



**CITY COUNCIL WORKSHOP
AGENDA
CITY COUNCIL CHAMBERS
03/12/2012
5:00 p.m.**

**FY13 BUDGET UPDATE
& SECA WORKSHOP**

A. CALL TO ORDER:

B. INTRODUCTION:

1. Slide Presentation

C. PRESENTATION:

1. FY13 BUDGET FINAL BUDGET UPDATE
2. FY13 PROPOSED SPECIAL EVENTS AND CULTURAL AMENITIES (SECA) ALLOCATIONS - The allocation worksheets were sent to City Council through the Manager's Memorandum on February 24, 2012.
3. FY13 SPECIAL EVENTS FINANCIAL REPORT

D. ADJOURNMENT:

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

Budget FY13
March 12, 2012

Budget FY13

- FY 13 Budget Remains Balanced !!!!!
- Proposed Budget Documents
 - Consistent with Feb. 2012 workshop
 - Required notification
 - Formally posted for public review on City's website and hardcopy at the Library

Budget FY13

- Timeline

- Schedule Public Hearing 3/20/12
- Publish Public Hearing 3/23/12
- Hold Public Hearing 4/3/12
- Adopt Ordinance 4/17/12

Bond Refunding

- Currently-
 - Two bonds can be advanced refunded
 - Advanced refunding requires that the funds are deposited into an escrow until they can be called.
 - One can be called
 - Total amount par amount \$32.9 million
 - Total Present Value Savings- \$2.8 million
- September 1, 2012
 - Additional bond can be called
 - Total additional present value savings- \$206,000
 - Total amount par amount \$37.5 million
- Staff's recommendation - Sale of bonds in July – delivery in September
 - Unless interest rates on bonds increase dramatically

Bond Refunding

- Refunding (Parameters) Ordinance
 - Broader timeframe to allow us to include all four
 - Stipulation that if interest rates rise the City could refund the three bond issuances before the fourth one is eligible
 - Earliest possible issuance would be May 2012
 - First Reading on March 20th
 - Anticipated passage at April 3, 2012 City Council meeting

Future Borrowing for FY13 Unfunded Projects

- Unfunded gap reduced to \$1 million
 - Staff is working diligently to close the gap and will not issue new money debt unless there is certainty that the gap cannot be closed

- Reimbursement Ordinance – March 20, 2012
 - Protect the City in case gap cannot be closed
 - Any FY13 CIP unfunded project spend could be covered by the borrowing

CITY OF NAPERVILLE

REVENUE SUMMARY BY FUND

FUND	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	REVISED 2011-12	PROJECTED ACTUAL (unaudited) 2011-12	PROPOSED 2012-13	% CHANGE FY13 PROPOSED TO FY12 ADOPTED	% CHANGE FY13 PROPOSED TO FY12 PROJECTED
General								
General Fund	108,539,179	113,914,952	111,731,897	111,731,897	111,531,897	110,712,978	-0.91%	-0.73%
	108,539,179	113,914,952	111,731,897	111,731,897	111,531,897	110,712,978	-0.91%	-0.73%
Enterprise								
Burlington Fund	2,437,055	2,373,305	2,343,407	2,422,566	2,294,258	2,354,467	0.47%	2.62%
Electric Utility Fund	126,380,029	145,693,622	141,655,592	142,807,789	140,592,731	139,548,081	-1.49%	-0.74%
Electric IAC Fund	1,068,064	756,212	495,973	495,973	652,655	431,711	-12.96%	-33.85%
Electric Smart Grid	4,708,909	3,535,016	12,219,836	13,634,789	13,634,789	1,389,290	-88.63%	-89.81%
Water & Wastewater Fund	29,213,945	31,207,513	45,315,924	46,786,669	49,183,737	50,499,068	11.44%	2.67%
Water IAC Fund	337,268	401,737	376,050	376,050	286,500	376,050	0.00%	31.26%
	164,145,270	183,967,405	202,406,782	206,523,836	206,644,670	194,598,667	-3.86%	-5.83%
Internal Service								
Fleet Services Fund	3,221,192	4,063,401	3,716,868	3,716,868	3,817,986	3,972,535	6.88%	4.05%
Info. Tech. Replacement Fund	1,787,855	1,776,758	1,832,905	1,845,708	1,801,908	2,342,367	27.80%	29.99%
Self Insurance Benefits Fund	18,752,712	19,097,903	20,594,770	20,606,770	20,490,860	22,268,256	8.13%	8.67%
Vehicle Replacement Fund	1,327,567	557,310	675,421	1,152,963	874,097	1,429,586	111.66%	63.55%
	25,089,326	25,495,372	26,819,964	27,322,309	26,984,851	30,012,744	11.90%	11.22%
Capital								
2009 GO Bond Fund	1,272,006	3,053,845	0	0	0	0	0.00%	0.00%
2010 GO Bond Fund	20,565,346	572,097	0	3,654,141	3,654,141	0	0.00%	-100.00%
Capital Projects Fund	3,936,058	4,010,525	2,351,500	3,913,917	1,196,370	1,201,896	-48.89%	0.46%
	25,773,410	7,636,467	2,351,500	7,568,058	4,850,511	1,201,896	-48.89%	-75.22%
Debt Service/SSA								
Debt Service Fund	8,516,758	9,448,115	10,149,641	10,149,641	10,149,641	12,014,135	18.37%	18.37%
Downtown Parking Fund	1,010,393	1,041,445	959,720	959,720	1,183,500	1,026,500	6.96%	-13.27%
SSA #21 - Parking Deck	304,663	318,127	225,000	225,000	238,000	470,678	109.19%	97.76%
SSA #23 - Naper Main Fund	56,774	149,800	211,779	211,779	78,508	214,667	1.36%	173.43%
	9,888,588	10,957,487	11,546,140	11,546,140	11,649,649	13,725,980	18.88%	17.82%
Library								
Naperville Public Library	15,320,408	14,323,054	15,116,000	15,116,000	15,116,000	15,183,190	0.44%	0.44%
Library Memorial Fund	5,244	7,891	15,000	15,000	15,000	23,000	53.33%	53.33%
Library Endowment Fund	250	368	300	300	300	200	-33.33%	-33.33%
Library Capital Reserve Fund	40,652	33,274	250,000	250,000	250,000	525,250	110.10%	110.10%
	15,366,554	14,364,587	15,381,300	15,381,300	15,381,300	15,731,640	2.28%	2.28%
Special Revenue Funds								
Comm. Dev. Block Grant	333,936	576,082	554,707	843,577	0	1,436,183	158.91%	#DIV/0!
E-911 Surcharge Fund	1,959,421	1,892,089	1,950,000	1,950,000	1,900,000	1,900,000	-2.56%	0.00%
ARRA Fed Grants Fund	151,564	784,955	205,833	236,251	269,316	121,011	-41.21%	-55.07%
Fair Share Assessment Fund	186,230	28,800	0	90,977	90,977	0	0.00%	0.00%
Federal Drug Forfeiture Fund	53,551	82,707	175,000	175,000	68,083	95,000	-45.71%	39.54%
Foreign Fire Insurance Fund	157,007	164,429	166,277	211,887	211,887	236,500	42.23%	11.62%
Millenium Carillon Fund	428,466	191,370	169,280	169,280	169,280	116,152	-31.38%	-31.38%
Motor Fuel Tax Fund	5,104,548	9,541,868	9,900,000	10,113,318	8,140,149	11,100,000	12.12%	36.36%
Naper Settlement Fund	3,569,516	3,382,199	3,663,374	3,682,024	3,563,086	3,662,099	-0.03%	2.78%
Road & Bridge Fund	1,212,363	1,212,613	1,574,692	1,574,692	1,454,692	1,494,692	-5.08%	2.75%
Spec. Ev. & Cultural Amentities	2,881,001	2,156,933	2,214,200	2,299,123	2,215,200	2,285,140	3.20%	3.16%
SSA #22/24 - Downtown Services	2,038,857	2,084,282	2,329,471	2,329,471	2,149,263	2,168,010	-6.93%	0.87%
State Drug Forfeiture Fund	55,524	87,640	60,000	60,000	194,857	195,000	225.00%	0.07%
Test Track Fund	44,899	56,143	52,615	52,615	52,615	44,697	-15.05%	-15.05%
Water Street TIF Fund	139,822	149,494	133,240	133,240	138,100	139,500	4.70%	1.01%
	18,316,705	22,391,604	23,148,689	23,921,455	20,617,505	24,993,984	7.97%	21.23%
Pension and Other								
General Trust & Agency Fund	140,551	194,250	126,000	133,782	313,052	120,000	-4.76%	-61.67%
Firefighters' Pension Fund	18,597,772	15,939,484	8,816,234	8,816,234	7,618,622	7,605,960	-13.73%	-0.17%
Police Pension Fund	18,930,368	17,332,881	9,197,585	9,197,585	8,052,793	8,016,189	-12.84%	-0.45%
	37,668,691	33,466,615	18,139,819	18,147,601	15,984,467	15,742,149	-13.22%	-1.52%
TOTAL:	\$404,787,723	\$412,194,489	\$411,526,091	\$422,142,596	\$413,644,850	\$406,720,038	-1.17%	-1.67%

Budget Update FY13

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: March 2, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance

SUBJECT: Budget Update FY13

PURPOSE:

The purpose of this memorandum is to provide the Mayor and City Council with the final budget summary information.

BACKGROUND:

City Council budget discussions begin in September and have continue through March. A series of five workshops have already been held with Council. The final General Fund budget gaps were closed during the February workshop, and all of the Other Fund budgets were reviewed at that time.

DISCUSSION:

As a final step of the Budget process, Staff has prepared the attached Budget Transmittal letter and the summary Revenue and Appropriations (Expenditure) schedules. Various gap closure items were discussed with Council during the workshops, and the revenue and appropriation impacts of each is included on the Detail Adjustment schedules. These adjustments have all been previously discussed with Council and were already included in the final gap closure analysis and to provide funding for budgeted capital projects

CONCLUSION:

The FY13 Proposed Budget is now complete. These schedules along with the detailed budget documentation will be posted at this time on the City's website www.naperville.il.us and a hardcopy at all three of the Naperville Public Libraries, for public review. This will meet the required 30 day public review prior to the planned public hearing on April 3, 2012.



CITY OF NAPERVILLE

March 2, 2012

Honorable Mayor and City Council,

I am pleased to present to you the proposed Annual Operating Budget for the fiscal year beginning May 1, 2012. (FY13)

We began this year's budget process in September 2011 and held workshop meetings almost every month through March 2012. As we entered the budget discussions we knew that the City faced another year with a financial gap created by reduced revenues and increasing expenditures. Based on the original projection for FY13 in last year's Five Year Plan, the gap was expected to be around \$11 million. There are some positive signals that an economic recovery is in progress, evidenced most clearly in the increases in retail sales tax collections. Other City revenue sources, for example property transfer tax receipts continue to be depressed. Property tax revenue, which had been temporarily insulated from the economic downturn as it uses a three year averaging of the home value, is now expected to decline by a total of 15% over a three year period. In FY12 the Equalized Assessed Valuation (EAV) dropped 5.44% and is predicted to drop 5.5% in FY13 and another 4.0% in FY14. Recognizing the pressure to minimize increases in the property tax rate, Council agreed for the second year in a row to reduce the tax levy dollars. In December of 2010 the levy reflected a 2.5% (\$1.25 million) reduction, and in December 2011 the levy adopted reflected a 2.75% (\$1.34 million) further reduction in levy dollars. On the expenditure side of the budget equation, strong cost control efforts continue to be in place to offset as much as possible the rising cost of healthcare, wage increases and the higher required debt service payments. By the first workshop in September 2011 the financial gap challenge for FY13 had been reduced to \$3.4 million, and the gap was fully closed by the February 2012 workshop.

The Department budget discussions were supported by "service based budget" detail. This format was first introduced in the FY12 budget cycle and was supported by City Council for use as the basis of future budget reviews. Each department budget was presented in blocks, identifying the major services delivered to residents and analyzing the cost required to support each service. Reviewing the budget in this way provides a vehicle for Council to confirm the services to be delivered and provides assurance that they are being managed in a cost effective manner.

The proposed FY13 Budget is the culmination of a 6 month budget process. The following principles and expectations were used throughout the process:

- Meet our mission of preserving the quality of life by providing municipal services that are responsive to the needs of the residents and businesses and are reliable, efficient and fiscally responsible;

- Utilize continuous cost control measures incorporating best practices, performance measures, and specific expenditure caps;
- Evaluate budget needs based on actual historic spending;
- Use conservative revenue assumptions, generally anticipating a slow recovery in the economic environment;
- Evaluate all City services provided and incorporate Council decisions and directions;
- Provide a program budget that outlines departmental programs and services;

This letter covers the major issues which have impacted both this and future years' budgets. This information is organized in the following manner:

- 1) Format of Information Presented - the format of the book has been designed based upon input from City Council over the budget season.
- 2) Economic Outlook – a brief summary of the economy and its impact on the FY13 budget;
- 3) Key Budget Decisions and Processes – a high-level description of the processes and decisions proposed for the budget;
- 4) Budget Assumptions – key assumptions used in calculations for the budget;
- 5) Fund Highlights – financial information at the fund level;
- 6) Capital Improvement Program (CIP) Update and Overall Debt Position – a recap of the FY13-17 CIP and its impact on the budget;
- 7) Property Tax Impact – a description of the impact on the property tax rate of the FY13 budget.

1) FORMAT OF MATERIAL PRESENTED

Materials presented include:

- 1) Traditional Transmittal Letter outlining the proposed budget, economic outlook and trends, and assumptions made in compiling the budget.
- 2) Tables outlining total Revenues and Expenditures

2) ECONOMIC OUTLOOK

There are visible signs of economic recovery in Naperville! The most obvious and significant improvement is the upswing in retail sales. Retail sales tax revenue has long been the largest revenue source for the City. Retail sales tax collections had climbed to their highest point in FY07 of almost \$29 million, and then fell for the next three fiscal years during the economic downturn. The overall decline was 10%, with FY10 retail sales tax receipts just barely above \$26 million. But, retail sales began to rebound in FY11 and continue to strengthen in FY12. The current projection is for FY12 retail sales tax collections to be back to the pre-recession FY07 level of \$29 million. Encouraged by the continued strengthening of retail sales, the City is now projecting a slow but steady 3% annual increase in this revenue stream. There are other positive economic signs as well, for instance the increasing

level of building permit activity in the city and continuing increases in food and beverage sales. In addition unemployment in Naperville continues to decline and per capita income in the State is trending upwards.

One of the hardest hit areas of the economy has been the housing market. Sales of both new and existing homes fell to dramatic market lows. The real estate market continues to be depressed. During the height of the economic downturn, the average Naperville home sales price fell by 15% from a high in 2007 of \$440,000 to only \$375,000 by 2010. The housing value declines were worsened by the high volume of foreclosures and short sales. After the initial fall, prices continued to remain low and declined to around \$360,000 by the end of 2011. The number of home sales also fell dramatically, from a high of 2,800 during 2007 to between only 1,600 and 1,700 for each of the subsequent 4 years. During this period the Real Estate Transfer Tax collected by the city declined by \$3.6 million, a fall of over 60%. The real estate market impact is not unique to Naperville, and it is expected that the housing market may be the last area to improve as the nation recovers from the recession.

While residential property sales remain low, commercial property sales have actually seen a significant increase. After almost a total stall in FY10 with only \$100 million of property sales, sales in FY11 rebounded to over \$230 million and the first 9 months of FY12 there are already reported over \$200 million in commercial property transactions.

The Property Tax calculation averages the homes assessed valuation over a three year period. The methodology delayed the impact of the economic decline. Township assessors have suggested the equalized assessed valuation (EAV) will fall by a total of 15%, very close to the reduction in the average home sales price in the city. The EAV declined last year by 5.44%, and the remainder of the reduction will be spread over the next couple years. This budget year the EAV is expected to fall by 5.5% and then decline a further 4% in the following year.

Naperville, through strong fiscal management, had been able to reduce the property tax rate continuously over a long period of time, through Fiscal 08. At that point, the rate had found equilibrium at 0.7167 for 3 years. During that time the EAV continuously increased. In years with an increasing EAV, even if the tax rate is held constant there is an increase in property tax collections. The same but opposite effect holds true when the EAV declines. The result of a declining EAV is that even if the property tax rate were to be held constant the property tax dollars collected will be reduced by the same percentage as the EAV decline. Recognizing the difficult overall economic environment facing residents, the Council adopted levy for 2010 and 2011 both reflected reductions in the tax levy dollars. The levy submitted in December 2010 included a 2.5% (\$1.25 million) reduction in the levy dollars, and again in 2011 reduced a further 2.75% (\$1.34 million). The resulting tax rate in 2010 was 0.7390 and is estimated at 0.7609. While both levy years include rate increases, the tax levy dollar reductions in both years avoided potentially larger increases. The final 2011 levy will be considered by Council in March 2012 when the actual EAV is received.

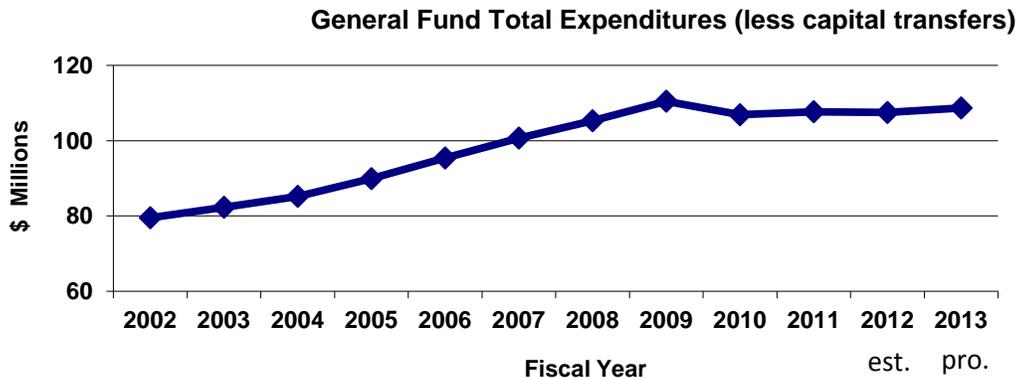
3) KEY BUDGET DECISIONS & PROCESSES

During the FY13 budget process, we continued our focus on expenditure reduction due to process improvements. The following assumptions were established:

- Two percent pay increases for non-union employees;
- Pay increase per an existing signed contract and one percent pay increases for union employees out of contract;
- Continued reduction in Overtime and tight control of Conference and Training spend;
- Challenging the budget requirement against actual spending in FY12 and FY13;

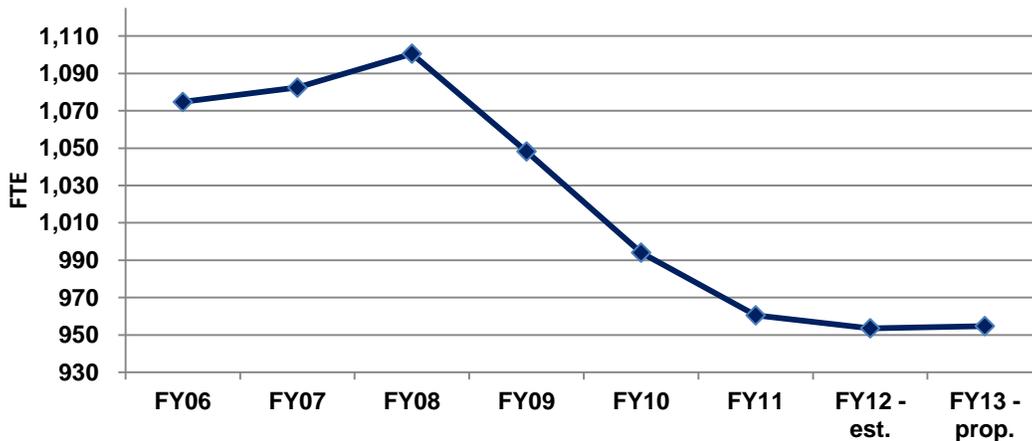
Available fund balance positions were fully used where possible to reduce the FY13 General Fund budget gap, either by reducing the need for transfers to the Other Funds or transfers back as a source of revenue to the General Fund.

The focus of FY10 through FY13 has been on repeatable cost reductions and improved efficiencies as evidenced by the table below.



The financial gap closure actions for FY13 included reorganizations of departments, process improvements, and cost reductions. Between the staff reductions over the last several years and the elimination of vacant positions, the City staff level has been reduced by over 13% since the highest staffing level in FY08. All positions are reviewed at the time they become vacant to determine the need to hire. Consideration is given to potential restructuring of the area, elimination of the vacant position or filling with part-time staffing.

The graph below depicts the historical and future FTEs for the city.



4) BUDGET ASSUMPTIONS

Revenue Assumptions

The base General Fund assumption for most recurring revenue sources is a modest improvement of 3% over the FY12 projection. The most notable revenue improvements in FY12 are in retail sales tax and permit revenue, both of which are projected to increase at a slow rate into FY13. The FY13 budget does reflect the property tax levy reduction of \$1.34 million; however, due to an increase in the requirement for the debt service component the general corporate property tax revenue actually declines by \$3.7 million overall. Due to greater revenue projections in FY12 and one-time revenues received in FY12 there is a projected fund balance of \$3.9 million, all of which is being used to balance the FY13 budget.

Expenditure Assumptions

The FY13 budget proposal is a reduction in total General Fund expenditures of \$1.7 million, a 1.5% reduction from the prior year. Balancing the budget over the last five years has been a challenge. Declining revenues as a result of the economic recession required the City to take significant cost reduction actions which included the reduction in some services. The City General Fund headcount has been reduced since FY08 by 120 FTEs; almost a 15% reduction. The FY13 proposed budget maintains the current level of services and recommends restoration of some previously curtailed programs.

Utility Funds

Rate studies were completed in FY12 for both the electric and water/wastewater utilities. The electric rate study concluded that a rate increase will not be needed until FY14. Water and Wastewater rates were increased by 29% on June 1, 2011. The FY13 budget includes the further annual increase of 6% in the Water delivery charge and 3% in the Wastewater rate effective Jan 1 of both 2012 and 2013. Also included are the announced increases by the DuPage Water Commission in the wholesale water cost, and the pass through increase in the wholesale water rate component of the Department revenue. Total FY13 revenues include the transfer of

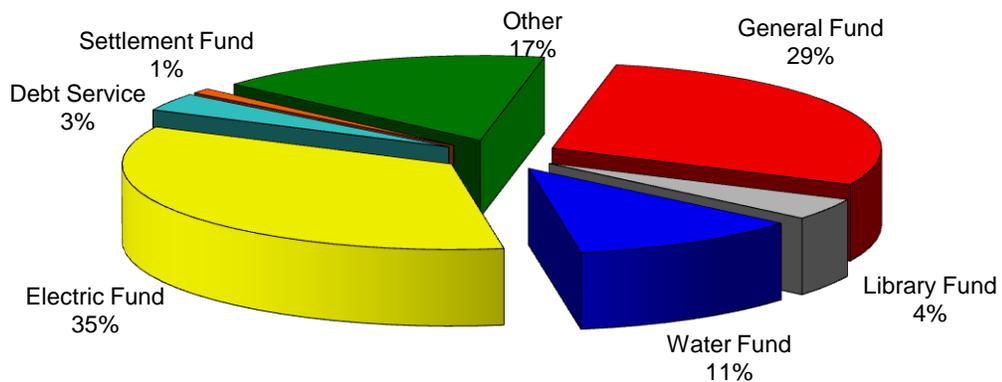
bond funds in the amount of \$5.5 million to the Water/Wastewater for capital programs.

Other Funds

Other funds included in this summary are the Motor Fuel Tax Fund, Road and Bridge Fund, Information Technology Replacement Fund, and Fleet Services Operating Fund. City Council discussed the budget for each of the Other Funds at the February budget workshop. The same operating expenditure assumptions were used in these funds as were used in the General Fund, and cost reduction opportunities were similarly reviewed and implemented. The adopted budgets do also strategically provide for the usage of available fund balances to minimize the need for incremental funding in FY13.

Operating Budget Overview- All Funds

**Appropriations by Fund
\$383.9 Million**

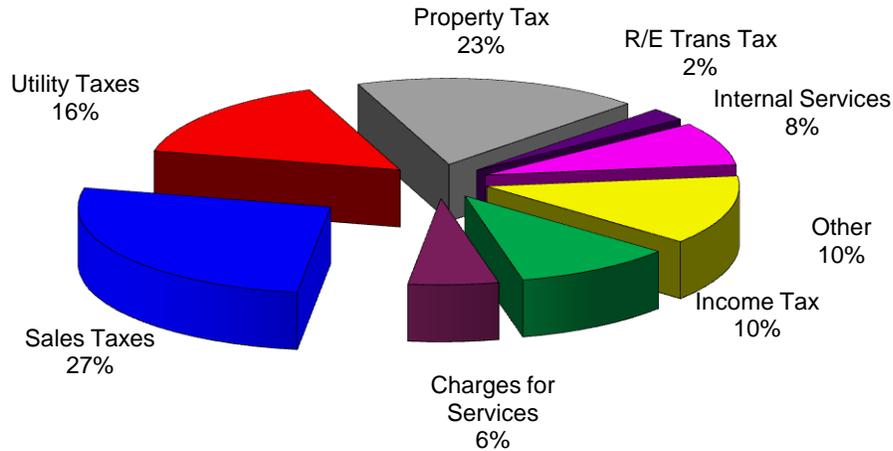


Proposed expenditures, including the Utility Funds and all other Special Funds for FY13 total \$383.9 million, including a \$2 million transfer for roadway maintenance. Excluding this transfer, appropriations of \$383.3 million is \$6.4 million or 1.6% less than the FY12 adopted budget.

5) FUND HIGHLIGHTS

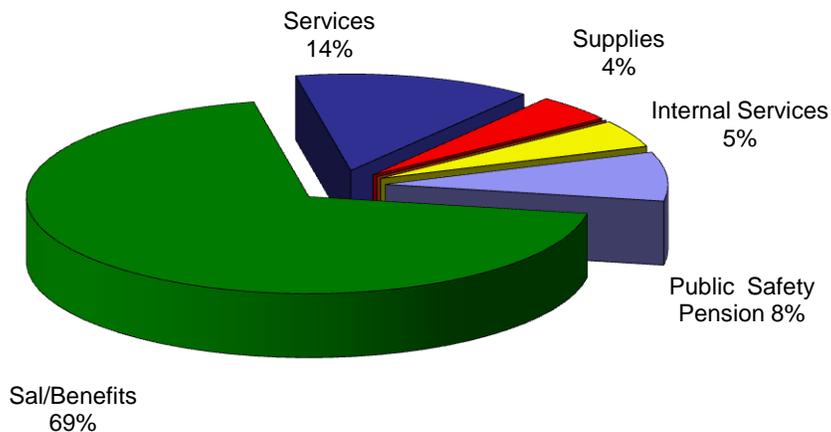
GENERAL FUND

General Fund Revenues by Source \$110.7 million



For the proposed FY13 budget sales tax remains the single largest component of General Fund revenues, at 27% for FY13 and 25% for FY12. Property Tax remains the second largest component at 23% and Utility Tax is at 16% for FY13.

General Fund Appropriations by Element



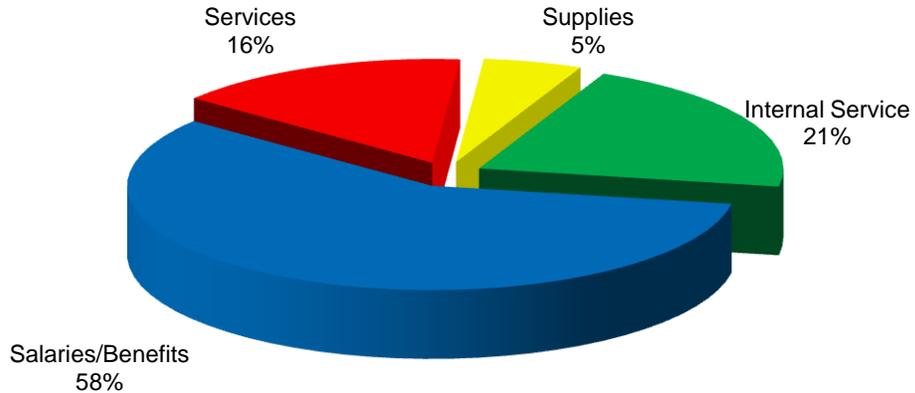
The General Fund comprises 29% of total appropriations.

UTILITY FUNDS APPROPRIATION HIGHLIGHTS

The utility fund appropriations are 46% of the total appropriations.

Electric Utility Fund

Electric Utility Appropriations by Element excluding purchased power \$19.3 million

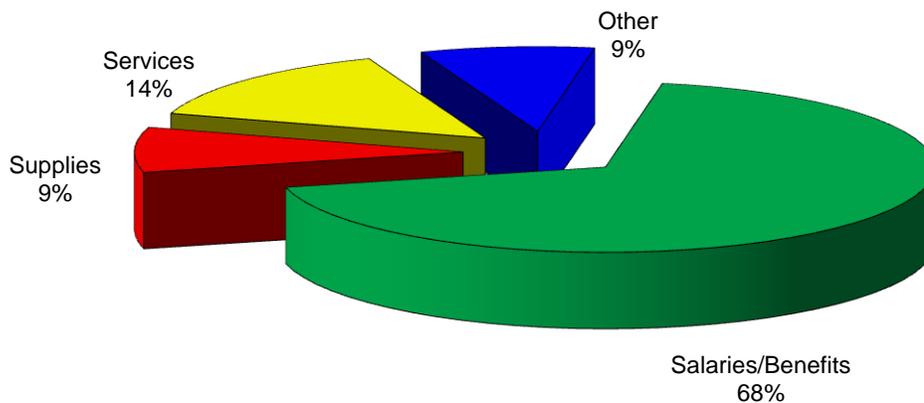


A large portion of the FY13 proposed budget in the Electric Utility is devoted to purchased power and capital expenditures, which are not included in the graph above. Staff remains committed to holding capital expenditures to \$60 million over the next 5 years. Staff is not recommending any borrowing for the capital projects over the next 5 years.

In the Electric Utility, Purchased power comprises 76% of total proposed expenditures (\$101 million). Electric capital comprises 5% of the total proposed expenditures (\$7 million), which is consistent with prior years.

Water/Wastewater Utility Fund

Water Utility Appropriations by Element excluding purchased water \$16.4 Million



A large portion of the FY13 budget in the Water/Wastewater Utility is devoted to capital expenditures and purchased water. In the Water/Wastewater Utility, the capital comprises 19% of the total proposed expenditures while purchased water comprises 38%. (\$16 million) In FY13 \$8 million of capital expenditures is being funded by utility rate revenue. The Water/Wastewater Utility's proposed FY13 operating budget decreased \$0.5 million over FY12 adopted.

OTHER FUNDS HIGHLIGHTS

The remainder of the appropriations for the city is comprised of thirty-five (35) funds that account for 25% of total appropriations. These funds include debt service funds (5), pension funds (2), the Naperville Public Library (4), Naper Settlement, Fleet Services (2), Information Technology, three funds used to account for various capital project expenditures, and seventeen other funds. The following are reports from the Executive Directors of Naper Settlement and Naperville Public Library:

Naper Settlement (Submitted by: Peggy Frank, President & CEO)

Significant operational realignment has occurred at Naper Settlement over the last few years in order to prepare the organization for its next phase of development. Reorganization of staff, along with training to provide the skills needed to successfully fulfill new responsibilities, was a central component of these changes. Establishment and review of strategic goals annually provides focused direction toward long-range plan achievement.

Fiscal year 2012 accomplishments included:

- Replacing the site's interior roadways. This comprehensive construction was the initial stage of Phase I of the long-range site development approved in the Settlement's Planned Unit Development. The project was designed with environmentally friendly materials to improve regional stormwater management and water quality in the DuPage River Watershed; and was achieved with 86% of the total project cost of \$2.3 million coming from outside support.
- Successfully executed programming designed to maintain revenue and stay visible to the public during the roadways construction. The focus was on scheduled programs and off-site activities, many of which will continue to be offered in fiscal year 2013.
- A site visit in October 2011 by museum professionals, a component of the re-accreditation process of the American Association of Museums. The accreditation program reflects, reinforces and promotes best practices, institutional ethics and the highest standards of museum operations. Results are expected in spring 2012.
- Revisions to the volunteer program aimed at engaging more volunteers and increasing staff effectiveness.

In the upcoming year staff will focus on expanding the volunteer corps, growing earned revenue and philanthropy, and readying the organization for a potential

capital campaign. Free gate admission will be offered to Naperville residents and the “All American Spirit” will be celebrated including an expanded summer concert series.

The operating budget submitted for fiscal year 2013 is based on the same level of City support as in fiscal year 2012, the third consecutive year of flat support at a reduced level similar to that received in FY08. With thoughtful use of resources, partnership with Naperville Heritage Society and continued evaluation of strategies to ensure its future viability the museum continues to achieve its mission of “creating community by connecting visitors to Naperville’s history through engaging, unique experiences.”

Naperville Public Library (Written by: John Spears, Executive Director)

Fiscal Year 2012 brought many changes to the Library, including the retirements of the Executive Director and the Administrative Director – a combined loss of 52 years of experience at the Library. The recession and the attendant reduction in our funding by \$2.25 million over the past several years have brought about freezes on all wages, the elimination of paid programming, a reduction in the number of hours we are open, a longer replacement schedule for computer equipment, reductions in training opportunities for staff, and a significant reduction in the amount budgeted for library materials, even as many of our usage statistics continue to grow. On a broader level, the Library has been affected by the merger of the Illinois regional library systems (and the loss of many services which they provided), dramatic increases in access to mobile technology and desire for electronic materials, and changes in how people use libraries and the way in which they expect services to be delivered.

Moving forward into Fiscal Year 2013, these combined circumstances have presented the Library with an excellent opportunity to rebuild and restructure its services in ways that will better meet the needs of Naperville’s residents. This process has already begun on several fronts during Fiscal Year 2012:

- Staff members from throughout the organization have been reassigned in order to provide more direct services to our users,
- With the aging of our facilities, a capital needs assessment was conducted to adequately plan and budget for future projects,
- An employee opinion survey was administered to provide information that will help ensure that the Library continues to maintain its status as an attractive place of employment,
- Services by appointment have been instituted that provide personal and individual assistance,
- The Library’s website has been redesigned to take advantage of content management software and offer a richer experience,
- Partnerships have been and continue to be formed with area agencies that bring quality programming into the Library and allow staff to take the resources and services of the Library outside of its walls, and

- New services for Naperville’s business community have been developed, and
- Mobile apps that provide a wealth of services not previously available are being developed and will be released at the end of the fiscal year.

In preparing the Fiscal Year 2013 budget, the Library has carefully examined planned expenditures to identify potential savings and to balance the demands of moving the Library forward with financial resources that remain essentially flat. Two primary goals emerged for the Library during Fiscal Year 2013: rebuilding our materials budget to a level that will adequately meet the needs of Naperville’s residents and ensuring that our compensation levels are adequate to attract and maintain the quality of staff necessary to properly provide the enhanced level of services that are being developed. As the Library receives over 90% of its revenue from property taxes, we are aware of the importance of carefully examining our expenditures to ensure that the funds with which we have been entrusted are spent in an efficient and proper manner. The Fiscal Year 2013 budget, while only providing for an increase of 0.4% from Fiscal Year 2012 levels, reflects both our adherence to this principle and the desire of the Library Board and administration to continue our mission of providing services that will evolve to meet the ever-changing needs of our users.

6) CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE AND OVERALL DEBT POSITION

CAPITAL IMPROVEMENT PROGRAM

Previously submitted to City Council, the proposed 2013-2017 Capital Improvement Program (“CIP”) totaling \$272 million summarizes all major capital expenditures planned over the next five years. Projects included in the CIP must have a minimum value of \$25,000, a multi-year useful life, and result in a fixed asset. This proactive program was prepared to address the City’s capital needs while remaining fiscally responsible. The plan establishes priorities and addresses capital needs, capabilities and funding sources. All budgetary impacts relating to capital expenditures have been included in the proposed FY13 Annual Operating Budget.

MUNICIPAL DEBT

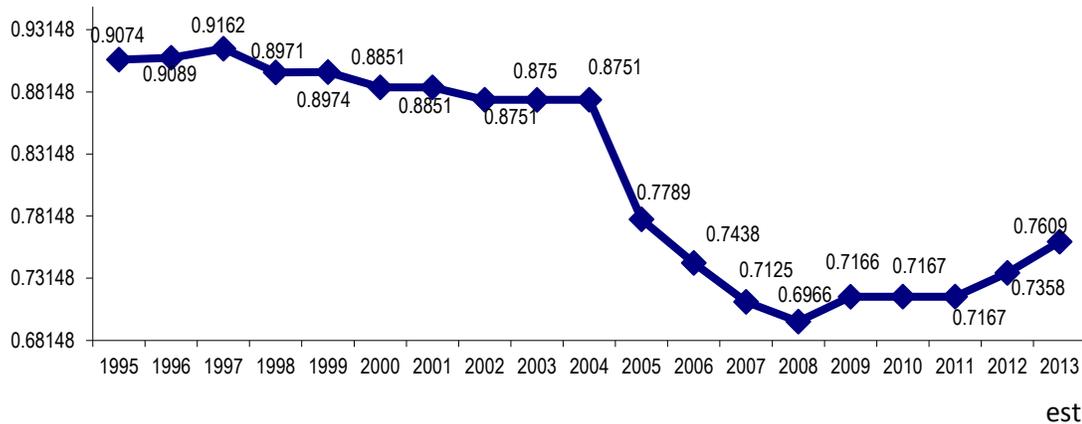
The City of Naperville has earned a dual AAA Bond Rating since 1995. For FY13 projects the City is looking to reallocate prior bond funds to the Water/Wastewater Fund and is expecting to fund the remainder of all projects with existing funds. No new borrowing is anticipated at this time for FY13. Any additional savings identified during the year will be used to cover unfunded FY13 CIP projects.

7) PROPERTY TAX IMPACT

Property Tax Levy for FY 2013

In December 2011 City Council passed the 2011 Tax Levy resulting in an estimated rate of \$0.7609, reflecting a reduction in the levy dollars of \$1.34 million from the prior year.

PROPERTY TAX RATE HISTORY



CONCLUSION

The proposed FY13 Operating Budget represents a concerted effort by City Council working with all of the departments to meet service demands, subject to available revenues, both in the current year and in the years to come.

Much credit and appreciation are given to the Financial Reporting Team and the departmental management teams, which represent over 130 staff members, for their valuable contributions to this budget process. Your review ensures that the budget meets service level goals and the vision of the Strategic Plan.

Respectfully submitted,

Karen DeAngelis
Director of Finance

CITY OF NAPERVILLE

REVENUE SUMMARY BY FUND

FUND	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	REVISED 2011-12	PROJECTED ACTUAL (unaudited) 2011-12	PROPOSED 2012-13	% CHANGE FY13 PROPOSED TO FY12 ADOPTED	% CHANGE FY13 PROPOSED TO FY12 PROJECTED
General								
General Fund	108,539,179	113,914,952	111,731,897	111,731,897	11,531,897	110,712,978	-0.91%	860.06%
	108,539,179	113,914,952	111,731,897	111,731,897	11,531,897	110,712,978	-0.91%	860.06%
Enterprise								
Burlington Fund	2,437,055	2,373,305	2,343,407	2,422,566	2,294,258	2,354,467	0.47%	2.62%
Electric Utility Fund	126,380,029	145,693,622	141,655,592	142,807,789	140,592,731	139,548,081	-1.49%	-0.74%
Electric IAC Fund	1,068,064	756,212	495,973	495,973	652,655	431,711	-12.96%	-33.85%
Electric Smart Grid	4,708,909	3,535,016	12,219,836	13,634,789	13,634,789	1,389,290	-88.63%	-89.81%
Water & Wastewater Fund	29,213,945	31,207,513	45,315,924	46,786,669	49,183,737	50,499,068	11.44%	2.67%
Water IAC Fund	337,268	401,737	376,050	376,050	286,500	376,050	0.00%	31.26%
	164,145,270	183,967,405	202,406,782	206,523,836	206,644,670	194,598,667	-3.86%	-5.83%
Internal Service								
Fleet Services Fund	3,221,192	4,063,401	3,716,868	3,716,868	3,817,986	3,972,535	6.88%	4.05%
Info. Tech. Replacement Fund	1,787,855	1,776,758	1,832,905	1,845,708	1,801,908	2,342,367	27.80%	29.99%
Self Insurance Benefits Fund	18,752,712	19,097,903	20,594,770	20,606,770	20,490,860	22,268,256	8.13%	8.67%
Vehicle Replacement Fund	1,327,567	557,310	675,421	1,152,963	874,097	1,429,586	111.66%	63.55%
	25,089,326	25,495,372	26,819,964	27,322,309	26,984,851	30,012,744	11.90%	11.22%
Capital								
2009 GO Bond Fund	1,272,006	3,053,845	0	0	0	0	0.00%	0.00%
2010 GO Bond Fund	20,565,346	572,097	0	3,654,141	3,654,141	0	0.00%	-100.00%
Capital Projects Fund	3,936,058	4,010,525	2,351,500	3,913,917	1,196,370	1,201,896	-48.89%	0.46%
	25,773,410	7,636,467	2,351,500	7,568,058	4,850,511	1,201,896	-48.89%	-75.22%
Debt Service/SSA								
Debt Service Fund	8,516,758	9,448,115	10,149,641	10,149,641	10,149,641	12,014,135	18.37%	18.37%
Downtown Parking Fund	1,010,393	1,041,445	959,720	959,720	1,183,500	1,026,500	6.96%	-13.27%
SSA #21 - Parking Deck	304,663	318,127	225,000	225,000	238,000	470,678	109.19%	97.76%
SSA #23 - Naper Main Fund	56,774	149,800	211,779	211,779	78,508	214,667	1.36%	173.43%
	9,888,588	10,957,487	11,546,140	11,546,140	11,649,649	13,725,980	18.88%	17.82%
Library								
Naperville Public Library	15,320,408	14,323,054	15,116,000	15,116,000	15,116,000	15,183,190	0.44%	0.44%
Library Memorial Fund	5,244	7,891	15,000	15,000	15,000	23,000	53.33%	53.33%
Library Endowment Fund	250	368	300	300	300	200	-33.33%	-33.33%
Library Capital Reserve Fund	40,652	33,274	250,000	250,000	250,000	525,250	110.10%	110.10%
	15,366,554	14,364,587	15,381,300	15,381,300	15,381,300	15,731,640	2.28%	2.28%
Special Revenue Funds								
Comm. Dev. Block Grant	333,936	576,082	554,707	843,577	0	1,436,183	158.91%	#DIV/0!
E-911 Surcharge Fund	1,959,421	1,892,089	1,950,000	1,950,000	1,900,000	1,900,000	-2.56%	0.00%
ARRA Fed Grants Fund	151,564	784,955	205,833	236,251	269,316	121,011	-41.21%	-55.07%
Fair Share Assessment Fund	186,230	28,800	0	90,977	90,977	0	0.00%	0.00%
Federal Drug Forfeiture Fund	53,551	82,707	175,000	175,000	68,083	95,000	-45.71%	39.54%
Foreign Fire Insurance Fund	157,007	164,429	166,277	211,887	211,887	236,500	42.23%	11.62%
Millenium Carillon Fund	428,466	191,370	169,280	169,280	169,280	116,152	-31.38%	-31.38%
Motor Fuel Tax Fund	5,104,548	9,541,868	9,900,000	10,113,318	8,140,149	11,100,000	12.12%	36.36%
Naper Settlement Fund	3,569,516	3,382,199	3,663,374	3,682,024	3,563,086	3,662,099	-0.03%	2.78%
Road & Bridge Fund	1,212,363	1,212,613	1,574,692	1,574,692	1,454,692	1,494,692	-5.08%	2.75%
Spec. Ev. & Cultural Amentities	2,881,001	2,156,933	2,214,200	2,299,123	2,215,200	2,285,140	3.20%	3.16%
SSA #22/24 - Downtown Services	2,038,857	2,084,282	2,329,471	2,329,471	2,149,263	2,168,010	-6.93%	0.87%
State Drug Forfeiture Fund	55,524	87,640	60,000	60,000	194,857	195,000	225.00%	0.07%
Test Track Fund	44,899	56,143	52,615	52,615	52,615	44,697	-15.05%	-15.05%
Water Street TIF Fund	139,822	149,494	133,240	133,240	138,100	139,500	4.70%	1.01%
	18,316,705	22,391,604	23,148,689	23,921,455	20,617,505	24,993,984	7.97%	21.23%
Pension and Other								
General Trust & Agency Fund	140,551	194,250	126,000	133,782	313,052	120,000	-4.76%	-61.67%
Firefighters' Pension Fund	18,597,772	15,939,484	8,816,234	8,816,234	7,618,622	7,605,960	-13.73%	-0.17%
Police Pension Fund	18,930,368	17,332,881	9,197,585	9,197,585	8,052,793	8,016,189	-12.84%	-0.45%
	37,668,691	33,466,615	18,139,819	18,147,601	15,984,467	15,742,149	-13.22%	-1.52%
TOTAL:	\$404,787,723	\$412,194,489	\$411,526,091	\$422,142,596	\$313,644,850	\$406,720,038	-1.17%	29.68%

CITY OF NAPERVILLE
Revenues 2012-13
Detail Adjustments

Fund	Proposed FY 2012-13 (before adjustments)	Adjustments	Proposed FY 2012-13 (after adjustments)
010 General Fund- December Workshop	109,723,203		
Parking Fines Increase		144,775	
Permit Fee Revenue		195,000	
Revenue release of cushion		450,000	
Increase in Fund Balance- FY12 savings in salt		200,000	
Total General Fund		989,775	110,712,978
013 Road & Bridge Fund	1,494,692		1,494,692
016 Naper Settlement Fund	3,662,099		3,662,099
102 Naperville Library Fund	15,183,190		15,183,190
104 Burlington Fund	2,354,467		2,354,467
105 Foreign Fire Insurance Tax Fund	236,500		236,500
106 Library Building Reserve Fund	525,250		525,250
107 Library Memorial Fund	23,000		23,000
108 Community Dev. Block Grant	1,436,183		1,436,183
109 E-911 Surcharge Fund	1,900,000		1,900,000
111 ARRA Fed Grant Fund	121,011		121,011
131 SSA #21 - Van Buren Parking Deck	470,678		470,678
134 Special Events and Cultural Amenities Fund	2,285,140		2,285,140
135 Carillon Fund	116,152		116,152
136 SSA #22/24 - Downtown Services	2,168,010		2,168,010
138 Federal Drug Forfeiture Fund	95,000		95,000
139 State Drug Forfeiture Fund	195,000		195,000
140 Water St. Tax Increment Financing Fund	139,500		139,500
141 SSA #23 - Naper Main Fund	214,667		214,667
142 Downtown Parking Fund	1,026,500		1,026,500
201 Debt Service Fund	11,732,226		
Net increase in Fund Balance for transfer and reallocation of Debt		281,909	12,014,135
301 Capital Projects Fund	566,896		
Transfer from General Fund to cover CIP projects		135,000	
Transfer from Debt Service Fund to cover CIP projects		500,000	
Total Capital Projects Fund		635,000	1,201,896
410 Electric Utility Fund	139,548,081		139,548,081
411 Electric IAC Fund	431,711		431,711
414 Electric Smart Grid Fund	1,389,290		1,389,290

CITY OF NAPERVILLE
Revenues 2012-13
Detail Adjustments

Fund	Proposed FY 2012-13 (before adjustments)	Adjustments	Proposed FY 2012-13 (after adjustments)
430 Water/Wastewater Fund	50,499,068		50,499,068
431 Water IAC Fund	376,050		376,050
455 Test Track Fund	44,697		44,697
501 Information Technology Replacement Fund	2,342,367		2,342,367
502 Fleet Services Fund	3,972,535		3,972,535
503 Vehicle Replacement Fund	1,429,586		1,429,586
611 Police Pension Fund	8,016,189		8,016,189
612 Firefighter's Pension Fund	7,605,960		7,605,960
615 Motor Fuel Tax Fund	11,100,000		11,100,000
618 General Trust & Agency Fund	120,000		120,000
623 Self Insurance Fund	22,268,256		22,268,256
624 Library Endowment Fund	200		200
TOTAL	404,813,354	1,906,684	406,720,038

CITY OF NAPERVILLE

APPROPRIATIONS SUMMARY BY FUND

FUND	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	REVISED 2011-12	PROJECTED ACTUAL (unaudited) 2011-12	PROPOSED 2012-13	% CHANGE FY13 PROPOSED TO FY12 ADOPTED	% CHANGE FY13 PROPOSED TO FY12 PROJECTED
General								
General Fund	106,885,415	106,983,630	107,709,897	107,709,897	107,509,897	108,677,978	0.90%	1.09%
Transfer	0	4,900,000	4,022,000	4,022,000	4,022,000	2,035,000	-49.40%	-49.40%
	106,885,415	111,883,630	111,731,897	111,731,897	111,531,897	110,712,978	-0.91%	-0.73%
Enterprise								
Burlington Fund	1,568,160	1,763,861	1,860,198	1,939,357	1,833,126	2,353,410	26.51%	28.38%
Electric Utility Fund	129,325,207	133,671,023	141,655,592	142,807,789	137,235,824	131,478,486	-7.18%	-4.20%
Electric IAC Fund	1,371,879	823,759	495,973	495,973	495,973	431,711	-12.96%	-12.96%
Electric Smart Grid	382,657	8,082,670	12,219,836	13,634,789	13,634,789	1,389,290	-88.63%	-89.81%
Water & Wastewater Fund	37,252,562	40,703,110	38,693,443	40,164,188	37,158,168	43,581,039	12.63%	17.29%
Water IAC Fund	337,294	401,763	376,050	376,050	286,500	376,050	0.00%	31.26%
	170,237,759	185,446,186	195,301,092	199,418,146	190,644,380	179,609,986	-8.03%	-5.79%
Internal Service								
Fleet Services Fund	3,623,545	3,753,034	3,716,868	3,716,868	3,817,986	3,972,535	6.88%	4.05%
Info. Tech. Replacment Fund	2,082,706	1,501,913	1,832,905	1,845,708	1,741,145	2,342,367	27.80%	34.53%
Self Insured Benefits Fund	18,199,897	17,620,215	20,338,198	20,350,198	20,075,965	21,968,256	8.01%	9.43%
Vehicle Replacement Fund	3,476,324	2,137,173	355,710	833,252	874,097	1,110,420	212.17%	27.04%
	27,382,472	25,012,335	26,243,681	26,746,026	26,509,193	29,393,578	12.00%	10.88%
Capital								
2008 GO Bond Fund	534,764	0	0	0	0	0	0.00%	0.00%
2009 GO Bond Fund	22,257,240	8,808,497	0	0	0	0	0.00%	0.00%
2010 GO Bond Fund	183,599	9,283,062	0	3,654,141	3,654,141	0	0.00%	-100.00%
Capital Projects Fund	3,385,406	4,958,865	2,351,500	3,913,917	3,402,676	1,201,896	-48.89%	-64.68%
	26,361,009	23,050,424	2,351,500	7,568,058	7,056,817	1,201,896	-48.89%	-82.97%
Debt Service/SSA								
Debt Service Fund	8,917,034	9,219,231	10,074,861	10,074,861	10,074,861	12,014,135	19.25%	19.25%
Downtown Parking Fund	291,286	229,597	225,822	225,822	225,822	223,502	-1.03%	-1.03%
SSA #21 - Parking Deck	267,436	175,006	101,528	101,528	101,528	470,678	363.59%	363.59%
SSA #23 - Naper Main Fund	57,318	149,800	211,779	211,779	78,508	214,667	1.36%	173.43%
	9,533,074	9,773,634	10,613,990	10,613,990	10,480,719	12,922,982	21.75%	23.30%
Library								
Library Capital Reserve	1,581,579	264,137	250,000	250,000	125,020	525,250	110.10%	320.13%
Library Endowment Fund	759	289	300	300	300	200	-33.33%	-33.33%
Library Memorial Fund	2,659	2,723	15,000	15,000	15,000	20,959	39.73%	39.73%
Naperville Public Library Fund	14,759,637	14,589,853	15,116,000	15,116,000	14,866,000	15,183,190	0.44%	2.13%
	16,344,634	14,857,002	15,381,300	15,381,300	15,006,320	15,729,599	2.26%	4.82%
Special Revenue Funds								
Comm. Dev. Block Grant	333,936	576,083	554,707	843,577	0	1,436,183	158.91%	-100.00%
E-911 Surcharge Fund	1,959,421	2,122,089	1,950,000	1,950,000	1,900,000	1,900,000	-2.56%	0.00%
ARRA Fed Grants Fund	151,564	759,956	205,833	236,251	269,316	121,011	-41.21%	-55.07%
Fair Share Assessment Fund	3,673,035	0	0	90,977	90,977	0	0.00%	-100.00%
Federal Drug Forfeiture Fund	53,550	82,707	175,000	175,000	68,083	95,000	-45.71%	39.54%
Foreign Fire Insurance Tax Fund	122,380	100,271	166,277	211,887	211,887	236,500	42.23%	11.62%
Millenium Carillon Fund	529,912	124,870	112,404	112,404	112,400	116,152	3.33%	3.34%
Motor Fuel Tax Fund	4,481,475	9,024,420	9,900,000	10,113,318	8,140,149	11,100,000	12.12%	36.36%
Naper Settlement Fund	3,422,849	3,611,611	3,663,374	3,682,024	3,563,086	3,662,099	-0.03%	2.78%
Road & Bridge Fund	1,492,696	1,350,685	1,574,692	1,574,692	1,454,692	1,494,692	-5.08%	2.75%
Spec. Ev. & Cultural Amentities	3,737,174	2,064,587	2,209,404	2,294,327	2,266,306	2,267,077	2.61%	0.03%
SSA #22/24 - Downtown Srvs	1,776,603	1,949,750	2,329,471	2,329,471	2,149,263	2,168,010	-6.93%	0.87%
State Drug Forfeiture Fund	55,525	87,640	60,000	60,000	194,857	195,000	225.00%	0.07%
Test Track Fund	44,899	56,144	52,615	52,615	52,615	44,697	-15.05%	-15.05%
Water Street TIF Fund	3,000	3,000	103,000	103,000	3,000	103,121	0.12%	100.00%
	21,838,019	21,913,813	23,056,777	23,829,543	20,476,631	24,939,542	8.17%	21.80%
Pension and Other								
General Trust & Agency Fund	1,400,000	300,000	126,000	133,782	0	0	-100.00%	-100.00%
Firefighters' Pension Fund	2,664,392	3,305,453	3,706,273	3,706,273	4,222,762	4,904,842	32.34%	16.15%
Police Pension Fund	2,986,921	3,513,779	3,777,082	3,777,082	3,928,506	4,476,448	18.52%	13.95%
	7,051,313	7,119,232	7,609,355	7,617,137	8,151,268	9,381,290	23.29%	15.09%
TOTAL:	\$385,633,695	\$399,056,256	\$392,289,592	\$402,906,097	\$389,857,225	\$383,891,851	-2.14%	-1.53%

CITY OF NAPERVILLE
Expenditures 2012-13
Detail Adjustments

Fund	Proposed FY 2012-13 (before adjustments)	Adjustments	Proposed FY 2012-13 (after adjustments)
010 General Fund	110,072,543		
Emerald Ash Borer		350,000	
CDBG Receivable		200,000	
Net Payroll Changes		159,869	
Transfer to CIP		135,000	
Basset Training		5,000	
Chargeback Adjustments		(3,734)	
Eliminate Red Light Hearing Officer		(5,700)	
Road Salt		(200,000)	
Total General Fund		640,435	110,712,978
013 Road & Bridge Fund	1,494,692		1,494,692
016 Naper Settlement Fund	3,662,099		3,662,099
102 Naperville Library Fund	15,183,190		15,183,190
104 Burlington Fund	2,353,410		2,353,410
105 Foreign Fire Insurance Tax Fund	236,500		236,500
106 Library Building Reserve Fund	525,250		525,250
107 Library Memorial Fund	20,959		20,959
108 Community Dev. Block Grant	1,436,183		1,436,183
109 E-911 Surcharge Fund	1,900,000		1,900,000
111 ARRA Fed Grant Fund	121,011		121,011
131 SSA #21 - Van Buren Parking Deck	470,678		470,678
134 Special Events and Cultural Amenities Fund	2,267,077		2,267,077
135 Carillon Fund	116,152		116,152
136 SSA #22/24 - Downtown Services	2,168,010		2,168,010
138 Federal Drug Forfeiture Fund	95,000		95,000
139 State Drug Forfeiture Fund	195,000		195,000
140 Water St. Tax Increment Financing Fund	103,121		103,121
141 SSA #23 - Naper Main Fund	214,667		214,667

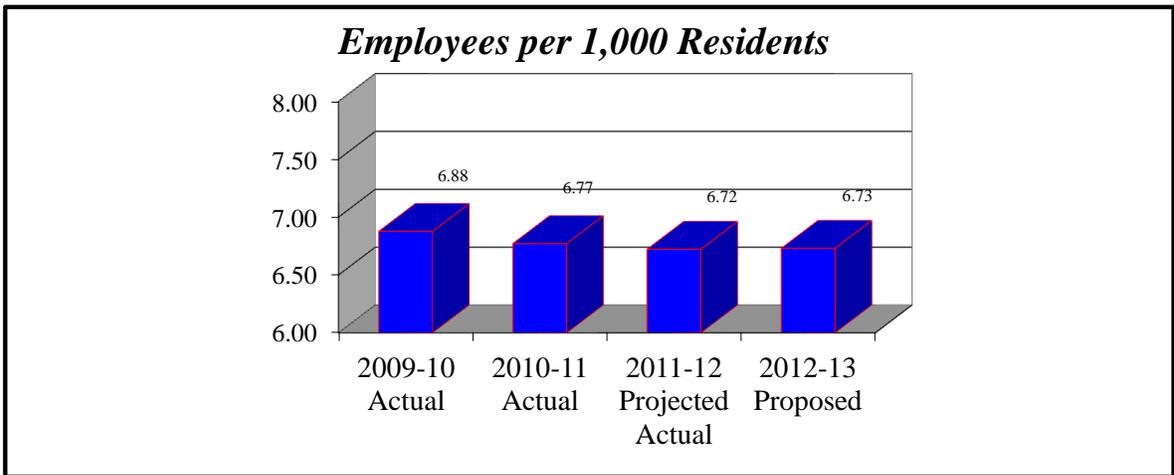
CITY OF NAPERVILLE
Expenditures 2012-13
Detail Adjustments

Fund	Proposed FY 2012-13 (before adjustments)	Adjustments	Proposed FY 2012-13 (after adjustments)
142 Downtown Parking Fund	223,502		223,502
201 Debt Service Fund	11,732,226		
Transfer to Capital Projects Fund		500,000	
Re-allocation of \$5.5 million from GO2010B to Water		(218,091)	
Total Debt Service Fund		281,909	12,014,135
301 Capital Projects Fund	566,896		
Reallocated Unfunded Capital Projects		635,000	1,201,896
410 Electric Utility Fund	131,478,486		131,478,486
411 Electric IAC Fund	431,711		431,711
414 Electric Smart Grid Fund	1,389,290		1,389,290
430 Water/Wastewater Fund	43,362,948		
Re-allocation of \$5.5 million from GO2010B to Water		218,091	
Total Water/Wastewater Fund		218,091	43,581,039
431 Water IAC Fund	376,050		376,050
455 Test Track Fund	44,697		44,697
501 Information Technology Replacement Fund	2,342,367		2,342,367
502 Fleet Services Fund	3,972,535		3,972,535
503 Vehicle Replacement Fund	1,110,420		1,110,420
611 Police Pension Fund	4,476,448		4,476,448
612 Firefighter's Pension Fund	4,904,842		4,904,842
615 Motor Fuel Tax Fund	11,100,000		11,100,000
618 General Trust & Agency Fund	0		0
623 Self Insured Benefits Fund	21,968,256		21,968,256
624 Library Endowment Fund	200		200
TOTAL	382,116,416	1,775,435	383,891,851

City of Naperville Personnel Requirements (Full Time Equivalents)

Department/Division	2009-10 Actual	2010-11 Actual	2011-12 Projected Actual	2012-13 Proposed	% Change FY13 / FY12
Mayor & Council	11.125	11.125	11.125	11.125	0.00%
Board of Fire & Police	0.875	0.875	0.875	0.875	0.00%
Legal Department	10.50	10.50	10.50	10.50	0.00%
City Manager's Office	20.60	18.62	18.62	18.62	0.00%
Human Resources	10.50	9.50	9.50	9.50	0.00%
Information Technology	16.37	15.75	18.75	18.75	0.00%
Finance Department	35.63	35.63	35.63	35.63	0.00%
Police Department	284.88	273.54	269.92	269.92	0.00%
Fire Department	207.00	203.00	203.00	203.00	0.00%
Public Works Department	88.10	87.71	87.30	87.30	0.00%
T.E.D. Business Group	71.97	67.03	66.60	66.60	0.00%
Riverwalk Commission	0.50	0.50	0.50	0.50	0.00%
SSA	4.75	4.75	4.75	5.00	5.26%
Fleet Services	17.50	16.50	16.50	16.50	0.00%
Electric Utility	120.00	119.50	117.00	117.00	0.00%
Water Utility	92.27	84.48	82.00	82.94	1.15%
SECA and Com. Dev. Block Grant	1.50	1.50	1.00	1.00	0.00%
TOTAL:	994.07	960.51	953.57	954.76	0.12%

Population:	144,560	141,853	141,853	141,853
Employees per 1,000 Residents:	6.88	6.77	6.72	6.73

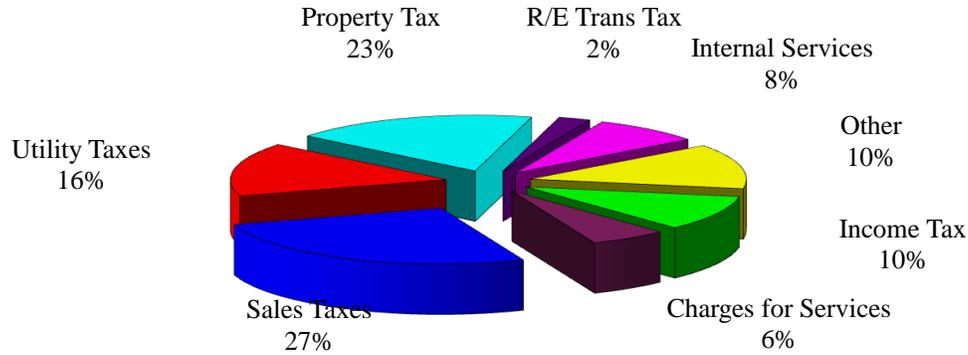


Note: Reference individual departments and divisions for description and changes in personnel requirements

Reconciliation to HR Monthly Headcount Report: January 2012

Authorized Filled and Vacant Full-time Positions	924.00
Authorized Part-time Positions	12.75
Summer Interns/Seasonal Workers/Temporary Workers (not included in HR report)	18.26
Elimination of .25 vacant FTE	(0.25)
FY13 Proposed Budget FTE's	954.76

GENERAL FUND REVENUE SUMMARY



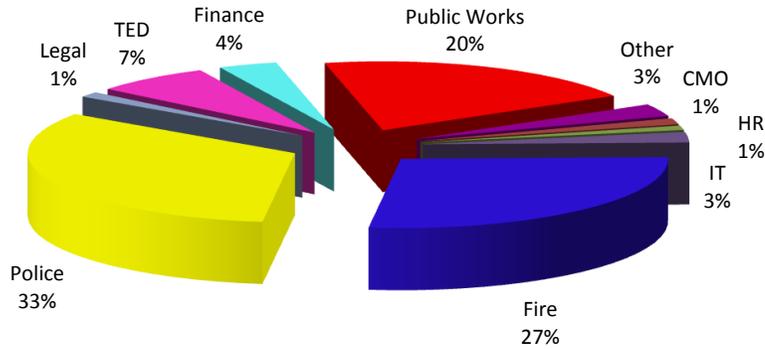
	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 REVISED	2011-12 PROJECTED ACTUAL (unaudited)	2012-13 PROPOSED	% CHANGE PROPOSED TO ADOPTED	% CHANGE PROPOSED TO PROJ. ACTUAL
Sales Taxes*	\$26,040,891	\$28,600,005	\$27,846,749	\$27,846,749	\$28,846,749	\$29,295,849	5%	2%
General Property Tax	\$24,853,163	\$25,927,685	\$24,147,759	\$24,147,759	\$24,147,759	\$20,374,895	-16%	-16%
Utility Taxes	\$16,422,357	\$16,390,164	\$17,248,754	\$17,248,754	\$17,248,754	\$17,248,754	0%	0%
State Income Tax	\$11,481,504	\$11,270,862	\$11,300,540	\$11,300,540	\$11,300,540	\$11,300,540	0%	0%
Internal Service Revenue	\$11,001,083	\$9,923,175	\$9,955,807	\$9,955,807	\$9,955,807	\$9,041,041	-9%	-9%
Real Estate Transfer Tax	\$2,302,235	\$2,605,511	\$2,650,000	\$2,650,000	\$2,650,000	\$2,650,000	0%	0%
Licenses, Permits and Fees	\$1,648,607	\$1,591,117	\$1,471,085	\$1,446,985	\$1,646,985	\$1,729,975	18%	5%
Fines and Forfeitures	\$3,186,292	\$3,060,527	\$2,848,500	\$2,848,500	\$2,848,500	\$2,174,060	-24%	-24%
Charges for Services**	\$4,673,169	\$6,181,356	\$6,060,993	\$6,060,993	\$6,060,993	\$6,396,921	6%	6%
Investment Income	\$538,809	\$519,005	\$718,000	\$718,000	\$709,000	\$708,500	-1%	0%
Other Taxes ***	\$1,246,583	\$2,088,564	\$2,170,000	\$2,170,000	\$2,170,000	\$2,070,000	-5%	-5%
Inter and Intragovt Revenue	\$227,387	\$628,858	\$357,000	\$357,000	\$366,000	\$310,097	-13%	-15%
Franchise Fees	\$2,071,557	\$2,290,717	\$2,062,784	\$2,062,784	\$2,062,784	\$2,203,171	7%	7%
Interfund Transfers	\$2,508,391	\$688,391	\$514,391	\$514,391	\$514,391	\$392,275	-24%	-24%
Miscellaneous	\$337,151	\$2,149,015	\$916,900	\$916,900	\$916,900	\$916,900	0%	0%
Beginning Balance	\$0	\$0	\$1,462,635	\$1,486,735	\$86,735	\$3,900,000	167%	100%
TOTAL:	\$108,539,179	\$113,914,952	\$111,731,897	\$111,731,897	\$111,531,897	\$110,712,978	-1%	-1%

*Includes Retail Sales Tax, Rebates, and Local Use Tax

**Includes Refuse Fee in FY11, FY12 and FY13

***Other includes auto rental tax, hotel/motel tax, and Food & Beverage Tax

GENERAL FUND DEPARTMENTAL APPROPRIATIONS SUMMARY



	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 REVISED	2011-12 PROJECTED ACTUAL (unaudited)	2012-13 PROPOSED	% CHANGE PROPOSED TO ADOPTED	% OF TOTAL
Legal	\$1,416,917	\$1,342,664	\$1,342,250	\$1,366,287	\$1,366,287	\$1,376,823	3%	1.27%
City Manager's Office*	\$1,351,407	\$1,231,862	\$1,190,792	\$1,203,708	\$1,203,708	\$1,578,935	33%	1.45%
Reprographics	\$0	\$345,090	\$381,548	\$381,548	\$381,548	\$357,578	-6%	0.33%
City Clerk	\$475,834	\$448,325	\$443,209	\$450,991	\$450,991	\$449,786	1%	0.41%
Human Resources	\$1,327,848	\$1,008,989	\$1,047,178	\$1,027,817	\$1,027,817	\$1,138,504	9%	1.05%
Finance Department	\$4,293,172	\$3,712,687	\$3,813,107	\$3,812,539	\$3,812,539	\$3,870,147	1%	3.56%
Information Technology	\$3,397,665	\$2,417,983	\$2,526,519	\$2,556,129	\$2,556,129	\$2,691,541	7%	2.48%
Police Department	\$30,744,497	\$31,090,099	\$31,827,750	\$31,614,005	\$31,614,005	\$31,181,644	-2%	28.69%
Police Pension Levy	\$3,686,398	\$4,708,411	\$4,334,585	\$4,334,585	\$4,334,585	\$4,317,379	0%	3.97%
Fire Department	\$23,690,430	\$23,634,526	\$24,186,820	\$23,942,512	\$23,942,512	\$25,023,065	3%	23.02%
Fire Pension Levy	\$3,581,283	\$4,569,167	\$4,695,134	\$4,695,134	\$4,695,134	\$4,688,185	0%	4.31%
TED	\$8,413,012	\$7,270,368	\$7,406,671	\$7,462,030	\$7,462,030	\$7,462,342	1%	6.87%
Riverwalk	\$210,370	\$229,236	\$237,683	\$237,683	\$237,683	\$242,333	2%	0.22%
Dept. of Public Works	\$20,861,775	\$21,658,110	\$21,351,216	\$21,421,907	\$21,221,907	\$21,905,352	3%	20.16%
Mayor/Council	\$528,324	\$446,109	\$455,257	\$459,076	\$459,076	\$487,994	7%	0.45%
Alcohol & Tobacco Comm.	\$19,468	\$16,803	\$31,765	\$31,765	\$31,765	\$39,823	25%	0.04%
Sister Cities Commission	\$1,257	\$3,487	\$4,500	\$4,500	\$4,500	\$0	-100%	0.00%
Board of Fire/Police	\$67,512	\$104,698	\$123,522	\$123,522	\$123,522	\$142,116	15%	0.13%
Misc. Services	\$2,818,246	\$2,745,016	\$2,310,391	\$2,584,159	\$2,584,159	\$1,724,431	-25%	1.59%
TOTAL:	\$106,885,415	\$106,983,630	\$107,709,897	\$107,709,897	\$107,509,897	\$108,677,978	1%	100.00%
Capital Transfer	\$0	\$4,900,000	\$4,022,000	\$4,022,000	\$4,022,000	\$2,035,000		
Total, including Transfer	\$106,885,415	\$111,883,630	\$111,731,897	\$111,731,897	\$111,531,897	\$110,712,978	-1%	100.00%

Refunding

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: March 2, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance
Chris Smith, Assistant Finance Director

SUBJECT: Refunding of General Obligation Bonds

PURPOSE:

The purpose of this memorandum is to provide the Mayor and City Council with background on potential bond refunding opportunities.

BACKGROUND:

The municipal bond market has experienced favorable changes in interest rates over the last several years. The City has been fortunate to have taken advantage of the favorable interest rates when opportunities rose to call or refund bonds. City policy requires that any refunding must achieve a minimum 2% present value debt service savings. Currently there are three existing general obligation bonds that can be either called or advanced refunded. There is one additional bond which is eligible to be refunded in September.

DISCUSSION:

Two of the bond funds cannot yet be called, but can be advance refunded to take advantage of the currently low interest rates. Advance refunding requires that sufficient funds are put into escrow and remain there until the bond can be called. The third bond fund is currently eligible to be called.

The general obligation bonds which are currently available for refunding/callable are as follows:

Series 2001A callable- interest rate 5%

Series 2003A advanced refunding- interest rate 3.85-4.625%

Series 2005 advanced refunding – interest rate 4.00-5.00%

It is estimated that if the City were to advance refund these three issuances for a total refunding of approximately \$28 million, the estimate present value savings would be \$2.8 million or 11.08%. This assumes a current interest rate for the refunded debt of 2.9%, with a weighted maturity of 7 years.

In September, 2012 there will be an additional bond that can be called.

Series 2004 callable only 9/1/2012 cannot advance refund- interest rate 3.25%-3.50%

At current interest rates this would increase the refunding debt by \$4.6 million and achieve an additional \$0.206 million of savings assuming the current interest rate remains at 2.9% for a weighted 7 year maturity.

For both scenarios, the impact on the FY13 budget is estimated to be approximately \$200,000. This FY13 savings will be used to cover more of the unfunded CIP projects. These savings estimates are dependent on the market environment and changes can either increase or diminish the estimated savings.

RECOMMENDATION:

Staff recommendation is to wait until the fall to issue the refunding debt, when all four issuances can be refunded. Staff will be presenting City Council with a parameters bond ordinance at the March 20, 2012 City Council meeting. This ordinance would provide the City Manager authorization to refund bonds up to a maximum of \$33 million but will not have a certain date specified. Staff will immediately prepare all of the work required for the issuance, which is estimated to require a minimum of 60 days. While the plan will be to wait until September; in the event that interest rates began to rise the refunding could take place earlier for the three eligible issuances.

Future Borrowing

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: March 2, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance
Chris Smith, Assistant Finance Director

SUBJECT: Future Borrowing

PURPOSE:

The purpose of this memorandum is to provide the Mayor and City Council an update on the borrowing status for the unfunded Capital Improvement Projects.

BACKGROUND:

During the Capital Improvements Program workshop with City Council in January, it was noted that the unfunded gap for the Capital Improvements Projects was \$2.5 million. Staff continues to identify funding opportunities to close this gap. During the review of the Other Funds budgets options for approximately \$1.5 million of coverage was identified. While not yet certain, Staff is optimistic that there will be no need for any borrowing for the FY13 Capital Improvement Program.

DISCUSSION:

After the current fiscal year audit is completed and the contracts are awarded for the capital program, Staff will know if any borrowing is needed. Should this be the case, Council would receive a bond ordinance to consider for approval. To ensure that the FY13 Capital projects can be included in any future bond issuance, the city needs to have filed a reimbursement ordinance. Staff will be presenting City Council with a reimbursement ordinance at the March 20, 2012 meeting. This ordinance does not provide any current authorization to borrow; it only reserves the ability to fund current year projects with any future issuance of city debt.

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: March 9, 2012

TO: Doug Krieger, City Manager

THROUGH: Pam LaFeber, City Clerk
Bob Marshall, Assistant City Manager

FROM: Jennifer Runestad, Special Events Coordinator

SUBJECT: **SECA Fund Workshop – Supplemental Materials**

PURPOSE:

The purpose of this memorandum is to provide the City Council with supplemental materials for the SECA Fund workshop.

BACKGROUND/DISCUSSION:

All SECA Fund recommendations made by the Mayor and City Council are included in the spreadsheet attached to this memorandum. In addition to the individual recommendations, the spreadsheet also includes the City Council average and median recommendations for each item.

All items that have a Council consensus are highlighted in the spreadsheet. In order to streamline the workshop, staff recommends forgoing discussion of the consensus items and instead focusing the discussion on those items in which the City Council had differing recommendations.

Also included with this memorandum is the workshop PowerPoint presentation.

RECOMMENDATION:

Please include this information as supplemental workshop materials.

Attachments:

Council SECA Fund Recommendations
SECA Fund Workshop PowerPoint Presentation

SECA FUND WORKSHOP

March 12, 2012



Agenda

- ❑ **Financial Review**
- ❑ **Advisory Cultural Commission
Process**
- ❑ **Council Recommendations**
- ❑ **Next Steps**

2012-2013 SECA Applications



- 89 Applications Submitted
- Over \$3.4 Million Requested
- \$2,445,440 Available for Allocation
- SECA Fund Requests Exceed Available SECA Funds by more than \$980,000

Advisory Cultural Commission Recommendation



- Workshop held January 28, 2012
 - ▣ Initial Commission recommendation determined
- Public Meeting held February 12, 2012
 - ▣ Public comments accepted
 - ▣ Final Commission recommendation determined

City Council Recommendation

- Mayor and Council recommendations combined
 - ▣ Requests receiving a consensus recommendation will not be discussed.
- Review individual recommendations/request
 - ▣ Requests that did not have a consensus on recommendations will be discussed.

Next Steps



- Public agenda item in April
- Project reimbursements can begin in May

CAPITAL PROJECTS/EXISTING AGREEMENTS

Organization	Program	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
1 City of Naperville	DuPage Children's Museum Debt Service	\$ 140,000	\$140,000	140,000	140,000	\$140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
2 City of Naperville	Carillon Loan Payoff	\$600,000	\$600,000	533,333	600,000	\$600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
3 City of Naperville/Naperville Park District	Riverwalk Maintenance	\$ 134,163	\$ 134,163	134,163	134,163	\$ 134,163	134,163	134,163	134,163	134,163	134,163	134,163	134,163	134,163	134,163
4 City of Naperville/Naperville Park District	Carillon Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Kids Teen Rider	Special Events Bus	\$ 250,000	\$ -	2,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 Naperville Municipal Band	Contracted Band Concerts, Parades, etc.	\$131,011	\$131,011	131,011	131,011	\$131,011	131,011	131,011	131,011	131,011	131,011	131,011	131,011	131,011	131,011
7 NCTV	Capital Project/HD Studio Switcher	\$ 40,624	\$ 40,624	40,624	40,624	\$ 40,624	40,624	40,624	40,624	40,624	40,624	40,624	40,624	40,624	40,624
8 Singing for Seniors	Singing for Seniors Traveling Troupe Equipment	\$ 3,270	\$ 3,270	3,270	3,270	\$ 3,270	3,270	3,270	3,270	3,270	3,270	3,270	3,270	3,270	3,270
9 Summer Place Theater	Wireless Microphone System	\$ 15,022	\$ 7,578	8,119	7,578	\$ 7,578	7,578	7,578	7,578	7,578	7,578	7,578	7,578	7,578	7,578
	Capital Projects/Existing Agreements Total	\$ 1,314,090	\$ 1,056,646	\$992,742	\$0	\$ 1,056,646	\$ 1,056,646	\$ 1,056,646	\$ 1,076,646	\$ 1,056,646	\$ 1,054,088	\$ 1,056,646	\$ 1,056,646	\$ 464,090	\$ 1,056,646

ADMINISTRATION

Organization	Program	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
10 City of Naperville	Special Events Coordinator Salary	\$ 31,888	\$ 31,888	31,888	31,888	\$ 31,888	31,888	31,888	31,888	31,888	31,888	31,888	31,888	31,888	31,888
11 City of Naperville	Finance Department administrative costs for the collection of the Food & Beverage Tax	\$ 42,500	\$ 42,500	42,500	42,500	\$ 42,500	42,500	42,500	42,500	42,500	42,500	42,500	42,500	42,500	42,500
	Administration Total	\$ 74,388	\$ 74,388	\$ 73,713	\$ -	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 68,314	\$ 74,388

CITY INITIATIVES

Organization	Program	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
12 City of Naperville	Fourth of July Shuttle Service	\$ 25,750	\$ 23,861	24,910	25,750	\$ 25,750	25,750	25,750	25,750	23,861	25,750	23,861	23,861	23,861	25,750
13 City of Naperville	Fourth of July Fireworks	\$10,000	\$10,000	10,000	10,000	\$ 10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
14 Naperville Sister Cities Commission	Various Requests	\$ 20,000	\$ 10,000	10,556	10,000	\$ 10,000	10,000	10,000	20,000	10,000	10,000	10,000	10,000	10,000	15,000
	City Initiatives Total	\$ 55,750	\$ 43,861	\$ 45,466	\$ -	\$ 45,750	\$ 45,750	\$ 45,750	\$ 55,750	\$ 43,861	\$ 45,750	\$ 43,861	\$ 43,861	\$ 33,861	\$ 50,750

PROMOTION

Organization	Program	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
15 Naperville Development Partnership	Restaurant Marketing Program	\$ 125,000	\$ 125,000	125,000	125,000	\$ 125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
	Promotion Total	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000

CULTURAL AMENITIES

Organization	Program	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
16 360 Youth Services (Formerly NCO)	10th Annual Chocolate Festival	\$ 9,500	\$ 6,857	7,825	7,000	\$ 9,500	9,500	6,857	8,000	9,000	6,857	6,857	6,857	9,500	7,000
17 Accapellago	2012-2013 Naperville Concert Series	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18 Naperville Education Foundation	Born to Read	\$ 4,481	\$ 4,481	4,428	4,481	\$ 4,481	4,481	4,481	4,481	4,000	4,481	4,481	4,481	4,481	4,481
19 Foundation Walk	Naperville's Public Art Program	\$ 200,000	\$ 160,000	135,831	150,000	\$ 100,000	100,000	70,000	129,479	160,000	120,000	160,000	160,000	200,000	160,000
20 Chicago Sinfonietta	2012-2013 Naperville Concert Season	\$ 35,000	\$ 10,000	8,222	10,000	\$ 10,000	10,000	\$ -	5,000	5,000	2,500	5,000	5,000	10,000	5,000
21 Chicago Sinfonietta	Community Concerts	\$ 7,500	\$ 5,000	3,611	5,000	\$ 5,000	5,000	\$ -	8,000	8,000	8,214	8,214	8,214	18,653	5,000
22 Dong Fang	Fall Moon Festival	\$ 18,653	\$ 8,214	8,611	8,214	\$ 8,200	8,200	28,000	28,000	28,000	25,000	28,000	28,000	10,000	18,653
23 DuPage Symphony	2012-2013 Concert Season	\$ 39,000	\$ 28,000	25,333	28,000	\$ 28,000	28,000	28,000	28,000	28,000	25,000	28,000	28,000	10,000	25,000
24 DuPage Symphony	Riverwalk Fine Art Fair	\$ 4,726	\$ 3,500	3,696	3,500	\$ 4,726	3,500	3,500	3,500	4,000	2,500	3,500	3,500	3,500	4,000
25 DuPage Symphony	Summer Concert	\$ 2,300	\$ 2,300	2,233	2,300	\$ 2,300	2,300	2,300	2,300	2,000	2,000	2,300	2,300	2,300	2,300
26 Downtown Naperville Alliance	New Year's Eve Celebration	\$ 15,000	\$ 12,350	12,989	12,350	\$ 12,350	12,350	12,350	12,000	12,000	15,000	12,350	12,350	15,000	13,500
27 Equadorian Volunteer Association	Equadorian Cultural Evening	\$ 8,000	\$ 2,000	1,667	2,000	\$ 5,000	5,000	2,000	2,000	2,000	\$ -	2,000	2,000	\$ -	\$ -
28 Evergreen Theater	Engaging and Entertaining Theater Productions that Inspire Families	\$ 42,000	\$ 15,000	11,111	15,000	\$ 15,000	15,000	15,000	15,000	15,000	\$ -	15,000	15,000	\$ -	10,000
29 Fair Lady Productions	Center Stage Players	\$ 21,500	\$ 7,554	6,580	7,500	\$ 7,554	7,554	7,554	7,000	7,000	5,000	7,554	7,554	\$ -	10,000
30 Fair Lady Productions	Center Stage Theater	\$ 23,000	\$ 6,900	6,178	6,900	\$ 6,900	6,900	6,900	6,900	6,000	5,000	6,900	6,900	\$ -	10,000
31 Fair Lady Productions	Kidz Kabaret	\$ 35,495	\$ 11,857	11,957	11,857	\$ 11,857	11,857	11,857	12,000	11,857	10,000	11,857	11,857	12,000	15,000
32 Green Earth Institute	Green Earth Fair	\$ 3,700	\$ 3,000	2,633	3,000	\$ 3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	2,000	\$ -
33 Indian Prairie Educational Foundation	Fine Arts Festival	\$ 31,605	\$ 10,000	8,333	10,000	\$ 10,000	10,000	10,000	10,000	10,000	5,000	10,000	10,000	\$ -	20,000

78	Naperville Noon Lions	Turkey Trot	\$	12,014	\$	12,001	\$	12,005	\$	12,014	\$	12,001	\$	12,001	\$	12,001	\$	12,014	\$
79	Project Help <i>Requesting \$764 for City Services.</i>	Naperville Jazz Festival	\$	25,364	\$	15,000	\$	15,681	\$	20,000	\$	784	\$	15,000	\$	15,000	\$	15,000	\$
80	Rotary Club of Naperville Sunrise	St. Paddy's Day 5K	\$	7,286	\$	3,817	\$	4,047	\$	3,286	\$	3,817	\$	3,300	\$	3,817	\$	4,000	\$
81	Scott Elementary Home & School Association	Scott School Scout	\$	1,950	\$		\$	411	\$		\$	1,753	\$		\$		\$		\$
82	West Suburban Irish <i>Requesting \$1,180 for City Services.</i>	St. Patrick's Day Parade	\$	18,180	\$	18,164	\$	18,168	\$	18,164	\$	18,164	\$	18,164	\$	18,164	\$	18,164	\$
Special Events Total			\$	538,474	\$	504,662	\$	507,004	\$	509,322	\$	491,648	\$	507,897	\$	504,662	\$	504,662	\$
			\$	3,817	\$	500,997	\$	507,897	\$	491,648	\$	504,662	\$	507,897	\$	504,662	\$	507,714	\$
			\$	525,474	\$		\$		\$		\$		\$		\$		\$		\$

Organization	Program	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
83 Arramore Center for the Arts	Sup'URBAN'ART	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84 BrightSide Theater	Theater Project	\$ 10,500	\$ 5,000	\$ 3,611	\$ -	\$ 5,000	\$ 7,500	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
85 BrightSide Theater	2012-2013 Programming	\$ 36,275	\$ 20,000	\$ 14,222	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 13,000	\$ 5,000
86 Naperville Crimestoppers	Crimestoppers 5K	\$ 12,000	\$ 9,518	\$ 8,679	\$ -	\$ 9,518	\$ 9,518	\$ -	\$ 9,518	\$ 8,518	\$ 10,000	\$ 9,518	\$ 9,518	\$ 12,000	\$ 9,518
87 Loaves and Fishes	Concert to End Hunger	\$ 8,000	\$ 6,000	\$ 5,000	\$ 5,000	\$ -	\$ 8,000	\$ -	\$ 6,000	\$ 7,000	\$ 4,000	\$ 6,000	\$ 6,000	\$ -	\$ 8,000
88 OPUS	Confucius in Naperville	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89 Western DuPage Special Recreation Association	Special Talents	\$ 6,000	\$ 6,000	\$ 5,333	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
New Initiatives Total			\$	72,325	\$	46,518	\$	36,845	\$	51,018	\$	46,518	\$	46,518	\$
			\$	72,325	\$	5,000	\$		\$	46,518	\$	46,518	\$	36,000	\$
			\$	28,518	\$		\$		\$		\$		\$		\$

Totals	Request	COMMISSION Recommendation	AVERAGE City Council Recommendation	MEDIAN City Council Recommendation	CITY COUNCIL Recommendation	Recommendation 1	Recommendation 2	Recommendation 3	Recommendation 4	Recommendation 5	Recommendation 6	Recommendation 7	Recommendation 8	Recommendation 9
Capital Projects/Existing Agreements	\$ 1,314,090	\$ 1,086,646	\$ 992,742	\$ 0	\$ 1,086,646	\$ 1,086,646	\$ 1,086,646	\$ 1,076,646	\$ 1,056,646	\$ 1,054,088	\$ 1,056,646	\$ 1,056,646	\$ 484,090	\$ 1,056,646
Administration	\$ 74,388	\$ 74,388	\$ 73,713	\$ -	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 74,388	\$ 68,314	\$ 74,388
City Initiatives	\$ 55,750	\$ 43,861	\$ 45,466	\$ -	\$ 45,750	\$ 45,750	\$ 45,750	\$ 45,750	\$ 43,861	\$ 45,750	\$ 43,861	\$ 43,861	\$ 33,861	\$ 50,750
Promotion	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Cultural Amenities	\$ 1,245,449	\$ 586,815	\$ 590,408	\$ 278,898	\$ 300,891	\$ 547,435	\$ 569,241	\$ 569,241	\$ 586,815	\$ 609,076	\$ 586,815	\$ 586,815	\$ 600,803	\$ 584,664
Special Events	\$ 538,474	\$ 504,662	\$ 507,004	\$ 3,817	\$ 500,997	\$ 509,322	\$ 491,648	\$ 507,897	\$ 504,662	\$ 506,994	\$ 504,662	\$ 504,662	\$ 507,714	\$ 525,474
New Initiatives	\$ 72,325	\$ 46,518	\$ 36,845	\$ 5,000	\$ 40,518	\$ 51,018	\$ 46,518	\$ 46,518	\$ 46,518	\$ 30,000	\$ 46,518	\$ 46,518	\$ 36,000	\$ 28,518
Total Requested/Recommended For Allocation	\$ 3,425,476	\$ 2,437,890	\$ 2,371,179	\$ 287,715	\$ 2,144,190	\$ 2,409,659	\$ 2,445,440	\$ 2,445,440	\$ 2,437,890	\$ 2,445,276	\$ 2,437,890	\$ 2,437,890	\$ 1,855,782	\$ 2,445,440
Total Available	\$ 2,445,440	\$ 2,445,440	\$ 2,445,440	\$ 2,445,440	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250	\$ 301,250
Difference Available/Requested	\$ (980,036)	\$ (7,550)	\$ 74,281	\$ 13,653	\$ (1,842,940)	\$ (2,108,309)	\$ (2,144,190)	\$ (2,144,190)	\$ (2,136,640)	\$ (2,144,026)	\$ (2,136,640)	\$ (2,136,640)	\$ (1,534,532)	\$ (2,144,190)

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: March 1, 2012

TO: Douglas A. Krieger, City Manager

FROM: Shebnem Ozkaptan, Administrative Analyst

SUBJECT: FY13 Special Events Finance Report

PURPOSE:

To provide City Council with the FY13 Special Events Financial Report for the March 12, 2012 SECA Workshop.

BACKGROUND:

The first Special Events Financial Report was presented to City Council in FY11. The report was created through examination of departmental costs, and overall improvement of the financial processes and expense reporting in relation to city services for special events. The FY13 Special Events Financial Report was created using the same process. All departments have examined all event estimates for accuracy and to ensure that all the City's costs for special events are accurately accounted for.

DISCUSSION:

Special events can be placed into two different categories, those supported by the Special Events and Cultural Amenities Fund (SECA) or those that are billable for city services. There are 19 events included in the FY13 report. Of those events, 15 receive city services that are funded through the SECA Fund, including Ribfest and Last Fling. The remaining events are billable including the Naperville Sprint Triathlon and SheROX Triathlon.

Please note that estimates for Last Fling, Ribfest, Hometown Holidays and the Turkey Trot have been revised slightly due to refinements to the estimates from the Department of Public Works. No action is needed from the Council during the SECA fund award process.

RECOMMENDATION:

Please distribute this memorandum and FY13 Special Events Financial Report to the City Council.



Naperville

City of Naperville FY13 Special Events Financial Report

March 12, 2012

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: February 28, 2012

TO: Douglas A. Krieger, City Manager

THROUGH: Karen DeAngelis, Finance Director

FROM: Shebnem Ozkaptan, Administrative Analyst

SUBJECT: FY13 Special Events Finance Report

PURPOSE:

The purpose of this memorandum is to present the FY13 Special Events Financial Report to the City Council.

BACKGROUND:

The first Special Events Financial Report was presented to City Council in FY11. The report was created through examination of departmental costs, and overall improvement of the financial processes and expense reporting in relation to city services for special events. The FY13 Special Events Financial Report was created using the same process. All departments have examined all event estimates for accuracy and to ensure that all the City's costs for special events are accurately accounted for.

Special events can be placed into two different categories, those supported by the Special Events and Cultural Amenities Fund (SECA) or those that are billable for city services. There are 19 events included in the FY13 report. Of those events, 15 receive city services that are funded through the SECA Fund, including Ribfest and Last Fling. The remaining events are billable including the Naperville Sprint Triathlon and SheROX Triathlon.

INFORMATION:

City staff continues to work to provide clarity and consistency in the financial processes (budgeting, billing and reporting) for special events. The main goals for the improved financial reporting process, implemented in FY11, were to:

- Develop consistent guidelines for chargeable city services.
- Develop department rate sheets, which provide labor, material and vehicle cost information.
- Develop worksheets that outline department line items and costs for each special event.
- Develop the FY13 cost estimates and budgets for city services and special events.
- Establish a financial process that outlines procedures and schedule for special events budgeting and reporting.

Report Contents

The FY13 Special Events Financial Report includes:

1. The FY13 Special Events Cost Estimates Summary Report – Provides a breakdown based on service product (labor, supplies, vehicles). This is also provided by department.
2. Department Rate Sheets – Each department that provides services to special events has developed rates for labor, supplies and vehicles.
3. Each special event’s specific cost information presented by event and in the order the events take place throughout the calendar year. The summary report for each event provides FY12 actual costs, if available at the time of this report, compared to both the FY12 budget and the FY13 estimates.
4. Special Events Financial Process – This establishes expectations, specific tasks and schedule for the development of departmental special events budgets and for processing invoices for each event.

RECOMMENDATION:

Please include this document in the Manager’s Memorandum for the City Council’s information and use at the SECA workshop.

- C: David Dial, Police Chief
 Richard Dublinski, Director of Public Works
 Mark Puknaitis, Fire Chief
 Marcie Schatz, Director of Transportation, Engineering & Development

Department Rate Sheets

Naperville Fire Department
FY13 Rate Sheet

Department Services Include:

- Emergency Medical Services
- Fire Suppression Services
- Life Safety Inspections Services
- Life Safety Evaluation

PERSONNEL				
Position	Description of Service	Straight Time	1.5 X	2X
Firefighter/Paramedic	Emergency Medical Services/Fire Suppression	\$ 39.20	\$ 48.24	n/a
Lieutenant	Emergency Medical Services/Fire Suppression	\$ 45.32	\$ 57.42	n/a
Captain	Emergency Medical Services/Fire Suppression	\$ 47.47	\$ 60.65	n/a
Fire Inspector	Life Safety Inspection	\$ 50.28	\$ 62.25	n/a
Fire Inspector	Fireworks Inspection	\$ 50.28	\$ 62.25	n/a
SUPPLIES				
Product	Description	Simplex	Duplex	
VEHICLES				
Vehicle Description	Use	Hourly Rate	Daily Rate	
Brush Truck with Fire Pump	Fire Suppression		\$60.00	
EMS Golf Cart	Emergency Medical Services		\$16.00	
EMS Trailer	Emergency Medical Services		\$73.00	
Ambulance	Emergency Medical Services		\$97.00	
PERMITS				

Naperville Police Department
FY13 Rate Sheet

Department Services Include:

- Supervision of police personnel & event
- Special events safety & security
- Traffic control and/or enforcement
- Alcohol training of volunteers
- Parking enforcement
- Dispatching duties for event

PERSONNEL				
Position	Description of Service	Straight Time	1.5 X	2X
Police Sergeant	Supervision of police personnel	N/A	\$ 82.66	N/A
Police Officer	Special events safety & security	N/A	\$ 68.91	N/A
Motor Officer	Traffic control and/or enforcement	N/A	\$ 68.91	N/A
Liquor Liason	Special events safety & security	N/A	\$ 68.91	N/A
Telecommunicator	Dispatching duties for event	N/A	\$ 51.96	N/A
Community Service Officer	Parking enforcement	N/A	\$ 42.22	N/A
SUPPLIES				
Product	Description	Hourly Rate		
VEHICLES				
Vehicle Description	Use	Hourly Rate	Daily Rate	
Marked squad	Traffic control and/or enforcement	\$ 3.21	N/A	
City van #804	Transport to event	\$ 0.60	N/A	
Motorcycle	Traffic control and/or enforcement	\$ 0.32	N/A	
ATV	Traffic control and/or enforcement	\$ 0.10	N/A	
Traffic trailer	Traffic control and/or enforcement	\$ 0.10	N/A	
Golf cart	Traffic control and/or enforcement	\$ 0.05	N/A	

Department of Public Works
FY13 Rate Sheet

Department Services Include:

- Site set-up/take-down
- Temporary traffic control implementation
- Trash collection
- Crew supervision, work coordination
- Project supervision, coordination meetings, planning

PERSONNEL				
Position	Description of Service	Straight Time	1.5 X	2X
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	46.42	56.45	75.27
Field Supervisor	Crew supervision, work coordination	51.10	63.48	84.64
Supervisor	Project supervision, coordination meetings, planning	57.66	-	-

SUPPLIES				
Product	Description	Daily Rate/Each		
Gloves		\$ 5.50		
12' Saw Horse Barricades		\$ 0.40		
Type III Barricades		\$ 3.00		
Type I Folding Barricades		\$ 0.80		
Sign with Stand		\$ 2.50		
Sandbags		\$ 0.05		
Traffic Cone 18"		\$ 0.25		
Traffic Cone 28"		\$ 0.70		
Temp. "No Parking" signs		\$ 0.10		
Solar Arrow Board		\$ 45.00		
Solar Message Center		\$ 125.00		
Pedestrian Barriers		\$ 1.50		

VEHICLES				
Vehicle Description	Use	Hourly Rate		
TenYdDumpTruck	221, 222, 224, 232, 233, 234, 235	\$8.49		
SevenYdDumpTruck	203, 207, 225, 226, 227, 228, 229	\$7.32		
BucketTruck	217, 230, 231, 257, 268, 275, 516	\$3.47		
Car	807	\$1.48		
CargoVan	246, 247, 249, 260, 263, 264, 804	\$2.31		
Forklift	870, 892, 896	\$0.70		
Haulster	205, 206	\$1.77		
Loader	240, 241, 242, 244, 277, 278, 284	\$3.75		
PickUpTruck	510, 512, 514, 515, 518, 294, 202	\$3.00		
SemiTruck	273, 274	\$4.13		
StreetSweeper	245, 829	\$11.30		
MidSizeSUV	201, 220, 265	\$1.54		
Tractor	250, 283, 285, 823, 825, 826, 827	\$2.22		
Trailer	540, 816, 850, 851, 860, 865, 874	\$0.39		

**Transportation, Engineering, & Development Business Group
FY13 Rate Sheet**

Department Services Include:

- Code Enforcement Services
- Inspection Services
- Route and Site Mapping
- Traffic Control Plan Development
- Special Event Coordination
- Permitting (Special Event Permit, Tent/Temporary Structure Permit, Right-of-Way Permit)
- Handicap Accessibility Assessment
- Public Transportation Planning and Coordination

PERSONNEL				
Position	Description of Service	Straight Time	1.5 X	2X
Lead Inspector	Inspections for electrical/tents/carnivals	\$ 46.81	\$ 57.05	\$ 76.07
Inspector	Inspections for electrical/tents/carnivals	\$ 43.84	\$ 52.59	\$ 70.12
Code Officer	Code compliance for signage and liquor license	\$ 43.84	\$ 52.59	\$ 70.12
Tech. Team Supervisor	Traffic control plans and event mapping	\$ 48.71	\$ -	\$ -
Engineering Tech.	Event mapping and administrative support	\$ 38.56	\$ 44.67	\$ 59.56
Transportation Planner	Shuttle Bus/Public Transit Coordination	\$ 42.85	\$ -	\$ -
SUPPLIES				
Product	Description	Simplex	Duplex	
Maps	8.5 x 11 prints	\$.08/copy	\$.16/copy	
Maps	11x17 prints	\$.16/copy	\$.32/copy	
Maps	24x36 prints	\$5/Copy	N/A	
VEHICLES				
Vehicle Description	Use	Hourly Rate	Daily Rate	
Ford Escape	Drive to Inspections	\$4.43	\$35.44	
PERMITS				
Permit	Description	Fee	Notes	
Tent Permit	A tent permit is required for any event using tents of any size.	\$77	Inspection fees for special events are not included in the permit fee. These charges will be billed separately to the event organizer.	
Right-of-Way Permit	Right-of-Way permits are required for events that require street closures	\$30	Inspection fees for special events are not included in the permit fee. These charges will be billed separately to the event organizer.	
Special Event Permit	A special event permit is required for all events taking place on city property.	TBD		

City of Naperville

Department Services Rate Information:

- Labor Rates were determined by using actual salary and benefit rates by department.
- Supply Rates were determined by using several methods, 1) all disposable supplies such as temporary signs were valued at the full replacement costs; 2) all reusable supplies were valued at the replacement cost divided by estimated useful hours; and 3) large equipment such as message signs and arrow boards were valued at the fair market rental costs.
- Police and Fire vehicle rates were determined by using monthly replacement rate plus monthly M&O divided by 30 days divided by 24 hours.
- DPW vehicle rates were determined by taking the different citywide vehicle classes applying the vehicles used to those classes and taking the annual maintenance/replacement cost divided by 2080 hours.

FY13 Expense Summary

All City Services
FY13 Special Events Cost Estimates Summary Report

Date	SECA Funded Events	Personnel	Supplies	Vehicles	FY 13 Event		Difference 2013 Est. vs 2012 Act. over/(under)
					Sum	FY12 Actual	
5/20/2012	Run for Reading	\$ 7,113.79	\$ 145.45	\$ 119.50	\$ 7,378.74	\$ 7,711.45	\$ (332.71)
5/28/2012	Memorial Day Parade	\$ 21,208.80	\$ 602.35	\$ 456.58	\$ 22,267.73	\$ 20,639.26	\$ 1,628.47
n/a	Naperville Womens Club Fine Art Fair	\$ -	\$ -	\$ -	\$ -	\$ 750.23	\$ (750.23)
6/16/2012	Jazz Festival	\$ 2,453.59	\$ 57.10	\$ 30.42	\$ 2,541.11	\$ 1,897.53	\$ 643.58
6/24/2012	Step up for Autism Walk	\$ 578.88	\$ -	\$ 89.00	\$ 667.88	\$ 899.91	\$ (232.03)
6/29 - 7/3/2012	Ribfest	\$ 202,677.07	\$ 3,655.40	\$ 2,933.68	\$ 209,266.15	\$ 172,250.64	\$ 37,015.51
8/31 - 9/3/2012	Last Fling	\$ 136,873.03	\$ 1,496.50	\$ 2,365.66	\$ 140,735.19	\$ 131,739.12	\$ 8,996.07
9/14 - 9/16/2012	Riverwalk Fine Arts Fair	\$ 761.44	\$ 36.00	\$ 18.00	\$ 815.44	\$ 1,058.89	\$ (243.45)
n/a	Mayor's Disability Fair	\$ -	\$ -	\$ -	\$ -	\$ 888.06	\$ (888.06)
10/5 - 10/6/2012	New - Oktoberfest	\$ 1,171.47	\$ -	\$ -	\$ 1,171.47	\$ -	\$ 1,171.47
10/21/2012	New - Soups On	\$ 413.46	\$ -	\$ -	\$ 413.46	\$ -	\$ 413.46
10/27/2012	New - Crime Stoppers 5K	\$ 8,563.52	\$ 719.30	\$ 366.30	\$ 9,649.12	\$ -	\$ 9,649.12
11/22/2012	Turkey Trot	\$ 10,455.81	\$ 67.40	\$ 214.66	\$ 10,737.87	\$ 9,731.38	\$ 1,006.49
11/23/2012	Hometown Holidays	\$ 12,468.42	\$ 235.10	\$ 280.61	\$ 12,984.13	\$ 11,931.95	\$ 1,052.18
3/17/2013	St. Paddy's Day 5K	\$ 3,544.75	\$ 1.60	\$ 32.10	\$ 3,578.45	\$ 3,351.96	* \$ 226.49
3/17/2013	St. Patrick's Day Parade	\$ 17,256.44	\$ 342.40	\$ 581.66	\$ 18,180.50	\$ 18,302.59	* \$ (122.09)
4/14/2013	NCO Spring Ahead 5K	\$ 12,797.29	\$ 852.35	\$ 488.04	\$ 14,137.68	\$ 13,803.32	* \$ 334.36
SECA Events Total		\$ 438,337.76	\$ 8,210.95	\$ 7,976.21	\$ 454,524.92	\$ 394,956.29	\$ 59,568.63

*FY12 estimated costs, as the events have not occurred yet.

Date	SECA Funded Events	Personnel	Supplies	Vehicles	FY 13 Event		Difference 2013 Est. vs 2012 Act. over/(under)
					Sum	FY12 Actual	
6/10/2012	SheROX Triathlon	\$ 40,753.12	\$ 2,434.50	\$ 920.74	\$ 44,108.36	\$ 43,464.62	\$ 643.74
8/5/2012	Naperville Sprint Triathlon	\$ 39,600.27	\$ 2,198.60	\$ 913.54	\$ 42,712.41	\$ 42,477.58	\$ 234.83
8/24-8/25/2012	Naperville Wine Festival	\$ 2,577.22	\$ -	\$ -	\$ 2,577.22	\$ 925.42	\$ 1,651.80
8/25/2012	Scott S'Cool Scoot	\$ 1,657.48	\$ 59.00	\$ 36.84	\$ 1,753.32	\$ 1,687.25	\$ 66.07
	New 5K - waiting for information					\$ -	\$ -
Billable Events Total		\$ 84,588.09	\$ 4,692.10	\$ 1,871.12	\$ 91,151.31	\$ 88,554.87	\$ 2,596.44
FY13 Special Events Estimate		\$ 522,925.85	\$ 12,903.05	\$ 9,847.33	\$ 545,676.23	\$ 483,511.16	\$ 62,165.07

**Naperville Fire Department
FY13 Special Events Cost Estimates Summary Report**

Date	SECA Funded Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est.vs 2012 Act. over/(under)
5/20/2012	Memorial Day Parade	\$ 699.44	\$ -	\$ 186.00	\$ 885.44	\$ 488.63	\$ 396.81
6/16/2012	Jazz Festival	\$ 100.54	\$ -	\$ -	\$ 100.54	\$ -	\$ 100.54
6/24/2012	Step Up For Autism Walk	\$ 578.88	\$ -	\$ 89.00	\$ 667.88	\$ 696.28	\$ (28.40)
6/29-7/3/2012	Ribfest	\$ 19,614.42	\$ -	\$ 1,230.00	\$ 20,844.42	\$ 14,410.42	\$ 6,434.00
8/31-9/3/2012	Last Fling	\$ 15,912.36	\$ -	\$ 744.00	\$ 16,656.36	\$ 12,397.92	\$ 4,258.44
4/14/2013	NCO Spring Ahead 5K	\$ 578.88	\$ -	\$ 186.00	\$ 764.88	\$ 975.02	\$ (210.14)
	SECA Events Total	\$ 37,484.52	\$ -	\$ 2,435.00	\$ 39,919.52	\$ 28,968.27	\$ 10,951.25

Date	Billable Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est.vs 2012 Act. over/(under)
6/10/2012	SheROX Triathlon	\$ 2,100.54	\$ -	\$ 283.00	\$ 2,383.54	\$ 2,589.75	\$ (206.21)
8/5/2012	Naperville Sprint Triathlon	\$ 2,100.54	\$ -	\$ 283.00	\$ 2,383.54	\$ 2,513.42	\$ (129.88)
	Billable Events Total	\$ 4,201.08	\$ -	\$ 566.00	\$ 4,767.08	\$ 5,103.17	\$ (336.09)
	NFD FY13 Special Events Estimate	\$ 41,685.60	\$ -	\$ 3,001.00	\$ 44,686.60	\$ 34,071.44	\$ 10,615.16

**Naperville Police Department
FY13 Special Events Cost Estimates Summary Report**

Date	SECA Funded Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est. vs 2012 Act. over/(under)
5/20/2012	Run for Reading	\$ 2,732.31	\$ -	\$ 20.38	\$ 2,752.69	\$ 2,760.05	\$ (7.36)
5/28/2012	Memorial Day Parade	\$ 9,209.42	\$ -	\$ 38.50	\$ 9,247.92	\$ 8,155.89	\$ 1,092.03
6/16/2012	Jazz Festival	\$ 758.01	\$ -	\$ 6.42	\$ 764.43	\$ 792.25	\$ (27.82)
6/29-7/3/2012	Ribfest	\$ 115,082.70	\$ -	\$ 300.86	\$ 115,383.56	\$ 97,019.78	\$ 18,363.78
8/31-9/3/2012	Last Fling	\$ 77,250.97	\$ -	\$ 220.94	\$ 77,471.91	\$ 74,996.63	\$ 2,475.28
10/5-10/6/2012	OctoberFest	\$ 1,171.47	\$ -	\$ -	\$ 1,171.47	\$ -	\$ 1,171.47
10/21/2012	SoupsOn	\$ 413.46	\$ -	\$ -	\$ 413.46	\$ -	\$ 413.46
10/27/2012	Crime Stoppers 5K	\$ 3,650.46	\$ -	\$ 33.30	\$ 3,683.76	\$ -	\$ 3,683.76
11/22/2012	Turkey Trot	\$ 5,318.19	\$ -	\$ 34.66	\$ 5,352.85	\$ 5,833.88	\$ (481.03)
11/23/2012	Hometown Holidays	\$ 4,027.02	\$ -	\$ 17.65	\$ 4,044.67	\$ 4,196.51	\$ (151.84)
3/17/2013	St. Patrick's Day Parade	\$ 6,988.73	\$ -	\$ 35.94	\$ 7,024.67	\$ 7,365.53	\$ (340.86)
3/17/2013	St. Paddy's Day 5K	\$ 3,457.48	\$ -	\$ 32.10	\$ 3,489.58	\$ 3,314.46	\$ 175.12
4/14/2013	NCO Spring Ahead 5K	\$ 4,591.14	\$ -	\$ 28.24	\$ 4,619.38	\$ 4,366.18	\$ 253.20
	SECA Events Total	\$ 234,651.36	\$ -	\$ 768.99	\$ 235,420.35	\$ 208,801.16	\$ 26,619.19

Date	Billable Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est. vs 2012 Act. over/(under)
6/10/2012	SheROX Triathlon	\$ 15,935.14	\$ -	\$ 56.54	\$ 15,991.68	\$ 15,967.35	\$ 24.33
8/5/2012	Naperville Sprint Triathlon	\$ 14,096.69	\$ -	\$ 56.54	\$ 14,153.23	\$ 13,747.10	\$ 406.13
8/24-8/25/2012	Wine Festival	\$ 1,998.39	\$ -	\$ -	\$ 1,998.39	\$ 677.56	\$ 1,320.83
8/25/2012	Scott S'cool Scoot	\$ 914.76	\$ -	\$ 12.84	\$ 927.60	\$ 920.48	\$ 7.12
	Billable Events Total	\$ 32,944.98	\$ -	\$ 125.92	\$ 33,070.90	\$ 31,312.49	\$ 1,758.41
	NPD FY13 Special Events Estimate	\$ 267,596.34	\$ -	\$ 894.91	\$ 268,491.25	\$ 240,113.65	\$ 28,377.60

**Department of Public Works
FY13 Special Events Cost Estimates Summary Report**

Date	SECA Funded Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est. vs 2012 Act. over/(under)
5/20/2012	Run for Reading	\$ 4,381.48	\$ 145.45	\$ 99.12	\$ 4,626.05	\$ 4,951.40	\$ (325.35)
5/28/2012	Memorial Day Parade	\$ 11,163.96	\$ 600.75	\$ 232.08	\$ 11,996.79	\$ 11,994.74	\$ 2.05
6/16/2012	Jazz Festival	\$ 1,151.52	\$ 55.50	\$ 24.00	\$ 1,231.02	\$ 1,105.28	\$ 125.74
6/29-7/3/2012	Ribfest	\$ 61,770.07	\$ 3,503.00	\$ 1,402.82	\$ 66,675.89	\$ 53,387.35	\$ 13,288.54
8/31-9/3/2012	Last Fling	\$ 40,432.92	\$ 1,442.50	\$ 1,400.72	\$ 43,276.14	\$ 41,692.21	\$ 1,583.93
9/14-9/16/2012	Riverwalk Fine Art Fair	\$ 761.44	\$ 36.00	\$ 18.00	\$ 815.44	\$ 847.64	\$ (32.20)
10/27/2012	Crime Stoppers 5K	\$ 4,913.06	\$ 719.30	\$ 333.00	\$ 5,965.36	\$ -	\$ 5,965.36
11/22/2012	Turkey Trot	\$ 5,001.64	\$ 65.80	\$ 180.00	\$ 5,247.44	\$ 5,493.35	\$ (245.91)
11/23/2012	Hometown Holidays	\$ 7,982.20	\$ 233.50	\$ 262.96	\$ 8,478.66	\$ 8,274.41	\$ 204.25
3/17/2013	St. Patrick's Day Parade	\$ 10,180.44	\$ 340.80	\$ 545.72	\$ 11,066.96	\$ 10,850.32	\$ 216.64
4/14/2013	NCO Spring Ahead 5K	\$ 7,540.00	\$ 850.75	\$ 273.80	\$ 8,664.55	\$ 8,375.38	\$ 289.17
	SECA Events Total	\$ 155,278.73	\$ 7,993.35	\$ 4,772.22	\$ 168,044.30	\$ 146,972.08	\$ 21,072.22

Date	Billable Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est. vs 2012 Act. over/(under)
6/10/2012	SheROX Triathlon	\$ 22,095.26	\$ 2,430.50	\$ 581.20	\$ 25,106.96	\$ 24,907.52	\$ 199.44
8/5/2012	Naperville Sprint Triathlon	\$ 22,873.07	\$ 2,197.00	\$ 565.14	\$ 25,635.21	\$ 25,698.30	\$ (63.09)
8/25/2012	Scott S'Cool Scoot	\$ 742.72	\$ 59.00	\$ 24.00	\$ 825.72	\$ 766.77	\$ 58.95
	Billable Events Total	\$ 45,711.05	\$ 4,686.50	\$ 1,170.34	\$ 51,567.89	\$ 51,372.59	\$ 195.30
	DPW FY13 Special Events Estimate	\$ 200,989.78	\$ 12,679.85	\$ 5,942.56	\$ 219,612.19	\$ 198,344.67	\$ 21,267.52

**TED Business Group
FY13 Special Events Cost Estimates Summary Report**

Date	SECA Funded Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est. vs 2012 Act. over/(under)
5/28/2012	Memorial Day Parade	\$ 135.98	\$ 1.60	\$ -	\$ 137.58	\$ -	\$ 137.58
6/16/2012	Jazz Festival	\$ 443.52	\$ 1.60	\$ -	\$ 445.12	\$ -	\$ 445.12
6/29-7/3/2012	Step Up For Autism Walk	\$ -	\$ -	\$ -	\$ -	\$ 203.63	\$ (203.63)
8/31-9/3/2012	Ribfest	\$ 6,209.88	\$ 152.40	\$ -	\$ 6,362.28	\$ 7,433.09	\$ (1,070.81)
10/21/2012	Last Fling	\$ 3,276.78	\$ 54.00	\$ -	\$ 3,330.78	\$ 2,652.36	\$ 678.42
10/27/2012	Riverwalk Fine Arts Festival	\$ -	\$ -	\$ -	\$ -	\$ 165.41	\$ (165.41)
11/22/2012	Turkey Trot	\$ 135.98	\$ 1.60	\$ -	\$ 137.58	\$ 134.38	\$ 3.20
11/23/2012	Hometown Holidays	\$ 459.20	\$ 1.60	\$ -	\$ 460.80	\$ 450.08	\$ 10.72
3/17/2013	St. Patrick's Day Parade	\$ 87.27	\$ 1.60	\$ -	\$ 88.87	\$ 85.14	\$ 3.73
3/17/2013	St. Paddy's Day 5K	\$ 87.27	\$ 1.60	\$ -	\$ 88.87	\$ 37.50	\$ 51.37
4/14/2013	NCO Spring Ahead 5K	\$ 87.27	\$ 1.60	\$ -	\$ 88.87	\$ 86.74	\$ 2.13
	SECA Events Total	\$ 10,923.15	\$ 217.60	\$ -	\$ 11,140.75	\$ 11,248.33	\$ (107.58)

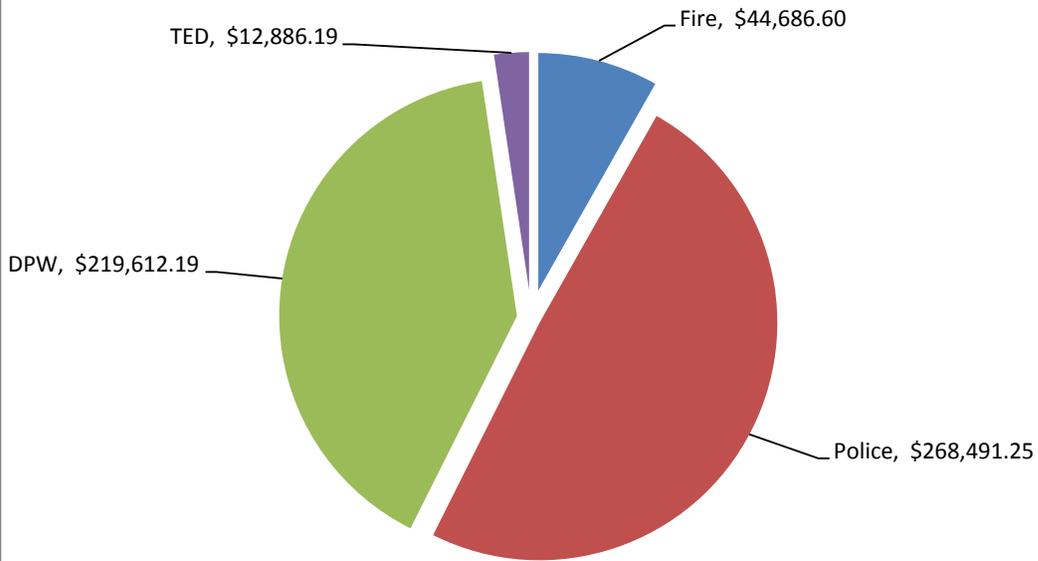
Date	Billable Events	FY13 Personnel	FY13 Supplies	FY13 Vehicles	FY13 Event Sum	FY12 Actual	Difference 2013 Est. vs 2012 Act. over/(under)
6/10/2012	SheROX Triathlon	\$ 622.18	\$ 4.00	\$ -	\$ 626.18	\$ -	\$ 626.18
8/5/2012	Naperville Sprint Triathlon	\$ 529.97	\$ 1.60	\$ 8.86	\$ 540.43	\$ 518.76	\$ 21.67
8/24-8/25/2012	Wine Festival	\$ 578.83	\$ -	\$ -	\$ 578.83	\$ 247.86	\$ 330.97
	Billable Events Total	\$ 1,730.98	\$ 5.60	\$ 8.86	\$ 1,745.44	\$ 766.62	\$ 978.82
	TED FY13 Special Events Estimate	\$ 12,654.13	\$ 223.20	\$ 8.86	\$ 12,886.19	\$ 12,014.95	\$ 871.24

FY13 Special Events by Service/Product

Fire	\$	44,686.60
Police	\$	268,491.25
DPW	\$	219,612.19
TED	\$	12,886.19
Sum	\$	545,676.23

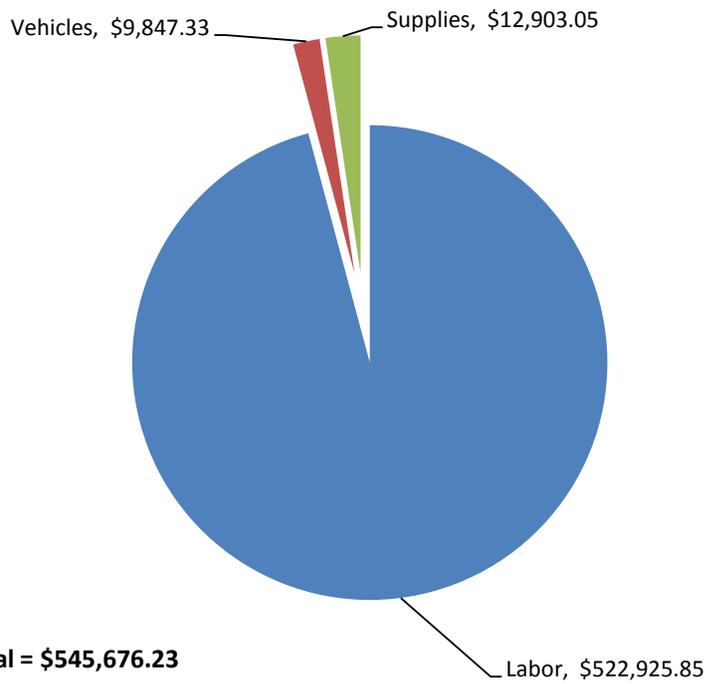
Labor	\$	522,925.85
Vehicles	\$	9,847.33
Supplies	\$	12,903.05
Sum	\$	545,676.23

Special Events Costs by Service/Product



Events Total = \$ 545,676.23

Special Events Costs by Service/Product



Events Total = \$545,676.23

Run For Reading

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Run for Reading**
 Event Date: 20-May-12

Project Code: 658-047
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 6,428.76</u>	<u>\$ 7,711.45</u>	<u>\$ 1,282.69</u>	<u>\$ 7,378.74</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 2,778.69	\$ 2,741.81	\$ (36.88)	\$ 2,732.31
DPW:	\$ 3,329.15	\$ 4,706.83	\$ 1,377.68	\$ 4,381.48
TED:	\$ 85.14	\$ -	\$ (85.14)	\$ -
	<u>\$ 6,192.98</u>	<u>\$ 7,448.64</u>	<u>\$ 1,255.66</u>	<u>\$ 7,113.79</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 133.50	\$ 145.45	\$ 11.95	\$ 145.45
TED:	\$ 1.60	\$ -	\$ (1.60)	\$ -
	<u>\$ 135.10</u>	<u>\$ 145.45</u>	<u>\$ 10.35</u>	<u>\$ 145.45</u>
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 13.21	\$ 18.24	\$ 5.03	\$ 20.38
DPW:	\$ 87.47	\$ 99.12	\$ 11.65	\$ 99.12
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 100.68</u>	<u>\$ 117.36</u>	<u>\$ 16.68</u>	<u>\$ 119.50</u>
Total Expenditures:	<u>\$ 6,428.76</u>	<u>\$ 7,711.45</u>	<u>\$ 1,282.69</u>	<u>\$ 7,378.74</u>
Difference over/(under) Budget:	\$ 1,282.69			

Run for Reading Police Department

Event Code: 658-047
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	4	4	82.66	\$330.64	
Police Officer	Special events safety & security	26	24	68.91	\$1,653.84	
Motor Officer	Traffic control and/or enforcement	3.5	3.5	68.91	\$241.19	
Community Service Officer	Parking enforcement	11	12	42.22	\$506.64	
				TOTAL	\$2,732.31	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	4	6	3.21	\$19.26	
Motorcycle	Traffic control and/or enforcement	3.5	3.5	0.32	\$1.12	
				TOTAL	\$20.38	

NOTES

EVENT TOTAL

Estimate
\$2,752.69

Run for Reading Department of Public Works

Event Code: 658-047
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Supervisor	Project supervision, coordination meetings, planning	4	4	\$57.66	\$230.64	
Field Supervisor	Crew supervision, work coordination	4	12	\$51.10	\$613.20	
Field Supervisor	Crew supervision, work coordination	5.25	4	\$84.64	\$338.56	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	30	30	\$46.42	\$1,392.60	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	16	24	\$75.27	\$1,806.48	
				TOTAL	\$4,381.48	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		60	80	\$0.40	\$32.00	
Type I Folding Barricades		15	4	\$0.80	\$3.20	
Sign with Stand		15	0	\$2.50	\$0.00	
Traffic Cone 18"		200	275	\$0.25	\$68.75	
Traffic Cone 28"		20	40	\$0.70	\$28.00	
Temp. "No Parking" signs		80	135	\$0.10	\$13.50	
				TOTAL	\$145.45	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
BucketTruck	217, 230, 231, 257, 268, 275, 516	1	0	\$3.47	\$0.00	
Trailer	540, 816, 850, 851, 860, 865, 874	0	8	\$0.39	\$3.12	
PickUpTruck	510, 512, 514, 515, 518, 294, 202	28	32	\$3.00	\$96.00	
				TOTAL	\$99.12	

NOTES

EVENT TOTAL

Estimate
\$4,626.05

Memorial Day Parade

Special Event Cost Summary Report - FY 13

City of Naperville - City Services

Event Name: **Memorial Day Parade**

Event Date: 28-May-12

Project Code: 658-017

Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ 20,708.70	\$ 20,639.26	\$ (69.44)	\$ 22,267.73
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 769.24	\$ 399.63	\$ (369.61)	\$ 699.44
Police:	\$ 9,213.94	\$ 8,120.09	\$ (1,093.85)	\$ 9,209.42
DPW:	\$ 9,691.93	\$ 11,175.47	\$ 1,483.55	\$ 11,163.96
TED:	\$ 132.78	\$ -	\$ (132.78)	\$ 135.98
	\$ 19,807.88	\$ 19,695.19	\$ (112.69)	\$ 21,208.80
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 475.50	\$ 594.60	\$ 119.10	\$ 600.75
TED:	\$ 1.60	\$ -	\$ (1.60)	\$ 1.60
	\$ 477.10	\$ 594.60	\$ 117.50	\$ 602.35
Vehicles:				
Fire:	\$ 186.00	\$ 89.00	\$ 89.00	\$ 186.00
Police:	\$ 37.60	\$ 35.80	\$ (1.80)	\$ 38.50
DPW:	\$ 200.12	\$ 224.67	\$ 24.55	\$ 232.08
TED:	\$ -	\$ -	\$ -	\$ -
	\$ 423.72	\$ 349.47	\$ (74.25)	\$ 456.58
Total Expenditures:	\$ 20,708.70	\$ 20,639.26	\$ (69.44)	\$ 22,267.73
Difference over/(under) Budget:	\$ (69.44)			

Memorial Day Parade Naperville Fire Department

Event Code: 658-017
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	4	4	\$48.24	\$192.96	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	4	4	\$48.24	\$192.96	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression		4	\$39.19	\$156.76	Yes
Firefighter/Paramedic	Emergency Medical Services/Fire Supression		4	\$39.19	\$156.76	Yes
TOTAL					\$699.44	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ambulance	Emergency Medical Services	1	1		\$97.00	
EMS Golf Cart	Emergency Medical Services	1	1		\$16.00	
EMS Trailer	Emergency Medical Services	1	1		\$73.00	
TOTAL					\$186.00	

NOTES

EVENT TOTAL

Estimate
\$885.44

Memorial Day Parade Police Department

Event Code: 658-017
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Commander	Supervision of police personnel	6.5	0	63.49	\$0.00	
Police Sergeant	Supervision of police personnel	21	21	82.66	\$1,735.86	
Police Officer	Special events safety & security	65	68	68.91	\$4,685.88	
Motor Officer	Traffic control and/or enforcement	24	20	68.91	\$1,378.20	
Telecommunicator	Dispatching duties for event	4	6	51.96	\$311.76	
Community Service Officer	Parking enforcement	21	26	42.22	\$1,097.72	
TOTAL					\$9,209.42	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	10	10	3.21	\$32.10	
Motorcycle	Traffic control and/or enforcement	24	20	0.32	\$6.40	
TOTAL					\$38.50	

NOTES

EVENT TOTAL

Estimate
\$9,247.92

Memorial Day Parade Department of Public Works

Event Code: 658-017
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Supervisor	Project supervision, coordination meetings, planning	5	8	\$57.66	\$461.28	
Field Supervisor	Crew supervision, work coordination	6	24	\$51.10	\$1,226.40	
Field Supervisor	Crew supervision, work coordination	10	12	\$84.64	\$1,015.68	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	64	72	\$46.42	\$3,342.24	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	75.75	68	\$75.27	\$5,118.36	
				TOTAL	\$11,163.96	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Sign with Stand		6	5	\$2.50	\$12.50	
Traffic Cone 18"		100	125	\$0.25	\$31.25	
Traffic Cone 28"		160	250	\$0.70	\$175.00	
Temp. "No Parking" signs		300	350	\$0.10	\$35.00	
Solar Message Center		2	2	\$125.00	\$250.00	
Type I Folding Barricades		0	15	\$0.80	\$12.00	Yes
12' Saw Horse Barricades		0	100	\$0.40	\$40.00	Yes
Pedestrian Barriers		29	30	\$1.50	\$45.00	
				TOTAL	\$600.75	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	60	64	\$3.00	\$192.00	
MidSizeSUV	201, 220, 265	0	8	\$1.54	\$12.32	
BucketTruck	217, 230, 231, 257, 268, 275, 516	4	8	\$3.47	\$27.76	
Trailer	540, 816, 850, 851, 860, 865, 874	16	0	\$0.39	\$0.00	
				TOTAL	\$232.08	

NOTES

EVENT TOTAL

Estimate
\$11,996.79

Memorial Day Parade TED Business Group

Event Code: 658-017
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Tech. Team Supervisor	Traffic control plans and event mapping	2	2	\$48.71	\$97.42	
Engineering Tech.	Event mapping and administrative support	1	1	\$38.56	\$38.56	
TOTAL					\$135.98	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

Estimate
\$137.58

SheROX Triathlon

SHEROX
TRIATHLON

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **SheROX Triathlon**
 Event Date: 10-Jun-12

Project Code: 658-048
 Funding Source: Billable

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 44,110.91</u>	<u>\$ 43,464.62</u>	<u>\$ (646.29)</u>	<u>\$ 44,108.36</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 2,560.20	\$ 2,306.75	\$ (253.45)	\$ 2,100.54
Police:	\$ 16,357.12	\$ 15,914.81	\$ (442.31)	\$ 15,935.14
DPW:	\$ 21,451.40	\$ 22,036.41	\$ 585.01	\$ 22,095.26
TED:	\$ 610.39	\$ -	\$ (610.39)	\$ 622.18
	<u>\$ 40,979.11</u>	<u>\$ 40,257.97</u>	<u>\$ (721.14)</u>	<u>\$ 40,753.12</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 2,142.50	\$ 2,340.50	\$ 198.00	\$ 2,430.50
TED:	\$ 4.00	\$ -	\$ (4.00)	\$ 4.00
	<u>\$ 2,146.50</u>	<u>\$ 2,340.50</u>	<u>\$ 194.00</u>	<u>\$ 2,434.50</u>
Vehicles:				
Fire:	\$ 404.00	\$ 283.00	\$ (121.00)	\$ 283.00
Police:	\$ 66.80	\$ 52.54	\$ (14.26)	\$ 56.54
DPW:	\$ 514.50	\$ 530.61	\$ 16.11	\$ 581.20
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 985.30</u>	<u>\$ 866.15</u>	<u>\$ (119.15)</u>	<u>\$ 920.74</u>
Total Expenditures:	<u>\$ 44,110.91</u>	<u>\$ 43,464.62</u>	<u>\$ (646.29)</u>	<u>\$ 44,108.36</u>
Difference over/(under) Budget:	\$ (646.29)			

SheROX Triathlon Naperville Fire Department

Event Code: 658-048
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Captain	Emergency Medical Services/Fire Supression	6	6	\$60.65	\$363.90	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
				TOTAL	\$2,100.54	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ambulance	Emergency Medical Services	1	1	\$97.00	\$97.00	
Ambulance	Emergency Medical Services	1	1	\$97.00	\$97.00	
EMS Trailer	Emergency Medical Services	1	1	\$73.00	\$73.00	
EMS Golf Cart	Emergency Medical Services			\$16.00	\$16.00	
				TOTAL	\$283.00	

NOTES

EVENT TOTAL

Estimate
\$2,383.54

**SheROX triathlon
Police Department**

Event Code: 658-048
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	22	28	82.66	\$2,314.48	
Police Officer	Special events safety & security	186	160	68.91	\$11,025.60	
Motor Officer	Traffic control and/or enforcement	14	14	68.91	\$964.74	
Telecommunicator	Dispatching duties for event	4	7	51.96	\$363.72	
Community Service Officer	Parking enforcement	20	30	42.22	\$1,266.60	
				TOTAL	\$15,935.14	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
						TOTAL \$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	20	16	3.21	\$51.36	
Motorcycle	Traffic control and/or enforcement	14	14	0.32	\$4.48	
ATV	Traffic control and/or enforcement	7	7	0.1	\$0.70	
City van #804	Transport to event	2	0	0.6	\$0.00	
				TOTAL	\$56.54	

NOTES

EVENT TOTAL

Estimate
\$15,991.68

**SheROX Triathlon
Department of Public Works**

Event Code: 658-048
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Supervisor	Project supervision, coordination meetings, planning	20	16	\$57.66	\$922.56	
Field Supervisor	Crew supervision, work coordination	0	24	\$51.10	\$1,226.40	
Field Supervisor	Crew supervision, work coordination	35	20	\$84.64	\$1,692.80	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	150	150	\$46.42	\$6,963.00	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	150	150	\$75.27	\$11,290.50	
				TOTAL	\$22,095.26	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12" Saw Horse Barricades		125	135	\$0.40	\$54.00	
Type I Folding Barricades		300	30	\$0.80	\$24.00	
Sign with Stand		35	35	\$2.50	\$87.50	
Traffic Cone 28"		600	650	\$0.70	\$455.00	
Temp. "No Parking" signs		150	250	\$0.10	\$25.00	
Solar Arrow Board		2	2	\$45.00	\$90.00	
Solar Message Center		2	3	\$125.00	\$375.00	
Pedestrian Barriers		660	880	\$1.50	\$1,320.00	
				TOTAL	\$2,430.50	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
BucketTruck	217, 230, 231, 257, 268, 275, 516	10	12	\$3.47	\$41.64	
PickUpTruck	510, 512, 514, 515, 518, 294, 202	100	108	\$3.00	\$324.00	
Trailer	540, 816, 850, 851, 860, 865, 874	10	24	\$0.39	\$9.36	
Forklift	870, 892, 896	5	0	\$0.70	\$0.00	
Loader	240, 241, 242, 244, 277, 278, 284	18	0	\$3.75	\$0.00	
MidSizeSUV	201, 220, 265	8	8	\$1.54	\$12.32	
SemiTruck	273, 274	6	36	\$4.13	\$148.68	
StreetSweeper	245, 829	6	4	\$11.30	\$45.20	
				TOTAL	\$581.20	

NOTES

EVENT TOTAL

Estimate	\$25,106.96
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SheROX Triathlon TED Business Group

Event Code: 658-048
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	2	2	76.07	\$152.14	
Tech. Team Supervisor	Traffic control plans and event mapping	4	4	48.71	\$194.84	
Engineering Tech.	Event mapping and administrative support	6	6	38.56	\$231.36	
Inspector	Inspections for electrical/tents/carnivals	1	1	43.84	\$43.84	
TOTAL					\$622.18	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	50	50	0.08	\$4.00	
TOTAL					\$4.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

Estimate
\$626.18

Jazz Festival

JAZZ
FESTIVAL

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Naperville Jazz Festival**
 Event Date: 16-Jun-12

Project Code: 658-161
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 2,850.84</u>	<u>\$ 1,897.53</u>	<u>\$ (953.31)</u>	<u>\$ 2,541.11</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 578.76	\$ -	\$ (578.76)	\$ 100.54
Police:	\$ 677.10	\$ 786.17	\$ 109.07	\$ 758.01
DPW:	\$ 899.08	\$ 1,026.98	\$ 127.90	\$ 1,151.52
TED:	\$ 470.32	\$ -	\$ (470.32)	\$ 443.52
	<u>\$ 2,625.26</u>	<u>\$ 1,813.15</u>	<u>\$ (812.11)</u>	<u>\$ 2,453.59</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 102.50	\$ 54.30	\$ (48.20)	\$ 55.50
TED:	\$ 4.00	\$ -	\$ (4.00)	\$ 1.60
	<u>\$ 106.50</u>	<u>\$ 54.30</u>	<u>\$ (52.20)</u>	<u>\$ 57.10</u>
Vehicles:				
Fire:	\$ 89.00	\$ -	\$ (89.00)	\$ -
Police:	\$ 6.08	\$ 6.08	\$ -	\$ 6.42
DPW:	\$ 24.00	\$ 24.00	\$ -	\$ 24.00
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 119.08</u>	<u>\$ 30.08</u>	<u>\$ (89.00)</u>	<u>\$ 30.42</u>
Total Expenditures:	<u>\$ 2,850.84</u>	<u>\$ 1,897.53</u>	<u>\$ (953.31)</u>	<u>\$ 2,541.11</u>
Difference over/(under) Budget:	\$ (953.31)			

Naperville Jazz Fest Naperville Fire Department

Event Code: 658-161
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Fire Inspector	Life Safety Inspection		2	\$50.28	\$100.54	Yes
TOTAL					\$100.54	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

Estimate
\$100.54

Jazz Fest 2012 Police Department

Event Code: 658-161
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Officer	Special events safety & security	10	11	68.91	\$758.01	
Liquor Liasion	Special events safety & security		6	68.91	\$413.46	Yes
				TOTAL	\$758.01	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
					TOTAL	\$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	2	2	3.21	\$6.42	
				TOTAL	\$6.42	

NOTES

At the request of the Mayor's Office, the liquor liasion position was added to this event for FY13.

EVENT TOTAL

Estimate
\$764.43

Naperville Jazz Fest Department of Public Works

Event Code: 658-161
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Field Supervisor	Crew supervision, work coordination	4	8	\$51.10	\$408.80	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	16	16	\$46.42	\$742.72	
				TOTAL	\$1,151.52	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		5	15	\$0.40	\$6.00	
Type I Folding Barricades		40	40	\$0.80	\$32.00	
Sign with Stand		25	5	\$2.50	\$12.50	
Temp. "No Parking" signs		60	50	\$0.10	\$5.00	
				TOTAL	\$55.50	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202, 204	8	8	\$3.00	\$24.00	
				TOTAL	\$24.00	

NOTES

EVENT TOTAL

Estimate
\$1,231.02

Jazz Festival TED Business Group

Event Code: 658-161
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	2	2	\$46.81	\$93.62	
Inspector	Inspections for electrical/tents/carnivals	2	2	\$43.84	\$87.68	
Tech. Team Supervisor	Traffic control plans and event mapping	2	2	\$48.71	\$97.42	
Engineering Tech.	Event mapping and administrative support	3	2	\$38.56	\$77.12	
Code Officer	Code compliance for signage and liquor license	2	2	\$43.84	\$87.68	
TOTAL					\$443.52	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	50	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

Estimate
\$445.12

Step Up For Autism Walk

**STEP UP FOR
AUTISM WALK**

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Step-up for Autism Walk**

Event Date: 24-Jun-12

Project Code: 658-252

Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 738.00</u>	<u>\$ 899.91</u>	<u>\$ 161.91</u>	<u>\$ 667.88</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 586.46	\$ 607.28	\$ 20.82	\$ 578.88
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ 151.54	\$ 203.63	\$ 52.09	\$ -
	<u>\$ 738.00</u>	<u>\$ 810.91</u>	<u>\$ 72.91</u>	<u>\$ 578.88</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Vehicles:				
Fire:	\$ -	\$ 89.00	\$ 89.00	\$ 89.00
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ 89.00</u>	<u>\$ 89.00</u>	<u>\$ 89.00</u>
Total Expenditures:	<u>\$ 738.00</u>	<u>\$ 899.91</u>	<u>\$ 161.91</u>	<u>\$ 667.88</u>
Difference over/(under) Budget:	\$ 161.91			

Step Up for Autism Walk Naperville Fire Department

Event Code: 658-195
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
TOTAL					\$578.88	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
EMS Golf Cart	Emergency Medical Services	1	1	\$16.00	\$16.00	
EMS Trailer	Emergency Medical Services	1	1	\$73.00	\$73.00	
TOTAL					\$89.00	

NOTES

EVENT TOTAL

Estimate
\$667.88

RIBFEST

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Ribfest**
 Event Date: 6/29-7/03/2012

Project Code: 658-004
 Funding Source: SECA

	<u>2012 Budget</u>	<u>2012 Actual</u>	<u>Difference of Actual vs Budget - over/(under)</u>	<u>2013 Budget</u>
All City Services Budget:	<u>\$ 180,596.39</u>	<u>\$ 172,250.64</u>	<u>\$ (8,345.75)</u>	<u>\$ 209,266.15</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 20,779.19	\$ 13,666.42	\$ (7,112.77)	\$ 19,614.42
Police:	\$ 95,293.25	\$ 96,780.01	\$ 1,486.76	\$ 115,082.70
DPW:	\$ 52,332.34	\$ 48,978.96	\$ (3,353.38)	\$ 61,770.07
TED:	<u>\$ 6,852.70</u>	<u>\$ 7,279.09</u>	<u>\$ 426.39</u>	<u>\$ 6,209.88</u>
	<u>\$ 175,257.48</u>	<u>\$ 166,704.48</u>	<u>\$ (8,553.00)</u>	<u>\$ 202,677.07</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 1,628.50	\$ 3,162.50	\$ 1,534.00	\$ 3,503.00
TED:	<u>\$ 154.00</u>	<u>\$ 154.00</u>	<u>\$ -</u>	<u>\$ 152.40</u>
	<u>\$ 1,782.50</u>	<u>\$ 3,316.50</u>	<u>\$ 1,534.00</u>	<u>\$ 3,655.40</u>
Vehicles:				
Fire:	\$ 1,372.00	\$ 744.00	\$ (628.00)	\$ 1,230.00
Police:	\$ 207.72	\$ 239.77	\$ 32.05	\$ 300.86
DPW:	\$ 1,786.20	\$ 1,245.89	\$ (540.31)	\$ 1,402.82
TED:	<u>\$ 190.49</u>	<u>\$ -</u>	<u>\$ (190.49)</u>	<u>\$ -</u>
	<u>\$ 3,556.41</u>	<u>\$ 2,229.66</u>	<u>\$ (1,326.75)</u>	<u>\$ 2,933.68</u>
Total Expenditures:	<u>\$ 180,596.39</u>	<u>\$ 172,250.64</u>	<u>\$ (8,345.75)</u>	<u>\$ 209,266.15</u>
Difference over/(under) Budget:	\$ (8,345.75)			

Ribfest Naperville Fire Department

Event Code: 658-004
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Firefighter/Paramedic	Emergency Medical Services/Fire Supression		48	\$39.20	\$1,881.60	Yes
Firefighter/Paramedic	Emergency Medical Services/Fire Supression		48	\$39.20	\$1,881.60	Yes
Captain	Emergency Medical Services/Fire Supression	48	48	\$60.65	\$2,911.20	
Fire Inspector	Life Safety Inspection	4	4	\$62.25	\$249.00	
Fire Inspector	Life Safety Inspection		24	\$50.28	\$1,206.72	Yes
Fire Inspector	Fireworks Inspection	14	14	\$62.25	\$871.50	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	48	55	\$48.24	\$2,653.20	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	48	55	\$48.24	\$2,653.20	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	48	55	\$48.24	\$2,653.20	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	48	55	\$48.24	\$2,653.20	
				TOTAL	\$19,614.42	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ambulance	Emergency Medical Services	4 days	5 days	\$97.00	\$485.00	
EMS Golf Cart	Emergency Medical Services	4 days	5 days	\$16.00	\$80.00	
EMS Trailer	Emergency Medical Services	4 days	5 days	\$73.00	\$365.00	
Brush Truck w/Fire Pump	Fire Suppression	4 days	5 days	\$60.00	\$300.00	
				TOTAL	\$1,230.00	

NOTES

EVENT TOTAL

FY12 Estimate
\$20,844.42

RibFest Police Department

Event Code: 658-004
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Commander	Supervision of police personnel	52	0	\$63.49	\$0.00	
Police Sergeant	Supervision of police personnel	210	227	82.66	\$18,763.82	
Police Officer	Special events safety & security	880	1087	68.91	\$74,905.17	
Motor Officer	Traffic control and/or enforcement	90	107	68.91	\$7,373.37	
Liquor Liasion	Special events safety & security	0	56	68.91	\$3,858.96	Yes
Telecommunicator	Dispatching duties for event	36	44	51.96	\$2,286.24	
Community Service Officer	Parking enforcement	180	187	42.22	\$7,895.14	
				TOTAL	\$115,082.70	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	50	72	3.21	\$231.12	
Motorcycle	Traffic control and/or enforcement	90	107	0.32	\$34.24	
ATV	Traffic control and/or enforcement	28	40	0.1	\$4.00	
Golf cart	Traffic control and/or enforcement	80	50	0.05	\$2.50	
City van #804	Transport to event	32	39	0.6	\$23.40	
Traffic trailer	Incident command	48	56	0.1	\$5.60	
				TOTAL	\$300.86	

NOTES

At the request of the Mayor's Office, the liquor liasion position was added to this event for FY13. These numbers are based on a 5-day event.

EVENT TOTAL

Estimate
\$115,383.56

Ribfest Department of Public Works

Event Code: 658-004
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	650	672	\$46.42	\$31,194.24	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	200	163	\$56.45	\$9,201.35	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	100	158	\$72.57	\$11,466.06	
Field Supervisor	Crew supervision, work coordination	100	118	\$51.10	\$6,029.80	
Field Supervisor	Crew supervision, work coordination	45	24.5	\$63.48	\$1,555.26	
Field Supervisor	Crew supervision, work coordination	15	22	\$84.64	\$1,862.08	
Supervisor	Project supervision, coordination meetings, planning	18	8	\$57.66	\$461.28	
				TOTAL	\$61,770.07	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Gloves		36	36	\$5.50	\$198.00	
12' Saw Horse Barricades		250	250	\$0.40	\$100.00	
Type III Barricades		24	30	\$3.00	\$90.00	
Type I Folding Barricades		425	425	\$0.80	\$340.00	
Sign with Stand		209	225	\$2.50	\$562.50	
Sandbags		400	450	\$0.05	\$22.50	
Traffic Cone 28"		430	900	\$0.70	\$630.00	
Temp. "No Parking" signs		300	350	\$0.10	\$35.00	
Solar Message Center		0	2	\$125.00	\$250.00	Yes
Pedestrian Barriers		30	850	\$1.50	\$1,275.00	
				TOTAL	\$3,503.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	495	300	\$3.00	\$900.00	
Loader	240, 241, 242, 244, 277, 278, 284	72	36	\$3.75	\$135.00	
SevenYdDumpTruck	203, 207, 225, 226, 227, 228, 229	0	50	\$5.45	\$272.50	Yes
BucketTruck	217, 230, 231, 257, 268, 275, 516	0	8	\$8.99	\$71.92	Yes
Trailer	540, 816, 850, 851, 860, 865, 874	80	60	\$0.39	\$23.40	
				TOTAL	\$1,402.82	

NOTES

EVENT TOTAL

Estimate
\$66,675.89

Ribfest TED Business Group

Event Code: 658-004
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	4	4	\$46.81	\$187.24	
Inspector	Inspections for electrical/tents/carnivals	35	35	\$43.84	\$1,534.40	
Code Officer	Code compliance for signage and liquor license	1	1	\$43.84	\$43.84	
Tech. Team Supervisor	Traffic control plans and event mapping	20	20	\$48.71	\$974.20	
Engineering Tech.	Event mapping and administrative support	100	80	\$38.56	\$3,084.80	
Transportation Planner	Shuttle Bus/Public Transit Coordination	5	5	\$42.85	\$214.25	
Lead Inspector	Inspections for electrical/tents/carnivals	3	3	\$57.05	\$171.15	
				TOTAL	\$6,209.88	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	50	30	\$0.08	\$2.40	
Maps	24x36 prints	30	30	\$5.00	\$150.00	
				TOTAL	\$152.40	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

NOTES

EVENT TOTAL

\$171.15
\$6,362.28

Naperville Sprint Triathlon

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Naperville Sprint Triathlon**
 Event Date: 5-Aug-12

Project Code: 658-045
 Funding Source: Billable

	<u>2012 Budget</u>	<u>2012 Actual</u>	Difference of Actual vs Budget - over/(under)	<u>2013 Budget</u>
All City Services Budget:	<u>\$ 43,287.74</u>	<u>\$ 42,477.58</u>	<u>\$ (810.16)</u>	<u>\$ 42,712.41</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 1,920.80	\$ 2,327.42	\$ 406.62	\$ 2,100.54
Police:	\$ 16,357.12	\$ 13,713.25	\$ (2,643.87)	\$ 14,096.69
DPW:	\$ 21,451.40	\$ 22,951.36	\$ 1,499.96	\$ 22,873.07
TED:	<u>\$ 517.16</u>	<u>\$ 517.16</u>	<u>\$ -</u>	<u>\$ 529.97</u>
	<u>\$ 40,246.48</u>	<u>\$ 39,509.19</u>	<u>\$ (737.29)</u>	<u>\$ 39,600.27</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 2,142.50	\$ 2,189.50	\$ 47.00	\$ 2,197.00
TED:	<u>\$ 1.60</u>	<u>\$ 1.60</u>	<u>\$ -</u>	<u>\$ 1.60</u>
	<u>\$ 2,144.10</u>	<u>\$ 2,191.10</u>	<u>\$ 47.00</u>	<u>\$ 2,198.60</u>
Vehicles:				
Fire:	\$ 307.00	\$ 186.00	\$ (121.00)	\$ 283.00
Police:	\$ 66.80	\$ 33.85	\$ (32.95)	\$ 56.54
DPW:	\$ 514.50	\$ 557.44	\$ 42.94	\$ 565.14
TED:	<u>\$ 8.86</u>	<u>\$ -</u>	<u>\$ (8.86)</u>	<u>\$ 8.86</u>
	<u>\$ 897.16</u>	<u>\$ 777.29</u>	<u>\$ (119.87)</u>	<u>\$ 913.54</u>
Total Expenditures:	<u>\$ 43,287.74</u>	<u>\$ 42,477.58</u>	<u>\$ (810.16)</u>	<u>\$ 42,712.41</u>
Difference over/(under) Budget:	\$ (810.16)			

Naperville Sprint Triathlon Naperville Fire Department

Event Code: 658-045
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Captain	Emergency Medical Services/Fire Supression	6	6	\$60.65	\$363.90	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	6	6	\$48.24	\$289.44	
				TOTAL	\$2,100.54	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013	
						TOTAL	\$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ambulance	Emergency Medical Services	1	1	\$97.00	\$97.00	
Ambulance	Emergency Medical Services	1	1	\$97.00	\$97.00	
EMS Golf Cart	Emergency Medical Services	1	1	\$16.00	\$16.00	
Ambulance	Emergency Medical Services	1	1	\$73.00	\$73.00	
				TOTAL	\$283.00	

NOTES

EVENT TOTAL

Estimate
\$2,383.54

Naperville Sprint Triathlon Police Department

Event Code: 658-045
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	22	24	82.66	\$1,983.84	
Police Officer	Special events safety & security	186	145	68.91	\$9,991.95	
Motor Officer	Traffic control and/or enforcement	14	14	68.91	\$964.74	
Telecommunicator	Dispatching duties for event	4	6	51.96	\$311.76	
Community Service Officer	Parking enforcement	20	20	42.22	\$844.40	
				TOTAL	\$14,096.69	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	20	16	3.21	\$51.36	
Motorcycle	Traffic control and/or enforcement	14	14	0.32	\$4.48	
ATV	Traffic control and/or enforcement	7	7	0.1	\$0.70	
City van #804	Transport to event	2	0	0.6	\$0.00	
				TOTAL	\$56.54	

NOTES

EVENT TOTAL

Estimate
\$14,153.23

Naperville Sprint Triathlon Department of Public Works

Event Code: 658-045
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Supervisor	Project supervision, coordination meetings, planning	20	16	\$57.66	\$922.56	
Field Supervisor	Crew supervision, work coordination	0	24	\$51.10	\$1,226.40	Yes
Field Supervisor	Crew supervision, work coordination	35	24	\$84.64	\$2,031.36	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	150	200	\$46.42	\$9,284.00	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	150	125	\$75.27	\$9,408.75	
				TOTAL	\$22,873.07	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		125	135	\$0.40	\$54.00	
Type I Folding Barricades		300	35	\$0.80	\$28.00	
Sign with Stand		35	35	\$2.50	\$87.50	
Traffic Cone 28"		600	650	\$0.70	\$455.00	
Temp. "No Parking" signs		150	250	\$0.10	\$25.00	
Solar Arrow Board		2	3	\$45.00	\$135.00	
Solar Message Center		2	2	\$125.00	\$250.00	
Pedestrian Barriers		660	775	\$1.50	\$1,162.50	
				TOTAL	\$2,197.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
BucketTruck	217, 230, 231, 257, 268, 275, 516	10	12	\$3.47	\$41.64	
PickUpTruck	510, 512, 514, 515, 518, 294, 202	100	116	\$3.00	\$348.00	
Trailer	540, 816, 850, 851, 860, 865, 874	10	16	\$0.39	\$6.24	
Forklift	870, 892, 896	5	16	\$0.70	\$11.20	
Loader	240, 241, 242, 244, 277, 278, 284	18	18	\$3.75	\$67.50	
MidSizeSUV	201, 220, 265	8	8	\$1.54	\$12.32	
SemiTruck	273, 274	6	8	\$4.13	\$33.04	
StreetSweeper	245, 829	6	4	\$11.30	\$45.20	
				TOTAL	\$565.14	

NOTES

EVENT TOTAL

Estimate
\$25,635.21

Naperville Sprint Triathlon TED Business Group

Event Code: 658-045
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	2	2	\$46.81	\$93.62	
Tech. Team Supervisor	Traffic control plans and event mapping	5	5	\$48.71	\$243.55	
Engineering Tech.	Event mapping and administrative support	5	5	\$38.56	\$192.80	
TOTAL					\$529.97	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ford Escape		2	2	\$4.43	\$8.86	
TOTAL					\$8.86	

NOTES

EVENT TOTAL

\$540.43

Naperville Wine Festival

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: ***Naperville Wine Festival***
 Event Date: 8/24-8/25/2012

Project Code: 658-250
 Funding Source: Billable

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 564.89</u>	<u>\$ 925.42</u>	<u>\$ 360.53</u>	<u>\$ 2,577.22</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ 677.56	\$ 677.56	\$ 1,998.39
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	<u>\$ 564.89</u>	<u>\$ 247.86</u>	<u>\$ (317.03)</u>	<u>\$ 578.83</u>
	<u>\$ 564.89</u>	<u>\$ 925.42</u>	<u>\$ 360.53</u>	<u>\$ 2,577.22</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures:	<u>\$ 564.89</u>	<u>\$ 925.42</u>	<u>\$ 360.53</u>	<u>\$ 2,577.22</u>
Difference over/(under) Budget:	\$ 360.53			

Naperville Wine Festival Police Department

Event Code: 658-250
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Officer	Special events safety & security	0	16	68.91	\$1,102.56	Yes
Liquor Liasion	Special events safety & security	0	13	68.91	\$895.83	Yes

TOTAL \$1,998.39

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2012
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TOTAL \$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
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\$0.00

\$0.00

TOTAL \$0.00

NOTES

At the request of the Mayor's Office, the liquor liasion position was added to this event for FY13.

EVENT TOTAL

Estimate	\$1,998.39
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Naperville Wine Festival TED Business Group

Event Code: 658-250
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	3	3	\$46.81	\$140.43	
Inspector	Inspections for electrical/tents/carnivals	9	9	\$43.84	\$394.56	
Code Officer	Code compliance for signage and liquor license	1	1	\$43.84	\$43.84	
TOTAL					\$578.83	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

Estimate
\$578.83

Scott S'Cool Scoot

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Scott S'cool Scoot**

Project Code: 658-192

Event Date: 25-Aug-12

Funding Source: Billable

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 1,870.80</u>	<u>\$ 1,687.25</u>	<u>\$ (183.55)</u>	<u>\$ 1,753.32</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 951.66	\$ 920.48	\$ (31.18)	\$ 914.76
DPW:	\$ 702.24	\$ 683.77	\$ (18.47)	\$ 742.72
TED:	\$ 85.14	\$ -	\$ (85.14)	\$ -
	<u>\$ 1,739.04</u>	<u>\$ 1,604.25</u>	<u>\$ (134.79)</u>	<u>\$ 1,657.48</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 70.00	\$ 59.00	\$ (11.00)	\$ 59.00
TED:	\$ 1.60	\$ -	\$ (1.60)	\$ -
	<u>\$ 71.60</u>	<u>\$ 59.00</u>	<u>\$ (12.60)</u>	<u>\$ 59.00</u>
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 12.16	\$ -	\$ (12.16)	\$ 12.84
DPW:	\$ 48.00	\$ 24.00	\$ (24.00)	\$ 24.00
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 60.16</u>	<u>\$ 24.00</u>	<u>\$ (36.16)</u>	<u>\$ 36.84</u>
Total Expenditures:	<u>\$ 1,870.80</u>	<u>\$ 1,687.25</u>	<u>\$ (183.55)</u>	<u>\$ 1,753.32</u>
Difference over/(under) Budget:	\$ (183.55)			

Scott S'cool Scoot Police Department

Event Code: 658-192
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	3	3	82.66	\$247.98	
Police Officer	Special events safety & security	8	6	68.91	\$413.46	
Community Service Officer	Parking enforcement	4	6	42.22	\$253.32	
				TOTAL	\$914.76	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL						\$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	4	4	3.21	\$12.84	
				TOTAL	\$12.84	

NOTES

EVENT TOTAL

Estimate
\$927.60

**Scott S'cool Scoot
Department of Public Works**

Event Code: 658-192
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	16	16	\$46.42	\$742.72	
				TOTAL	\$742.72	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		40	45	\$0.40	\$18.00	
Sign with Stand		12	12	\$2.50	\$30.00	
Traffic Cone 28"		20	0	\$0.70	\$0.00	
Temp. "No Parking" signs		100	110	\$0.10	\$11.00	
				TOTAL	\$59.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	16	8	\$3.00	\$24.00	
				TOTAL	\$24.00	

NOTES

EVENT TOTAL

Estimate
\$825.72

Last Fling

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: ***Last Fling***
 Event Date: 8/31-9/03/2012

Project Code: 658-013
 Funding Source: SECA

	<u>2012 Budget</u>	<u>2012 Actual</u>	Difference of Actual vs Budget - over/(under)	<u>2013 Budget</u>
All City Services Budget:	<u>\$ 150,666.99</u>	<u>\$ 131,739.12</u>	<u>\$ (18,927.87)</u>	<u>\$ 140,735.19</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 14,188.97	\$ 11,653.92	\$ (2,535.05)	\$ 15,912.36
Police:	\$ 79,583.82	\$ 74,777.23	\$ (4,806.59)	\$ 77,250.97
DPW:	\$ 50,198.04	\$ 39,033.83	\$ (11,164.21)	\$ 40,432.92
TED:	<u>\$ 3,332.70</u>	<u>\$ 2,598.36</u>	<u>\$ (734.34)</u>	<u>\$ 3,276.78</u>
	<u>\$ 147,303.53</u>	<u>\$ 128,063.34</u>	<u>\$ (19,240.19)</u>	<u>\$ 136,873.03</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 962.50	\$ 1,328.40	\$ 365.90	\$ 1,442.50
TED:	<u>\$ 54.00</u>	<u>\$ 54.00</u>	<u>\$ -</u>	<u>\$ 54.00</u>
	<u>\$ 1,016.50</u>	<u>\$ 1,382.40</u>	<u>\$ 365.90</u>	<u>\$ 1,496.50</u>
Vehicles:				
Fire:	\$ 841.00	\$ 744.00	\$ (97.00)	\$ 744.00
Police:	\$ 201.42	\$ 219.40	\$ 17.98	\$ 220.94
DPW:	\$ 1,304.54	\$ 1,329.98	\$ 25.44	\$ 1,400.72
TED:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ 2,346.96</u>	<u>\$ 2,293.38</u>	<u>\$ (53.58)</u>	<u>\$ 2,365.66</u>
Total Expenditures:	<u>\$ 150,666.99</u>	<u>\$ 131,739.12</u>	<u>\$ (18,927.87)</u>	<u>\$ 140,735.19</u>
Difference over/(under) Budget:	\$ (18,927.87)			

Last Fling Naperville Fire Department

Event Code: 658-013
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Firefighter/Paramedic	Emergency Medical Services/Fire Supression		46	\$39.20	\$1,803.20	Yes
Firefighter/Paramedic	Emergency Medical Services/Fire Supression		46	\$39.20	\$1,803.20	Yes
Captain	Emergency Medical Services/Fire Supression	46	46	\$60.65	\$2,789.90	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	46	46	\$48.24	\$2,219.04	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	46	46	\$48.24	\$2,219.04	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	30	30	\$48.24	\$1,447.20	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	30	30	\$48.24	\$1,447.20	
Fire Inspector	Life Safety Inspection		36	\$50.28	\$1,810.08	Yes
Fire Inspector	Life Safety Inspection	6	6	\$62.25	\$373.50	
TOTAL					\$15,912.36	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ambulance	Emergency Medical Services	4 days	4 days	\$97.00	\$388.00	
EMS Golf Cart	Emergency Medical Services	4 days	4 days	\$16.00	\$64.00	
EMS Trailer	Emergency Medical Services	4 days	4 days	\$73.00	\$292.00	
TOTAL					\$744.00	

NOTES

EVENT TOTAL

Estimate
\$16,656.36

Last Fling Police Department

Event Code: 658-013
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Commander	Supervision of police personnel	42	0	63.49	\$0.00	
Police Sergeant	Supervision of police personnel	150	135	82.66	\$11,159.10	
Police Officer	Special events safety & security	752	715	68.91	\$49,270.65	
Motor Officer	Traffic control and/or enforcement	92	92	68.91	\$6,339.72	
Liquor Liaison	Special events safety & security	0	34	68.91	\$2,342.94	Yes
Telecommunicator	Dispatching duties for event	36	51	51.96	\$2,649.96	
Community Service Officer	Parking enforcement	140	130	42.22	\$5,488.60	
				TOTAL	\$77,250.97	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	50	50	3.21	\$160.50	
Motorcycle	Traffic control and/or enforcement	92	92	0.32	\$29.44	
Golf cart	Traffic control and/or enforcement	20	80	0.05	\$4.00	
City van #804	Transport to event	30	32	0.6	\$19.20	
Traffic trailer	Incident command	48	50	0.1	\$5.00	
ATV	Traffic control and/or enforcement	28	28	0.1	\$2.80	
				TOTAL	\$220.94	

NOTES

At the request of the Mayor's Office, the liquor liaison position was added to this event for FY13.

EVENT TOTAL

Estimate
\$77,471.91

**Last Fling
Department of Public Works**

Event Code: 658-013
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set-up/take-down, temporary traffic control implementation	390	480	\$46.42	\$22,281.60	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation	122	72	\$56.45	\$4,064.40	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation	210	90	\$72.57	\$6,531.30	
Field Supervisor	Crew supervision, work coordination	50	30	\$51.10	\$1,533.00	
Field Supervisor	Crew supervision, work coordination	65	30	\$63.48	\$1,904.40	
Field Supervisor	Crew supervision, work coordination	44	18	\$84.64	\$1,523.52	
Supervisor	Project supervision, coordination meetings, planning	20	45	\$57.66	\$2,594.70	
				TOTAL	\$40,432.92	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		175	250	\$0.40	\$100.00	
Type I Folding Barricades		225	400	\$0.80	\$320.00	
Type III Barricades		0	20	\$3.00	\$60.00	Yes
Sign with Stand		20	30	\$2.50	\$75.00	
Sandbags		150	300	\$0.05	\$15.00	
Traffic Cone 18"		200	150	\$0.25	\$37.50	
Traffic Cone 28"		0	275	\$0.70	\$192.50	Yes
Pedestrian Barriers		300	325	\$1.50	\$487.50	
Solar Message Center		1	1	\$125.00	\$125.00	
Temp. "No Parking" signs		300	300	\$0.10	\$30.00	
				TOTAL	\$1,442.50	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202, 204	250	330	\$3.00	\$990.00	
SevenYdDumpTruck	203, 207, 225, 226, 227, 228, 229	4.5	4	\$7.32	\$29.28	
Trailer	540, 816, 850, 851, 860, 865, 874	0	24	\$0.39	\$9.36	Yes
MidSizeSUV	201, 220, 265	0	48	\$1.54	\$73.92	Yes
Loader	240, 241, 242, 244, 277, 278, 284	50	48	\$3.75	\$180.00	
StreetSweeper	245, 829	5	8	\$11.30	\$90.40	
BucketTruck	217, 230, 231, 257, 268, 275, 516	80	8	\$3.47	\$27.76	
				TOTAL	\$1,400.72	

NOTES

EVENT TOTAL

Estimate
\$43,276.14

Last Fling TED Business Group

Event Code: 658-013
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	10	10	\$46.81	\$468.10	
Inspector	Inspections for electrical/tents/carnivals	35	35	\$43.84	\$1,534.40	
Code Officer	Code compliance for signage and liquor license	1	2	\$43.84	\$87.68	
Tech. Team Supervisor	Traffic control plans and event mapping	10	10	\$48.71	\$487.10	
Engineering Tech.	Event mapping and administrative support	10	10	\$38.56	\$385.60	
Transportation Planner	Event mapping and administrative support	5	2	\$42.85	\$85.70	
Lead Inspector	Inspections for electrical/tents/carnivals	4	4	\$57.05	\$228.20	
				TOTAL	\$3,276.78	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	50	50	\$0.08	\$4.00	
Maps	24x36 prints	10	10	\$5.00	\$50.00	
				TOTAL	\$54.00	

VEHICLES

Vehicle Description	Use	2011 Hrs	2012 Hrs	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

NOTES

EVENT TOTAL

\$3,330.78

Riverwalk Fine Art Fair

**RIVERWALK
FINE ART FAIR**

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Riverwalk Fine Art Fair**
 Event Date: 9/14-9/16/2012

Project Code: 658-021
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 1,013.05</u>	<u>\$ 1,058.89</u>	<u>\$ 45.84</u>	<u>\$ 815.44</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 775.64	\$ 1,029.69	\$ 254.05	\$ 761.44
TED:	\$ 165.41	\$ -	\$ (165.41)	\$ -
	<u>\$ 941.05</u>	<u>\$ 1,029.69</u>	<u>\$ 88.64</u>	<u>\$ 761.44</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 36.00	\$ 20.20	\$ (15.80)	\$ 36.00
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 36.00</u>	<u>\$ 20.20</u>	<u>\$ (15.80)</u>	<u>\$ 36.00</u>
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 36.00	\$ 9.00	\$ (27.00)	\$ 18.00
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 36.00</u>	<u>\$ 9.00</u>	<u>\$ (27.00)</u>	<u>\$ 18.00</u>
Total Expenditures:	<u>\$ 1,013.05</u>	<u>\$ 1,058.89</u>	<u>\$ 45.84</u>	<u>\$ 815.44</u>
Difference over/(under) Budget:	\$ 45.84			

**Riverwalk Fine Art Fair
Department of Public Works**

Event Code: 658-021
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	12	12	\$46.42	\$557.04	
Field Supervisor	Crew supervision, work coordination	4	4	\$51.10	\$204.40	
				TOTAL	\$761.44	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		10	10	\$0.40	\$4.00	
Type III Barricades		3	3	\$3.00	\$9.00	
Type I Folding Barricades		11	11	\$0.80	\$8.80	
Sign with Stand		4	4	\$2.50	\$10.00	
Traffic Cone 28"		6	6	\$0.70	\$4.20	
				TOTAL	\$36.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	12	6	\$3.00	\$18.00	
				TOTAL	\$18.00	

NOTES

EVENT TOTAL

Estimate
\$815.44

Oktoberfest

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Oktoberfest**
 Event Date: 10/5-10/06/2012

Project Code: 658-020
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ -	\$ -	\$ -	\$ 1,171.47
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ 1,171.47
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 1,171.47
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Expenditures:	\$ -	\$ -	\$ -	\$ 1,171.47
Difference over/(under) Budget:	\$ -			

Oktoberfest Police Department

Event Code: 658-020
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Liquor Liasion	Special events safety & security	0	17	68.91	\$1,171.47	Yes
TOTAL					\$1,171.47	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2012
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
					\$0.00	
					\$0.00	
TOTAL					\$0.00	

NOTES

This is a new event for FY13. At the request of the Mayor's Office, the liquor liasion position was added to this event.

EVENT TOTAL

Estimate
\$1,171.47

Soups On

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Soups On**
 Event Date: 21-Oct-12

Project Code: 658-208
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ -	\$ -	\$ -	\$ 413.46
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ 413.46
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 413.46
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Expenditures:	\$ -	\$ -	\$ -	\$ 413.46
Difference over/(under) Budget:	\$ -			

SoupsOn Police Department

Event Code: 658-208
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Liquor Liasion	Special events safety & security	0	6	68.91	\$413.46	Yes

TOTAL \$413.46

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2012
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TOTAL \$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
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\$0.00
\$0.00
TOTAL \$0.00

NOTES

This is a new event for FY13. At the request of the Mayor's Office, the liquor liasion position was added to this event.

EVENT TOTAL

Estimate	\$413.46
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Crime Stoppers 5K

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Crime Stoppers 5K**
 Event Date: 27-Oct-12

Project Code: 658-680
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ -	\$ -	\$ -	\$ 9,649.12
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ 3,650.46
DPW:	\$ -	\$ -	\$ -	\$ 4,913.06
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 8,563.52
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ 719.30
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 719.30
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ 33.30
DPW:	\$ -	\$ -	\$ -	\$ 333.00
TED:	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 366.30
Total Expenditures:	\$ -	\$ -	\$ -	\$ 9,649.12
Difference over/(under) Budget:	\$ -			

Crime Stoppers 5K Police Department

Event Code: 658-680
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	0	7	82.66	\$578.62	Yes
Police Officer	Special events safety & security	0	36	68.91	\$2,480.76	Yes
Community Service Officer	Parking enforcement	0	14	42.22	\$591.08	Yes
				TOTAL	\$3,650.46	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
				TOTAL	\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	0	10	3.21	\$32.10	Yes
City Van #804	Transport to event	0	2	0.6	\$1.20	Yes
				TOTAL	\$33.30	

PERMITS & FEES

NOTES

The number of sworn NPD personnel could be reduced with the assistance of NEMA and/or CRW personnel assisting the event.

EVENT TOTAL

Estimate
\$3,683.76

Crime Stoppers 5K Department of Public Works

Event Code: 658-680
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Field Supervisor	Crew supervision, work coordination	0	24	\$51.10	\$1,226.40	Yes
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	0	48	\$46.42	\$2,228.16	Yes
Field Supervisor	Crew supervision, work coordination	0	5	\$63.48	\$317.40	Yes
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	0	10	\$56.45	\$564.50	Yes
Supervisor	Project supervision, coordination meetings, planning	0	10	\$57.66	\$576.60	Yes
				TOTAL	\$4,913.06	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		0	120	\$0.40	\$48.00	Yes
Type I Folding Barricades		0	36	\$0.80	\$28.80	Yes
Sign with Stand		0	25	\$2.50	\$62.50	Yes
PW Traffic Cone 28"		0	100	\$0.70	\$70.00	Yes
PW Solar Message Board		0	4	\$125.00	\$500.00	Yes
Temp. "No Parking" signs		0	100	\$0.10	\$10.00	Yes
				TOTAL	\$719.30	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202, 204	0	111	\$3.00	\$333.00	Yes
				TOTAL	\$333.00	

NOTES

EVENT TOTAL

Estimate
\$5,965.36

Turkey Trot

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Turkey Trot**
 Event Date: 22-Nov-12

Project Code: 658-026
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ 11,461.61	\$ 9,731.38	\$ (1,730.23)	\$ 10,737.87
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 5,785.88	\$ 5,751.62	\$ (34.26)	\$ 5,318.19
DPW:	\$ 5,231.05	\$ 3,523.04	\$ (1,708.01)	\$ 5,001.64
TED:	\$ 132.78	\$ 141.17	\$ 8.39	\$ 135.98
	\$ 11,149.71	\$ 9,415.83	\$ (1,733.88)	\$ 10,455.81
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 226.30	\$ 126.80	\$ (99.50)	\$ 65.80
TED:	\$ 1.60	\$ -	\$ (1.60)	\$ 1.60
	\$ 227.90	\$ 126.80	\$ (101.10)	\$ 67.40
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 48.00	\$ 62.75	\$ 14.75	\$ 34.66
DPW:	\$ 36.00	\$ 126.00	\$ 90.00	\$ 180.00
TED:	\$ -	\$ -	\$ -	\$ -
	\$ 84.00	\$ 188.75	\$ 104.75	\$ 214.66
Total Expenditures:	\$ 11,461.61	\$ 9,731.38	\$ (1,730.23)	\$ 10,737.87
Difference over/(under) Budget:	\$ (1,730.23)			

Turkey Trot Police Department

Event Code: 658-026
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	11	11	82.66	\$909.26	
Police Officer	Special events safety & security	54	45	68.91	\$3,100.95	
Motor Officer	Traffic control and/or enforcement	8	8	68.91	\$551.28	
Telecommunicator	Dispatching duties for event	4	4	51.96	\$207.84	
Community Service Officer	Parking enforcement	12	13	42.22	\$548.86	
				TOTAL	\$5,318.19	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
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TOTAL \$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	15	10	3.21	\$32.10	
Motorcycle	Traffic control and/or enforcement	8	8	0.32	\$2.56	
				TOTAL	\$34.66	

NOTES

EVENT TOTAL

Estimate
\$5,352.85

Turkey Trot Department of Public Works

Event Code: 658-026
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Supervisor	Project supervision, coordination meetings, planning	15	16	\$57.66	\$922.56	
Field Supervisor	Crew supervision, work coordination	20	12	\$51.10	\$613.20	
Field Supervisor	Crew supervision, work coordination	10	10	\$84.64	\$846.40	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	24	24	\$46.42	\$1,114.08	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	20.5	20	\$75.27	\$1,505.40	
				TOTAL	\$5,001.64	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		75	75	\$0.40	\$30.00	
Type I Folding Barricades		6	6	\$0.80	\$4.80	
Sign with Stand		18	10	\$2.50	\$25.00	
Traffic Cone 28"		200	0	\$0.70	\$0.00	
Temp. "No Parking" signs		65	60	\$0.10	\$6.00	
				TOTAL	\$65.80	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	12	60	\$3.00	\$180.00	
				TOTAL	\$180.00	

NOTES

EVENT TOTAL

Estimate
\$5,247.44

Turkey Trot TED Business Group

Event Code: 658-026
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Tech. Team Supervisor	Traffic control plans and event mapping	2	2	\$48.71	\$97.42	
Engineering Tech.	Event mapping and administrative support	1	1	\$38.56	\$38.56	
TOTAL					\$135.98	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

\$137.58

Hometown Holidays

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **Hometown Holidays**
 Event Date: 23-Nov-12

Project Code: 658-011
 Funding Source: SECA

	2012 Budget	2012 Actual	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ 15,756.29	\$ 11,931.95	\$ (3,824.34)	\$ 12,984.13
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 4,178.31	\$ 3,239.57	\$ (938.74)	\$ 4,027.02
DPW:	\$ 10,575.80	\$ 7,913.51	\$ (2,662.29)	\$ 7,982.20
TED:	\$ 448.48	\$ 386.67	\$ (61.81)	\$ 459.20
	\$ 15,202.59	\$ 11,539.75	\$ (3,662.84)	\$ 12,468.42
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 224.20	\$ 159.80	\$ (64.40)	\$ 233.50
TED:	\$ 1.60	\$ -	\$ (1.60)	\$ 1.60
	\$ 225.80	\$ 159.80	\$ (66.00)	\$ 235.10
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 18.20	\$ 31.30	\$ 13.10	\$ 17.65
DPW:	\$ 309.70	\$ 201.10	\$ (108.60)	\$ 262.96
TED:	\$ -	\$ -	\$ -	\$ -
	\$ 327.90	\$ 232.40	\$ (95.50)	\$ 280.61
Total Expenditures:	\$ 15,756.29	\$ 11,931.95	\$ (3,824.34)	\$ 12,984.13
Difference over/(under) Budget:	\$ (3,824.34)			

Hometown Holidays Police Department

Event Code: 658-011
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	15	12	82.66	\$991.92	
Police Officer	Special events safety & security	21	25	68.91	\$1,722.75	
Motor Officer	Traffic control and/or enforcement	10	5	68.91	\$344.55	
Telecommunicator	Dispatching duties for event	4	4	51.96	\$207.84	
Community Service Officer	Parking enforcement	16	18	42.22	\$759.96	
TOTAL					\$4,027.02	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	5	5	3.21	\$16.05	
Motorcycle	Traffic control and/or enforcement	10	5	0.32	\$1.60	
TOTAL					\$17.65	

NOTES

EVENT TOTAL

Estimate
\$4,044.67

Hometown Holidays Department of Public Works

Event Code: 658-011
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	60	16	\$46.42	\$742.72	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	60	60	\$75.27	\$4,516.20	
Supervisor	Project supervision, coordination meetings, planning	20	12	\$57.66	\$691.92	
Field Supervisor	Crew supervision, work coordination	30	24	\$84.64	\$2,031.36	
				TOTAL	\$7,982.20	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		68	70	\$0.40	\$28.00	
Type I Folding Barricades		35	35	\$0.80	\$28.00	
Sign with Stand		23	24	\$2.50	\$60.00	
Traffic Cone 28"		75	75	\$0.70	\$52.50	
Temp. "No Parking" signs		50	50	\$0.10	\$5.00	
Pedestrian Barriers		36	40	\$1.50	\$60.00	
				TOTAL	\$233.50	

VEHICLES

Vehicle Description	Use	2012Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	77	60	\$3.00	\$180.00	
TenYdDumpTruck	221, 222, 224, 232, 233, 234, 235	6	8	\$8.49	\$67.92	
MidSizeSUV	201, 220, 265	0	8	\$1.88	\$15.04	Yes
BucketTruck	217, 230, 231, 257, 268, 275, 516	8	0	\$1.88	\$0.00	
				TOTAL	\$262.96	

NOTES

EVENT TOTAL

Estimate
\$8,478.66

Hometown Holidays TED Business Group

Event Code: 658-011
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Lead Inspector	Inspections for electrical/tents/carnivals	4	4	\$46.81	\$187.24	
Tech. Team Supervisor	Traffic control plans and event mapping	4	4	\$48.71	\$194.84	
Engineering Tech.	Event mapping and administrative support	2	2	\$38.56	\$77.12	
TOTAL					\$459.20	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

\$460.80

St. Paddy's Day 5K

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **St. Paddy's Day 5K**
 Event Date: 17-Mar-13

Project Code: 658-112
 Funding Source: SECA

	2012 Budget	2012 Estimate	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	\$ 3,351.96	\$ 3,351.96	\$ -	\$ 3,578.45
Expenditures:				
Salaries/Benefits:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 3,289.04	\$ 3,289.04	\$ -	\$ 3,457.48
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ 37.50	\$ 37.50	\$ -	\$ 87.27
	\$ 3,326.54	\$ 3,326.54	\$ -	\$ 3,544.75
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ 1.60
	\$ -	\$ -	\$ -	\$ 1.60
Vehicles:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ 25.42	\$ 25.42	\$ -	\$ 32.10
DPW:	\$ -	\$ -	\$ -	\$ -
TED:	\$ -	\$ -	\$ -	\$ -
	\$ 25.42	\$ 25.42	\$ -	\$ 32.10
Total Expenditures:	\$ 3,351.96	\$ 3,351.96	\$ -	\$ 3,578.45
Difference over/(under) Budget:	\$ -			

St. Paddy's Day 5K Police Department

Event Code: 658-112
Funding: Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	5	8	82.66	\$661.28	
Police Officer	Special events safety & security	34	32	68.91	\$2,205.12	
Community Service Officer	Parking enforcement	14	14	42.22	\$591.08	
TOTAL					\$3,457.48	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	8	10	3.21	\$32.10	
City Van #804	Transport to event	2	0	0.6	\$0.00	
TOTAL					\$32.10	

NOTES

EVENT TOTAL

Estimate
\$3,489.58

St. Paddy's Day 5K TED Business Group

Event Code: 658-006
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Tech. Team Supervisor	Traffic control plans and event mapping	1	1	\$48.71	\$48.71	Yes
Engineering Tech.	Event mapping and administrative support	1	1	\$38.56	\$38.56	
TOTAL					\$87.27	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	Yes
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2011 Hrs	2012 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

\$88.87

St. Patrick's Day Parade

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **St. Patrick's Day Parade**
 Event Date: 17-Mar-13

Project Code: 658-006
 Funding Source: SECA

	2012 Budget	2012 Estimate	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 18,680.97</u>	<u>\$ 18,302.59</u>	<u>\$ (378.38)</u>	<u>\$ 18,180.50</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 289.38	\$ -	\$ (289.38)	\$ -
Police:	\$ 7,323.15	\$ 7,323.15	\$ -	\$ 6,988.73
DPW:	\$ 10,275.11	\$ 10,275.11	\$ -	\$ 10,180.44
TED:	\$ 85.14	\$ 85.14	\$ -	\$ 87.27
	<u>\$ 17,972.78</u>	<u>\$ 17,683.40</u>	<u>\$ (289.38)</u>	<u>\$ 17,256.44</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 232.00	\$ 232.00	\$ -	\$ 340.80
TED:	\$ 1.60	\$ 1.60	\$ -	\$ 1.60
	<u>\$ 233.60</u>	<u>\$ 233.60</u>	<u>\$ -</u>	<u>\$ 342.40</u>
Vehicles:				
Fire:	\$ 89.00	\$ -	\$ (89.00)	\$ -
Police:	\$ 42.38	\$ 42.38	\$ -	\$ 35.94
DPW:	\$ 343.21	\$ 343.21	\$ -	\$ 545.72
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 474.59</u>	<u>\$ 385.59</u>	<u>\$ (89.00)</u>	<u>\$ 581.66</u>
Total Expenditures:	<u>\$ 18,680.97</u>	<u>\$ 18,302.59</u>	<u>\$ (378.38)</u>	<u>\$ 18,180.50</u>
Difference over/(under) Budget:	\$ (378.38)			

St. Patrick's Day Parade Police Department

Event Code: 658-006
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	15	12	82.66	\$991.92	
Police Officer	Special events safety & security	59	59	68.91	\$4,065.69	
Motor Officer	Traffic control and/or enforcement	16	12	68.91	\$826.92	
Telecommunicator	Dispatching duties for event	4	5	51.96	\$259.80	
Community Service Officer	Parking enforcement	20	20	42.22	\$844.40	
TOTAL					\$6,988.73	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	12	10	3.21	\$32.10	
Motorcycle	Traffic control and/or enforcement	16	12	0.32	\$3.84	
City van #804	Transport to event	2	0	0.6	\$0.00	
TOTAL					\$35.94	

NOTES

EVENT TOTAL

Estimate
\$7,024.67

St. Patrick's Day Parade Department of Public Works

Event Code: 658-006
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	135	120	\$46.42	\$5,570.40	
Equipment Operator	Site set-up/take-down, temporary traffic control implementation, trash collection	50	60	\$56.45	\$3,387.00	
Field Supervisor	Crew supervision, work coordination	12	12	\$63.48	\$761.76	
Supervisor	Project supervision, coordination meetings, planning	16	8	\$57.66	\$461.28	
				TOTAL	\$10,180.44	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12' Saw Horse Barricades		100	100	\$0.40	\$40.00	
Type I Folding Barricades		20	36	\$0.80	\$28.80	
Sign with Stand		10	0	\$2.50	\$0.00	
Traffic Cone 18"		140	140	\$0.25	\$35.00	
Traffic Cone 28"		130	260	\$0.70	\$182.00	
Pedestrian Barriers		0	20	\$1.50	\$30.00	Yes
Temp. "No Parking" signs		250	250	\$0.10	\$25.00	
				TOTAL	\$340.80	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
BucketTruck	217, 230, 231, 257, 268, 275, 516	15	8	\$3.47	\$27.76	
PickUpTruck	510, 512, 514, 515, 518, 294, 202	95	60	\$3.00	\$180.00	
StreetSweeper	245, 829	0	12	\$11.30	\$135.60	Yes
TenYdDumpTruck	221, 222, 224, 232, 233, 234, 235	0	36	\$5.45	\$196.20	Yes
MidSizeSUV	201, 220, 265	4	4	\$1.54	\$6.16	
				TOTAL	\$545.72	

NOTES

EVENT TOTAL

Estimate
\$11,066.96

St. Patrick's Day Parade TED Business Group

Event Code: 658-006
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Tech. Team Supervisor	Traffic control plans and event mapping	1	1	\$48.71	\$48.71	
Engineering Tech.	Event mapping and administrative support	1	1	\$38.56	\$38.56	
TOTAL					\$87.27	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2011 Hrs	2012 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

\$88.87

NCO Spring Ahead 5K

**NCO SPRING
AHEAD 5K**

Special Event Cost Summary Report - FY13

City of Naperville - City Services

Event Name: **NCO Spring Ahead 5K Run**
 Event Date: 14-Apr-13

Project Code: 658-046
 Funding Source: SECA

	2012 Budget	2012 Estimate	Difference of Actual vs Budget - over/(under)	2013 Budget
All City Services Budget:	<u>\$ 13,803.32</u>	<u>\$ 13,803.32</u>	<u>\$ -</u>	<u>\$ 14,137.68</u>
Expenditures:				
Salaries/Benefits:				
Fire:	\$ 789.02	\$ 789.02	\$ -	\$ 578.88
Police:	\$ 4,333.38	\$ 4,333.38	\$ -	\$ 4,591.14
DPW:	\$ 7,373.89	\$ 7,373.89	\$ -	\$ 7,540.00
TED:	\$ 85.14	\$ 85.14	\$ -	\$ 87.27
	<u>\$ 12,581.43</u>	<u>\$ 12,581.43</u>	<u>\$ -</u>	<u>\$ 12,797.29</u>
Overhead:				
Supplies:				
Fire:	\$ -	\$ -	\$ -	\$ -
Police:	\$ -	\$ -	\$ -	\$ -
DPW:	\$ 776.50	\$ 776.50	\$ -	\$ 850.75
TED:	\$ 1.60	\$ 1.60	\$ -	\$ 1.60
	<u>\$ 778.10</u>	<u>\$ 778.10</u>	<u>\$ -</u>	<u>\$ 852.35</u>
Vehicles:				
Fire:	\$ 186.00	\$ 186.00	\$ -	\$ 186.00
Police:	\$ 32.80	\$ 32.80	\$ -	\$ 28.24
DPW:	\$ 224.99	\$ 224.99	\$ -	\$ 273.80
TED:	\$ -	\$ -	\$ -	\$ -
	<u>\$ 443.79</u>	<u>\$ 443.79</u>	<u>\$ -</u>	<u>\$ 488.04</u>
Total Expenditures:	<u>\$ 13,803.32</u>	<u>\$ 13,803.32</u>	<u>\$ -</u>	<u>\$ 14,137.68</u>
Difference over/(under) Budget:	\$ -			

NCO Spring Ahead 5K Naperville Fire Department

Event Code: 658-046
Funding: SECA/Billable

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	10	6	\$48.24	\$289.44	
Firefighter/Paramedic	Emergency Medical Services/Fire Supression	8	6	\$48.24	\$289.44	
TOTAL					\$578.88	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
TOTAL					\$0.00	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Ambulance	Emergency Medical Services	1	1	\$97.00	\$97.00	
EMS Golf Cart	Emergency Medical Services	1	1	\$16.00	\$16.00	
EMS Trailer	Emergency Medical Services	1	1	\$73.00	\$73.00	
TOTAL					\$186.00	

NOTES

EVENT TOTAL

Estimate
\$764.88

NCO Spring Ahead 5K Police Department

Event Code: 658-046
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Police Sergeant	Supervision of police personnel	9	9	82.66	\$743.94	
Police Officer	Special events safety & security	36	36	68.91	\$2,480.76	
Motor Officer	Traffic control and/or enforcement	8	8	68.91	\$551.28	
Telecommunicator	Dispatching duties for event	0	3.5	51.96	\$181.86	Yes
Community Service Officer	Parking enforcement	15	15	42.22	\$633.30	
				TOTAL	\$4,591.14	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
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TOTAL \$0.00

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Marked squad	Traffic control and/or enforcement	10	8	3.21	\$25.68	No
Motorcycle	Traffic control and/or enforcement	8	8	0.32	\$2.56	No
				TOTAL	\$28.24	

NOTES

EVENT TOTAL

Estimate
\$4,619.38

NCO Spring Ahead 5K Department of Public Works

Event Code: 658-046
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Equipment Operator	Site set up, temporary traffic control implementation, trash collection	80	80	\$46.42	\$3,713.60	
Equipment Operator	Site set up, temporary traffic control implementation, trash collection	28.5	24	\$75.27	\$1,806.48	
Supervisor	Project supervision, coordination meetings, planning	10	8	\$57.66	\$461.28	
Field Supervisor	Crew supervision, work coordination	0	4	\$51.10	\$204.40	Yes
Field Supervisor	Crew supervision, work coordination	15	16	\$84.64	\$1,354.24	
				TOTAL	\$7,540.00	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
12" Saw Horse Barricades		25	50	\$0.40	\$20.00	
Type I Folding Barricades		5	10	\$0.80	\$8.00	
Sign with Stand		15	15	\$2.50	\$37.50	
Traffic Cone 28"		500	550	\$0.70	\$385.00	
Traffic Cone 18"		0	75	\$0.25	\$18.75	Yes
Temp. "No Parking" signs		0	65	\$0.10	\$6.50	Yes
Solar Message Center		3	3	\$125.00	\$375.00	
				TOTAL	\$850.75	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
PickUpTruck	510, 512, 514, 515, 518, 294, 202	62.25	64	\$3.00	\$192.00	
SevenYdDumpTruck	203, 207, 225, 226, 227, 228, 229	4.75	8	\$7.32	\$58.56	
Trailer	540, 816, 850, 851, 860, 865, 874	0	18	\$0.52	\$9.36	Yes
BucketTruck	217, 230, 231, 257, 268, 275, 516	1	4	\$3.47	\$13.88	
				TOTAL	\$273.80	

NOTES

EVENT TOTAL

Estimate
\$8,664.55

NCO Spring Ahead 5K TED Business Group

Event Code: 658-046
Funding: SECA

PERSONNEL

Position	Description of Service	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
Tech. Team Supervisor	Traffic control plans and event mapping	1	1	\$48.71	\$48.71	
Engineering Tech.	Event mapping and administrative support	1	1	\$38.56	\$38.56	
TOTAL					\$87.27	

SUPPLIES

Product	Description	2012 Qty	2013 Qty	Rate	Estimate	New Cost in 2013
Maps	8.5 x 11 prints	20	20	\$0.08	\$1.60	
TOTAL					\$1.60	

VEHICLES

Vehicle Description	Use	2012 Hrs	2013 Hrs	Rate	Estimate	New Cost in 2013
TOTAL					\$0.00	

NOTES

EVENT TOTAL

Estimate
\$88.87

Special Event Financial Process

S.E.
FINANCIAL
PROCESS

Special Events Financial Process

The following tables have been developed to ensure sound financial practices as related to city services provided for Naperville special events.

Annual Budget Process

<i>Date</i>	<i>Department</i>	<i>Action</i>
August 6	Finance	Supply Departments with forms and historical information (to date) on events, which will enable Departments to prepare their upcoming budgets
September 4	All	Submit current special events cost estimates with support information to Finance Department and Special Events Coordinator.
September 14	Finance/Clerk	Review departments' cost estimates toward developing an annual special events budget. Submit questions to departments for revisions or further explanation.
September 24	All	Cost estimates and updated support information are due to Finance and SE Coordinator.
September 28	Finance/All	Special events budgets become a component of departments' annual operating budgets.
October 5	Finance/Clerk	Department special events budgets are prepared and submitted to the SE/SECA Coordinator
October 5	Clerk	Special events cost estimates are provided to event organizers.
January 25	Finance	Special Event Financial Report DRAFT
March	Finance	Special Event Financial Report Issued
March	All	SECA Workshop (for those that wish to attend)

General direction:

- Estimates are based on each department's operating plan and resources used for the most current year event. Any known changes, improvements, or enhancements to city services provided should be included in the cost estimates along with an explanation/support.
- Finance Department will coordinate action items above with department Analysts.
- Special Events service cost estimate forms and cost estimating practices are to be consistent among all departments and as determined by the Finance Department. Finance Department will provide training and support.

Special Event Billing Process

<i>Schedule</i>	<i>Action</i>
As planned	Special event concludes.
In accordance with applicable payroll schedule	Departments review Kronos time and check event codes for accuracy.
Within 1 week of conclusion of the event	Departments provide actual event cost reports (vehicles, supplies, confirmation of labor utilized) to Finance Department and SE Coordinator
Within 4 weeks of conclusion of the event	Finance Department develops overall event cost report and submits to departments for review and confirmation of accuracy. NOTE: The City pays one week in arrears, so four weeks is necessary because events can cross two pay periods.
Within 1 week of receiving event report from Finance	Departments review event cost report and notify Finance of any errors or problems. Departments outline reasons why actual cost was over/under the budgeted amount. Finance works with Payroll to resolve any issues identified by Departments.
Within 6 weeks of conclusion of the event	Finance Department submits invoice to event sponsor (billable events) or for transfer from SECA Fund (eligible events).
On the 1 st day of the month following the billing request	Finance Department-Billing & Collections will generate and mail bill to event.

General direction:

- Finance Department will coordinate action items above with department Analysts.
- Department service costs should be substantially consistent with the service cost estimate provided by the department in the Annual Budget Process. Significant deviations from the estimates must have detailed support, including assurance that the event organizer was aware and in concurrence with any additional costs.
- Service costs substantially exceeding the departments' estimate may not be recoverable from event organizers.
- SECA transfers will not exceed approved amounts.