,835	3,157	7,570	-	-	-	-	23,302	1,699	8,244	8,070	3,973	9,556	-	-	-	-	-	31,543
June	2	1,490	8,101	3,168	11,269	17,939	-	706	-	21,759 *	64,430	3,064	19,355	11,013	12,355	13,138	-	-	-	-	28,440 *	87,364
July	3	1,295	13,560	4,872	25,500	27,489	1,824	-	-	-	74,539	2,963	18,718	9,137	20,405	17,129	-	-	-	-	-	68,353
August	2	2,596	7,250	12,558	14,881	16,727	-	-	-	-	54,011	2,489	12,840	15,417	7,919	8,754	-	-	-	-	-	47,419
September	2	436	9,273	11,702	9,581	14,602	-	-	-	-	45,594	1,408	14,671	13,885	10,197	9,069	-	-	-	-	-	49,230
October	2	3,108	6,844	9,130	8,906	14,860	-	-	-	-	42,849	973	16,100	7,293	14,528	10,250	-	-	-	-	-	49,145
November	2	1,119	10,752	6,772	7,446	12,303	-	-	-	-	38,391	2,306	18,276	7,346	15,585	18,737	-	-	-	-	-	62,250
December	3	1,221	13,391	4,797	9,716	28,481	-	-	-	-	57,606	6,336	28,426	12,436	13,258	20,926	-	-	-	-	-	81,382
January	2	1,465	5,140	3,006	5,941	14,450	-	-	-	-	30,001	1,616	19,316	6,476	5,625	12,363	-	-	-	-	-	45,396
February	2	598	6,590	158	7,156	17,199	962	-	183	-	32,845	3,024	20,292	15,259	6,158	10,422	-	-	-	-	-	55,155
March	2	827	5,877	331	3,791	11,082	-	-	6,202	-	28,110	1,661	15,245	12,908	2,787	9,910	-	-	-	-	-	42,511
April	2	1,341	7,784	1,367	7,634	20,219	-	-	(2,816)	(21,759) *	13,770	4,147	23,449	13,387	7,210	18,355	-	-	-	-	(28,440) *	38,108
	26	16,262	99,535	64,695	114,978	202,918	2,786	706	3,569	-	505,449	31,688	214,932	132,627	120,000	158,609	-	-	-	-	-	657,856
<b>FY11</b>																						
May	2	526	5,641	991	3,110	7,187	-	-	-	-	17,455	1,028	6,926	7,241	4,056	9,779	-	-	-	-	-	29,030
June	2	2,362	5,079	487	10,757	16,054	-	-	-	15,686 *	50,425	1,755	15,767	8,785	12,904	14,735	-	-	-	-	27,339 *	81,286
July	3	1,076	7,084	6,614	15,807	26,940	-	-	81	-	57,604	2,991	25,032	17,748	15,776	18,736	-	-	-	-	-	80,283
August	2	3,691	5,737	6,909	14,588	13,349	-	-	84	-	44,359	2,196	13,017	9,176	13,380	11,154	-	-	-	-	-	48,922
ber - forecast	2	436	9,273	11,702	9,581	14,602	-	-	-	-	45,594	1,408	14,671	13,885	10,197	9,069	-	-	-	-	-	49,230
r - forecast	2	3,108	6,844	9,130	8,906	14,860	-	-	-	-	42,849	973	16,100	7,293	14,528	10,250	-	-	-	-	-	49,145
ber - forecast	2	1,119	10,752	6,772	7,446	12,303	-	-	-	-	38,391	2,306	18,276	7,346	15,585	18,737	-	-	-	-	-	62,250
ber - forecast	3	1,221	13,391	4,797	9,716	28,481	-	-	-	-	57,606	6,336	28,426	12,436	13,258	20,926	-	-	-	-	-	81,382
r - forecast	2	1,465	5,140	3,006	5,941	14,450	-	-	-	-	30,001	1,616	19,316	6,476	5,625	12,363	-	-	-	-	-	45,396
ry - forecast	2	598	6,590	158	7,156	17,199	962	-	183	-	32,845	3,024	20,292	15,259	6,158	10,422	-	-	-	-	-	55,155
- forecast	2	827	5,877	331	3,791	11,082	-	-	6,202	-	28,110	1,661	15,245	12,908	2,787	9,910	-	-	-	-	-	42,511
forecast	2	1,341	7,784	1,367	7,634	20,219	-	-	(2,816)	(15,686)	19,843	4,147	23,449	13,387	7,210	18,355	-	-	-	-	(27,339)	39,210
ear Estimated Budget***	26	17,771	89,192	52,263	104,433	196,723	962	-	3,735	0	465,080	29,443	216,516	131,940	121,464	164,435	-	-	-	-	0	663,799
		17,349	106,189	69,019	122,664	216,482	2,972	753	3,808	-	539,235	34,922	236,869	146,164	132,248	174,797	-	-	-	-	-	725,001

**FINAL - City Council Workshop - 12/13/2010 - 204**

**Time Drivers**

	Admin	Cust Service	Capital Program	Distribution Maintenance	Distribution Operation	Transmissions Maintenance	Transmissions Operations	Flood8	Capital SmartGrid	Other	Non-contract Total	Admin	Cust Service	Capital Program	Distribution Maintenance	Distribution Operation	Transmissions Maintenance	Transmissions Operations	Flood8	Capital SmartGrid	Other	Contract Total
Infrastructure repair	X	X	X	X	X	X	X							X	X	X	X	X				
or related repair	X	X	X	X	X	X	X	X														
tual on call	X	X			X		X															
Restoration after normal																						
ours	X	X	X		X		X	X														
ions & Maint. (for non-																						
related service)	X	X		X	X	X	X							X	X							
Work	X	X	X		X		X	X				X	X	X		X						
y for 3rd Shift Coverage,																						
nd Line Crews, and																						
ision	X	X			X																	
Control Center 24/7																						
ge	X	X			X		X	X														
& Training for accident																						
ation and training after																						
work hours	X	X																				

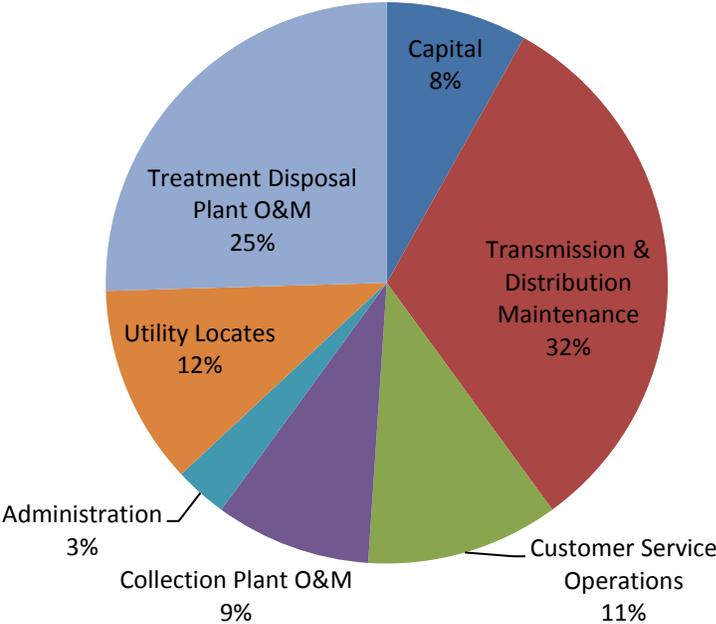
**Issues already implemented in FY09 and FY10**

Issues in 10-02 have been achieved primarily through delaying repairs of failed facilities until the next regular business day as one side of the electric loop provides continuity of service to customers. to control reductions in 10-06 will be discussed during upcoming union negotiations this year.

**Initial Overtime Reduction Opportunities**

Investment by contract terms. Effects of accrual account for the fiscal year end. Funding amount entered into April Forecast to align the anticipated OT expense with the reductions made in the fiscal year 2010 budget. 11 Proposed budget allocation into the overtime categories is set at FY10 actual allocation.

**Water Overtime FY12    \$400,789**



**Water & Wastewater**

# Pay Periods	Capital	Administration & Safety	Water Supply and Reclamation				Water Distribution and Collection				Civil and Environmental Eng			Non-contract Total
			Manager's Office	Water Supply Section	Water Laboratory	Wastewater Reclamation	Manager's Office	Water Distribuion and Metering	Wastewater - Collection and Pumping	Replair and Excavation	Manager's Office	Constr. Eng and Project Management	Utility Locations, Inspections and Mapping	

**FY08**

Full Fiscal Year

FY08														
26	25,800	12,161	1,190	7,322	1,413	87,388	6,265	74,801	92,756	79,389	9	2,409	42,227	433,130

**FY09**

FY09														
26	32,404	12,597	586	6,825	1,471	101,784	6,980	57,153	109,519	96,086			37,284	465,972

**FY10**

FY10														
May	2	725	701	164		3,498	14	970	1,537	1,930			1,441	10,979
June	2	1,404	1,952	63		9,104	113	3,537	7,607	8,009		19	3,691	35,693
July	3	4,131	1,282		1,523	14,422		4,296	11,768	8,318		415	4,016	50,171
August	2	1,667	994	103	205	7,943	56	2,799	7,121	4,167		248	4,122	29,426
September	2	2,833	861		707	8,407	131	2,628	5,183	3,924		458	3,225	28,358
October	2	1,172	1,302	152	933	8,050	7	1,623	2,020	4,227		23	2,643	22,151
November	2	2,090	934		538	788	20	2,285	4,696	6,636		102	2,926	30,399
December	3	3,226	1,065		881	1,023	26	4,108	9,474	8,070		115	4,464	55,339
January	2	1,970	700	123		7,052		3,442	5,846	4,140			3,366	26,638
February	2	552	805		46	40		5,292	2,470	2,489			5,837	20,371
March	2	5,639	778		309	4,358	113	1,855	4,211	6,641			2,906	26,810
April	2	5,180	725	(32)	1,164	0	4,473	0	2,316	3,148	0	267	2,549	23,124
26	30,588	12,100	573	6,306	2,044	104,869	480	32,328	65,099	65,231	0	1,648	38,191	359,458

**FY11**

FY11														
May	2	715	602	23	0	2,554		772	1,713	1,683		153	1,521	9,736
June	2	980	2,639	507	1,325	278		4,712	10,577	7,274		470	5,543	44,344
July	3	1,532	1,231		1,678	287		3,832	8,600	9,703		248	4,188	40,574
August	2	388	1,166		1,290	5,079	38	2,224	9,238	5,759			2,761	27,942
September - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
October - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
November - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
December - forecast	3	4,397	753	16	796	402	13,250	254	5,997	8,624	8,376	32	552	49,093
January - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
February - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
March - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
April - forecast	2	2,931	502	10	530	268	8,833	169	3,998	5,750	5,584	21	368	32,729
26	28,530	9,906	618	8,801	2,843	102,030	1,475	45,524	79,000	71,883	180	4,000	46,000	400,789

**FY12**

Fiscal Year Proposed Budget (preliminary)

Proposed Budget FY12														
26	28,530	9,906	618	8,800	2,843	102,030	1,475	45,524	79,000	71,883	180	4,000	46,000	400,789

**Overtime Drivers:**

Emergency Response / Callouts								X	X	X				X
Emergency Repairs						X			X	X				
Shift Coverage				X	X	X		X	X	X				
Water Conservation Enforcement								X	X	X				
Capital Improvement Program	X										X			
Weather-related Response						X			X	X				
Regulatory Compliance				X	X	X		X	X	X				X
Other		X		X			X				X			
<b>Changes already implemented in FY09 and FY10</b>														
Reduction in CIP	X							X	X	X		X		X
Reduction in Sprinkler Patrol								X						
Reduction in Emergency Repairs						X				X				
Shift Changes						X		X	X					
<b>Potential Overtime reduction opportunities:</b>														
Reduction in emergency response availability				X		X			X	X				X
Reduction in inspections on capital improvement projects	X										X	X		X
Reduction/Elimination of water conservation enforcement								X						
Reduction/Elimination of public education programs		X	X	X		X	X		X					
Elimination of CERT (Citizen's Emergency Response Team) program		X												

\* Reflects of accrual accounting for the fiscal year end



**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 7, 2010

**TO:** Mayor and City Council

**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT:** Conference and Training – Proposed FY12 Budget

---

**PURPOSE:**

To provide further information to Council on the conference and training expenditure trends and the projection included in the Proposed FY12 Budget. Also to provide detail of the FY10 training expenditures which included travel costs.

**BACKGROUND:**

The level of conference and training expenditures was discussed during the November workshop. Questions were raised regarding some department expenditures and the analytical information on the travel related portion of the expenditures had not yet been completed

**DISCUSSION:**

Attached is a six year perspective of the conference and training expenditures in the city, 4 years of actual along with the projected current year and the proposed FY12 budget. The FY12 budget is updated to reflect implementation of the Council consensus options. The analysis demonstrates that there has been a significant reduction in spending as a result of the cost control actions taken over the last few years. The FY11 budget was set at 33% below the FY07 actual expenditure level. The Proposed FY12 budget reflects an additional \$56K decrease resulting in a 43% reduction from the FY07 level.

Some training is required to maintain both the quality and efficiency of the operations within the Departments.

**Electric**

More specifically, the Electric utility has a small number of vendors that manufacture and supply transformers, breakers, relays and other specialized equipment used by electric utilities across the nation. Employees must be knowledgeable about the proper techniques for testing and maintaining this specialized equipment to ensure reliable and safe operation of the equipment.

The Electric utility does bring vendors in when possible to provide on-site training for multiple employees to minimize the cost per employee. Some of the training however is only provided by the manufacturer at their plant location or specific training sites across the country. The utility is also taking advantage of technical training at the University of Wisconsin-Madison for engineers and technical staff to keep them abreast of proper design techniques including compliance with the National Electric Safety Code. The Electric Department spending has been reduced from \$102K in FY07 to only \$60K in FY10, and the request is to hold flat at that level for FY12.

**Water/Wastewater**

Most of the training in the Water/Wastewater department relates to required re-certification for the engineering and operations staff to retain State Certifications. These conferences and training courses are usually in Illinois or in Madison, Wisconsin where the University of Wisconsin has an extension program.

**TED**

TED has similar required continuing education for certifications and licensures as follows:

- 11 Licensed Professional Engineers – 30 hrs required every 2 yrs
- 2 Professional Traffic Operations Engineers – 30 hrs every 2 yrs
- 1 Licensed Architect - 24 hrs every 2 yrs
- 9 ICC Building Code Certifications- 30 hrs every 3 yrs
- 1 Licensed Plumber – 4 hrs annually
- 1 LEED Certification – 15 hrs every 2 years
- 8 AICP Planner Certifications – 32 hrs every 2 yrs
- 1 Professional Transportation Planner Certification – 32 hrs every 2 yrs

**Information Technology**

As mentioned at the workshop, the IT budget includes some training costs which benefit all city staff, as the attendees are from all city departments. Of the budget \$7,400 is for SunGard HTE and Microsoft Office software that are for non-IT staff to be more productive on applications that are used for core city services. Excluding this cost, the per FTE IT Department cost drops to \$1,194 and is sufficient to support the minimum required for IT staff to stay current with the technology that supports the city's operations.

**Out of Town Expenditures**

Included on page 7.4 is a schedule of the FY10 actual Conferences and Training expenditures analyzed by location. For the General Fund Departments 63% of the spending was for local programs. The city wide figure drops to just over half being local programs, as more than 80% of the Electric utility training required travel as explained above. Of the \$140K spent for training which included travel, \$48K is for the cost of registration leaving \$92K for the cost of the travel including transportation and lodging.

**CONCLUSION:**

Staff continues to look for local training opportunities and the lowest cost options to ensure city staff is meeting certification requirements and properly trained for their work activities.

**ATTACHMENTS:**

	Page
Conference and Training – Budget vs. Actual	7.3
Conference and Training – Location Analysis	7.4

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
<b>General Fund Total</b>	<b>433,136</b>	<b>352,824</b>	<b>282,673</b>	<b>239,053</b>	<b>197,783</b>	<b>41,270</b>	<b>264,164</b>	<b>245,918</b>	<b>18,246</b>	<b>233,706</b>	<b>752.41</b>	<b>310.61</b>
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
<b>Total</b>	<b>600,714</b>	<b>485,794</b>	<b>389,747</b>	<b>350,539</b>	<b>298,474</b>	<b>52,065</b>	<b>400,306</b>	<b>353,846</b>	<b>46,460</b>	<b>344,002</b>	<b>977.48</b>	<b>351.93</b>

\* 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  
Conferences and Training - Location Analysis  
Fiscal Year 2010**

	Fiscal Year 2010	Out of State				In State			Local
	Actual	Air	Auto Rent/ Mileage/ Gas/Shuttle/ Parking	Lodging, Per Diem & Misc	Registration	Mileage/ Gas	Lodging, Per Diem & Misc	Registration	All Costs
Mayor	7,293	355		1,190	170		176		5,402
Alcohol & Tobacco Commission	-								-
Sister Cities	249								249
Board Fire & Police	2,533								2,533
Legal	4,310								4,310
City Manager's Office	4,487					67	933	900	2,587
City Clerk's Office	2,285								2,285
Information Technology	29,863	1,048	386	3,043	1,185	257	2,691	535	20,718
Human Resources	17,359	344	195	1,162	2,376	334	1,305	900	10,743
Finance	11,716	525	689	3,591	970		657	550	4,734
Police *	42,165	1,409	533	5,802	4,390	279	9,286	4,795	15,671
Police - State Mandated Training	15,214								15,214
Fire *	26,549	1,013	437	3,093	1,540		327	150	19,989
Fire- State Mandated Training	165								165
Public Works	16,355	860	203	4,782	1,620		136		8,754
T.E.D. Business Group	17,240	1,125	655	1,849	2,450	197	135	120	10,709
<b>General Fund Total</b>	<b>197,783</b>	<b>6,679</b>	<b>3,098</b>	<b>24,512</b>	<b>14,701</b>	<b>1,134</b>	<b>15,646</b>	<b>7,950</b>	<b>124,063</b>
Electric	60,024	4,874	2,582	21,615	19,055		2,041	370	9,487
Water	32,723	846	760	4,052	3,930		4,019	2,440	16,676
Fleet Services	7,944								7,944
<b>Total</b>	<b>298,474</b>	<b>12,399</b>	<b>6,440</b>	<b>50,179</b>	<b>37,686</b>	<b>1,134</b>	<b>21,706</b>	<b>10,760</b>	<b>158,170</b>

\* Detail for travel related to Police and Fire State Mandated Training not available, so all shown together against regular training.



**CITY OF NAPERVILLE**



## **ADDITIONAL MATERIAL**

**FY12 Fiscal Forecast Workshop**

**December 13, 2010**

**5:00 pm**

1. Supplemental December 13 Workshop Materials
2. Slide Presentation

**Supplemental  
December 13  
Workshop Materials**

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 10, 2010

**TO:** Mayor and City Council

**FROM:** Karen DeAngelis, Director of Finance

**SUBJECT: Supplemental December 13 Workshop Materials**

---

**PURPOSE:**

Provide Council with the results of the revenue option survey, as well as provide some additional information related to the December 13, 2010 based on questions raised by Council after having received the initial materials.

**DISCUSSION:**

**Revenue Option Survey Results**

Attached is the compilation of the Council Revenue Option Survey submissions. As of the end of the day Thursday December 2, we had not yet received Councilman Fieseler submission; all others received are summarized on the attached. Based on the preliminary views there are more than 5 Councilmen who have responded that they have “No” interest in considering increases to the following taxes or fees: Local Gas Tax or the Ambulance fee. There are also more than 5 Councilmen who have “no” interest in establishing new taxes or fees as follows: Home Rule Sales Tax, Business License, Furnace Change Permit or a Landscape Registration. As there already appears to be a consensus not to further investigate these revenue options, staff will not specifically include discussions on these taxes or fees at the workshop.

There is a consensus not to implement a Utility payment in lieu of taxes (PILOT) which would be based on a % of revenue, but not quite a consensus on one which would be assess as if a municipal share of property tax. As such we will plan to discuss the PILOT option at the workshop. Similarly the consensus view appears to be to not increase the refuse fee; however, there is not quite a consensus on the potential to implement a leaf/brush collection fee. Responses to these are linked, so we will plan to discuss them together on Monday. Additionally the options where there is at least some level of interest and will be discussed on Monday are increases to the following: Utility Tax, Local Telecom Tax, Hotel/Motel Tax and a Liquor Tax.

**E911 Fund Balance Transfer**

The Emergency Telephone System Board met yesterday, December 9, 2010, and unanimously passed a motion to approve the transfer of the \$230,000 fund balance to the General Fund. The balance had been held since March of 2009 when the Board moved to maintain the funds would be available if needed for monitors for the security camera system. That project was completed without the need for these fund. This transfer of funds will be used to close part of the FY12 financial gap.

### **Ambulance Fee**

The comparative ambulance fee information provided in the workshop materials on page 4.11 was provided by the ambulance billing company and reflects those municipalities which it administers billing for and so is highly reliable information. The Fire Department had gathered a much longer list of comparative information unofficially at the beginning of the calendar year, and it is attached as additional reference material.

Each municipality's rate structure is a bit different, for presentation purposes we have sorted them by the Resident ALS-1 rate on the attached schedule. At the bottom is shown the median and average rates, as well as the maximum, in each billing category. The current Naperville rates are shown as above the median by between \$70 and \$160 in each category, and below the maximum by between \$530 and \$1,642 in each category. The Naperville rates are positioned roughly at the average rates in a couple categories and only above the average in the resident two categories by \$16 and \$52, and above average in 2 non-resident categories by \$43 and \$79.

Based on the Council survey responses staff will not look to pursue an ambulance fee increase at this time, this information supports the Council view and is being provided to complete the current set of information available on the subject.

### **Hotel Tax**

In addition to the local hotel tax, there is a 6% state tax that applies to hotel stays. During the Council meeting on Tuesday December 7, 2010 a resident quoted the Lisle hotel tax as 11%. We confirmed that this rate includes the state tax. Lisle's actual local hotel tax is 5% and is correct as shown in the table provided to Council in the workshop materials on page 4.12. We then double checked all of the hotel tax rates shown on the page and did find 2 errors.

- Rosemont rate shown as 13% does include the state tax, the local Rosemont rate is 7%.
- Rolling Meadows rate shown as 8% is incorrect, and should be 5%.

The highest comparative rate is Bolingbrook at 10%. We have confirmed that this is the local rate only, and we have been able to obtain a copy of the ordinance that supports the accuracy of the rate information.

We apologize for the inaccuracies and have attached a corrected table.

### **Liquor Tax**

Attached is a memorandum from the Legal Department confirming the ability for Council to impose a liquor tax specifically on packaged alcohol purchases, if so desired.

### **SECA Funding for City Services**

The preliminary FY12 Special Event budget information has been compiled and is attached for Council reference. The projection is for the cost of supporting city services funded from SECA to increase by \$21,800 to a total of \$415,761. The preliminary FY12 budget information has been provided to the event organizers and is included in the current year applications filed with the Advisory Cultural Commission for consideration.

The budget does include \$3,000 of the Police Commander's time specifically spent working on the events. During the November Council workshop it was suggested that SECA funding could be requested for the time the Commander spends in advance meetings for the planning and drafting operations orders. It is estimated that this would amount to an additional \$22,000

request for SECA funding. No application or request for this additional funding has been submitted to the Advisory Cultural Commission at this time.

Event organizers may consider outsourcing some of the services currently provided by the city. The Jaycees have suggested that they will confirm in March if they will use some outsourced services for this year's Last Fling. Even if organizers pay outside vendors for these services, they may still request SECA funding to pay the cost.

Staff continues to look for ways to reduce overall city expenditures. For example, the Police Department has successfully reduced their staffing requirements through the use of event volunteers at traffic control points and where traffic direction is not required and the intersections are controlled by barricades. This is possible when the event sponsor is willing to assume the responsibility of getting those volunteers to perform certain tasks and then ensure that those tasks get done.

### **Revenue History**

To provide reference information which may be helpful in the conversation at the workshop, staff is providing again a table of the historic revenue received for each of the streams from FY07 to the projected FY11 and budget for FY12.

### **ATTACHMENTS:**

Revenue Option Survey Results  
Memorandum – Transfer of E-9-1-1 Funds to General Account  
Ambulance Fee Comparative Schedule  
Updated – Comparative Tax Rate Schedules  
Memorandum – Packaged Liquor Tax  
FY12 Special Events Cost Estimates Summary Report  
Revenue History

Revenue Option Survey Template

Options	Current Rate	Limitation	Scale	December Survey Results			Not Received before Issuance									Additional Information Requested/ Or Comments			
				No	Low/ Maybe/ Need info	Some/ Yes	Boyajian	Brodhead	Fieseler	Furstenau	Hinterlong	Krause	Miller	Pradel	Wehrli				
Local Gas Tax	0.04	none	\$700K per cent	8	0	0	No	No		No	No	No	No	No	No	No	No	Boyajian: Pulled this last year, we need to spread the pain so to speak	
Home Rule Sales Tax	None	1/4% increments with no limit	\$3.5 million per 1/4%	5	1	2	No	Some		No	Low	No	No	Some	No			Boyajian: Not ready for this	
corresponding Downtown F&B	1.5%		(135K per 1/4%)																
Utility Tax	5%	6% 1/4% increment	\$500K per 1/4%	3	1	4	Some	Low		No	Some	No	Yes	Some	No			Miller: at 1/2% for \$1million Hinterlong: Need to discuss	
Local Telecom Tax	5%	up to 6%	\$300K per 1/4%	2	1	5	Some	Some		No	Some	No	Yes	Some	Maybe			Miller: at 1/2% for \$0.6 million Hinterlong: Need to discuss	
Hotel/Motel Tax	4.4%	none	\$200K per 1%	4	1	3	No	Yes		No	Some	No	No	Some	Maybe			Brodhead: Up to 5%	
Liquor Tax	None	none	\$300K per 1%	3	0	5	Some	No		Some	Some	No	Yes	Some	No			Miller: at 2% for \$0.6million	
Ambulance fee	Varies by service		\$450K for \$200 increase in all categories	6	0	2	Some	No		No	Some	No	No	No	No			Boyajian: If we are having a hard time collecting this today how will this help. We need to make sure out of city calls pay a significant up charge vs. residents Krause: No unless it is related to covering our costs	
Refuse Fee	\$2	cost of service \$12.16 mth; \$9.73 garbage and \$2.43 recycle	\$480K per \$1 mth	5	1	2	No	No		No	Low	No	Yes	Some	No			Miller: Additional \$2 per mth for \$4 per mth total, additional \$960K	
Utility payment in lieu of taxes - based on % of revenue	None		\$1.6 million per 1% revenue \$0.5 million theoretical property tax on \$203 mil land & bldg	5	1	2	Some	No		Some	Low	No	No	No	Need more info			Boyajian: would want to discuss implications, this will only cause a pass through in the form of higher rates so why not just raise the rate? Hinterlong: Need to discuss	
Utility payment in lieu of taxes - based as if municipal share of property tax	None			4	2	2	Some	No		Some	Low	No	No	No	Need more info			Boyajian: see comment above Hinterlong: Need to discuss	
Business license	None		Not known	7	0	1	No	No		No	No	No	No	Some	No				
Furnace Change permit	None		Not known	7	0	1	No	No		No	Some	No	No	No	No				
Landscape registration	None		Not known	6	1	1	No	No		No	Some	No	No	No	Maybe				
<b>NEW</b>																			
Leaf/Brush Collection Fee	None	current annual cost of service \$1.3 million	\$480K per \$1 mth	4	1	3	Yes	Yes		No	Low	No	No	Some	No			Boyajian: This is a must in my mind Brodhead: \$2 per mth Miller: No, but see recommendation of increase to refuse collection fee Pradel: Makes Sense	
Write in others you wish to have considered																			
Liquor Application Fees																			Pradel submission

**CITY OF NAPERVILLE  
MEMORANDUM**

**DATE:** December 9, 2010  
**TO:** Karen DeAngelis, Finance Director  
**FROM:**  David E. Dial, Chief of Police  
**SUBJECT:** Transfer of E-9-1-1 Funds to General Account

---

On March 12, 2009, the Emergency Telephone System Board unanimously passed a motion to maintain \$230,000 in the E-9-1-1 wireless account to pay for 12 monitors to be placed on the two solid walls in PSAP that will allow staff to monitor the city's security video cameras which were to be set up on a continuous roll. That project has now been completed and the money that had been set aside was not needed. At today's Emergency Telephone System Board meeting, a motion was made, seconded, and unanimously approved to now transfer those funds to the general fund.

DEDpkm

**AMBULANCE BILLING RATE INFORMATION - JANUARY 1, 2010 (Unless noted)**

<i>DEPARTMENT NAME</i>	<i>RESIDENT</i>			<i>NON-RESIDENT FEES</i>		
	<i>ALS-1</i>	<i>ALS-2</i>	<i>BLS</i>	<i>ALS-1</i>	<i>ALS-2</i>	<i>BLS</i>
CICERO FD	\$0.00	\$750.00	\$1,000.00	\$400.00	\$0.00	\$0.00
CARY FPD	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$500.00
CHERRY VALLEY FPD	\$0.00	\$0.00	\$0.00	\$650.00	\$0.00	\$500.00
MOKENA FPD	\$0.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
ADDISON FPD	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,400.00	\$750.00
GARDNER VOLUNTEER FD	\$30.00	\$0.00	\$30.00	\$30.00	\$0.00	\$30.00
BYRON FPD	\$300.00	\$300.00	\$300.00	\$550.00	\$750.00	\$450.00
BRISTOL-KENDALL FPD	\$330.00	\$0.00	\$330.00	\$530.00	\$0.00	\$530.00
KEWANEE FIRE/AMBULANCE SERV	\$350.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00
BOURBONNAIS FPD	\$350.00	\$500.00	\$300.00	\$450.00	\$600.00	\$400.00
MONMOUTH FD	\$365.00	\$525.00	\$365.00	\$365.00	\$525.00	\$365.00
CRYSTAL LAKE FD	\$372.17	\$372.17	\$313.41	\$772.17	\$938.67	\$713.41
MUNDELEIN FD	\$395.00	\$575.00	\$335.00	\$720.00	\$900.00	\$655.00
FLOSSMOOR FD	\$400.00	\$0.00	\$300.00	\$500.00	\$0.00	\$350.00
PROSPECT HEIGHTS FPD	\$400.00	\$550.00	\$350.00	\$500.00	\$650.00	\$450.00
CRETE (VILLAGE OF) FD	\$400.00	\$0.00	\$300.00	\$600.00	\$0.00	\$500.00
YORK CENTER FPD	\$400.00	\$400.00	\$400.00	\$500.00	\$500.00	\$500.00
OAK BROOK FD	\$400.00	\$600.00	\$350.00	\$600.00	\$800.00	\$550.00
NORTH PALOS FPD	\$400.00	\$0.00	\$400.00	\$600.00	\$0.00	\$600.00
ARLINGTON HEIGHTS FD	\$400.00	\$450.00	\$400.00	\$650.00	\$600.00	\$650.00
MONEE FD	\$400.00	\$0.00	\$400.00	\$800.00	\$0.00	\$800.00
WHEATON FD	\$425.00	\$625.00	\$375.00	\$625.00	\$825.00	\$535.00
AURORA FD	\$425.64	\$616.06	\$358.44	\$598.15	\$786.18	\$476.36
GRAYSLAKE FPD	\$425.64	\$616.06	\$357.00	\$650.00	\$775.00	\$600.00
MOUNT PROSPECT FD	\$429.05	\$621.00	\$361.31	\$429.05	\$621.00	\$361.31
ELGIN FD	\$429.05	\$0.00	\$361.31	\$536.31	\$0.00	\$451.64
ALGONQUIN LAKE IN THE HILLS FPD	\$429.05	\$621.00	\$361.31	\$729.05	\$921.00	\$561.31
LOMBARD FD	\$430.00	\$620.00	\$360.00	\$530.00	\$720.00	\$460.00
PARK FOREST FD	\$435.00	\$630.00	\$365.00	\$710.00	\$780.00	\$615.00
ROMEVILLE FD	\$450.00	\$500.00	\$300.00	\$575.00	\$625.00	\$425.00
EDWARDSVILLE FD	\$450.00	\$0.00	\$400.00	\$550.00	\$0.00	\$500.00
LEMONT FPD	\$450.00	\$0.00	\$350.00	\$650.00	\$0.00	\$550.00
MATTESON FD	\$455.00	\$500.00	\$355.00	\$600.00	\$750.00	\$600.00
DEKALB FD	\$474.60	\$686.70	\$397.95	\$686.70	\$992.25	\$577.50
MCHENRY TOWNSHIP FPD	\$475.00	\$575.00	\$425.00	\$575.00	\$675.00	\$525.00
NORTH AURORA FPD	\$500.00	\$0.00	\$0.00	\$675.00	\$0.00	\$0.00
SOMOANUK COMMUNITY FPD	\$500.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00
PLAINFIELD FPD	\$500.00	\$675.00	\$400.00	\$500.00	\$675.00	\$400.00
DOWNERS GROVE FD	\$500.00	\$550.00	\$350.00	\$650.00	\$700.00	\$450.00
STEGER FD	\$500.00	\$0.00	\$400.00	\$700.00	\$0.00	\$500.00
FRANKFORT FPD	\$500.00	\$0.00	\$400.00	\$600.00	\$0.00	\$600.00
BOLINGBROOK FD	\$500.00	\$600.00	\$400.00	\$650.00	\$850.00	\$650.00
JOLIET FD (Current rates)	\$500.00	\$600.00	\$400.00	\$800.00	\$900.00	\$700.00
CHARLESTON FD	\$530.00	\$662.00	\$265.00	\$767.00	\$900.00	\$502.00
TRI-COUNTY AMBULANCE	\$545.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
BERWYN FD	\$550.00	\$0.00	\$450.00	\$600.00	\$0.00	\$550.00
<b>NAPERVILLE FD</b>	<b>\$575.00</b>	<b>\$790.00</b>	<b>\$470.00</b>	<b>\$790.00</b>	<b>\$945.00</b>	<b>\$685.00</b>
LAKE ZURICH FIRE RESCUE	\$600.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00
PINGREE GROVE FPD	\$600.00	\$0.00	\$450.00	\$600.00	\$0.00	\$450.00
RIVERSIDE FPD	\$600.00	\$750.00	\$400.00	\$750.00	\$900.00	\$550.00
MOLINE FD	\$600.00	\$700.00	\$600.00	\$600.00	\$700.00	\$600.00
WESTERN SPRINGS FD	\$600.00	\$600.00	\$500.00	\$800.00	\$800.00	\$600.00



**City of Naperville**  
**Cumulative Sales Tax Comparison - General Merchandise plus Food & Beverage**  
**As of December 2, 2010**

Municipality	County	State Rate	Municipal (1%) and County Shares	Regional Transportation Authority Rate	DuPage Water Commission Rate	Various Additional County Rates	City Home Rule Rate	Non-Home Rule Rate	Taxes Paid on Retail Sales	Food & Beverage Tax	Food & Beverage Tax - specific area	Separate Liquor Tax	Total Tax Rate Paid on Purchase of Food & Beverages	Simplified Municipal Tele-communications Tax	Gas Tax	Hotel/ Motel Tax	Electricity Tax	Utility Tax Natural Gas
Addison	DuPage	5.00%	1.25%	0.75%	0.25%		0.75%		8.00%				8.00%	6.00%		4.00%		
Arlington Heights	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.25%			10.75%	6.00%		5.00%	varies by kw hour	3.00%
Aurora	DuPage	5.00%	1.25%	0.75%			1.25%		8.25%	1.75%		2.75%	10.00%	6.00%		3.00%	3.00%	
Aurora	Kane	5.00%	1.25%	0.75%			1.25%		8.25%	1.75%		2.75%	10.00%	6.00%		3.00%	3.00%	
Aurora	Kendall	5.00%	1.25%			1.00%	1.25%		8.50%	1.75%		2.75%	10.25%	6.00%		3.00%	3.00%	
Aurora	Will	5.00%	1.25%	0.75%			1.25%		8.25%	1.75%		2.75%	10.00%	6.00%		3.00%	3.00%	
Batavia	DuPage	5.00%	1.25%	0.75%			0.50%		7.50%				7.50%	6.00%			varies by kw hour	4.00%
Batavia	Kane	5.00%	1.25%	0.75%			0.50%		7.50%				7.50%	6.00%			varies by kw hour	4.00%
Bolingbrook	DuPage	5.00%	1.25%	0.75%			1.50%		8.50%	1.50%		6.00%	10.00%	6.00%	.05/gal	10.00%		
Bolingbrook	Will	5.00%	1.25%	0.75%			1.50%		8.50%	1.50%		6.00%	10.00%	6.00%	.05/gal	10.00%		
lo Grove	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%		1%	10.50%	6.00%		6.00%	3.00%	
lo Grove	Lake	5.00%	1.25%	0.75%			1.00%		8.00%	1.00%		1%	9.00%	6.00%		6.00%	3.00%	
Stream	DuPage	5.00%	1.25%	0.75%	0.25%		0.75%		8.00%				8.00%	6.00%				5.00%
igo	Cook	5.00%	1.25%	1.00%		1.25%	1.25%		9.75%	3.25%	1.00%	See Note	14.00%	7.00%	.05/gal	4.58%	varies by kw hour	
igo	DuPage	5.00%	1.25%	0.75%			1.25%		8.25%	3.25%			11.50%	7.00%	.05/gal	4.58%	varies by kw hour	
Plaines	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%	.04/gal	7.00%	varies by kw hour	3.00%
iers Grove	DuPage	5.00%	1.25%	0.75%	0.25%		0.75%		8.00%				8.00%	6.00%	.025/gal	4.50%	varies by kw hour	
	Cook	5.00%	1.25%	1.00%		1.25%	0.75%		9.25%				9.25%	6.00%				4.00%
	Kane	5.00%	1.25%	0.75%			0.75%		7.75%				7.75%	6.00%				4.00%
rove Village	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	5.00%		6.00%		
rove Village	DuPage	5.00%	1.25%	0.75%			1.00%		8.00%	1.00%			9.00%	5.00%		6.00%		
ston	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%			6.00%	9.50%	6.00%	.03/gal	7.50%	3.00%	5.00%
ver Park	Cook	5.00%	1.25%	1.00%		1.25%	0.50%		9.00%	3.00%			12.00%	6.00%	2 1/4	3.00%		
ver Park	DuPage	5.00%	1.25%	0.75%			0.50%		7.50%	3.00%			10.50%	6.00%	2 1/4	3.00%		
nan Estates	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	2.00%			11.50%	6.00%		6.00%		
nan Estates	Kane	5.00%	1.25%	0.75%			1.00%		8.00%	2.00%			10.00%	6.00%		6.00%		
a	DuPage	5.00%	1.25%	0.75%	0.25%			0.50%	7.75%				7.75%	6.00%				5.00%
	Kendall	5.00%	1.25%			1.00%	1.25%		8.50%	1.00%			9.50%	5.00%	.01/gal	7.00%	varies by kw hour	2.00%
	Will	5.00%	1.25%	0.75%			1.25%		8.25%	1.00%			9.25%	5.00%	.01/gal	7.00%	varies by kw hour	2.00%
yville	Lake	5.00%	1.25%	0.75%					7.00%				7.00%	6.00%		5.00%	varies by kw hour	5.00%
	DuPage	5.00%	1.25%	0.75%	0.25%				7.25%				7.25%	6.00%		5.00%	varies by kw hour	5.00%
ard	DuPage	5.00%	1.25%	0.75%	0.25%			1.00%	8.25%	1.00%			9.25%	6.00%		5.00%		
ard - Buisness Dist	DuPage	5.00%	1.25%	0.75%	0.25%			1.00%	8.25%	1.00%			9.25%	6.00%		5.00%		
it Prospect	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%	.02/gal	6.00%	varies by kw hour	3.204%
rville-Downtown	DuPage	5.00%	1.25%	0.75%	0.25%				7.25%	1.00%	1.50%		9.75%	5.00%	.03/gal	4.44%	varies by kw hour	5.00%
rville	DuPage	5.00%	1.25%	0.75%	0.25%				7.25%	1.00%			8.25%	5.00%	.03/gal	4.44%	varies by kw hour	5.00%
rville	Will	5.00%	1.25%	0.75%	0.25%				7.25%	1.00%			8.25%	5.00%	.03/gal	4.44%	varies by kw hour	5.00%
	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%				
Brook	Cook	5.00%	1.25%	1.00%	0.25%	1.25%		0.50%	9.25%				9.25%	6.00%	.05/gal	3.00%	5.00%	5.00%
Brook	DuPage	5.00%	1.25%	0.75%	0.25%			0.50%	7.75%				7.75%	6.00%	.05/gal	3.00%	5.00%	5.00%
Brook Terrace	DuPage	5.00%	1.25%	0.75%	0.25%		1.00%		8.25%				8.25%	6.00%		6.00%	varies by kw hour	
Park	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%			3.00%	9.50%	6.00%	.06/gal	4.00%		
ine	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%		5.00%		
Ridge	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.00%			10.50%	6.00%	.03/gal			
ield	Kendall	5.00%	1.25%			1.00%	1.00%		8.25%				8.25%	5.00%	.02/gal	5.00%	varies by kw hour	5.00%
ield	Will	5.00%	1.25%	0.75%			1.00%		8.00%				8.00%	5.00%	.02/gal	5.00%	varies by kw hour	5.00%
mont	Cook	5.00%	1.25%	1.00%		1.25%	1.25%		9.75%	1.00%			10.75%	6.00%		7.00%		
ford	Winnebago	5.00%	1.25%			1.00%		1.00%	8.25%	1.00%			9.25%	6.00%		6.00%		5.00%
g Meadows	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	1.50%			11.00%	6.00%	.02/gal	5.00%	varies by kw hour	
harles	DuPage	5.00%	1.25%	0.75%			1.00%		8.00%	Repealed		2.00%	8.00%	5.00%		5.00%	varies by kw hour	Repealed
harles	Kane	5.00%	1.25%	0.75%			1.00%		8.00%	Repealed		2.00%	8.00%	5.00%		5.00%	varies by kw hour	Repealed
umburg	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%	2.00%			11.50%	6.00%		8.00%		
umburg	DuPage	5.00%	1.25%	0.75%			1.00%		8.00%	2.00%			10.00%	6.00%		8.00%		
e	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%				9.50%	6.00%	.03/gal	6.00%	varies by kw hour	5.00%
mwood	Cook	5.00%	1.25%	1.00%		1.25%	1.00%		9.50%				9.50%	5.00%			varies by kw hour	4.00%

**FINAL - City Council Workshop - 12/13/2010 - 221**

Municipality	County	State Rate	Municipal (1%) and County Shares	Regional Transportation Authority Rate	DuPage Water Commission Rate	Various Additional County Rates	City Home Rule Rate	Non-Home Rule Rate	Taxes Paid on Retail Sales	Food & Beverage Tax	Food & Beverage Tax - specific area	Separate Liquor Tax	Total Tax Rate Paid on Purchase of Food & Beverages	Simplified Municipal Tele-communications Tax	Gas Tax	Hotel/ Motel Tax	Electricity Tax	Utility Tax Natural Gas
Warrenville	DuPage	5.00%	1.25%	0.75%	0.25%		1.25%		8.50%	1.50%			10.00%	4.00%		5.00%		
Wheaton	DuPage	5.00%	1.25%	0.75%	0.25%		1.00%		8.25%				8.25%	6.00%	.04/gal	5.00%	varies by kw hour	
Woodridge	DuPage	5.00%	1.25%	0.75%	0.25%		0.50%		7.75%				7.75%	6.00%	.025/gal	4.00%	varies by kw hour	5.00%
Woodridge	Will	5.00%	1.25%	0.75%	0.25%		0.50%		7.75%				7.75%	6.00%	.025/gal	4.00%	varies by kw hour	5.00%

\*Aurora has a separate Food and Beverage tax on packaged liquor only.

\*Woodridge's Cook County portion is a right of way and not representative of the municipality and therefore not included in the comparison.

\*Joliet charges a \$7.50 titled vehicle tax

\*Chicago has a soft drink charge of 3%; \$.05 per bottled water tax;

\*Chicago Liquor Tax:

\$0.29 per gallon of beer

\$.036 per gallon of liquor containing 14% or less alcohol by volume

.89 per gallon for liquor containing more than 14% and less than 20% of alcohol by volume

.68 per gallon containing 20% or more alcohol by volume

Median Local Hotel Tax is 5.00%; the Average Local Hotel Tax is 5.41%

with 6 communities being lower than Naperville and 22 communities being higher than Naperville

**CITY OF NAPERVILLE**

**DATE:** December 10, 2010

**TO:** Mayor and City Council  
Douglas Krieger, City Manager  
Karen DeAngelis, Finance Director

**FROM:** Margo L. Ely, City Attorney  
Kristen Foley, Senior Assistant City Attorney

**SUBJECT:** Packaged Liquor Tax

---

**PURPOSE:** The purpose of this memorandum is to provide a legal analysis of the City’s ability to impose a local tax on packaged liquor in the City. The City has the ability to do so.

**DISCUSSION:** The City is explicitly authorized by state law to impose a home rule tax on “alcoholic beverages, whether based on gross receipts, volume sold or any other measurement.” 65 ILCS 5/8-11-6a. Currently, the City taxes alcoholic beverages along with all other food and beverages served for immediate consumption through the local food and beverage tax and also the downtown food and beverage tax. In addition, the state sales tax imposes a tax of 7.25% on the sale of packaged liquor, along with other tangible items.

However, the City does not currently have a specific tax on alcoholic beverages, which can be justified by a variety of legitimate governmental interests since the consumption of alcohol burdens the public through the necessity of police responses due to disturbances, accidents and injuries, among other situations. As the City Council considers the ability to impose a tax on alcoholic beverages, it may consider such a specific tax on both the sale of alcohol for immediate consumption and the sale of packaged alcohol for off premises consumption. Since the sale of alcohol for immediate consumption is already taxed generally through the local food and beverage tax, the City can consider a home rule tax on the sale of packaged liquor. Several municipalities have imposed such a tax, ranging from 1-6%, pursuant to their legal home rule authority to do so. Since the City currently taxes consumption, but not packaged alcohol, a separate tax packaged liquor tax could be considered to provide more uniformity.

**RECOMMENDATION:** Be advised that the City has the legal authority to impose a packaged liquor tax, as the Council considers potential revenue sources.

**All City Services  
FY12 Special Events Cost Estimates Summary Report**

SECA Funded Events	Personnel	Supplies	Vehicles	Permits: will be credited to the appropriate revenue accounts.	FY12 Event Sum	FY11 Actual
St. Patrick's Day Parade	\$17,501.03	\$233.60	\$474.59	\$30.00	\$18,239.22	\$14,489.75 *
NCO Spring Ahead 5K	\$12,303.45	\$778.10	\$443.79	\$30.00	\$13,555.34	\$11,901.53 *
Rotary Car Show	\$388.62	\$36.80	\$24.94	\$77.00	\$527.36	\$561.54 *
Run for Reading	\$6,019.01	\$135.10	\$100.68	\$30.00	\$6,284.79	\$6,278.12
Memorial Day Parade	\$19,228.56	\$477.10	\$423.72	\$30.00	\$20,159.38	\$18,006.65
Jazz Festival	\$2,771.40	\$106.50	\$119.08	\$107.00	\$3,103.98	\$2,424.11
Step-Up for Autism Walk	\$151.54	\$0.00	\$0.00	\$77.00	\$228.54	\$207.66
Ribfest	\$169,059.37	\$1,782.50	\$3,556.41	\$107.00	\$174,505.28	\$172,809.55
Cavalcade of Brass	\$1,573.78	\$28.30	\$157.48	\$30.00	\$1,789.56	\$1,115.28
Naper Dink Triathlon	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$0.00
Last Fling	\$142,109.05	\$630.30	\$1,913.68	\$107.00	\$144,760.03	\$139,780.67
Riverwalk Fine Art Fair	\$1,231.49	\$36.00	\$24.00	\$107.00	\$1,398.49	\$710.68
Harvest Pow-Wow	\$0.00	\$0.00	\$0.00	\$77.00	\$77.00	\$0.00
Turkey Trot	\$10,768.27	\$227.90	\$84.00	\$30.00	\$11,110.17	\$11,236.81 *
Hometown Holidays	\$19,324.05	\$225.80	\$327.90	\$107.00	\$19,984.75	\$14,433.44 *
<b>SECA Events Total</b>	<b>\$402,467.12</b>	<b>\$4,698.00</b>	<b>\$7,650.27</b>	<b>\$946.00</b>	<b>\$415,761.39</b>	<b>\$393,955.79</b>

Billable Events	Personnel	Supplies	Vehicles	Permits: will be credited to the appropriate revenue accounts.	FY12 Event Sum	FY 11 Actual
March of Dimes Walk	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$0.00
A.D.O.P.T. Walk	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$0.00
MS Walk	\$151.54	\$0.00	\$0.00	\$0.00	\$151.54	\$27.62
Angelman Syndrome Foundation Walk	\$83.23	\$0.00	\$0.00	\$77.00	\$160.23	\$0.00
Cystic Fibrosis Walk	\$189.56	\$0.00	\$0.00	\$77.00	\$266.56	\$0.00
U.S. Women's Triathlon	\$39,830.91	\$2,146.50	\$985.30	\$107.00	\$43,069.71	\$38,751.05
Relay for Life	\$114.04	\$0.00	\$0.00	\$77.00	\$191.04	\$0.00
NCH Kids Triathlon	\$515.24	\$69.95	\$24.00	\$0.00	\$609.19	\$0.00
Naperville Summer Nights	\$131.27	\$0.00	\$0.00	\$77.00	\$208.27	\$44.66
Step Up for Scott Walk	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$0.00
Naperville Sprint Triathlon	\$39,098.28	\$2,144.10	\$897.16	\$107.00	\$42,246.54	\$38,872.86
Scott S'cool Scoot	\$1,680.18	\$71.60	\$60.16	\$30.00	\$1,841.94	\$1,766.49
Naperville Wine Festival	\$564.89	\$0.00	\$0.00	\$77.00	\$641.89	\$227.91
S.T.E.P. Walk	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$0.00
New Thing (Kingdom) 5K	\$1,589.76	\$38.00	\$48.16	\$30.00	\$1,705.92	\$1,869.83 *
CROP Walk	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50	\$0.00
<b>Billable Events Total</b>	<b>\$84,136.40</b>	<b>\$4,470.15</b>	<b>\$2,014.78</b>	<b>\$659.00</b>	<b>\$91,280.33</b>	<b>\$81,560.42</b>
<b>FY11 Special Events Estimate</b>	<b>\$486,603.52</b>	<b>\$9,168.15</b>	<b>\$9,665.05</b>	<b>\$1,605.00</b>	<b>\$507,041.72</b>	<b>\$475,516.21</b>

\* Estimated Amounts, Actual Billing Not Yet Completed

**City of Naperville  
Revenues**

	Actual FY07	Actual FY08	Actual FY09	Actual FY10	Budget FY11	Anticipated GAP	Projected FY11	Proposed FY12
<b>General Fund</b>								
Property Tax								
General Corporate	\$5.6	\$9.5	\$12.8	\$14.9	\$13.8		\$13.8	\$12.5
Pensions	7.8	8.1	9.0	10.0	12.0		12.0	11.6
Retail Sales Tax	27.1	26.3	24.8	24.3	25.0	0.5	25.5	25.5
Local Use Tax	1.8	2.0	2.0	1.7	1.8		1.8	1.8
Hotel Tax	1.4	1.5	1.3	0.9	1.1		1.1	1.1
25% F&B tax	0.0	0.0	0.0	0.0	0.8		0.8	0.8
Income Tax	11.5	12.6	12.5	11.5	11.9	-1.0	10.9	10.9
Real Estate Transfer Tax	5.9	4.4	2.5	2.3	2.3	0.4	2.7	2.7
Utility Tax Electric	5.8	6.0	5.9	5.5	6.0		6.0	6.0
Utility Tax Natural Gas	2.5	3.0	4.0	3.6	4.5	-0.5	4.0	4.0
Telcom Tax	6.4	6.6	6.7	6.4	6.5		6.5	6.5
Other (Water & ComEd) Utility Tax	1.0	1.0	1.0	0.9	0.9		0.9	0.9
Other Taxes	0.3	0.4	0.7	0.3	0.4		0.4	0.4
Total Tax Revenues	\$77.1	\$81.4	\$83.2	\$82.3	\$86.9	-\$0.6	\$86.3	\$84.6
Permits and License	2.6	2.5	2.0	1.6	1.7		1.7	1.7
Traffic fines	1.7	1.9	2.6	3.0	2.5		2.5	2.5
Ambulance Fees	1.5	1.5	2.4	2.0	2.5	-0.5	2.0	2.0
Refuse Fee	0.0	0.0	0.0	0.0	1.0		1.0	1.0
Other charges for services	3.4	2.8	2.3	2.7	2.9		2.9	2.9
Interfund Chargebacks	8.9	12.8	12.0	13.5	10.4		10.4	10.4
Other Revenue	3.5	4.3	4.1	3.5	3.7		3.7	3.7
Total Other Revenue	21.6	25.8	25.4	26.3	24.7	-0.5	24.2	24.2
Total Revenues	\$98.7	\$107.2	\$108.6	\$108.6	\$111.6	-\$1.1	\$110.5	\$108.8



# **FY12 Budget City Council Workshop December 13, 2010**

# Agenda

- Review Workshop Schedule and Budget Process 15 min
- Financial Gap Update 30 min
- Utility Funds
  - Service Based Budget Overview 10 min
  - Option Set Review 10 min
  - Council Option Deliberation & Consensus 10 min
- Break 15 min
- Other Funds 30 min
- Revenue 90 min
  - Option Review
  - Council Deliberation & Consensus
- 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

FINAL - City Council Workshop - 12/13/2010 - 230

	<b>FY12 Budget Gap</b>
<b>October Workshop</b>	
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	1.2
<b>November Projection</b>	<b>-\$3.5</b>
<b>Other Considerations</b>	
Healthcare plan design and contribution at only 15%	-0.8
Other union and non-union wage increases	
Sergeants Union under consideration	-0.6
Potential other union and non-union wage increases	-1.4
	-2.0
<b>Potential Scale of Gap</b>	<b>-\$6.3</b>
Council suggested contingency for potential higher gap	-0.7
<b>Gap Perspective at November Workshop Session</b>	<b>-7.0</b>
<b>Council Concensus Reached at Workshop</b>	
Expenditure reduction options to be implemented	3.0
Less the police force reductions already considered above	-0.8
Additional options implemented from Workshop	2.2
City Manager Productivity Challenge	0.7
SECA pay down Carillon Line of Credit over 3 years	0.6
<b>Gap Position at end of Workshop</b>	<b>-3.5</b>

# Service Based Budget

## Public Utilities - Electric Highlights

- Expenditures (excluding purchased power) :

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$115.9 mil	\$124.0 mil	\$123.4 mil

- 5 % reduction over 2 years.

- FTE

<u>FYo8</u>	<u>FYo9</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
126.04	122.04	120.88	120.00	119.50

- 5 % reduction over 4 years (6.54 FTE)

- Safety

	<u>3Q09 YTD</u>	<u>3Q10YTD</u>
Injuries	5	6
Lost time Days	44	13
Preventable Collisions	0	3

- Major Services Delivered

- Electric Service to Residential and Commercial Customers – FY 12 is final year of 2007 Council approved rate structure.
- New Rate Study to be completed in Spring 2011 to reflect new IMEA Purchased Power Agreement.

- Significant Changes Implemented

**FY11**

- Transmission line inspection, insulator cleaning and pole painting program suspended for FY11. Reduction of \$75,000 in FY11 in addition to \$25,000 reduction in FY10.
- Maintained FY10 reduction of \$115,000 in FY11 budget for Tree Trimming. Trimming cycle increased from 3 to 4 years.

**FY12**

- Reduce tree trimming and underground contract labor.
- Reduce overtime.
- Eliminate 1 additional FTE.

# Service Based Budget

## Public Utilities – Water Highlights

### Expenditures (excluding purchased water):

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
\$28.2 mil	\$29.8 mil	\$29.6 mil
<ul style="list-style-type: none"> <li>14% reduction over 2 years</li> </ul>		

FTE				
<u>Fy08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
96.52	97.02	94.93	92.57	87.1
<ul style="list-style-type: none"> <li>14.5% reduction over 4 years</li> </ul>				

Safety	<u>3Q09 YTD</u>	<u>3Q10 YTD</u>
Injuries	9	5
Lost Time*	126	139
Preventable Collisions	2	3
<ul style="list-style-type: none"> <li>2 Lost Time injuries: 1 Slip &amp; Fall that required surgery and extensive recovery time (133 days); 1 Infected insect bite (6 days)</li> </ul>		

### Major Services Delivered

• Water Supply Operations & Maintenance	Wastewater Treatment/Biosolids Operations & Maintenance
• Water Customer Service	Water Maintenance
• Water Repair	Sewer Customer Service
• Sewer Maintenance	Sewer Repair
• Private Development – Review	Private Development – Inspection
• Utility Locating	Restoration Program
• GIS Development and Survey	Capital Improvement Engineering & Inspection

### Significant Changes Implemented

<b>FY11</b>	
<ul style="list-style-type: none"> <li>Moratorium of Fire Hydrant Painting</li> <li>Elimination of Hydraulic Modeling Program</li> </ul>	<ul style="list-style-type: none"> <li>Elimination of Leak Detection Program</li> </ul>
<b>FY12</b>	
<ul style="list-style-type: none"> <li>Extension of moratorium of Fire Hydrant Painting</li> <li>Reduction in After-hours Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>Extension of moratorium of Leak Detection Program</li> </ul>

# Utility Service Reductions – Being Implemented

Originating Dept	Electric	Water
Service Reductions Being Implemented		
Reduce contract spending	57.0	
Reduce overhead distribution line operation expense	43.8	
Reduce overhead distribution line maintenance expense	88.3	
Eliminate or defer vehicle replacements	125.0	100.0
Reduce inspection staff		86.3
Reduce funding for outside repair and maintenance		50.0
Utility locating resourcing change		15.2
Eliminate hydrant painting		3.0
Elimination of vacant positions	68.0	338.6
Utility share of General Fund Consensus reductions	<u>51.0</u>	<u>51.0</u>
Total Service Reductions Being Implemented	433.1	644.1

# Utility Service Reductions – For Council Consideration

Originating Dept	Electric	Water
<b>Total Service Reductions Being Implemented</b>	433.1	644.1
<b>Service Reductions for Council Consideration</b>		
<b>Electric</b>		
Reduce underground distrib line operation expense	343.8	
Reduce underground distrib line maintenance expense	751.1	
<b>Water/Wastewater</b>		
Outsourcing of IEPA required backflow program		30.2
Charge customer for high bill investigation (revenue)		22.0
Eliminate sprinkler patrol		20.2
Eliminate afterhours customer service		8.0
Eliminate sanitary sewer plumbers assistance		114.8
Eliminate line rodding reimbursement		34.8
Eliminate backflow prevention program		27.7
Eliminate consultant services for weather modeling		52.2
Eliminate leak detection program		20.8
<b>Total Service Reductions for Consideration</b>	1,094.9	330.7
<b>Total Savings</b>	1,528.0	975

FINAL - City Council Workshop - 12/13/2010 - 234

# Other Funds

- Outside Agency
- Enterprise & Internal Services
- Special Revenue
- Culture & Recreation
- Debt Service
- Capital Improvement
- Funds Under Other Board Control

# Outside Agencies

	<u>FY09</u>	<u>FY10</u>	<u>Budget FY11</u>	<u>Budget FY12</u>	
Ride DuPage	161	140	244*	254*	Increase supported by grant
NC / (PEG funds)	291	307	307	307	City funds employee benefits (in-kind) of \$30K
NC / Additional Request	114	123	123	123	City fund above PEG flat with FY11
Naperville Development Partnership					
General Fund	95	97	97	97	Flat request
Utilities	95	97	97	97	Flat request
Naperville Visitor's Bureau	528	467	467	467	Flat dollar - \$87K above 34.5% hotel/motel tax
Naperville Creamery Rent	27	29	30	30	
Downtown Naperville Alliance	302	313	327	327	
Marketing Request					

\* Includes grant funding of \$100,000 for Ride DuPage to Work

# Non-Utility Enterprise and Internal Service Funds

	Fund Cash Balance	City Funding	Other Revenues	Total Revenue	Expenditures	Misc Transfer Out (In)	Ending Cash Balance
<b>Burlington Fund</b>							
Proposed FY12	1,796	0	2,344	2,344	1,858		2,282
Projected FY11	2,249	0	2,375	2,375	2,827		1,796
FY10	2,106	0	2,437	2,437	2,294		2,249

FY11 Expenditure includes \$1 million for DuPage Children's Museum

## Street Services Fund

Proposed FY12	121	0	3,618	3,618	3,694		45
Projected FY11	6	0	3,933	3,933	3,818		121
FY10	409	0	3,221	3,221	3,624		6

On target with revenue from charges to department, sufficient to cover annual costs

## Information Technology

### Replacement Fund

Proposed FY12	1,006	0	1,753	1,753	1,753		1,006
Projected FY11	991	0	1,730	1,730	1,715		1,006
FY10	1,290	0	1,787	1,787	1,485	600	992

In FY10 \$600k of excess fund balance was transferred out and used to close portion of the budget gap.

General Fund portion of Fund balance now only slightly above reserve recommended by FAB. (\$85k) Staff suggest leaving in IT Fund until after audit confirms balance and then consider for transfer next year

# Non-Utility Enterprise and Internal Service Funds (cont'd)

	Fund	Other	Total		Misc	Ending
	Balance/Cash	Revenue	Revenue	Expenditures	Transfer Out (In)	fund bal/cash

## Self Insurance Fund

Proposed FY12	2,029	20,241	20,241	19,992	346	1,932
Projected FY11	1,932	19,020	19,020	18,577	346	2,029
FY10	1,379	18,153	18,153	17,854	-254	1,932

Projects FY11 ending balance is above the required reserve of \$2 million. Balance will be monitored in FY12 and if needed a transfer to restore it to the \$2 million will be considered in next years budget process.

## Vehicle Replacement Fund

Proposed FY12	8,140	472	472	356		8,256
Projected FY11	9,441	526	526	1,227	600	8,140
FY10	13,424	497	497	3,060	1,420	9,441

In FY10 the excess fund balance was transferred and used as part of last year budget gap closure.

The proposed transfer of \$600k of excess fund balance as a result of deferring ambulance purchases and other vehicles is reflected in the projected FY11 and is being used as part of the FY12 gap closure.

# Special Revenue Funds

	<u>Fund Balance/Cash</u>	<u>City Funding</u>	<u>Other Revenues</u>	<u>Total Revenue</u>	<u>Expenditures</u>	<u>Misc Transfer Out (In)</u>	<u>Ending fund bal/cash</u>
<b>ARRA FED Grants Fund</b>							
Proposed FY12	0	0	206	206	206		0
Projected FY11	0	0	743	743	743		0
FY 10	0	0	152	152	152		0
<b>Community Development Block Grant</b>							
Proposed FY12	0	0	522	522	522		0
Projected FY11	0	0	880	880	880		0
FY 10	0	0	334	334	334		0
<b>General Trust Agency Fund</b>							
Proposed FY12	0	0	126	126		126	0
Projected FY11	-81	0	126	126		45	0
FY10	1,178	0	141	141		1,400	-81

Fund balance was transferred to General Fund in FY10 as part of FY11 gap closure.

Budget for FY12 reflects an annual transfer of any funds accumulating during the year.

# Culture & Recreation Funds

FINAL - City Council Workshop - 12/13/2010 - 240

	<u>Fund</u>	<u>City</u>	<u>Other</u>	<u>Total</u>		<u>Transfer</u>	<u>Ending</u>
	<u>Balance</u>	<u>Funding</u>	<u>Revenues</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Out (In)</u>	<u>fund bal</u>
<b><u>Millennium Carillon Fund</u></b>							
Proposed FY12	60	0	62	62	112	-107	117
Projected FY11	-8	0	63	63	125	-130	60
FY10	94	0	65	65	92	75	-8
Transfer in FY10 includes pay off Carillon loan balance.							
After audit the fund balance can be used to reduce next years SECA requests.							
<b><u>Special Events Cultural Amenities Fund</u></b>							
Proposed FY12	118	0	2,214	2,214	2,058	150	124
Projected FY11	306	0	2,213	2,213	2,229	172	118
FY10	1,162	0	2,881	2,881	2,331	1,406	306
Transfer in FY10 includes pay off Carillon loan balance.							
SECA reserve target is \$200K, account will be reviewed after completion of the audit.							

# Debt Service Funds

	<u>Opening Fund Balance</u>	<u>Property Tax</u>	<u>Other Revenues</u>	<u>Total Revenue</u>	<u>Misc Transfer Expenditure</u>	<u>Out (In)</u>	<u>Ending fund bal</u>
<b>Debt Service Fund</b>							
Proposed FY12	1,072	9,790	481	10,271	10,075		1,268
Projected FY11	1,093	8,962	386	9,348	9,369		1,072
FY10	1,441	8,321	196	8,517	8,917	-52	1,093

Fund balance represents 7 years of accumulated investment income. May be considered for transfer to General Fund or to reduce future borrowing.

<b>Downtown Parking</b>							
Proposed FY12	1,684	0	960	960	226	0	2,418
Projected FY11	954	0	960	960	230	0	1,684
FY10	235	0	1,010	1,010	291	0	954

# Debt Service Funds (cont'd)

FINAL - City Council Workshop - 12/13/2010 - 242

	<u>Fund Balance</u>	<u>Property Tax</u>	<u>Other Revenues</u>	<u>Total Revenue</u>	<u>Expenditure</u>	<u>Transfer Out (In)</u>	<u>Ending fund bal</u>
<b>Special Service Area 21 Fund</b>							
Proposed FY12	856	210	15	225	102		979
Projected FY11	749	267	15	282	175		856
FY10	712	270	34	304	267		749
<b>Special Service Area 23 Fund</b>							
Proposed FY12	0	212	0	212	212	0	0
Projected FY11	0	150	0	150	150	0	0
FY10	0	57	0	57	57	0	0

# Capital Improvement Funds

FINAL - City Council Workshop - 12/13/2010 - 243

	<u>Balance</u>	<u>Tax</u>	<u>Revenues</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Out (In)</u>	<u>fund bal</u>
<b>Fair Share Assessment Fund (Impact Fees)</b>							
Proposed FY12	0	0	0	0	0		0
Projected FY11	452	0	30	30	482		0
FY10	3,939	0	186	186	3,673		452
<b>Motor Fuel Tax</b>							
Proposed FY12	2,160	2,000	3,992	5,992	9,900	-1,795	47
Projected FY11	2,026	2,000	6,888	8,888	11,550	-2,796	2,160
FY10	1,403	656	3,748	4,404	4,481	-700	2,026
FY11 includes transfer back to General Fund of \$977k for the Illinois NOW funds and the benefit of lower than budget contract awards. This transfer is included as part of the FY12 budget gap closure.							
<b>Road and Bridge Fund</b>							
Proposed FY12	345	450	851	1,301	1,525		121
Projected FY11	571	450	810	1,260	1,486		345
FY10	852	428	783	1,211	1,492		571

# Capital Improvement Funds (cont'd)

FINAL - City Council Workshop - 12/13/2010 - 244

	<u>Balance</u>	<u>Tax</u>	<u>Revenues</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Out (In)</u>	<u>fund bal</u>
<b><u>Special Service Area #22/24</u></b>							
Proposed FY12	483	785	329	1,114	2,309	-930	218
Projected FY11	507	786	329	1,115	2,071	-932	483
FY10	245	786	309	1,095	1,778	-945	507
<b><u>Water Street Tax Increment Financing Fund</u></b>							
Proposed FY12	394	131	2	133	103	0	424
Projected FY11	257	138	2	140	3	0	394
FY10	120	131	9	140	3	0	257

# Funds Under Other Board Control

## No planned discussion

	<u>Opening Fund Balance</u>	<u>Property Tax</u>	<u>Other Revenues</u>	<u>Total Revenue</u>	<u>Expenditures</u>	<u>Misc Transfer Out (In)</u>	<u>Ending Fund Balance</u>
<u>Eg11 Surcharge Fund</u>	230	-	1,950	1,950	1,950		230
Proposed FY12							
Board approved funds transfer to General Fund on December 9 <sup>th</sup> , \$230K will be used for gap closure.							
<u>Federal Drug Forfeiture Fund</u>							
Proposed FY12	-	-	175	175	175		-
<u>Police Pension Fund</u>							
Proposed FY12	89,703	4,695	3,791	8,486	3,376		94,813
<u>Freight Fire Insurance</u>							
Proposed FY12	433	-	162	162	166		429
<u>Police Pension Fund</u>							
Proposed FY12	89,778	4,335	4,613	8,948	3,527		95,199
<u>State Drug Forfeiture Fund</u>							
Proposed FY12	-	-	60	60	60		-
<u>Fast Track Fund</u>							
Proposed FY12	-	-	53	53	53		-

# Gap Closure Options from Other Funds

- Included in Gap Projection
  - \$600k Vehicle Replacement Fund
  - \$977k Motor Fuel Tax Fund
- Not Yet Reflected
  - \$230k E911
  - \$1,000k Debt Service Fund

# Council Revenue Option Survey

<u>Options</u>	<u>Current Rate</u>	<u>Limitation</u>	<u>Scale</u>	<u>No</u>	<u>Low/ Maybe/ Need info</u>	<u>Some/ Yes</u>
Local Gas Tax	0.04	none	\$700K per cent	8	0	0
Home Rule Sales Tax	None	1/4% increments with no limit	\$3.5 million per 1/4%	5	1	2
corresponding Downtown F&B	1.5%		(135K per 1/4%)			
Utility Tax	5%	6% 1/4% increment up to	\$500K per 1/4%	3	1	4
Local Telecom Tax	5%	6%	\$300K per 1/4%	2	1	5
Hotel/Motel Tax	4.4%	none	\$200K per 1%	4	1	3
Liquor Tax	None	none	\$300K per 1%	3	0	5
Ambulance fee	Varies by service		\$450K for \$200 increase in all categories	6	0	2
Refuse Fee	\$2	cost of service \$12.16 mth; \$9.73 garbage and \$2.43 recycle	\$480K per \$1 mth	5	1	2
Utility payment in lieu of taxes - based on % of revenue	None		\$1.6 million per 1% revenue \$0.5 million theoretical property tax on	5	1	2
Utility payment in lieu of taxes - based as if municipal share of property tax	None		\$203 mil land & bldg	4	2	2
Business license	None		Not known	7	0	1
Furnace Change permit	None		Not known	7	0	1
Landscape registration	None		Not known	6	1	1
<b><u>NEW</u></b>						
Leaf/Brush Collection Fee	None	current annual cost of service \$1.3 million	\$480K per \$1 mth	4	1	3
Liquor Application Fees						

# Staff Revenue Recommendation

- \$ 230K Eg11 Fund Transfer
- \$1,000K Debt Service Fund Transfer
- \$1,200K Local Telecom Tax 1% increase  
(July 1 effective for 10/12 - \$1,000K FY12)
- \$1,300K Leaf/Brush Fee at 2.75

Recommendation totals \$3.5 million for FY12

# Revenue Option Pro's & Con's

- Utility Tax –  $\frac{1}{4}\%$  = \$500K
  - Pro's
    - No rate increases in the last 50 years
    - Statutory maximum of 6%, currently at 5%
    - Significant opportunity even at  $\frac{1}{4}\%$  increase:
      - Electric                      \$275K (rate based on consumption)
      - Natural Gas                \$185K
      - Water                         \$40K
    - Increase could be imposed on any one or all three utilities
    - User fee
  - Con's
    - Utility usage is primarily non-discretionary,
      - will impact fixed income households
    - Have not identified any municipality in the area above 5%
    - Burden is fully on Naperville residents and businesses

# Revenue Option Pro's & Con's

- Telecom Tax –  $\frac{1}{4}\%$  = \$300K
  - Pro's
    - Significant potential source of revenue
    - Statutory maximum of 6% allowed, Naperville at only 5%
    - Increase of 1% would generate \$1.2 million, estimated at \$1.44/mth per phone
    - FY04 telecom revenue was \$7.5 mil, dropped from FY04 to FY06 to roughly \$6.5 over last 6 years – increase of 1% would restore earlier revenue level
    - Lower cost of service and increased cell phone usage – more discretionary spending than it was historically
    - Most municipalities are already at the 6% maximum
    - Many surrounding communities increased to 6% even before 2005: Schaumburg, Winfield, Aurora, Bolingbrook, Lombard, Woodridge, Wheaton,
    - Administration & collection process already in place
  - Con's
    - Tax burden placed only on Naperville residents and businesses

# Revenue Option Pro's & Con's

- Hotel Tax – 1% = \$200K
  - Pro's
    - Current rate below many municipalities
      - Naperville below 19 of 25 municipal rates, average of 5% and median of 5.4%
    - Minimal impact to Naperville residents
    - User fee
  - Con's
    - Hotel business just now recovering from the downturn in the economy
    - Likely to impact competitive advantage of Naperville hotel businesses
    - Could move visitors and business travelers to neighboring communities creating impacts on other revenue (ex sales tax)
    - Input should be received from NDP and the Chamber

# Revenue Option Pro's & Con's

- Liquor Tax – 1% = \$300K
  - Pro's
    - Tax on discretionary spend
    - Impact shared by non-Naperville residents
    - User fee
    - If implemented at a 3% rate could deliver \$0.9 mil, comparable to a \$2 mth refuse collection charge opportunity
    - Could be implemented on both consumed and packaged purchases, or could be imposed on packaged sales only
  - Con's
    - Incremental to F&B and Downtown F&B if includes consumed purchases
    - Likely to be opposed by the Chamber and Naperville Restaurant Association
    - Consumers of packaged liquor can go outside city

# Revenue Option Pro's & Con's

- Refuse Collection Charge - \$1/mth = \$480K
  - Pro's
    - Reduces business subsidy of residential
    - \$2/mth generates approx \$0.9 million
    - Full cost of service is \$12.16, currently the \$2/mth fee recovers only 16% of cost.
    - Increase of \$4/mth, to total of \$6/mth, would recover 50% of cost
    - User fee
  - Con's
    - Utility bill payment non-deductible
    - Eliminates commercial subsidy of residential
    - Burden is fully on Naperville residents

# Revenue Option Pro's & Con's

- Leaf/Brush Collection Charge - \$1/mth = \$480K
  - Pro's
    - Reduces business subsidy of residential
    - \$2/mth generates approx \$0.9 million
    - Fee of \$2.75/mth would recover current cost of \$1.3 million
    - User fee
  - Con's
    - Utility bill payment non-deductible
    - Areas of the community are heavier/lighter users
    - Burden is fully on Naperville residents

# Revenue Option Pro's & Con's

- Payment in Lieu of Taxes—  
City property tax \$500K(\$60K Electric and \$440K Water)  
-Or-  
1/3% of revenue \$500K(\$400K Electric and \$100K Water)
  - Pro's
    - Potential source of revenue to the General Fund from the utilities
    - Over 77% of APPA survey respondents are paying a PILOT to their municipality
    - Achieve parity with investor-owned utilities which pay taxes
  - Con's
    - Burden placed only on Naperville residents and businesses as it will be passed through to the utility rates

# Revenue Option Pro's & Con's

- Liquor Application Fees
  - Pro's
    - Has not been changed in a long time

# Council Revenue Deliberation

Options	Current Rate	Limitation	Scale	Staff Recommendation	
				Rate	(\$ thousands)
E911 Fund Balance Transfer				All	230
Debt Service Fund Balance Transfer				All	1,000
Utility Tax	5%	6%	\$500K per 1/4%		
Local Telecom Tax	5%	1/4% increment up to 6%	\$300K per 1/4%	1%	1,200
Hotel/Motel Tax	4.4%	none	\$200K per 1%		
Alcohol Tax	None	none	\$300K per 1%		
Refuse Fee	\$2	cost of service \$12.16 mth; \$9.73 garbage and \$2.43 recycle	\$480K per \$1 mth		
Leaf/Brush Collection Fee	None	current annual cost of service \$1.3 million	\$480K per \$1 mth	\$2.75/mth	1,300
Utility payment in lieu of taxes - based on of revenue	None		\$0.5 million per 1/3% revenue		
Utility payment in lieu of taxes - based as if municipal share of property tax	None		\$0.5 million at city property tax		
Alcohol Application Fees	Various				
<b>TOTAL STAFF RECOMMENDATION</b>					<b>\$3,730</b>

FINAL - City Council Workshop - 12/13/2010 - 257

# Next Steps