



**CITY COUNCIL WORKSHOP
AGENDA
MUNICIPAL CENTER - COUNCIL CHAMBERS
12/10/2012**

GENERAL FUND FY14 BUDGET

A. CALL TO ORDER:

B. INTRODUCTION:

1. Presentation

C. PRESENTATION:

1. FY13 UPDATE AND FY14 BUDGET
2. DEPARTMENT SUMMARIES
3. DEPARTMENTAL DETAIL
4. OVERTIME/ CONFERENCES AND TRAINING
5. MAYOR AND CITY COUNCIL BUDGET

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.

General Fund FY14 Budget City Council Workshop

December 10, 2012

FY14 Budget Workshop Schedule

- 5 Year Plan and Tax Levy 10/08/12
- **General Fund FY14 Budget** 12/10/12
- Capital Improvement Program (CIP) 1/28/13
- Utility and Other Funds 2/25/13
- Final Budget Workshop(tentative) 3/11/13

Agenda

- Call to Order/Opening Comments 10 min
- FY Budget Update and FY14 Budget 20 min
- Department Reviews – 90 min with a 15 min break
 - TED
 - Fire
 - Police
- BREAK**
 - Public Works
 - Finance
 - Legal/Human Resources
 - City Clerk/Information Technology
 - CMO/Community Relations
- Mayor and City Council's Budget 30 min

Proposed General Fund FY14 Budget Summary

Proposed General Fund FY14 Budget Summary

(in \$ Millions)

	Preliminary FY14		
	Revenue	Expenditure	Budget Gap/(Excess)
Available Fund Balance			
Fund Balances currently available	8.6		(8.6)
Surplus projected in FY13 (as of 10/30/12)	1.2		(1.2)
Total Fund Balance available for FY14	9.8		(9.8)
Preliminary Budget - October Workshop	113.3	117.9	4.6
Increase chargeback to SSA for police coverage	0.1		(0.1)
Increased permit fee projection	0.1		(0.1)
Personnel Committee approved Staffing Changes			
Police		0.3	0.3
IT		0.1	0.1
CMO-Internal Audit		0.1	0.1
Various department expenditure reductions		(0.2)	(0.2)
Police-overtime reduction		(0.1)	(0.1)
Lower vehicle replacements		(0.4)	(0.4)
Finalize roadway funding transfer		0.4	0.4
Total FY14 changes	113.5	118.1	4.6
Proposed FY14 Budget	123.3	118.1	(5.2)

Total General Fund

BUDGET CHANGES

FY12-13 Budget	\$	110,712,978
FY13-14 Budget	\$	118,066,222
Total Decrease	\$	7,353,244

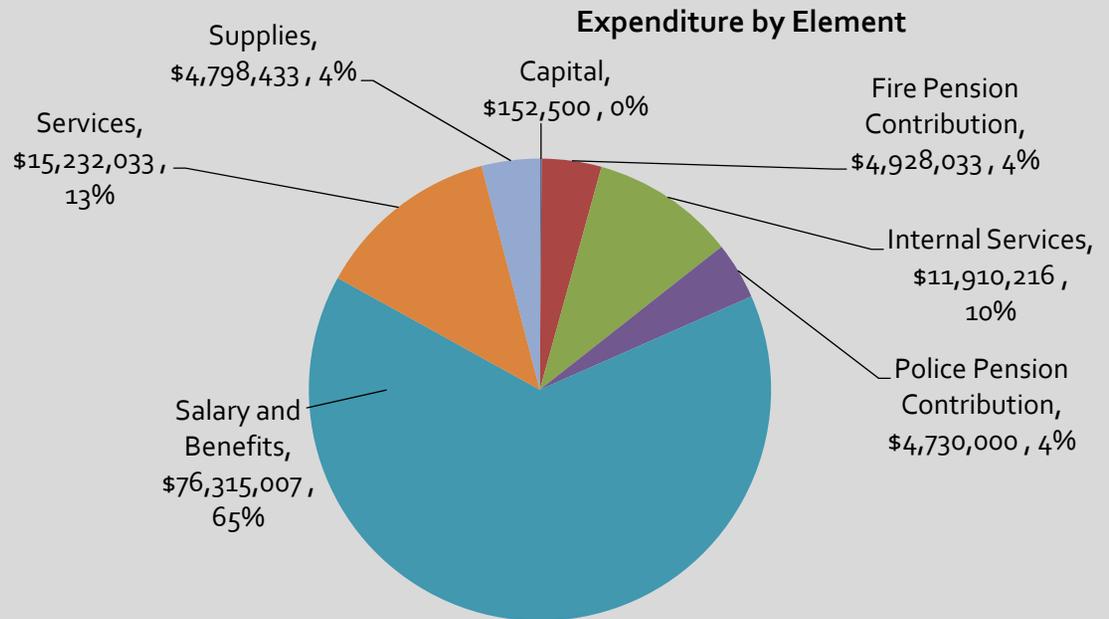
INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	793,871
Public Safety Pensions	\$	652,469
Workers Compensation	\$	(177,962)
Auto Liability	\$	(192,648)
General Liability	\$	(40,013)
Increase Transfer for MIP and Roadway	\$	4,000,000
Vehicle Replacement	\$	1,067,950
Vehicle Services	\$	269,888
IT Replacement	\$	185,353

Department Directed

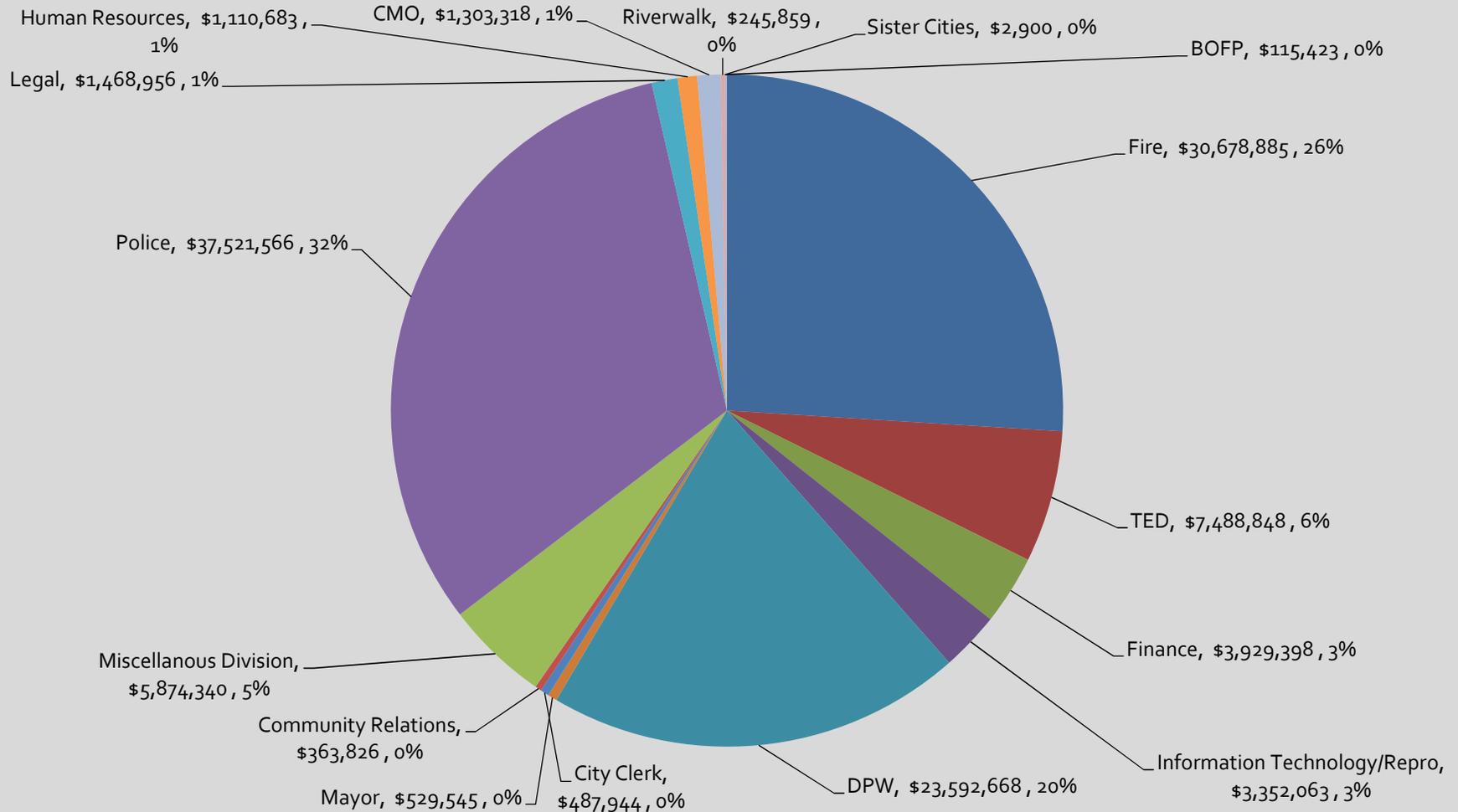
Police	\$	340,553
Fire	\$	245,434
DPW	\$	203,050
All Other Departments	\$	5,299
Total Decrease	\$	7,353,244



	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
General Fund FTE's	FY09	FY10	FY11	FY12	FY13	FY14
FTE's	803.40	758.05	734.40	728.59	732.32	737.78

Total General Fund

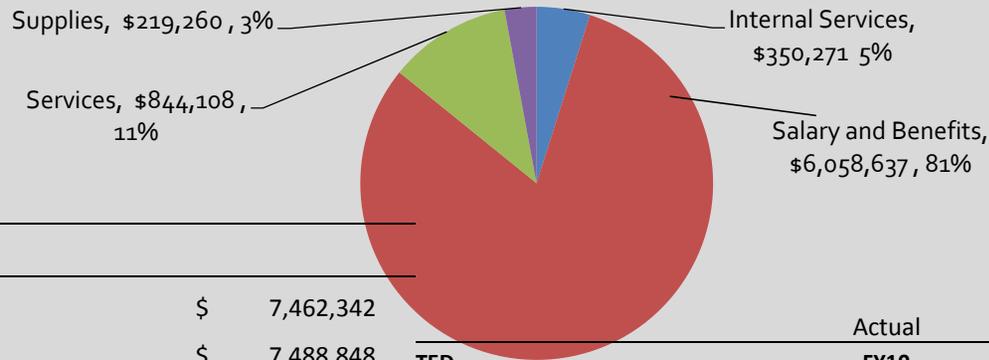
FY14 Total General Fund by Department \$118,066,222



Department Budget Review

TED Budget Summary

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	7,462,342
FY13-14 Budget	\$	7,488,848
Total Increase	\$	26,506

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	24,698
Auto Liability	\$	2,790
General Liability	\$	(56,165)
Vehicle Services	\$	18,342
IT Replacement	\$	24

Department Directed

Equipment Replacement	\$	40,960
Other minor decreases	\$	(4,143)
Total Increase	\$	26,506

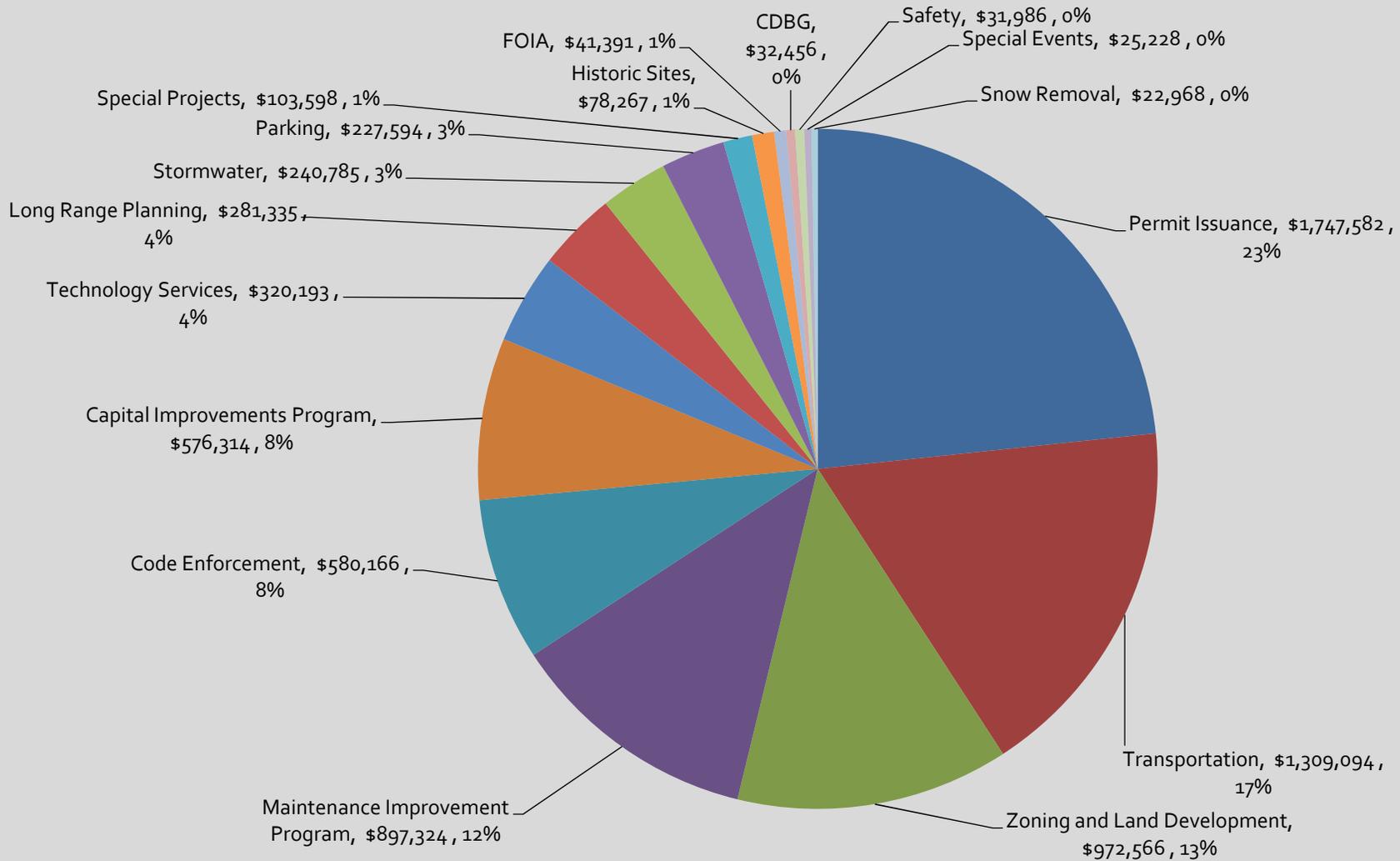
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
TED	FY10	FY11	FY12	FY13	FY14
Support Services Team	23.25	21.75	21.75	22.00	21.00
Development Services Team	27.98	25.89	24.73	25.21	25.21
Planning Services Team	6.06	4.75	4.75	4.25	4.25
Engineering and Transportation	14.68	14.64	14.64	15.14	16.14
TOTALS	71.97	67.03	65.87	66.60	66.60

Highlights

- * TED continues to focus on safety. The last preventable vehicle accident was over 350 days ago while the last lost workday occurred over seven years ago
- * Continue to fund the Ogden Avenue site improvement grant at \$50,000 for businesses located along Ogden Avenue
- * Temporary position added in FY13 has maintained inspection service levels as permit issuances increased 37% in FY12 and an additional 7.5% in FY13. The cost of the additional resource is covered by the increased permit fees.
- * Re-introduce and focus on neighborhood traffic evaluations to address safety issues within neighborhoods, including cut through traffic, speed control, and signage
- * Large print copier replacement deferred from FY12 to FY14 (\$40K)
- * Resources shifted from planning and special project activities to permit and zoning to meet the increased needs in these areas

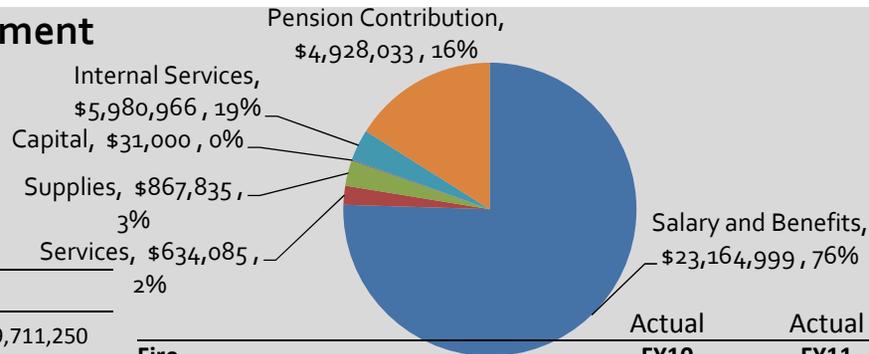
TED Service Based Budget

TED Program Budget FY13-14 \$7,488,848



Fire Budget Summary

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	29,711,250
FY13-14 Budget	\$	30,678,885
Total Increase	\$	967,635

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	336,544
Tech Services Coordinator*	\$	(93,840)
Workers Compensation	\$	90,250
Pension Contribution	\$	239,848
Vehicle Services	\$	82,368
IT Replacement	\$	49,764
General Liability	\$	10,331
Auto Liability	\$	6,936

Department Directed

Technology	\$	110,545
Operating Supplies	\$	113,395
Other minor increases	\$	21,494
Total Increase	\$	967,635

	Actual FY10	Actual FY11	Actual FY12	Adopted Budget FY13	Proposed Budget FY14
Fire					
Administration*	5.00	18.00	18.00	18.00	17.00
Operations	193.00	185.00	185.00	185.00	185.00
Support Services	9.00	0.00	0.00	0.00	0.00
TOTALS	207.00	203.00	203.00	203.00	202.00

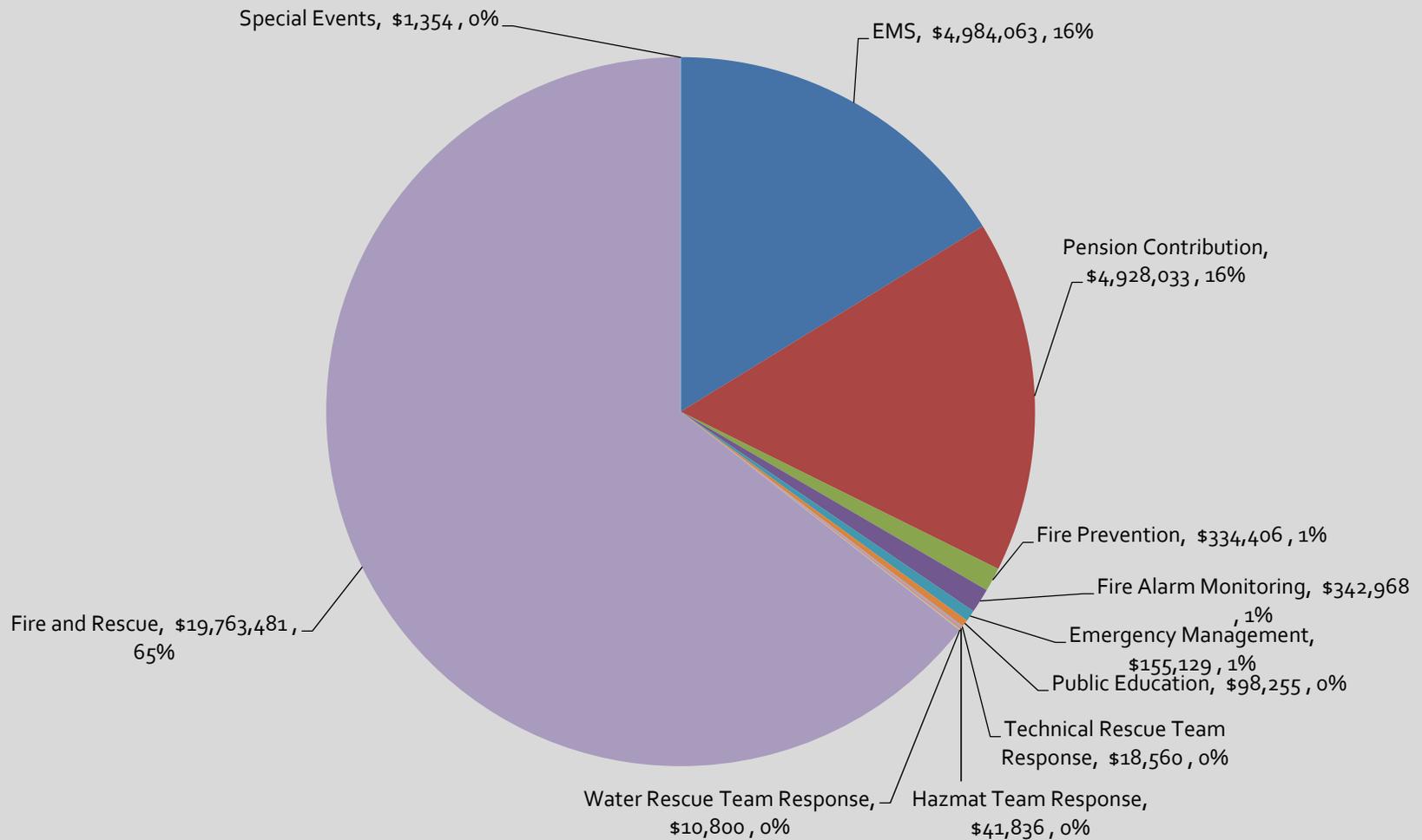
*1 FTE transferred from Fire to IT in FY13

Highlights

- * **Overtime Savings:** In calendar year 2011, the fire department saved \$1,036,000 in overtime and in calendar year 2012 \$774,000 in overtime to date by reducing ambulances down from eight to five per shift when personnel shortages due to sick and injured leave created the overtime potential. No service reduction was noted and this practice continues due to its effectiveness in reducing expenditures
- * **Decrease in Response Time:** Evaluated and decreased the time intervals needed to alert stations by implementing technology to the current fire station alerting system resulting in a decreased response time
- * **Video Conferencing:** Implemented a video conferencing system purchased in part through a federal grant to improve station district coverage, lower fuel cost and increase department communications
- * **Ambulance Billing Commission:** Selected and awarded a new ambulance billing vendor contract that reduced commission rates by 20% from the previous vendor
- * **Electronic Patient Care Reporting:** Working with Edward Hospital medical system to implement new electronic patient care reporting system to decrease out of service time for ambulances at the hospital

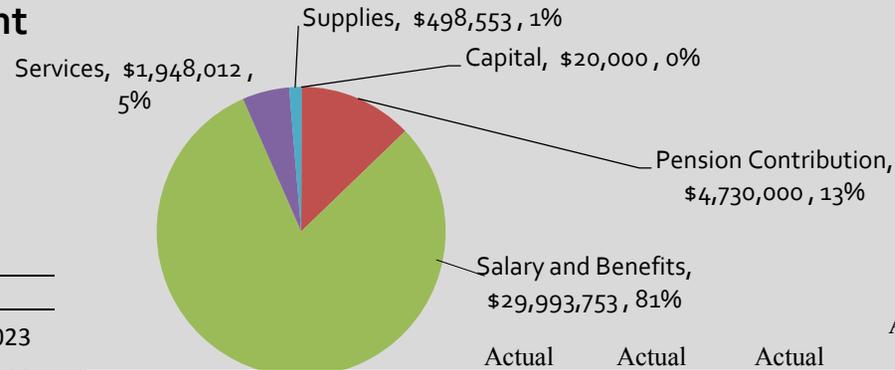
Fire Service Based Budget

FIRE PROGRAM BUDGET FY13-14 \$30,678,885



Police Budget Summary

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	35,499,023
FY13-14 Budget	\$	37,521,566
Total Increase	\$	2,022,543

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	855,846
Workers Compensation	\$	211,820
Auto Liability	\$	(194,225)
General Liability	\$	(42,206)
Vehicle Replacement	\$	277,250
Vehicle Services	\$	96,864
Pension Contribution	\$	412,621
IT Replacement	\$	64,020

Department Directed

Radio maintenance contract	\$	272,031
Other minor increases/decreases	\$	68,522
Total Increase	\$	2,022,543

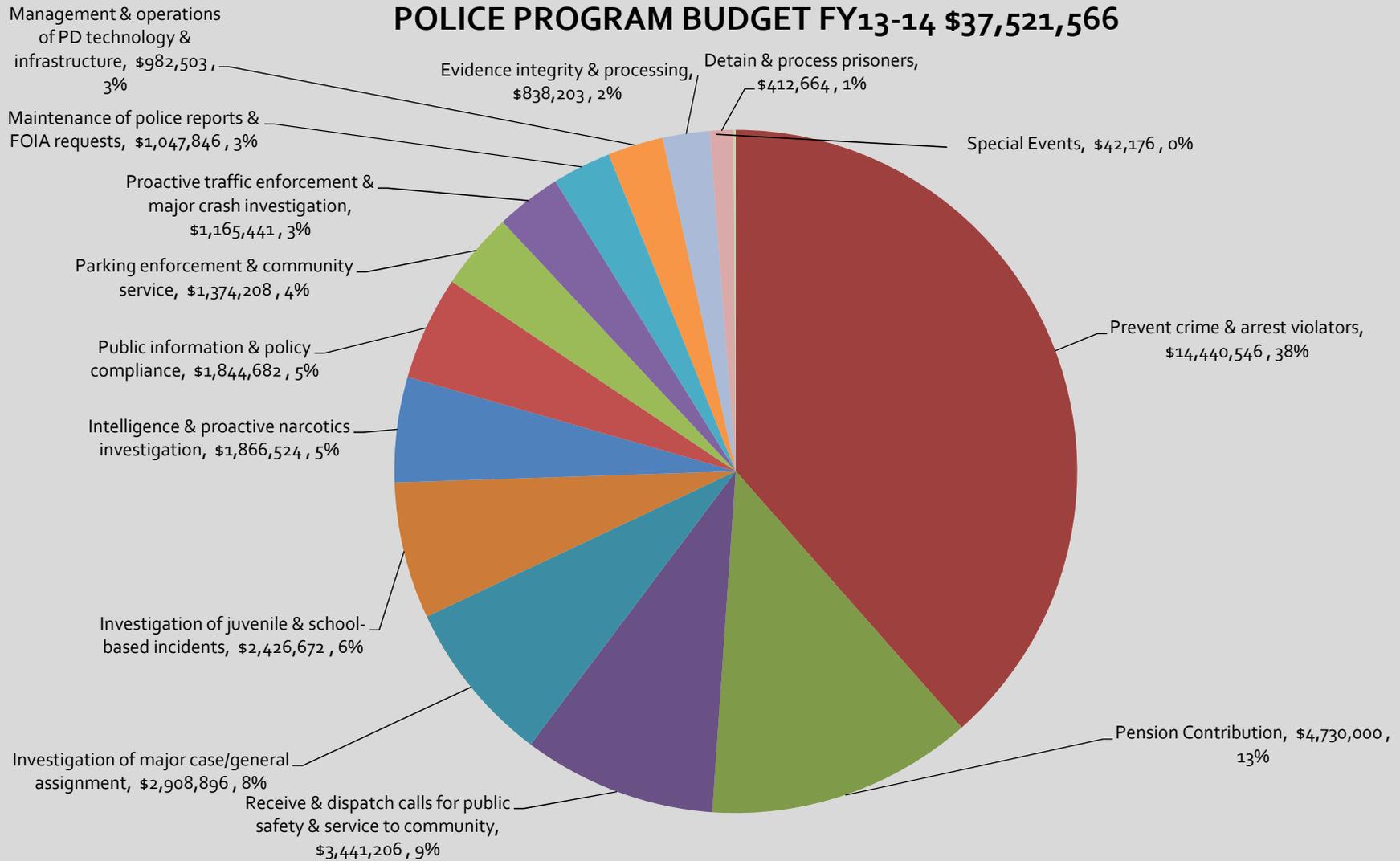
	Actual FY10	Actual FY11	Actual FY12	Adopted Budget FY13	Proposed Budget FY14
POLICE FTE's					
Office of Chief of Police	12.50	12.50	10.625	8.625	6.00
Police Services	50.00	48.00	47.25	25.25	29.875
Operations	180.38	171.04	171.04	0.00	0.00
Patrol	0.00	0.00	0.00	127.00	132.79
Investigations	0.00	0.00	0.00	68.04	64.75
Communications	42.00	42.00	41.00	41.00	41.00
TOTALS	284.88	273.54	269.915	269.915	274.415

Highlights

- * Implementation of digital in-car video system for patrol vehicles in support of criminal prosecution and risk management efforts - CIP EQ037
- * Establish and present educational programs to address youth issues, including illicit drug use and suicide along with community partners
- * After significant department reorganization in FY13, explore opportunities to enhance service levels to the community via additions to the department's civilian headcount
- * Enhancement of department resources to facilitate a combined prevention and enforcement model for addressing current and emerging liquor-related concerns in the downtown

Police Service Based Budget

POLICE PROGRAM BUDGET FY13-14 \$37,521,566



Proposed police department FTE's for FY14

- Crime Scene Technician (1 FTE)
- Civilian Front Desk Assistants (2 FTE)
- Civilian Investigator (1 FTE)
- Crime Prevention Specialist (.5 FTE)

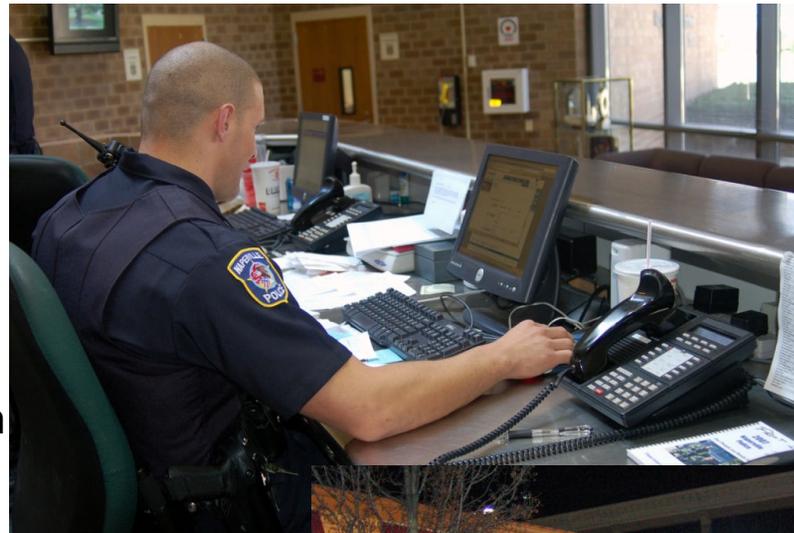
Crime Scene Technician

- In 2007, the police department began the process to convert the crime scene technician function from all sworn officers to all civilian employees. With this position, the transition will be complete.
- There are currently four civilian crime scene technicians & one sworn police officer assigned to the Crime Scene Unit.
- The remaining sworn officer would be reassigned to patrol duties.



Civilian Front Desk Assistants

- These positions will be responsible for interacting with citizens who come to the police department.
- These positions will accurately document the information provided by victims and witnesses and inform the reporting parties of the “next steps” in the criminal justice system.
- This transition from sworn to civilian front desk personnel will return 60 hours per week of sworn officer service to the community and downtown.



Civilian Investigator

- With the significant increase in financial and cyber crime, this position will be responsible for adding to the service level of the Investigations Division while reducing sworn investigator workload and overtime expense.



Crime Prevention Specialist

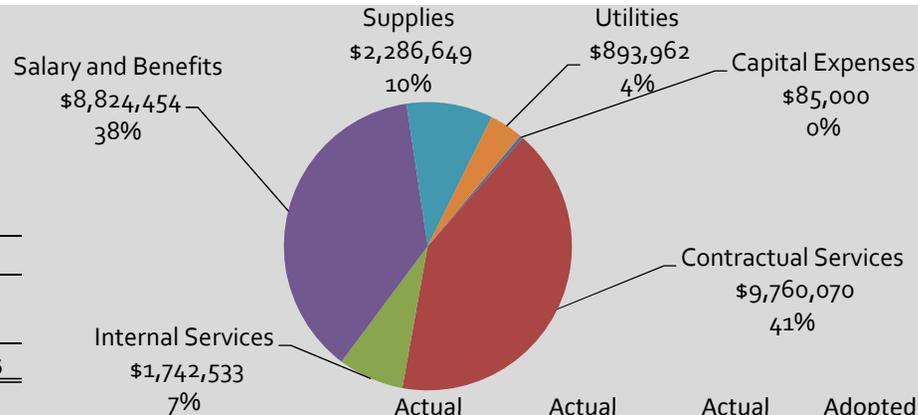
- This position identifies, develops and presents public safety programs to schools and local community groups.
- Directly tied to strategic plan initiative #7 – *"to present educational programs to address youth issues including illicit drug use & suicide along with community partners"*.
- This is a 20 hr/week part-time position.

Heroin Drug Paraphernalia



Public Works Budget Summary

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	21,905,352
FY13-14 Budget	\$	23,592,668
Total increase	\$	1,687,316

INCREASE/DECREASE ELEMENTS

INCREASE/DECREASE ELEMENTS		PUBLIC WORKS FTE's	
City Directed		Administration	
Salary and Benefits	\$ 239,370	5.00	5.00
Worker's Compensation	\$ (93,365)	5.20	5.20
Auto Liability	\$ (8,812)	56.90	56.51
General Liability	\$ 45,811	21.00	21.00
Vehicle Replacement	\$ 911,900	88.10	87.71
Vehicle Services	\$ 475,650		
Departmental Contingency	\$ (120,082)		
IT Replacement	\$ 33,794		
Department Directed		Operations	
Refuse & Recycling Contract	\$ 133,235		
Winter Operations (De-Icing Chemicals)	\$ 89,075		
Leaf and Chip Disposal Fees	\$ 107,548		
Contracted Custodial Services	\$ 77,673		
Mowing and Landscaping Contracts	\$ 35,478		
Inter-Departmental Chargebacks	\$ (254,656)		
Other Minor Increase/(Decrease)	\$ 14,697		
Total increase	\$ 1,687,316		

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
	FY10	FY11	FY12	FY13	FY14
Administration	5.00	5.00	4.00	4.00	4.00
Strategic Services	5.20	5.20	5.20	5.20	6.60
Operations	56.90	56.51	58.51	58.10	56.20
PBO	21.00	21.00	20.00	20.00	20.46
TOTALS	88.10	87.71	87.71	87.30	87.26

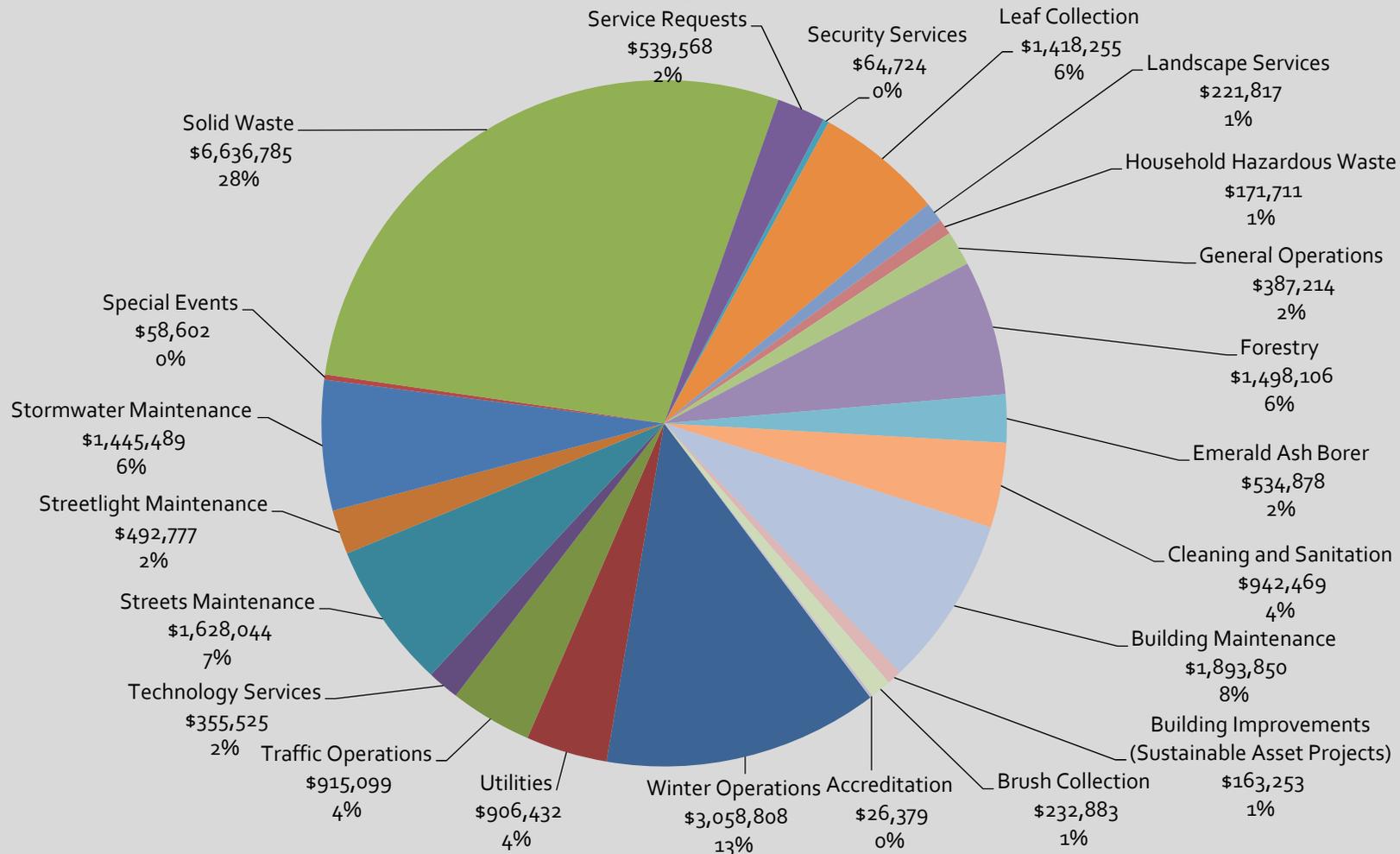
HIGHLIGHTS

- * **Emerald Ash Borer** - DPW is recommending changing the threshold of ash trees being treated with Tree-Age from 20 inches to 18 inches. Imidacloprid has reduced effectiveness on larger diameter trees
- * **Contracted Custodial Services - \$77,673** - The FY14 budget reflects potential cost increases for custodial services at citywide public facilities and buildings
- * **Winter Operations - \$143,075** - The FY13 budget benefited from road salt stockpiles from the mild FY12 winter. The FY14 budget reflects the restoration of funding for 18,000 tons of salt (Citywide dome capacity). The total FY14 request is lower than the FY12 expenditure by \$700,000
- * **Re-Organization** - DPW restructured to eliminate a Supervisor position and convert two existing part-time GIS Technicians to full-time status. This re-allocation of resources allows DPW to provide better data management and project support

Public Works Service Based Budget

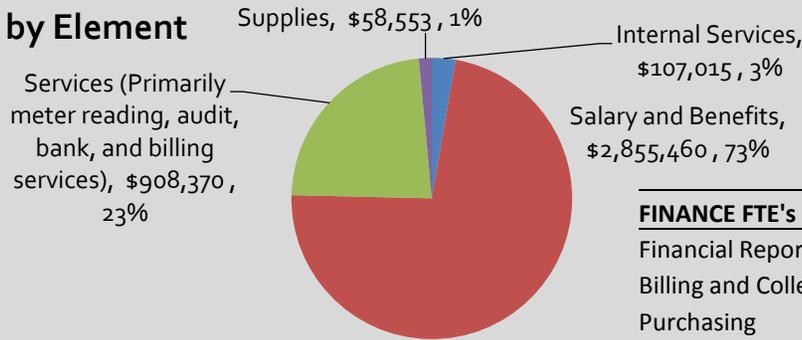
PUBLIC WORKS PROGRAM BUDGET FY13-14

\$23,592,668



Finance Budget Summary

Expenditure by Element



FINANCE FTE's	FY10	FY11	FY12	FY13	FY14
Financial Reporting Team*	14.00	15.00	15.00	15.00	15.00
Billing and Collections	14.63	14.63	14.63	14.63	14.63
Purchasing	6.00	5.00	5.00	5.00	5.00
Meter Reading	1.00	1.00	1.00	1.00	1.00
TOTALS	35.63	35.63	35.63	35.63	35.63

* Transfer of Analyst from TED to Financial Reporting Team

BUDGET CHANGES

FY12-13 Budget	\$	3,870,147
FY13-14 Budget	\$	3,929,398
Total Decrease	\$	59,251

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	27,901
Workers Compensation	\$	620
Auto Liability	\$	4,342
General Liability	\$	1,154
IT Replacement	\$	12,397

Department Directed

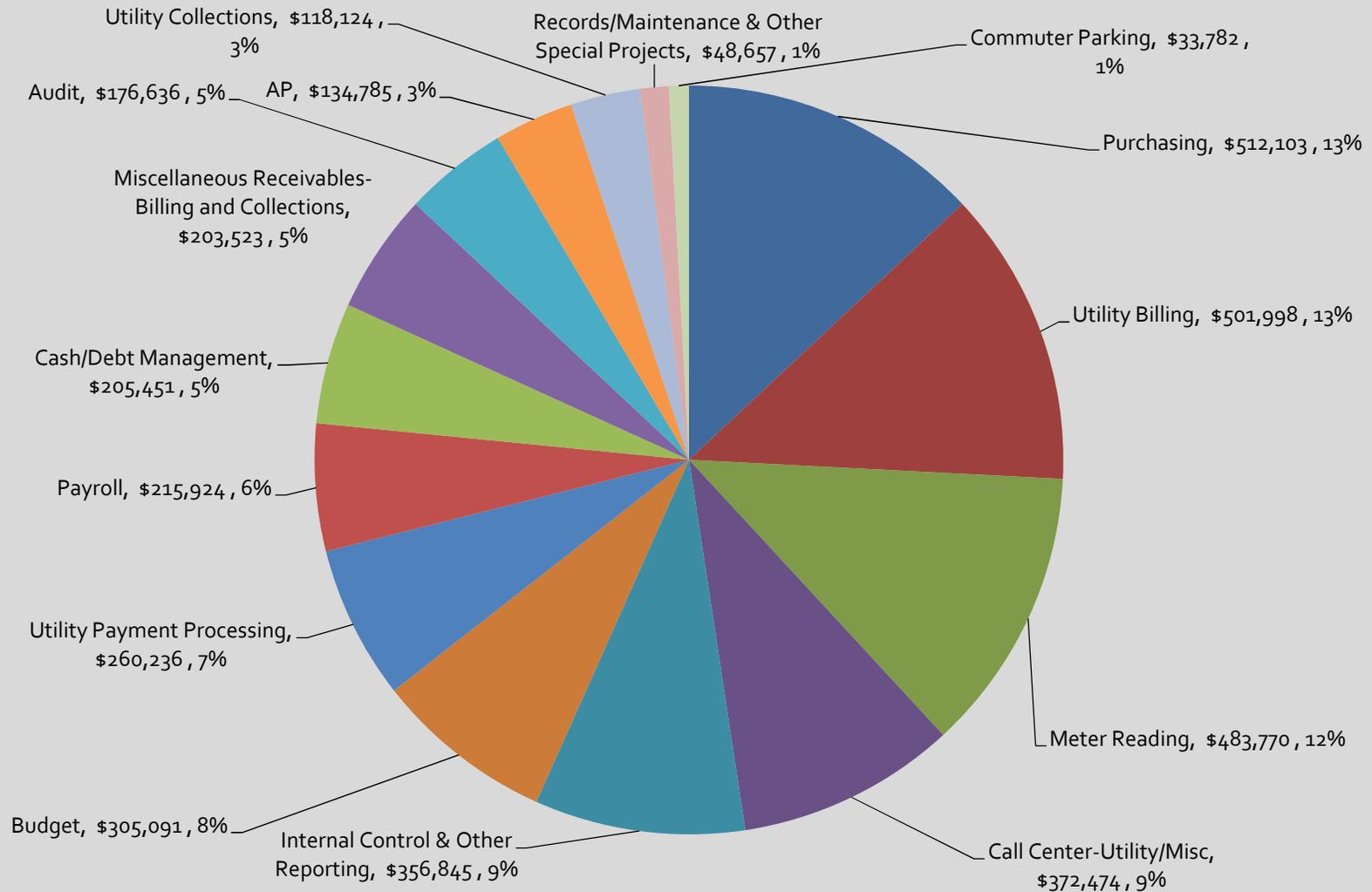
Remote Deposit	\$	10,000
Other minor increases	\$	2,837
Total Increase	\$	59,251

Highlights

- * Remote deposit equipment will improve control over collections, reduce the frequency and related costs of required courier service and allow immediate deposit and availability of cash
- * Department restructuring achieved a 20% reduction in headcount (10 FTEs) from FY08 to present and a move to part time resources (2.63 FTEs)
- * Advances in automation for utility accounts – 26% using electronic billing with just under 50% paying electronically through a variety of methods including bank draft, electronic checking, debit or credit card
- * Successfully process 57,000 meter exchanges as smart meters were deployed, and worked to create capability to support the new time of use rate structure to be implemented before the end of FY13
- * Over 70% of Finance activity is in support of and funded by the utilities or other funds
- * Issued a set of 3 RFPs to coordinate identification and selection of a suite of banking services as well as related receivables and payable tools which are integrated

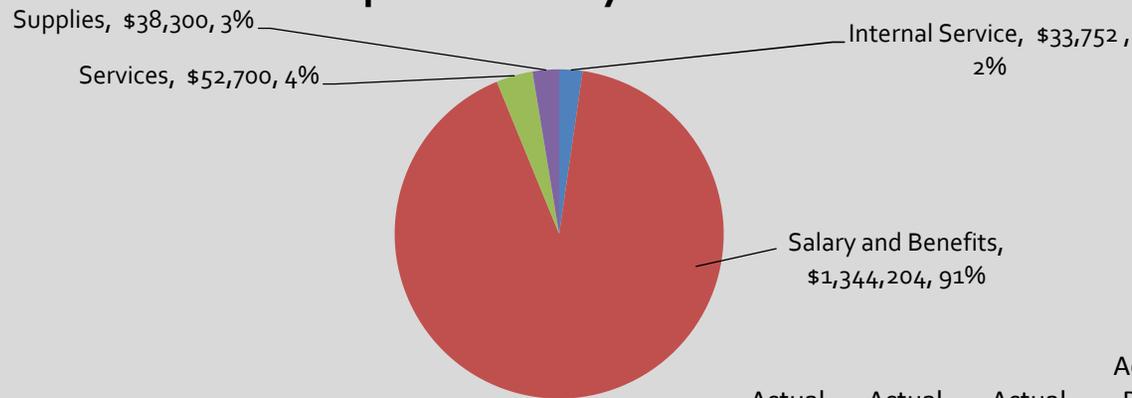
Finance Program Budget

FINANCE PROGRAM BUDGET FY13-14 \$3,929,398



Legal Budget Summary

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	1,376,823
FY13-14 Budget	\$	1,468,956
Total Increase	\$	92,133

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	82,956
Auto Liability	\$	115
General Liability	\$	281
IT Replacement	\$	8,746

Department Directed

Other minor Increases	\$	35
Total Increase	\$	92,133

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Legal FTE's	FY10	FY11	FY12	FY13	FY14
Legal	10.50	10.50	10.50	10.50	11.00
TOTALS	10.50	10.50	10.50	10.50	11.00

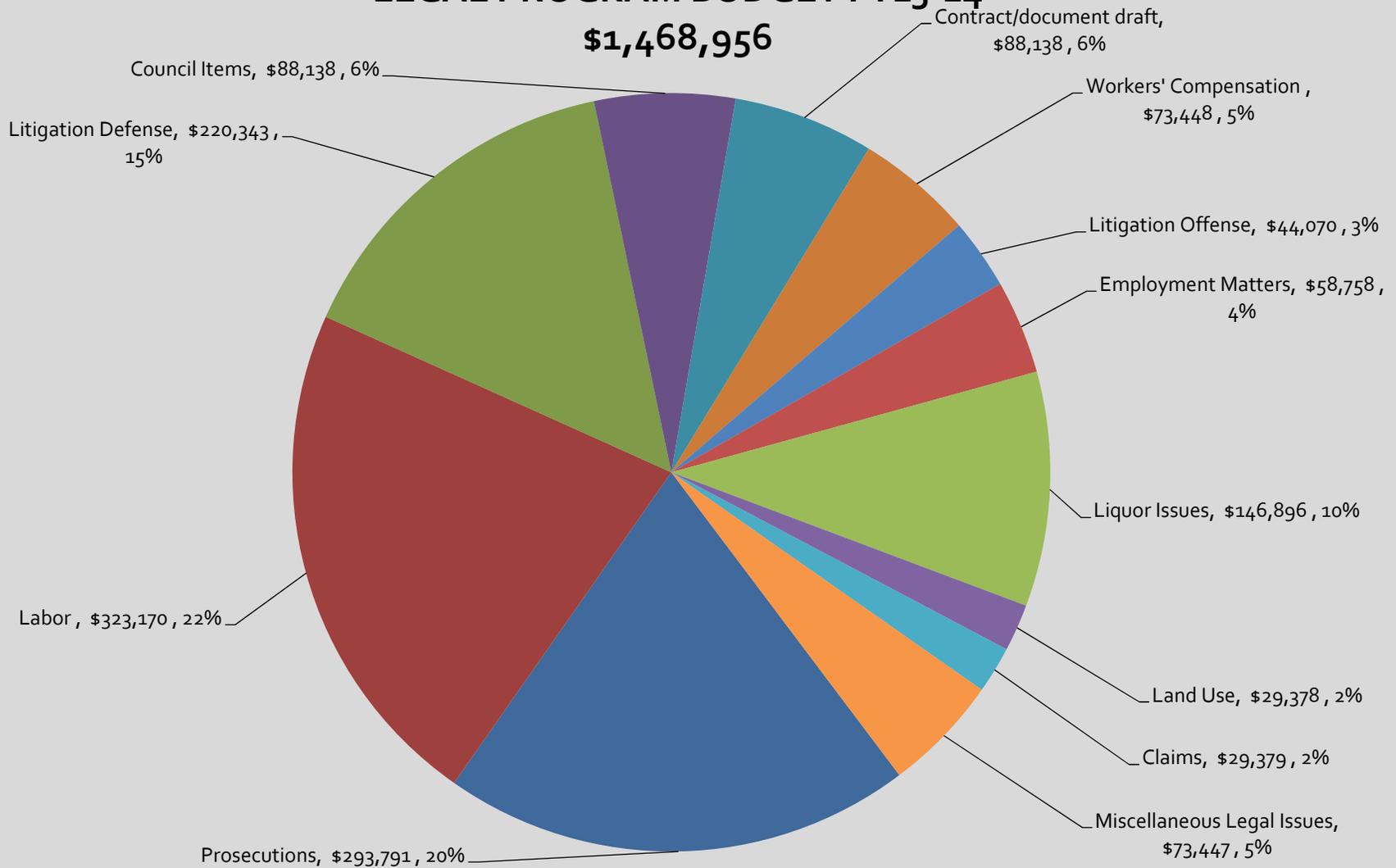
Highlights

- * Prosecuted over 9300 traffic cases, over 520 DUI's and almost 1,900 ordinance violation cases with a conviction rate in excess of 80%
- * Represented the City in bargaining and labor issues involving 3 bargaining units
- * Obtained judgments in the City's favor amounting to over \$730,000 (accounted for revenue in both the self insurance and general fund)
- * Successfully oversaw the passage of numerous liquor and tobacco related ordinances
- * Represented the City in over 25 civil cases including a favorable decision in a case before the Illinois Supreme Court

Legal Service Based Budget

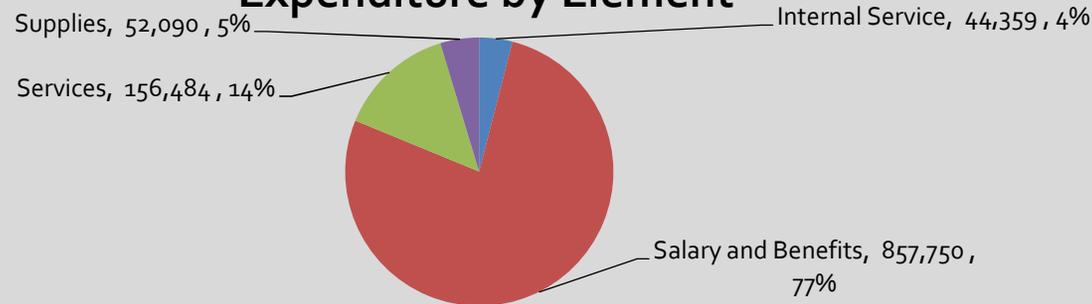
LEGAL PROGRAM BUDGET FY13-14

\$1,468,956



Human Resources

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	1,138,504
FY13-14 Budget	\$	1,110,683
Total Decrease	\$	(27,821)

INCREASE/DECREASE ELEMENTS

City Directed

Salary and benefit changes	\$	(12,983)
Workers Compensation	\$	(45,421)
Auto Liability	\$	(322)
General Liability	\$	(186)
IT Replacement	\$	(58)

Department Directed

Applicant tracking system	\$	30,000
Other minor increases	\$	1,149
Total Decrease	\$	(27,821)

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Human Resources FTE's	FY10	FY11	FY12	FY13	FY14
Human Resources	10.50	9.50	9.50	9.50	9.00
TOTALS	10.50	9.50	9.50	9.50	9.00

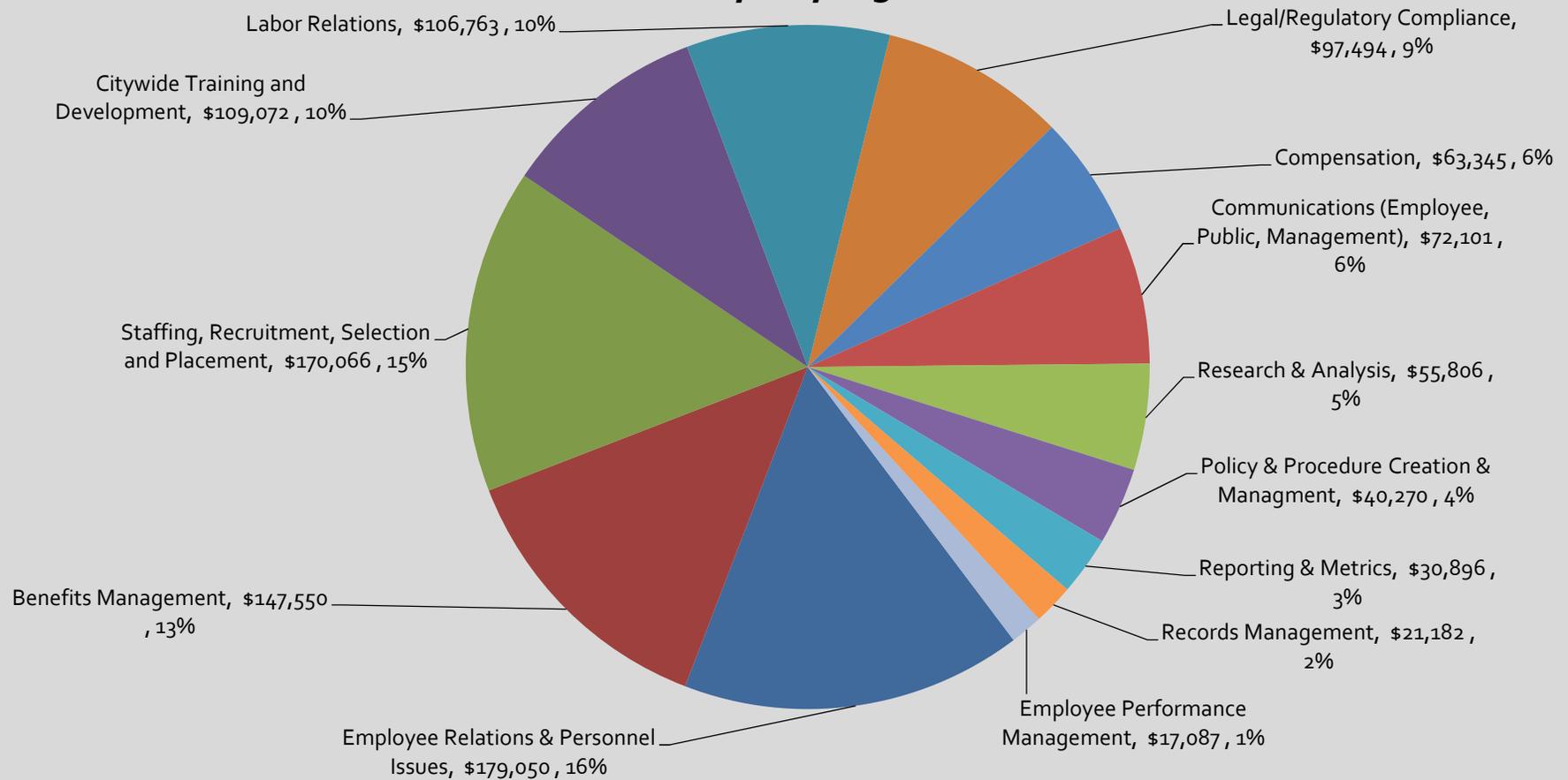
Highlights

- * Reorganize to develop and maximize benefits from the strong linkages between Human Resources, Legal and Risk Management
- * Implement an applicant tracking system to improve the efficiency of recruitment processes for HR and the hiring departments
- * Negotiate new insurance broker agreement to assist with managing vendor relationships covering \$17 million in employee benefits
- * Assist and participate in the negotiation of 10 collective bargaining agreements, providing financial analysis of all proposals
- * Recruit and fill positions as needed, proactively assisting with succession planning; recruited and filled 54 positions in FY12 in an average of 61 days per position

Human Resources

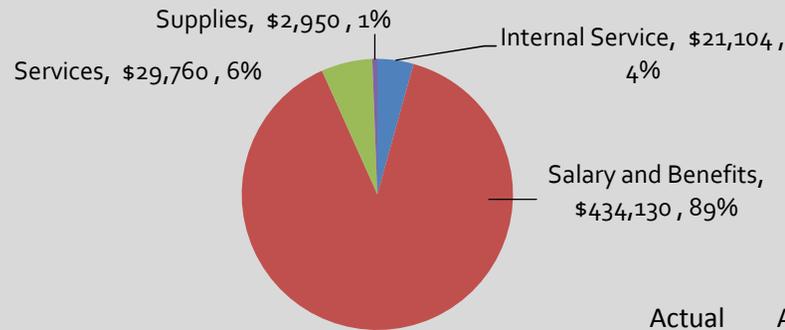
HR PROGRAM BUDGET FY13-14

\$1,110,683



City Clerk

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	449,786
FY13-14 Budget	\$	487,944
Total Increase	\$	38,158

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	31,259
IT Replacement	\$	5,899

Department Directed

Other minor increases	\$	1,000
Total Increase	\$	38,158

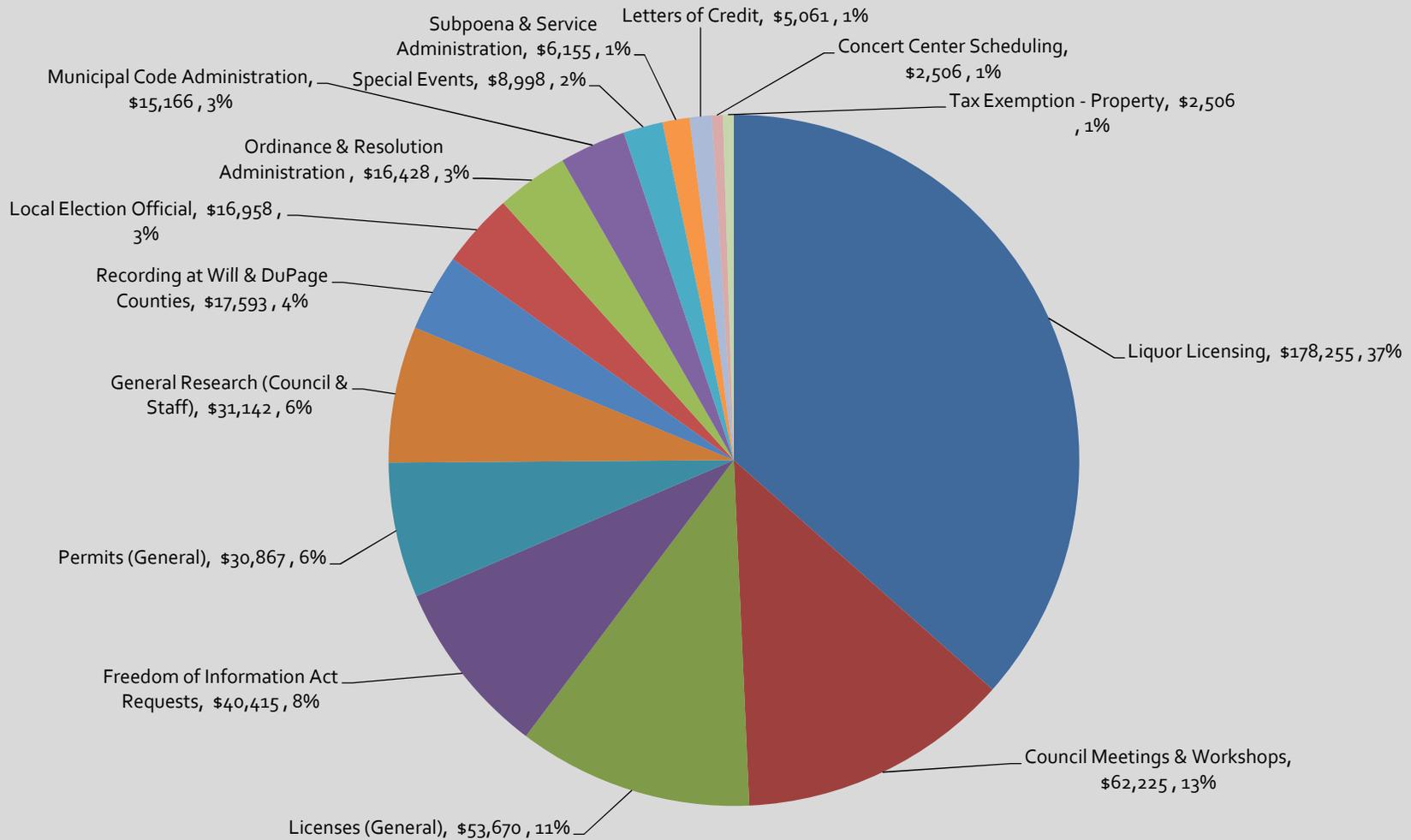
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
City Clerk FTE's	FY10	FY11	FY12	FY13	FY14
City Clerk	5.50	5.50	5.50	5.50	5.50
TOTALS	5.50	5.50	5.50	5.50	5.50

Highlights

- * Administration of more than 900 Freedom of Information Act requests
- * Processed more than 2,500 Will County early voters
- * Evaluate processing time of Late Night Permit requests
- * Coordinate and complete a records audit by updating the City's existing document retention policies based upon input from departments and recommendations from the State of Illinois
- * Text amendment to municipal code for Special Event Permits to include an approval/review process for public events held on private property
- * Develop three new city-approved 5K routes for use by special event organizers
- * Process more than 3,600 licenses and permits

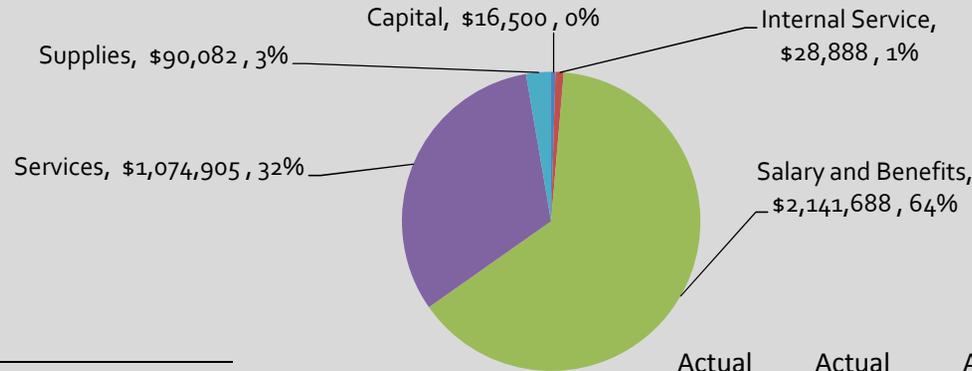
City Clerk

CITY CLERK PROGRAM BUDGET FY13-14 \$487,944



Information Technology

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	3,049,119
FY13-14 Budget	\$	3,352,063
Total Increase	\$	302,944

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	158,259
Workers Compensation	\$	(44,048)
Tech Services Coordinator*	\$	93,840

Department Directed

Consulting Services		95,000
Other minor decreases	\$	(107)
Total Increase	\$	302,944

*FTE transferred from Fire to IT in FY13

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
IT/Repro FTE's	FY10	FY11	FY12	FY13	FY14
Information Technology*	16.37	15.75	15.75	15.75	17.75
Reprographics/Mailroom	3.48	3.00	3.00	3.00	3.00
TOTALS	19.85	18.75	18.75	18.75	20.75

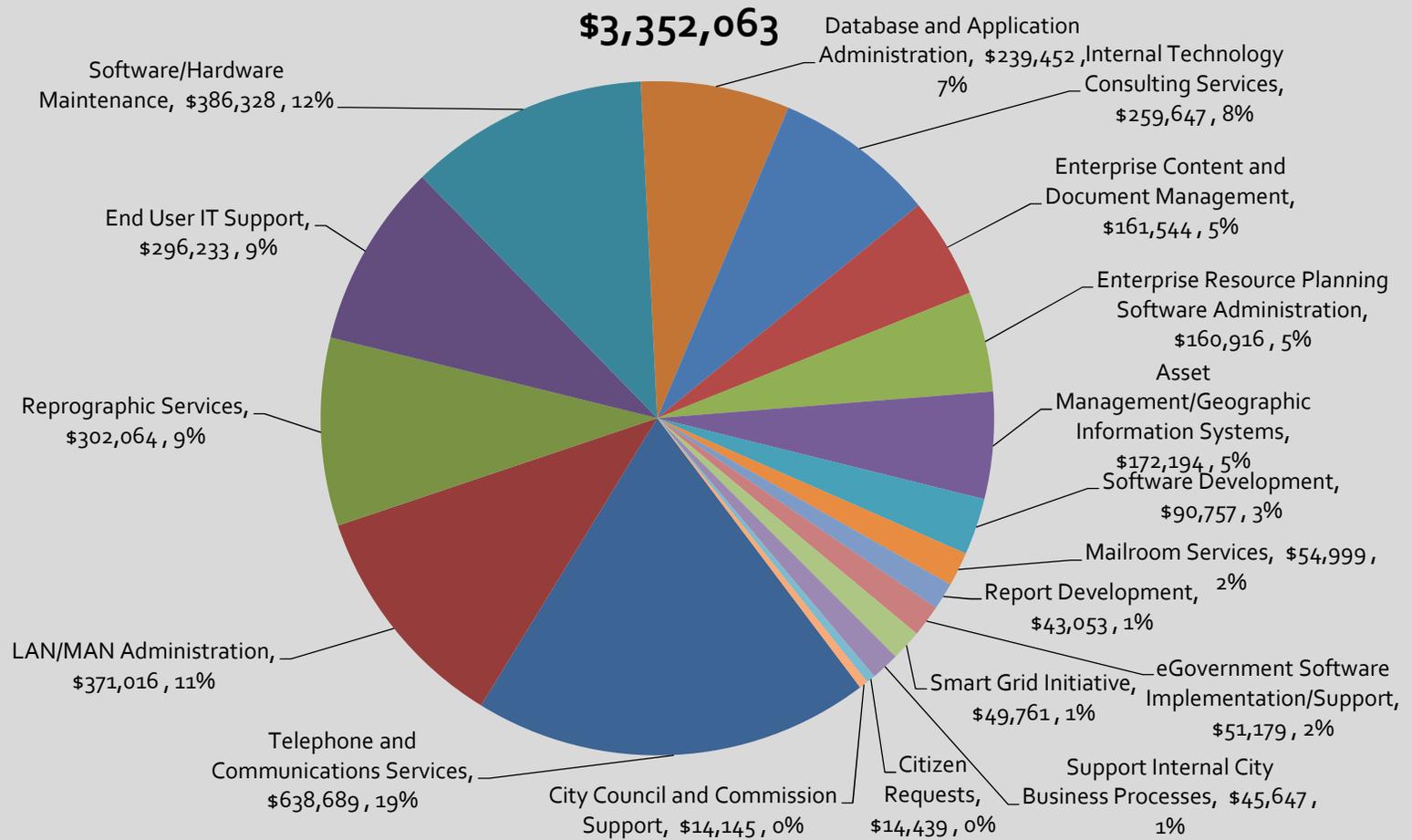
*1 FTE transferred from Fire to IT in FY13

Highlights

- Additional remote access software will be implemented to ensure availability of the City systems by City staff from any location
- IT staff will implement mobile device management software that will enable City staff to securely utilize smart phones, tablets and other consumer devices on the City's network
- A citywide Strategic Technology Plan City will be conducted in FY 14 with the assistance of an information technology consultant
- In FY 14, due to favorable pricing in the telecommunications services market, the City will see a \$38,000 savings in its annual telecommunications costs
- Development of Cityworks Server software applications will enable a complete GIS-based asset management solution for the City

Information Technology

IT/REPRO PROGRAM BUDGET FY13-14

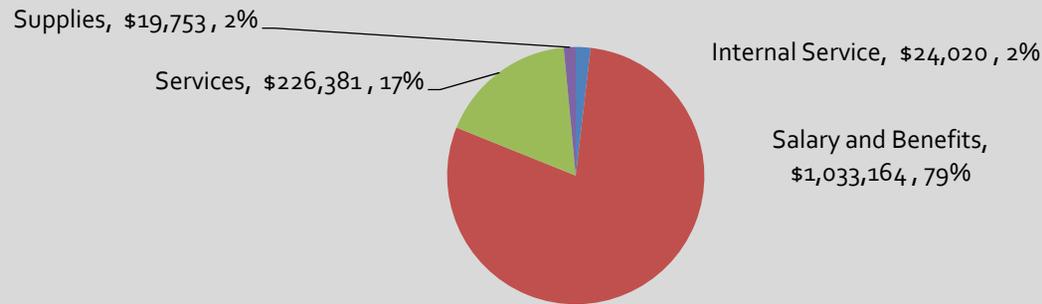


Information Technology

- Implementation of \$452,000 of network security hardware and software, in addition to complex network management enhancements .
- The City maintains network connections to both the Naperville Public Library and the City of Aurora .
- Enhancements to the City's network are continually being added and need to be implemented securely.
- Currently only one Network Systems Engineer is dedicated to maintaining current infrastructure and enhanced security systems.
- Lack of network management staff depth is a significant business risk given the importance of network communications to the continuity of City operations.

CMO Budget Summary

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	1,177,789
FY13-14 Budget	\$	1,303,318
Total Increase	\$	125,529

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	13,116
Fraud/IT Audit	\$	100,000
Auto Liability	\$	(665)
General Liability	\$	(424)
IT Replacement	\$	2,433

Department Directed

Increase in Lobbyist Services	\$	15,000
Other minor decreases	\$	(3,931)
Total Increase	\$	125,529

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
CMO FTE's	FY10	FY11	FY12	FY13	FY14
CMO*	7.62	6.12	6.12	9.12	9.12
TOTALS	7.62	6.12	6.12	9.12	9.12

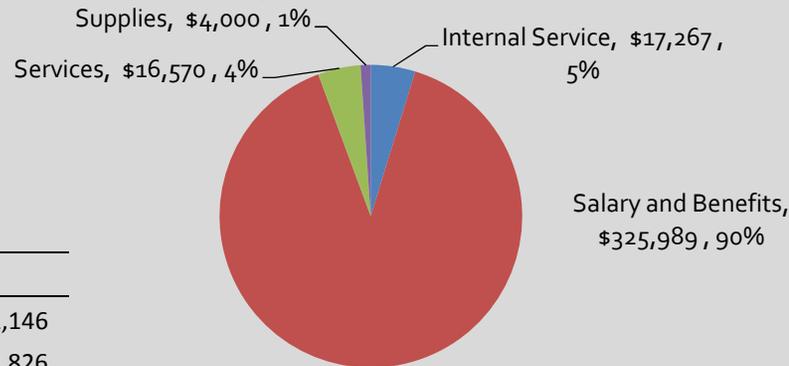
*3 safety positions transferred from DPU in FY13

Highlights

- * Initiated a comprehensive update to the Strategic Plan
- * Redefined the City's Legislative Strategy and hired a new lobbyist to further facilitate its implementation
- * Facilitated final adoption of the City's Election District Map
- * Conducted a third party evaluation of the City's website from a transparency standpoint
- * Conducted and analyzed citizen survey responses and prepared an action plan to address issues of concern
- * Managed implementation of the Naperville Environmental Sustainability Plan, including development of e-portal for environmental information and enhanced social media information access to environmental issues

Community Relations

Expenditure by Element



BUDGET CHANGES

FY12-13 Budget	\$	401,146
FY13-14 Budget	\$	363,826
Total decrease	\$	(37,320)

INCREASE/DECREASE ELEMENTS

City Directed

Salary and Benefits	\$	20,751
IT Replacement	\$	372

Department Directed

Remove Citizen Survey*	\$	(50,000)
Reduce Copying and Binding	\$	(7,000)
Other minor decreases	\$	(1,443)
Total decrease	\$	(37,320)

*Survey completed in FY13 and will not be done again next year

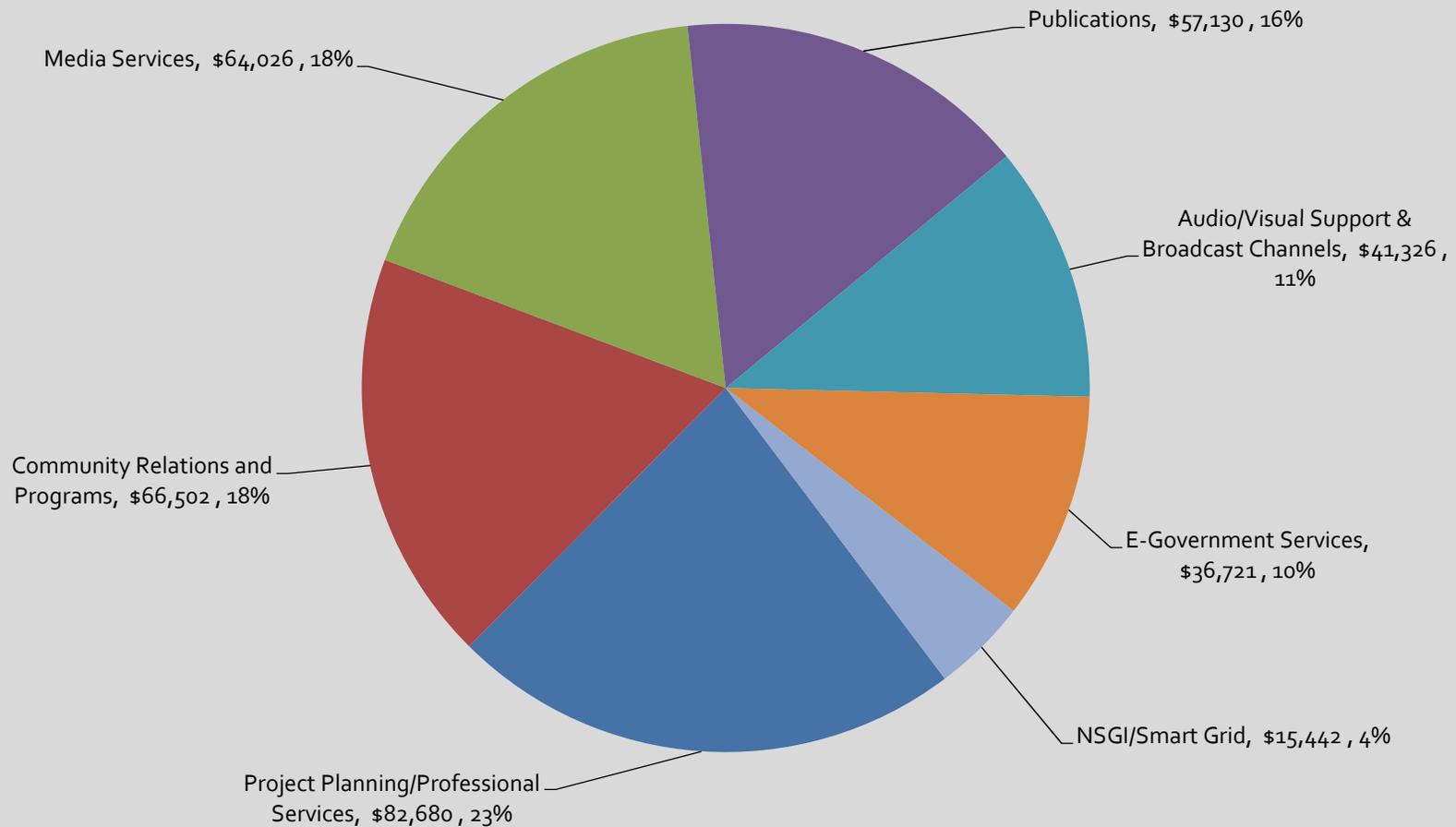
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Community Relations FTE's	FY09	FY10	FY11	FY13	FY14
Community Relations	4.25	4.00	4.00	4.00	4.00
TOTALS	4.25	4.00	4.00	4.00	4.00

Highlights

- * Assisted with external and internal communication for the Naperville Smart Grid Initiative, including sending 76,500 total letters/postcards to all utility customers and hosting 16 open houses throughout the City
- * Produced the 2012 State of the City address in-house with no external costs
- * Continued to cut down on printing costs and environmental impacts by sending communications (including utility bill inserts) electronically, with the exception of the resident newsletter *Naperville Connected*. The newsletter is included as an insert with customer's utility bills, which reduces separate mailing costs, and is printed in-house at no additional charge to CR
- * Mass notification system will be procured in FY13

Community Relations

COMMUNITY RELATIONS PROGRAM BUDGET FY13-14 \$363,826



Mayor and City Council Budget

Mayor and Council Department Budget - Non-Personnel Costs

Line Item	Account Element	Object Description	Miscellaneous Data	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Adopted Budget	FY13 6 mth Actuals (with encumbrances)	Change Proposed from FY13 to FY14	FY14 Proposed	Further Cost Reduction Challenge
1	10-02	OVERTIME PAY	MEETING ATTENDANCE	1,096	-	49	-	24	-	-	
2	20-13	WORKERS COMPENSATION	WORKERS COMPENSATION	3,080	3,065	2,794	2,802	2,802	108	2,910	
3	30-29	SUPPORT SERVICES	INTERNET SERVICE	5,280	5,400	4,800	5,400	4,800	-	5,400	
4	50-21	DUES & SUBSCRIPTIONS	DUPA GE MANAGERS AND MAYORS DUES	21,942	21,971	21,993	23,000	22,007	205	23,205	
5	50-21	DUES & SUBSCRIPTIONS	IML	2,951	-	-	-	-	-	-	
6	50-21	DUES & SUBSCRIPTIONS	US CONFERENCES OF MAYORS	-	-	-	-	-	-	-	
7	50-21	DUES & SUBSCRIPTIONS	METROPOLITAN MAYORS CAUCUS	-	-	-	3,000	-	-	3,000	
8	50-21	DUES & SUBSCRIPTIONS	SUBSCRIPTIONS FOR MAYOR AND COUNCIL	1,505	549	614	700	86	-	700	
9	50-21	DUES & SUBSCRIPTIONS	WILL COUNTY CENTER	-	-	-	-	-	-	-	
10	50-21	DUES & SUBSCRIPTIONS	WILL COUNTY GOVERNMENTAL LEAGUE	6,851	6,851	13,923	7,141	-	4	7,145	
	50-21	DUES & SUBSCRIPTIONS	ICMA DUES	-	-	-	-	635	-	-	
11	50-22	CONFERENCES & TRAINING	DPMM SPRINGFIELD DRIVE DOWN	2,725	927	-	1,000	-	1,000	2,000	
12	50-22	CONFERENCES & TRAINING	COUNCILMAN ALLOWANCE	2,390	1,446	1,209	2,400	110	-	2,400	
13	50-22	CONFERENCES & TRAINING	MAYOR ALLOWANCE	658	1,513	1,666	2,500	325	-	2,500	
14	50-22	CONFERENCES & TRAINING	SISTER CITIES	1,520	-	-	-	-	-	-	
15	50-24	MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT	224	-	-	-	40	80	80	
16	50-28	EXTERNAL COPYING/BINDING	BUSINESS CARDS	184	242	50	250	24	-	250	
17	50-28	EXTERNAL COPYING/BINDING	SPECIALIZED PRINTING/HON. CERTS/PROC	653	25	346	600	225	-	600	
18	50-28	EXTERNAL COPYING/BINDING	COUNCIL HISTORY PROJECT UPDATE	-	-	-	50	-	-	50	
19	50-41	TELE, CABLE TV & COMMUN	CELLPHONES FOR COUNCILMEN	4,800	4,800	4,200	4,800	4,200	-	4,800	
20	50-45	RECEPTIONS & ENTERTAINMENT	VOLUNTEER BRUNCH	7,561	82	-	-	-	-	-	
21	50-45	RECEPTIONS & ENTERTAINMENT	GIFTS	220	-	-	-	-	-	-	
22	50-45	RECEPTIONS & ENTERTAINMENT	BUSINESS LUNCHESES/MAYOR FOR THE DAY	497	150	116	-	-	-	-	
23	50-45	RECEPTIONS & ENTERTAINMENT	MISCELLANEOUS	-	55	-	-	-	-	-	
24	50-51	POSTAGE & DELIVERY	EXPECTED POSTAGE COSTS	477	291	155	300	124	-	300	
25	60-63	OPERATING SUPPLIES	CERTIFICATES/FOLDERS	1,242	371	373	650	392	-	650	
26	60-63	OPERATING SUPPLIES	PLAQUES	813	736	312	800	-	-	800	
27	60-63	OPERATING SUPPLIES	EXECUTIVE SESSION FOOD/WATER/POP	1,252	1,218	57	-	25	-	-	
28	60-63	OPERATING SUPPLIES	MEMORIALS	-	63	-	525	-	-	525	
29	60-63	OPERATING SUPPLIES	MISCELLANEOUS	-	109	5	-	-	-	-	
30	60-63	OPERATING SUPPLIES	YOUTH SERVICE AWARDS	1,924	1,592	1,792	-	-	-	-	
31	60-63	OPERATING SUPPLIES	FURNITURE	-	-	-	-	-	-	-	
	60-69	TECHNOLOGY	TECHNOLOGY	-	-	867	-	-	-	-	
32	60-74	GENERAL OFFICE SUPPLIES	OFFICE SUPPLIES	1,851	1,360	1,245	2,000	2,000	-	2,000	
33	60-74	GENERAL OFFICE SUPPLIES	GENERAL SUPPLIES	-	-	-	-	-	-	-	
34	80-33	IT REPLACEMENT COST	IT REPLACEMENT CHARGES	19,516	19,058	19,058	19,058	19,058	(10,523)	8,535	
35	80-35	VEHICLE REPLACEMENT	VEHICLE REPLACEMENT	-	-	-	-	-	-	-	
36	80-36	VEHICLE SERVICES	M & O COSTS	2,609	3,300	3,108	3,360	2,752	384	3,744	
37	80-37	AUTO LIABILITY	AUTO LIABILITY	2,324	2,315	2,001	2,289	2,289	115	2,404	
38	80-39	GENERAL LIABILITY	GENERAL LIABILITY	2,146	2,501	2,161	2,289	2,289	281	2,570	
			Total	98,290	79,990	82,893	84,914	64,207	(8,346)	76,568	0
		Percentage (Reduction)/Increase			-18.6%	3.6%	2.4%			-9.8%	

Alcohol and Tobacco Budget - Non-Personnel Costs

Miscellaneous Data	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Adopted Budget	FY13 6 mth Actuals (with encumbrances)	Change Proposed from FY13 to FY14	FY14 Proposed	Further Cost Reduction Challenge
EXPECTED LEGAL SERVICES	-	-	800	2,100	-	-	2,100	
COURT REPORTER FEES & ENFORCEMENT FEES	-	-	-	2,500	-	-	2,500	
LIQUOR COMMISSIONER CONFERENCE/REG ONLY	-	-	-	250	-	-	250	
MAILINGS PLUS HEARING NOTICES	43	29	2,810	884	173	2,000	2,884	
TOBACCO GRANT**	-	-	-	9,900	-	(900)	9,000	
INVESTIGATION FOR SERVING UNDERAGE CUSTOMERS	-	-	-	1,200	-	-	1,200	
BASSET	10,372	7,658	6,160	13,500	10,964	4,500	18,000	
MISCELLANEOUS	4	-	-	-	-	-	-	
OFFICE SUPPLIES	-	-	-	-	-	-	-	
Total	10,419	7,687	9,770	30,334	11,137	5,600	35,934	
		-26.2%	27.1%	210.5%			18%	

artment to ALT.

Sister Cities Budget

Miscellaneous Data	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Adopted Budget	FY13 6 mth Actuals (with encumbrances)	Change Proposed from FY13 to FY14	FY14 Proposed	Further Cost Reduction Challenge
SISTER CITIES INTERNATIONAL	880	880	880	-	880	1,000	1,000	
ILLINOIS STATE CHAPTER	35	35	35	-	-	-	-	
STUDENT EXCHANGE PROGRAM	-	-	-	-	-	-	-	
STATE CONFERENCE-5 DELEGATES	249	370	533	-	-	900	900	
ADVERTISING	-	-	-	-	-	-	-	
YOUNG ARTIST COMPETITION	-	670	928	-	757	1,000	1,000	
SISTER CITY DELEGATION	-	556	-	-	-	-	-	
INTERNATIONAL FESTIVAL NCC	50	60	80	-	-	-	-	
POSTAGE	44	4.40	2.00	-	7.20	-	-	
PINS/PENNANTS	-	-	-	-	-	-	-	
GIFTS FOR DELEGATION	-	158	-	-	-	-	-	
MIRROR IMAGE EXPENSES	-	-	-	-	-	-	-	
MISCELLANEOUS	-	754	-	-	-	-	-	
NITRA INFO PACKET PRINTING	-	-	-	-	-	-	-	
GENERAL OFFICE SUPPLIES	-	-	-	-	-	-	-	
Total	1,258	3,487	2,458	-	1,644	2,900	2,900	0
		177.2%	-29.5%	-100%				



CITY OF NAPERVILLE



General Fund FY14 Budget

Municipal Center – Council Chambers

December 10, 2012

5:00 P.M.

	<u>Start Time</u>
1. Call to Order/ Opening Comments	5:00 p.m.
2. FY13 Update and FY14 Budget	5:10 p.m.
3. Department Reviews	5:30 p.m.
▪ TED	
▪ Fire	
▪ Police	
BREAK	
▪ Public Works	
▪ Finance	
▪ Legal/Human Resources	
▪ City Clerk/Information Technology	
▪ CMO/Community Relations	
4. Mayor and City Council’s Budget.....	7:00 p.m.
5. Adjourn.....	7:30 p.m.

Gap Update and Budget

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 30, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance

SUBJECT: General Fund FY13 Update and Proposed FY14 Budget

PURPOSE:

To provide Council with an update on the FY13 financial status and the Proposed FY14 General Fund budget.

DISCUSSION:

FY13 Update

It is hard to believe that we are already half way through FY13. The financial highlight for this year is definitely the continued strengthening of the City revenue streams. One of the most exciting indications of the recovering economy is the higher retail sales in the City. Sales tax collections in the first six months are running 7.5% above last year, and predictions are that holiday sales will be even stronger! Staff has already increased the projected full year sales tax revenue by \$2 million, but if sales remain at the current level there is an additional upside potential of \$1 million. There is also a supporting trend in the increasing income tax revenue received by the City. Income tax revenue for six month is more than 10% above last year. This reflects the lower unemployment level in the state and higher earnings for employed workers. Staff has increased the projected FY13 revenue by \$900K, and there remains an upside potential of an additional \$0.5 million if this rate continues. Home and property sales have also started to increase indicating a strengthening overall economy. Overall staff has already communicated with Council a projected increase of \$3.725 million in total General Fund revenues above budget.

The FY13 financial projection has improved to reflect lower expenditure projections totaling \$1.4 million. These reductions reflect better than budget trends in health care and worker compensation costs and lower contracted roadway salt purchases. The FY13 financial projection anticipates that current year revenue will exceed current year expenditures by \$1.2 million! This excess fund balance will be used along with the existing fund balance to support the City's FY14 budget.

FY14 Proposed Budget

Staff has worked very hard on completing the General Fund FY14 budget proposal for Council. Since the last workshop the City Manager met with each Department Director and the budget

proposals were refined through additional challenge to further expenditure reductions were made.

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 City Manager is at this time recommending a small increase of six positions to the City resources. There is a proposed increase of five positions in the Police Department to maintain the Naperville community with the safety levels expected and deserved, and one position proposed in the IT Department to address network security. A memorandum from the City Manager detailing the request is included in these workshop materials.

The budget challenges and reductions are sufficient to offset the proposed increase in staffing and improvements in the FY13 projection improve the overall City financial position. Consistent with the projection at the October workshop, the FY14 budget will use \$4.6 million of the available excess fund balance. The remaining excess available fund balance which can be considered for CIP funding has now increased from \$5 million to \$5.2 million! Council will be discussing the FY14 Capital Improvement Program at the January workshop.

Each Director will be prepared to review proposed staffing and programs during the Department Budget presentations.

Service Based Budget Format

Consistent with the last two years, a service based budget format has been used to present the budget data. A standard set of information is provided here for the overall General Fund and then in a later section for each of the Departments. There is a high level summary page which depicts the type of expenditures (salary and benefits, supplies, etc) and shows FTE data for 5 fiscal years and highlights the significant expenditure changes from FY13 to FY14. Various decisions made at the City level have an impact on the charges reflected in the Department budgets. These have been grouped together and explained in this General Fund overview. The other expenditure changes are under the Department control and are grouped together and will be discussed by the individual Department Directors during the workshop.

City Directed Budget Expenditures

Salary - For purposes of the preliminary FY14 budget discussions, the wage increases reflect all agreed contractual commitments, and an assumption of 2% across all other employee groups. Departments are directly responsible for the headcount which is the underlying driver for the salary and benefit budget. The proposed staffing changes are included in the individual department budgets. Each Department Director will be prepared to discuss the impact the organization structure has on the salary and benefit budget for their Department.

HealthCare Benefits – The FY14 budget assumes that all employee groups will adopt the current plan design and will be at a 20% employee contribution for the entire fiscal year. The City is self insured for healthcare costs. Departments are charged an estimated amount per employee based on the specific program enrollment. Lower healthcare claims, net of lower than budget employee contributions in FY12 and FY13 are projected to result in an excess fund balance of

\$0.7 million. This fund balance is being used to reduce the overall FY14 transfer. The good claims experience has also allowed staff to reduce the medical and dental cost increase assumption down to 3%. This cost estimate does include \$160,000 for the assumed increases related to remaining health care reform elements.

Vacancy Factor – Each Department has a salary and benefit budget which assumes all of the approved positions are filled. The actual incumbent wages and benefits are used for filled positions and to ensure a conservative budget, the mid-point of the salary range and highest city cost benefit options are used for vacant positions. Consistent with last year, the General Fund budget holds a reserve for expected vacancies of \$1.2 million, or 1.6% of total salary and wages. During the year as vacancies occur the vacancy budget is transferred to the departments. The vacancy factor assumes roughly 12 vacant positions at all times across the General Fund Departments. Vacancies only contribute to improvements in the budget performance if they exceed the vacancy factor. The vacancy factor is also used to absorb the differences between the actual salary and benefits when positions are filled versus the budget assumptions for positions vacant during the budget process.

Worker's Compensation - The Departments are charged each year with an estimate of the worker compensation costs including medical bills, lost time costs and projected settlements, related specifically to their department personnel. Medical bills and lost time costs are estimated based on historic three year averages. The funds are transferred to the Self Insurance Fund until expended.

Favorable safety trends are resulting in a much lower number of claims considered severe. In addition, the City has been successful in negotiating lower than projected settlements. Due to this favorable claims experience, the Self Insurance Fund is projected at the end of FY13 to have an excess fund balance related to the General Fund Workers Compensation claims of \$1.2 million. This fund balance is being used to reduce the overall FY14 transfer.

In addition, the trend of reduced claims, improved return to work programs and reduced severity of injuries has lowered the General Fund total estimated FY14 level by \$0.2 million from the prior year budget figure.

Auto and General Liability Insurance - The Departments are charged each year with an estimate of the auto and general insurance liability claims, including an estimate of litigation, related to their department activities. The funds are transferred to the Self Insurance Fund until expended. Favorable outcomes of claims and litigation have reduced the current year charges by a total of \$230,000.

Self Insurance Fund Transfer – The excess Self Insurance Fund balance projected at the end of FY13 is being used to reduce the transfer required from the General Fund in FY14 by a total of \$1.9 million. The projected excess balance includes \$0.7 million from lower healthcare claims and \$1.2 million from lower than projected worker's compensation settlements, both of which were mentioned earlier in this note.

Motor Fuel Tax Transfer –

The annual cost of roadway maintenance is budgeted for \$11.6 million in the Motor Fuel Tax Fund, with roughly \$5.8 million of the funding coming from the State and local motor fuel tax.

The balance is funded to the extent possible with Grants and the remainder must be funded by a transfer from the General Fund. The required transfer in FY14 is \$3.7 million, which is \$1.8 million higher than required last year as the excess fund balances is exhausted and lower grant funding is available. The FY14 budget conservatively has not reduced the required transfer for the potential receipt of the 2013 Illinois Jobs Now \$600,000 grant money.

The General Fund expenditure budget also includes an addition \$2.2 million transfer for arterial roadway capacity improvements. These projects were previously funded through the impact fee revenue, which Council agreed would be funded in future by the General Fund operating budget when the impact fee revenue was discontinued a couple years ago.

Vehicle Replacement – The city fleet of vehicles is valued at roughly \$31 million. The vehicle replacement fund holds a balance of \$8 million, which is 25% of the fleet value as required by City policy. Several years ago the city stopped funding the reserve on an annual basis and instead began recognizing budget expenditures as vehicles were actually replaced. This methodology encourages departments to challenge the trade off of higher maintenance cost and service time versus the replacement cost of the vehicles. The trends have been to extend the assumed vehicle lives and defer the replacements as long as practical. The FY14 General Fund budget includes the replacement of roughly \$1.8 million of vehicles (\$2.3 million including \$0.5 million for utilities). Included in the materials is a memo describing the vehicle replacement proposal for FY14. Each department director will be prepared to explain the vehicle replacements reflected in their FY14 budget proposal.

Vehicle services – Maintenance and service for the fleet of city vehicles is provided through the Fleet Services organization. The operating costs are captured in the Fleet Services Fund and are estimated at roughly \$4.5 million, including over \$1.2 million in fuel and \$0.7 million in parts. Departments are charged an estimated amount as a per vehicle cost based on vehicle type. The funds are transferred to the Vehicle Services Fund until expended.

IT Replacement – The FY14 budget assumes the total cost of maintaining the City hardware and software (excluding utility specific) will be a total of \$2.0 million comprised of the following: software maintenance \$1.2 million, hardware maintenance \$0.3 million, replacement servers/network equipment \$0.4 million and replacement desktops/laptops/monitors \$0.1 million. Each Department is charged with a flat rate based on the number of user devices (desktop or laptop). The funds are transferred to the IT Replacement Fund until expended.

CONCLUSION:

Staff is proud to present the Proposed FY14 General Fund Budget.

ATTACHMENTS:

General Fund FY14 Proposed Budget Summary
Total General Fund – Expenditures by Element
FY14 Total General Fund by Department
FY14 Budget - Recommendations for New Personnel Memorandum
FY13-14 Vehicle Replacements Memorandum
Emerald Ash Borer Program Memorandum

Proposed General Fund FY14 Budget Summary

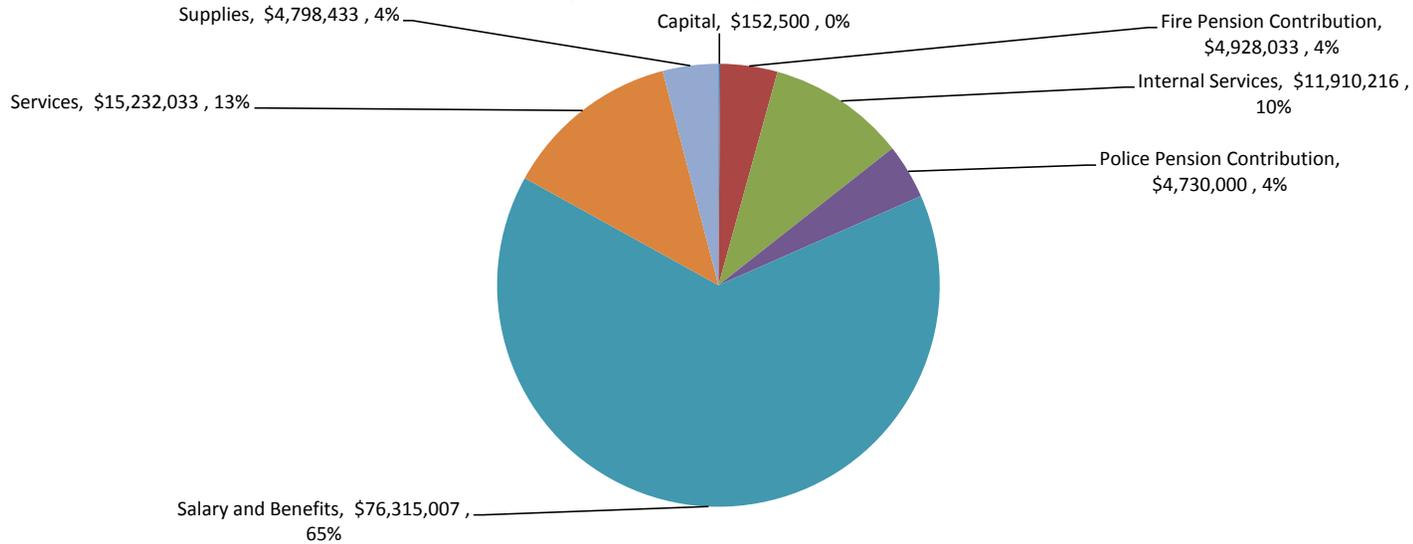
(in \$ Millions)

Preliminary FY14

	Revenue	Expenditure	Budget Gap/(Excess)
Available Fund Balance			
Fund Balances currently available	8.6		(8.6)
Surplus projected in FY13 (as of 10/30/12)	1.2		(1.2)
Total Fund Balance available for FY14	9.8		(9.8)
Preliminary Budget - October Workshop	113.3	117.9	4.6
Increase chargeback to SSA for police coverage	0.1		(0.1)
Increased permit fee projection	0.1		(0.1)
Personnel Committee approved Staffing Changes			
Police		0.3	0.3
IT		0.1	0.1
CMO-Internal Audit		0.1	0.1
Various department expenditure reductions		(0.2)	(0.2)
Police-overtime reduction		(0.1)	(0.1)
Lower vehicle replacements		(0.4)	(0.4)
Finalize roadway funding transfer		0.4	0.4
Total FY14 changes	113.5	118.1	4.6
Proposed FY14 Budget	123.3	118.1	(5.2)

Total General Fund

Expenditure by Element

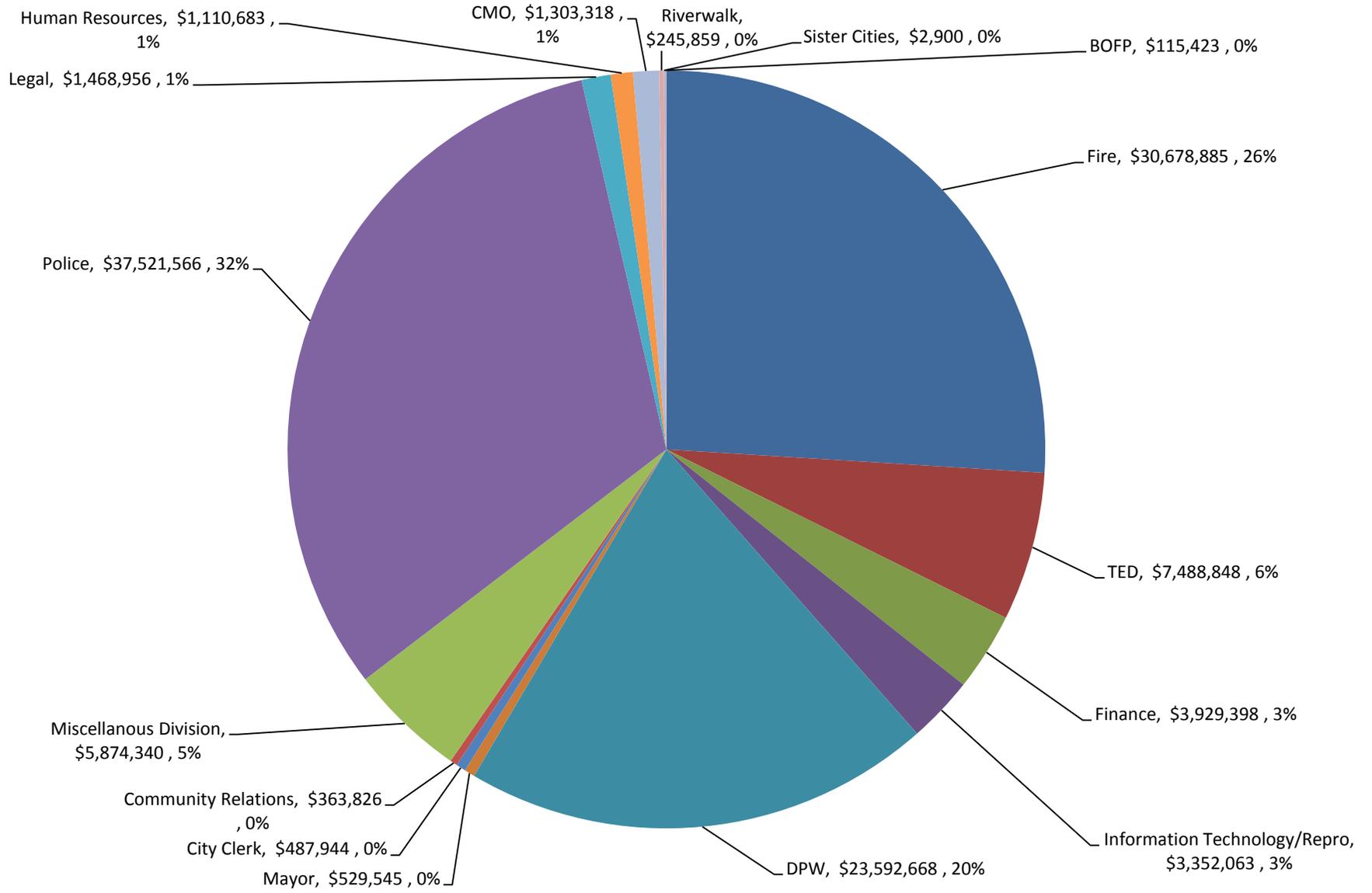


BUDGET CHANGES	
FY12-13 Budget	\$ 110,712,978
FY13-14 Budget	\$ 118,066,222
Total Decrease	\$ 7,353,244

	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
General Fund FTE's	FY09	FY10	FY11	FY12	FY13	FY14
FTE's	803.40	758.05	734.40	728.59	732.32	737.78

INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 793,871
Public Safety Pensions	\$ 652,469
Workers Compensation	\$ (177,962)
Auto Liability	\$ (192,648)
General Liability	\$ (40,013)
Increase Transfer for MIP and Roadway	\$ 4,000,000
Vehicle Replacement	\$ 1,067,950
Vehicle Services	\$ 269,888
IT Replacement	\$ 185,353
Department Directed	
Police	\$ 340,553
Fire	\$ 245,434
DPW	\$ 203,050
All Other Departments	\$ 5,299
Total Decrease	\$ 7,353,244

FY14 Total General Fund by Department \$118,066,222



**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 27, 2012
TO: Mayor and City Council Members
FROM: Doug Krieger, City Manager
SUBJECT: FY 14 Budget- Recommendations for New Personnel

The City, and any organization, must continually adjust our workforce and levels of service to meet the needs of our customers. Our services must be delivered in a cost-effective manner, we must be aggressive in our budgeting and constantly seek efficiencies in service delivery. We must respond to the needs of our customers and continue to deliver the basic services expected of the City. At times, we must be responsive to the ever changing world around us. For example, we face different security challenges in the technology world today than we did even five years ago.

The City of Naperville currently has 954.76 full-time equivalent positions. Since FY 08, we have eliminated 145.8 full-time equivalents, over 13% of our workforce, and implemented corresponding service level reductions where required. As we have repeatedly discussed through the last several years, there are direct links between staffing, organizational structure, and service levels.

This year, I am recommending, for the first time since I have been City Manager, that the City add new positions to the budget. My recommendations, detailed below, include a Network Security Engineer in the Information Technology (IT) department and 4.5 new civilian positions in the Police Department.

Information Technology

Network Security Engineer

Pay Grade: P06

Salary Range: \$57,300-\$90,469

Total Cost of New Position Including Benefits: \$106,547

As we witnessed firsthand in October, the world of cybersecurity is ever evolving and the City must commit the necessary resources and talent to ensure that our networks are secure. There are cost and service implications with every day that the City network is not fully functional. This position, in conjunction with the recent network hardware and software purchases, will identify ongoing risks, develop mitigation plans, and better protect the City against future

network intrusions. The proposed Network Security Engineer will be responsible for the design, installation and integration of network security hardware and software, identifying and analyzing network security needs, maintaining security systems including intrusion protection and firewalls, and reviewing system logs.

Police Department

Building on the mission of the police department and the efforts to redeploy police officers to the patrol division, the proposed budget includes four full-time civilian positions and one part-time civilian position within the department. By adding a civilian crime scene technician, two civilian front desk assistants and a civilian investigator, sworn officers will be dedicated to core police functions. The part-time crime prevention specialist will return a greater proactive public safety presence throughout the schools and community to coordinate substance abuse and suicide prevention programs.

As we review our current service levels, public safety is an area where I believe greater resources are needed to maintain the safety levels that this community expects and deserves. Continuing the distinction of being one of the safest communities with over 100,000 people is critical to the fabric and quality of life of this community. In the last five years, we have seen a 5% increase in demand for police services with 41 fewer positions. The new civilian positions will perform functions appropriate for non-sworn personnel and result in additional sworn officers reassigned to patrol duties, enhance financial and cyber crime investigations, increase visibility in the community with an emphasis on quality of life issues citywide and provide a greater uniformed presence in the downtown. The new structure will not only put the right skills in the right place, but will make the department a more cost-efficient operation.

(Civilian) Crime Scene Technician – Police

Pay Grade: N09

Salary Range: \$43,388-\$66,233

Total Cost of New Position Including Benefits: \$69,850

This position responds to crime scenes to document, process and preserve evidence as a part of the investigation process and subsequent criminal prosecutions. In 2007, the police department began the process to convert the crime scene technician function from all sworn officers to all civilian employees. Currently, one sworn officer and four civilian technicians are assigned to the Crime Scene Unit. Hiring one new civilian technician would complete this conversion resulting in five civilian crime scene technicians and will return one sworn officer to patrol duties.

Two Civilian Front Desk Assistants – Police

Pay Grade: N06

Salary Range: \$33,985-\$51,876

Total Cost of New Position Including Benefits: \$58,536 each (\$117,072 total)

The civilian front desk positions will be responsible for interacting with citizens who come to the police department and accurately document information provided by victims and witnesses. The positions will also be required to conduct case follow up and research using various law

enforcement databases. The transition to civilian front desk personnel will return 60 hours per week of sworn officer service to perform core police functions in the community.

Civilian Investigator – Police

Pay Grade: N09

Salary Range: \$43,388-\$66,233

Total Cost of New Position Including Benefits: \$69,850

The civilian investigator position is responsible for conducting a variety of criminal and financial investigations. The police department has seen a major increase in financial crimes, including cyber crimes, in recent years. This position will bring additional financial expertise to the major crimes section and reduce the overall overtime expenditures of the investigations division.

Part-Time Crime Prevention Specialist – Police

Pay Grade: N09

Salary Range: \$21,694-\$33,116

Total Cost of New Position: \$26,266

Directly tied to strategic plan initiative #7, “to present educational programs to address youth issues including illicit drug use and suicide along with community partners,” the crime prevention specialist will work closely with the Collaborative Youth Services team, comprised of representatives of non-profits from the community including KidsMatter and 360 Youth Services, especially coordinating ongoing heroin and suicide prevention efforts. In 2009, crime prevention services were significantly reduced. I believe crime prevention is a critical function to complement the enforcement efforts of the police department by focusing on proactive messaging to our youth and the community with an emphasis on education and early intervention. The position is proposed at 20 hours per week.

RECOMMENDATION:

Chief Marshall, Pam LaFeber and I look forward to discussing these new personnel recommendations with you at the Budget Workshop on December 10th.

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 27, 2012
TO: Doug Krieger, City Manager
FROM: Dick Dublinski, Public Works Director
SUBJECT: FY13-14 Vehicle Replacements

PURPOSE:

The purpose of this memo is to provide information regarding the proposed vehicle replacements in the FY14 budget.

BACKGROUND:

The City maintains a fleet of 571 pieces of equipment with a total replacement value of \$31,157,578. Of these, 372 are vehicles and 199 are considered specialized equipment such as vactors and backhoes. Annually, DPW staff reviews age, usage, condition, and lifetime repair costs to identify vehicles that may be eligible for replacement. For the FY 14 budget, this review against the replacement criteria resulted in 47 vehicles meeting the eligibility requirements for replacement. Further review by the Fleet Economics Committee and the City Manager eliminated 13 vehicles from the proposed FY 14 replacement program. The proposed budget includes the replacement of 34 vehicles at a cost of \$2,348,750. The list of proposed vehicles for replacement is attached.

The historical vehicle replacement activity is detailed in the table below. During the last four years, the City has deferred a significant number of vehicle purchases due to the economic conditions. There have been benefits and costs associated with these deferrals. We have identified and implemented some changes to the vehicle replacement criteria, including extending the life of police squads to 120,000 miles. In other instances, the increased maintenance costs and unscheduled downtime have outweighed the benefit of deferring the vehicle replacement.

Fiscal Year	Vehicles Replaced	Vehicle Replacement Expenditure
FY04	48	\$ 2,052,930
FY05	58	\$ 2,131,855
FY06	69	\$ 2,868,170
FY07	62	\$ 2,737,715
FY08	71	\$ 3,131,989
FY09	50	\$ 3,129,935
FY10	26	\$ 1,708,400
FY11	25	\$ 1,652,200
FY12	14	\$ 286,810
FY13	17	\$ 1,098,800
Proposed FY14	34	\$ 2,348,750

Vehicle Replacement Budget

The vehicle replacements are programmed in each individual department's budget. Citywide, there is \$800,000 available above reserve requirements to fund a portion of the \$2.35 million in proposed FY14 replacements.

Looking forward, we are working towards a consistent annual budget for vehicle replacements. For example, the Fire Department is implementing a 10-year replacement program for ambulances to eliminate peaks and valleys in vehicle services budget. The effort to maintain a consistent budget will not accelerate purchases before their necessary replacement.

CONCLUSION:

Based on DPW criteria of age, usage, condition, and lifetime repair costs and review by the Fleet Economics Committee, Department Heads and City Manager, staff is recommending the replacement of 34 vehicles in the FY 14 budget at a cost of \$2,348,750.

FY13-14 VEHICLE REPLACEMENT LISTING

ACCOUNT #	VEH	YEAR	MAKE	Model	Class Description	DEPT	Date In Use	Age in August 2012	Miles/H ours	LIFE	Replace Cost
010-2120-421	117	2007	HARLEY DAVIDSON	FLHTP-1	09- MOTORCYCLE	NPD	3/1/2007	67	20,051	36	\$16,125
010-2120-421	118	2004	HARLEY DAVIDSON	FLHTP-1	09- MOTORCYCLE	NPD	3/1/2007	67	20,709	36	\$16,125
010-2120-421	122	2008	FORD	ESCAPE	05 - SUV SMALL	NPD	12/17/2007	58	104,368	36	\$14,300
010-2120-421	123	1998	CHEVROLET	LUMINA	02 - MIDSIZE CAR	NPD	8/3/1998	168	73,614	96	\$19,500
010-2120-421	132	2003	CHEVROLET	EXPRESS VAN	31 - VAN FULL SIZE	NPD	2/5/2004	104	79,174	108	\$29,000
010-2120-421	145	2000	GMC	CARGO SAVANNAH	31 - VAN FULL SIZE	NPD	1/17/2001	141	81,384	108	\$28,000
010-2120-421	151	2010	FORD	CROWN VICTORIA	04 - PATROL	NPD	2/16/2010	31	90,660	48	\$29,320
010-2120-421	158	2010	FORD	CROWN VICTORIA	04 - PATROL	NPD	3/18/2010	31	79,460	48	\$29,320
010-2120-421	165	2009	FORD	CROWN VICTORIA	04 - PATROL	NPD	5/15/2009	40	93,640	48	\$29,320
010-2120-421	167	2005	FORD	CROWN VICTORIA	03 - FULL SIZE CAR	NPD	11/9/2004	96	83,920	84	\$23,800
010-2120-421	172	2007	GMC	TAHOE	04 - PATROL	NPD	3/31/2008	54	145,393	60	\$33,800
010-2120-421	176	2010	FORD	CROWN VICTORIA	04 - PATROL	NPD	1/19/2010	32	79,185	48	\$29,320
010-2120-421	180	2009	FORD	CROWN VICTORIA	04 - PATROL	NPD	2/3/2009	44	78,585	48	\$29,320
010-2220-422	305	1989	GMC	TK30943	15 - TRUCK ONE TON	NFD	3/3/1989	283	40,419	96	\$85,000
010-2220-422	336	2001	NAVISTAR	HORTON	45 - AMBULANCE	NFD	11/13/2000	143	4602h	108	\$210,000
010-2220-422	360	2004	FORD	EXPEDITION	07 - FULL SIZE SUV	NFD	9/16/2004	97	109,564	84	\$43,800
010-4230-431	207	2001	INTERNATIONAL	4300 4X2	23 - TRUCK DUMP 7YD/P	DPW	10/25/2001	132	8862h	138	\$150,000
010-4230-431	219	2004	CHEVROLET	2500	12 - PICKUP FWD/P	DPW	7/16/2004	100	125,574	96	\$26,900
010-4230-431	221	2001	STERLING	LT8500	25 - TANDEM DUMP/P	DPW	3/26/2002	127	6550h	144	\$156,000
010-4230-431	226	1997	INTERNATIONAL	4900 4X2	23 - TRUCK DUMP 7YD/P	DPW	5/3/1999	161	4937h	144	\$146,000
010-4230-431	229	2002	INTERNATIONAL	DT466E	23 - TRUCK DUMP 7YD/P	DPW	1/11/2002	129	6002h	144	\$146,000
010-4230-431	241	1999	JOHN DEERE	544H	57 - LOADER ART 100HP	DPW	6/3/1999	160	5941h	132	\$150,000
010-4230-431	269	2000	STERLING	LT8500	25 - TANDEM DUMP/P	DPW	7/5/2001	135	7237h	144	\$156,000
010-4230-431	271	2005	CHEVROLET	2500	12 - PICKUP FWD/P	DPW	8/18/2005	87	83,845	96	\$60,000
010-4230-431	277	1999	VOLVO	ZL402	56 - LOADER ART 50HP	DPW	7/3/1999	159	5231h	120	\$55,000
010-4230-431	282	2001	FORD	F-750	28 - TRUCK UTILITY	DPW	3/8/2002	127	8964h	108	\$140,000
410-3342-533	62	1998	DODGE	CARAVAN	30 - VAN MINI	DPU-E	9/3/1998	173	90,128	96	\$21,500
410-3342-533	69	2005	DODGE	CARAVAN	30 - VAN MINI	DPU-E	5/19/2005	90	97,033	108	\$21,500
430-3912-537	779	2004	INTERNATIONAL	VACTOR	63 - TANDEM FLUSHER	DPU-W	7/16/2004	100	7441H	108	\$355,000
430-3811-537	741	1999	FORD	EXPLORER	06-SUV FWD MED	DPU-W	10/8/1999	158	51,706	84	\$21,500
430-3913-537	656	1994	TOWMASTER	T-18	37 - TRAILER HVY DTY	DPU-W	2/3/1995	212	NA	180	\$20,000
430-3913-537	660	2001	WELLS CARGO	EW2824	36 - TRAILER HD TRANS	DPU-W	9/25/2001	133	NA	120	\$12,000
430-3913-537	701	1999	CHEVROLET	C2500	14 - PICKUP 3/4T	DPU-W	3/3/1999	167	52,816	108	\$23,800
430-3913-537	703	2000	FORD	EXPLORER	06 - SUV FWD MED	DPU-W	5/3/2000	153	61,965	84	\$21,500

Total \$2,348,750

Removed-13 Vehicles

010-2120-421	111	2007	HARLEY DAVIDSON	FLHTP-1	09- MOTORCYCLE	NPD	3/1/2007	67	21,770	36	\$16,125	Police **
010-2120-421	112	2007	HARLEY DAVIDSON	FLHTP-1	09- MOTORCYCLE	NPD	2/9/2007	68	16,147	36	\$16,125	Police **
010-2120-421	134	2006	CHEVROLET	COLORADO	10 - PICKUP DOWNSIZE	NPD	5/23/2006	77	28,567	24	\$15,000	Police
010-4230-431	270	2005	CHEVROLET	2500	12 - PICKUP FWD/P	DPW	8/30/2005	87	78,263	96	\$26,900	DPW
010-4230-431	280	2007	DODGE	CARAVAN	30 - VAN MINI	DPW	6/14/2007	64	90,972	108	\$21,500	DPW
010-4230-431	248	2004	INTERNATIONAL	VACTOR	64 - SWEEPER/VACUUM	DPW	8/5/2004	99	5688h	108	\$355,000	DPW
410-3342-533	18	1990	SAUBER	4-IN-1	39 - TRAILER WIRE	DPU-E	6/3/1990	268	NA	132	\$20,000	Electric
410-3342-533	24	1986	SAUBER	1560	39 - TRAILER WIRE	DPU-E	2/3/1987	308	NA	132	\$20,000	Electric
410-3342-533	41	1997	FORD	F-250	12 - PICKUP FWD/P	DPU-E	4/3/1998	174	51,627	96	\$26,900	Electric
430-3911-537	669	2002	FORD	ESCAPE	05 - SUV SMALL	DPU-W	3/7/2002	127	97,016	96	\$19,000	Water

FY13-14 VEHICLE REPLACEMENT LISTING

ACCOUNT #	VEH	YEAR	MAKE	Model	Class Description	DEPT	Date In Use	Age in August 2012	Miles/Hours	LIFE	Replace Cost	
430-3911-537	711	2005	CHEVROLET	C2500	14 - PICKUP 3/4T	DPU-W	11/29/2005	83	86,490	96	\$32,300	Water
430-3911-537	753	2004	CHEVROLET	2500	12 - PICKUP FWD/P	DPU-W	8/12/2004	99	114,932	84	\$32,300	Water
430-3942-537	740	2000	CHEVROLET	SAVANAH CARGO	31 - CARGO VAN	DPU-W	10/3/1999	146	65,535	108	\$21,500	Water

**actual vehicle number to remove is not known at this time

Total Removed	\$622,650
Original Request	\$2,926,100
Removed	-\$622,650
Added Vehicles	\$45,300
FY14 Budget	<u>\$2,348,750</u>

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 28, 2012

TO: Doug Krieger, City Manager

THROUGH: Dick Dublinski, Director of Public Works

FROM: Christine Schwartzhoff, Operations Team Leader

SUBJECT: Emerald Ash Borer Program

Purpose:

The purpose of this memorandum is to provide an update on recommended changes to the Emerald Ash Borer program for future years.

Background:

The Emerald Ash Borer (EAB) was first identified in Naperville in June of 2008 and has been found in all subdivisions throughout the City. Ash trees account for 26% of the city's parkway tree inventory, or approximately 16,298 trees. The number of private ash trees within the City is difficult to determine because we do not keep an inventory of private trees. However, DPW estimates that private ash trees are equal to or slightly greater than the parkway ash tree inventory. Initially, DPW developed a containment strategy which consisted of removing infested ash trees and treating all parkway ash trees within a half mile radius of the infestation.

With the spread of the EAB, DPW updated the containment strategy to include the treatment of all healthy parkway trees throughout the city. If the City did nothing to treat the parkway trees, the expectation was that all ash trees would die within five years and the City would face unprecedented difficulty in removing all the ash trees. The hybrid program of treatment and removal allows DPW to mitigate the EAB problem by removing the most infected trees and managing the healthier ash trees.

City Council approved the proposed six-year treatment and removal containment strategy through the FY13 Operating Budget and Capital Improvement Program. The FY14 budget for EAB treatment and removal is \$810,010; \$355,322 for treatment and \$454,688 for removal and replacement. This is lower than the original six-year program estimate by \$101,635.

This initial program included using several treatment methods for EAB, depending on the size of the tree. Imidacloprid (Xylect) was used to treat smaller trees, less than 20 inches in diameter and TREE-äge was used to treat larger trees, greater than 20 inches in diameter. A small number of trees were treated with a product called Safari. The Imidacloprid and Safari treatments are applied as a soil drench and have a one year effectiveness rate. The TREE-äge is a trunk injection that has a two year effectiveness rate. The first year budget for the treatment program was \$467,426.

The second component of DPW's containment strategy was to inspect and assess the extent of EAB damage throughout the city. Trees were rated on a five point scale ranging from good condition to dead. Trees in good condition show little or no sign of EAB and have the highest chance of

surviving. These trees will continue to be treated and monitored. Marginal trees have serious signs of EAB but have a chance to survive. The marginal trees will be re-evaluated before treatment next year. Poor or dead trees are no longer worth preserving and require removal.

Our ash tree inspection found the following:

- 94% of the parkway ash trees exhibit only minor or no EAB damage. We recommend continued treatment of these trees.
- 5% of the parkway ash trees exhibit moderate signs of EAB and will be re-evaluated before the decision is made to continue treatment next spring.
- 1% of the parkway ash trees will not be treated and require removal.

The final component of DPW's initial strategy was the removal and replacement of ash trees that have been deemed highly infested. Staff initially estimated that 1,400 trees would need to be removed and replaced during FY13 with City crews removing approximately 400 trees annually and the remainder of removals done by contractors. The first year budget for the removal and replacement program was \$975,000.

Discussion:

FY 13 Program Update

DPW has completed the treatment cycle of all ash trees throughout the City. Through a combination of Tree-Age, Xytect and Safari treatments, the City treated 15,982 trees (213,230 diameter inches) at a total expense of \$477,753.

DPW has removed more than 514 ash trees this year. Based on the inspection results, we anticipate that we will remove approximately 250 parkway ash trees by the end of the fiscal year. This will be at an estimated expense of approximately \$340,000.

The City continues to educate the public about the value of treating ash trees and demonstrating the value of the urban forest in helping to clean the air, curb stormwater runoff, raise property values, sequester carbon, and reduce energy costs.

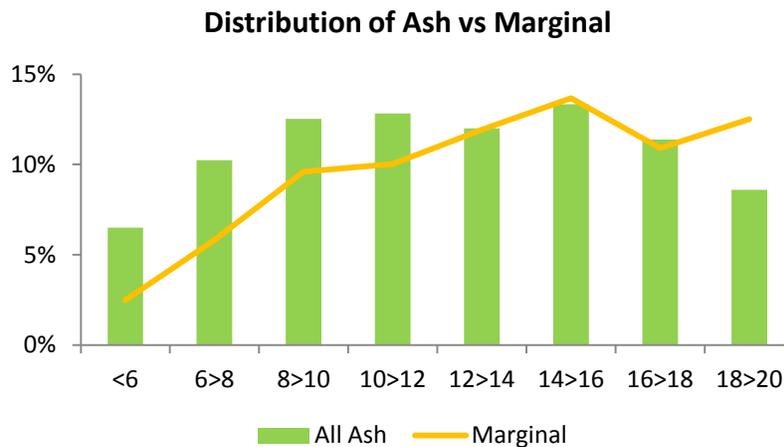
Recommended Program Modification for Future Years

Based on observations during the first year of the program, DPW recommends the following modifications to the EAB program for future years:

- ***Decrease in tree removal estimates.*** During FY 13, we anticipated removing 1,400 trees. After assessment of the ash tree population, we are now only projecting to remove 766 trees in FY13. DPW believes that this is due to the effectiveness of the treatment in the first year. We have modified the program and budget to reflect 900 removal per year (400 in-house and 500 contracted) through the remainder of the program. This reflects an increase in the projected removal from this year's actuals because FY13 was the first year of full infestation and there may be damage to ash trees that has not been observed to date.
- ***Addition of tree trimming to the EAB CIP project.*** During the assessment process, a number of ash trees were identified as candidates for dead branch removal. Tree trimming by contractors will allow the City to proactively remove infested and dead branches which in turn will increase the survival rate of those trees. In FY13, DPW will trim approximately

11,000 inches at a projected expense of \$54,425 and will budget \$75,000 for the future program.

- Modify the threshold for treatment of trees with Tree-Age.** The original methodology treated trees greater than 20 diameter inches with Tree-Age. DPW is recommending reducing this threshold to treat trees greater than 18 diameter inches using Tree-Age. There is a stark contrast between trees being treated with Imidacloprid (under 20 diameter inches) and their rating compared with the trees treated with Tree-Age. In the 18-20” diameter range, there is an above normal proportion of unhealthy ash trees. DPW believes that this is due to the reduced effectiveness of Imidacloprid treatments on larger diameter trees. DPW recommends treating 18-20 diameter inch trees to correct this deviation.



These program changes have a net change in the projected program budget. However, these changes reflect a year of working on the program, reflect the goals of maintaining a healthy urban forest, and position us to save the trees that can be saved.

Projected Annual Expense for EAB Treatment and Removal

The chart below displays the projected expenses for the EAB treatment and removal program. Attachment #1 – “Detailed Annual Budget for EAB Treatment and Removal Program”, provides a comprehensive overview of the cost components in the treatment and removal plan.

FY13 Budget	FY13 Actual	FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget	FY18 Budget	TOTAL
Treatment							
\$ 467,426	\$ 477,753	\$ 355,322	\$ 452,123	\$ 344,489	\$ 443,730	\$ 337,579	\$ 2,410,996
Removal, Replacement, and Trimming							
\$ 975,000	\$ 337,556	\$ 454,688	\$ 454,688	\$ 454,688	\$ 454,688	\$ 454,688	\$ 2,610,996
Updated Program Estimate							
\$ -	\$ 815,308	\$ 810,010	\$ 906,811	\$ 799,177	\$ 898,418	\$ 792,267	\$ 5,021,992
Original Estimate							
\$ 1,442,426	\$ -	\$ 911,645	\$ 846,231	\$ 480,131	\$ 623,662	\$ 293,603	\$ 4,597,698

Recommendation:

I recommend that this information be shared with the City Council

Attachment #1 – Detailed Annual Budget for EAB Treatment and Removal Program

	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget	FY18 Budget	TOTAL
TREATMENT								
<i>TreeAge</i>								
Trees	2,149	2,391	1,676	2,285	1,806	2,604	1,932	
Inches	49,851	48,319	31,587	49,533	33,657	53,677	35,864	
Cost	\$ 292,625	\$ 283,633	\$185,417	\$ 290,759	\$197,564	\$315,083	\$210,522	
<i>Safari</i>								
Trees	500	983	763	718	673	628	591	
Inches	6,000	13,919	10,354	9,724	9,094	8,464	7,987	
Cost	\$17,940	\$41,618	\$30,958	\$29,075	\$27,191	\$25,307	\$23,881	
<i>Xytect</i>								
Trees	12,751	12,608	11,680	11,207	10,247	9,042	8,319	
Inches	155,308	150,992	137,571	130,979	118,549	102,317	102,154	
Cost	\$156,861	\$ 152,502	\$138,947	\$132,289	\$119,734	\$103,340	\$103,176	
Total								
Trees	15,400	15,982	14,119	14,210	12,726	12,274	10,842	
Inches	211,159	213,230	179,512	190,236	161,299	164,457	146,005	
Cost	\$467,426	\$477,753	\$355,322	\$452,123	\$344,489	\$443,730	\$337,579	\$2,410,996
REMOVAL & REPLACEMENT								
<i>In-House</i>								
Trees	400	493	400	400	400	400	400	
Inches	5,600	6,600	5,600	5,600	5,600	5,600	5,600	
Cost	\$100,000	\$123,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
<i>Contracted</i>								
Trees	1,000	273	500	500	500	500	500	
Inches	14,000	4,631	8,125	8,125	8,125	8,125	8,125	
Cost	\$875,000	\$160,131	\$279,688	\$279,688	\$279,688	\$279,688	\$279,688	
Trim	\$ -	\$ 54,425	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
Total								
Trees	1,400	766	900	900	900	900	900	
Inches	19,600	10,827	13,725	13,725	13,725	13,725	13,725	
Cost	\$975,000	\$337,556	\$454,688	\$454,688	\$454,688	\$454,688	\$454,688	\$2,610,996
PROGRAM ESTIMATE								
	\$ -	\$815,308	\$810,010	\$906,811	\$799,177	\$898,418	\$792,267	\$5,021,992
ORIGINAL ESTIMATE								
	\$1,442,426	\$ -	\$911,645	\$846,231	\$480,131	\$623,662	\$293,603	\$4,597,698

Department Summaries

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 30, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance

SUBJECT: Department Summaries

PURPOSE:

To provide Council with an overview of the individual Department FY14 budget proposals.

DISCUSSION:

Consistent with previous years, a service based budget format has been used to present the budget data. A standard set of information is provided here for each of the General Fund Departments. There is a high level summary page which depicts the type of expenditures (salary and benefits, supplies, etc) and shows FTE data for 5 fiscal years and highlights the significant expenditure changes from FY13 to FY14. Various decisions made at the City level have an impact on the charges reflected in the Department budgets. These have been grouped together and were explained in the General Fund section of the workshop materials. The other expenditure changes are under the Department control and are grouped together and will be discussed by the individual Department Directors during the workshop. A Highlights narrative section has been included to provide additional descriptive information on the Department activities and budget proposal.

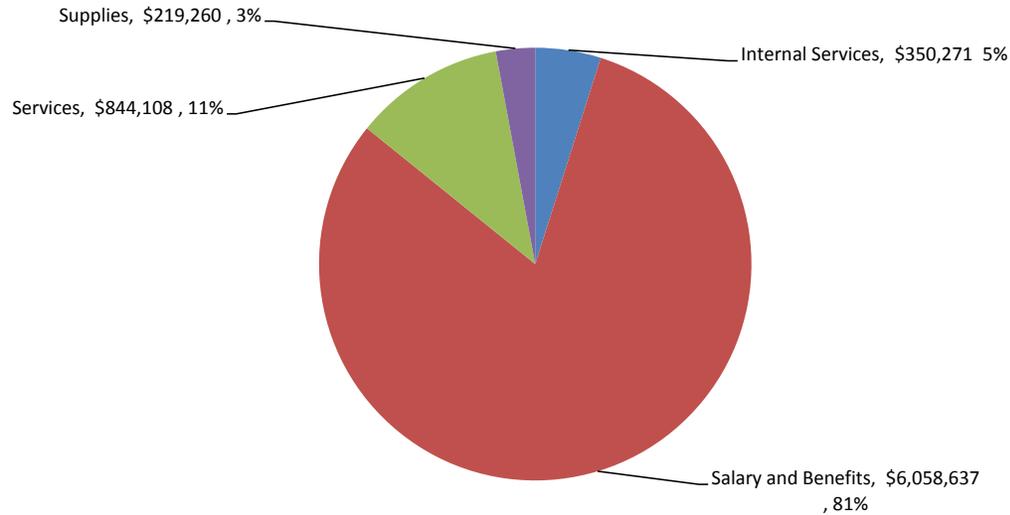
A complementary second pie chart depicting the range of services and relative cost is provided for each Department. The supporting detailed budget spreadsheets are provided for reference in the last section of the workshop materials.

The Department summaries are included in the following order:

- TED
- Fire
- Police
- Department of Public Works
- Finance
- Legal/HR
- City Clerk/Information Technology
- CMO/Community Relations

TED

Expenditure by Element



BUDGET CHANGES		
FY12-13 Budget	\$	7,462,342
FY13-14 Budget	\$	7,488,848
Total Increase	\$	26,506

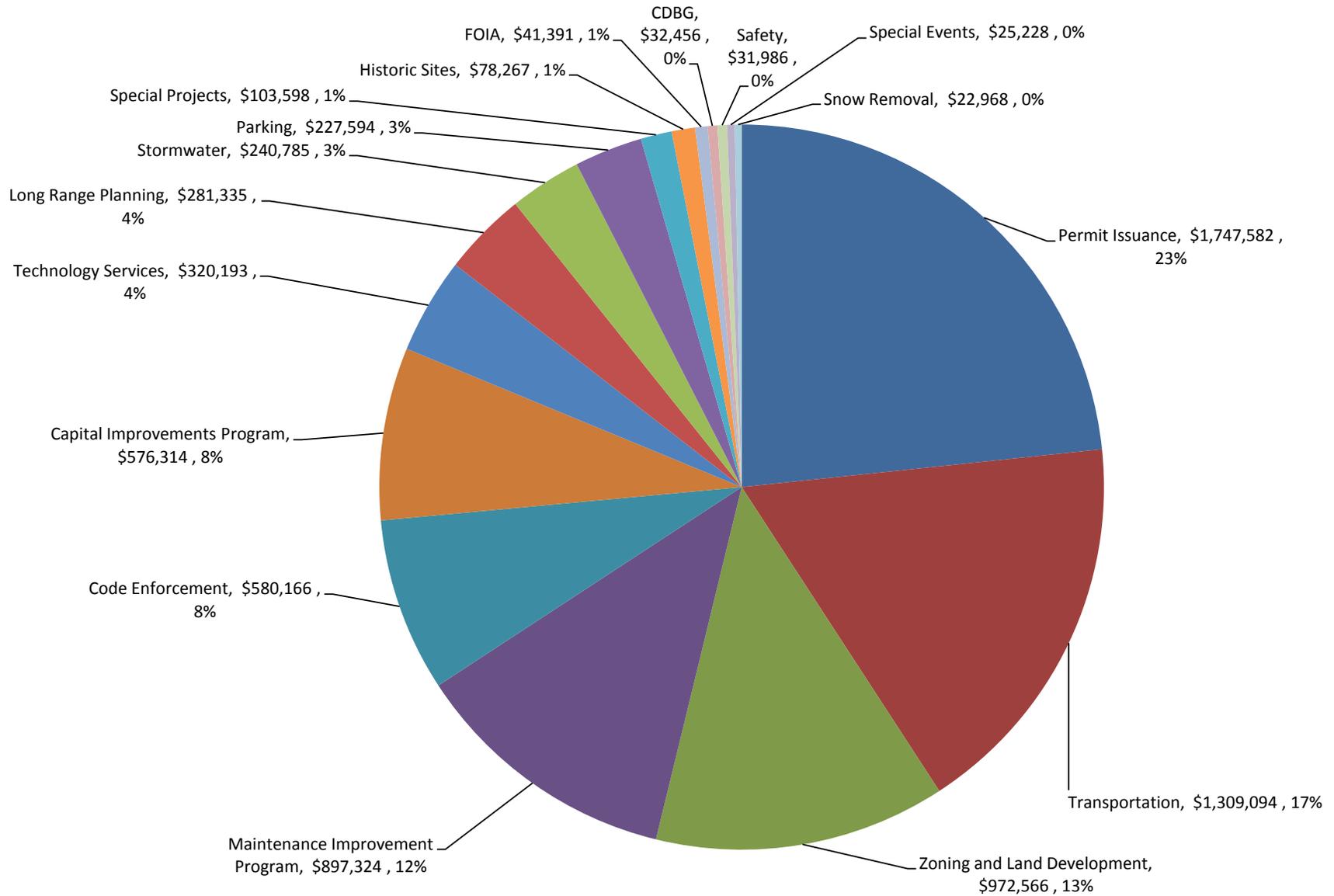
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
TED	FY10	FY11	FY12	FY13	FY14
Support Services Team	23.25	21.75	21.75	22.00	21.00
Development Services Team	27.98	25.89	24.73	25.21	25.21
Planning Services Team	6.06	4.75	4.75	4.25	4.25
Engineering and Transportation	14.68	14.64	14.64	15.14	16.14
TOTALS	71.97	67.03	65.87	66.60	66.60

INCREASE/DECREASE ELEMENTS		
City Directed		
Salary and Benefits	\$	24,698
Auto Liability	\$	2,790
General Liability	\$	(56,165)
Vehicle Services	\$	18,342
IT Replacement	\$	24
Department Directed		
Equipment Replacement	\$	40,960
Other minor decreases	\$	(4,143)
Total Increase	\$	26,506

Highlights

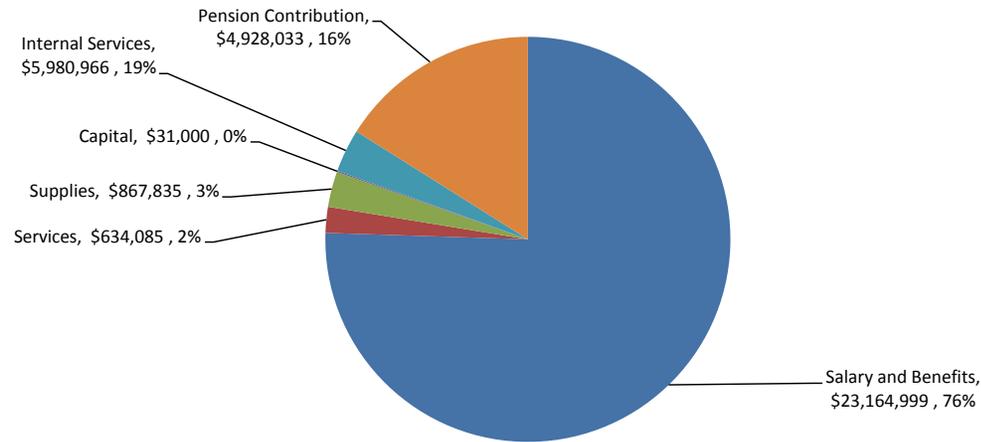
- * TED continues to focus on safety. The last preventable vehicle accident was over 350 days ago while the last lost workday occurred over seven years ago
- * Continue to fund the Ogden Avenue site improvement grant at \$50,000 for businesses located along Ogden Avenue
- * Temporary position added in FY13 has maintained inspection service levels as permit issuances increased 37% in FY12 and an additional 7.5% in FY13. The cost of the additional resource is covered by the increased permit fees.
- * Re-introduce and focus on neighborhood traffic evaluations to address safety issues within neighborhoods, including cut through traffic, speed control, and signage
- * Large print copier replacement deferred from FY12 to FY14 (\$40K)
- * Resources shifted from planning and special project activities to permit and zoning to meet the increased needs in these areas

TED Program Budget FY13-14 \$7,488,848



Fire

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 29,711,250
FY13-14 Budget	\$ 30,678,885
Total Increase	\$ 967,635

INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 336,544
Tech Services Coordinator*	\$ (93,840)
Workers Compensation	\$ 90,250
Pension Contribution	\$ 239,848
Vehicle Services	\$ 82,368
IT Replacement	\$ 49,764
General Liability	\$ 10,331
Auto Liability	\$ 6,936
Department Directed	
Technology	\$ 110,545
Operating Supplies	\$ 113,395
Other minor increases	\$ 21,494
Total Increase	\$ 967,635

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Fire	FY10	FY11	FY12	FY13	FY14
Administration*	5.00	18.00	18.00	18.00	17.00
Operations	193.00	185.00	185.00	185.00	185.00
Support Services	9.00	0.00	0.00	0.00	0.00
TOTALS	207.00	203.00	203.00	203.00	202.00

*1 FTE transferred from Fire to IT in FY13

Highlights

*** Overtime Savings:** In calendar year 2011, the fire department saved \$1,036,000 in overtime and in calendar year 2012 \$774,000 in overtime to date by reducing ambulances down from eight to five per shift when personnel shortages due to sick and injured leave created the overtime potential. No service reduction was noted and this practice continues due to its effectiveness in reducing expenditures

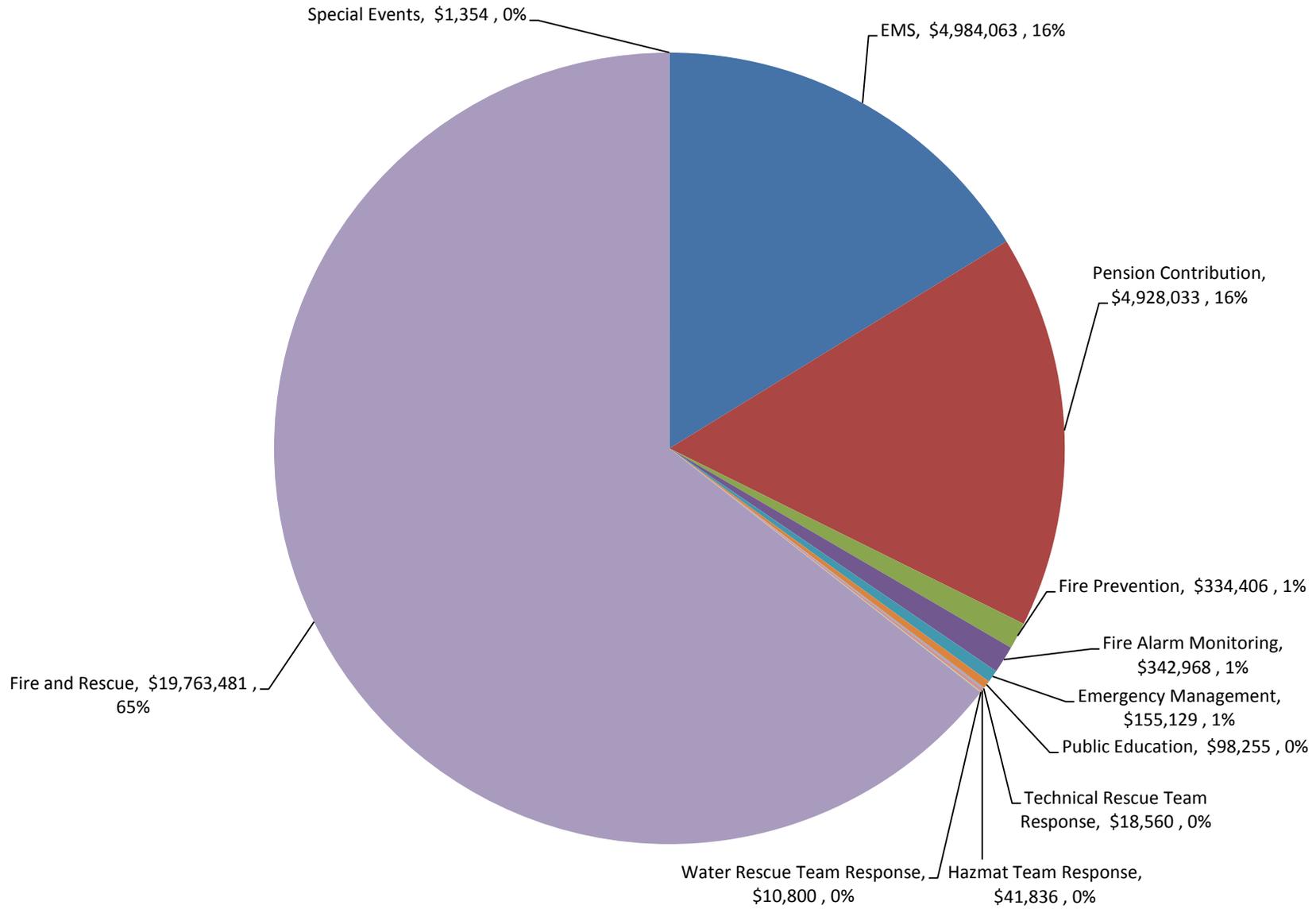
*** Decrease in Response Time:** Evaluated and decreased the time intervals needed to alert stations by implementing technology to the current fire station alerting system resulting in a decreased response time

*** Video Conferencing:** Implemented a video conferencing system purchased in part through a federal grant to improve station district coverage, lower fuel cost and increase department communications

*** Ambulance Billing Commission:** Selected and awarded a new ambulance billing vendor contract that reduced commission rates by 20% from the previous vendor

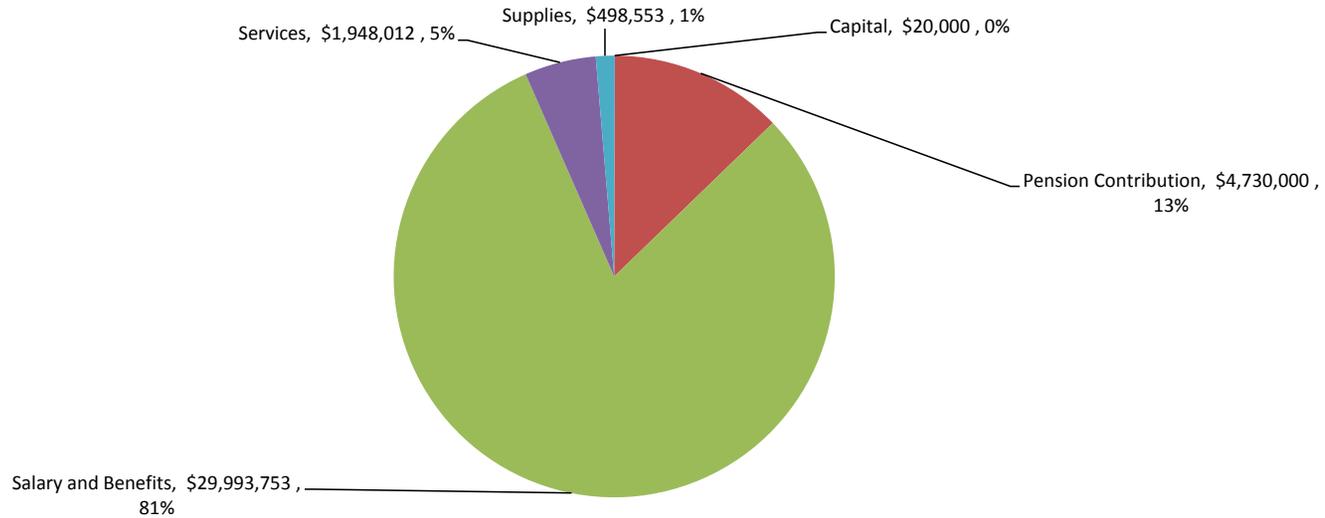
*** Electronic Patient Care Reporting:** Working with Edward Hospital medical system to implement new electronic patient care reporting system to decrease out of service time for ambulances at the hospital

FIRE PROGRAM BUDGET FY13-14 \$30,678,885



Police Department

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 35,499,023
FY13-14 Budget	\$ 37,521,566
Total Increase	\$ 2,022,543

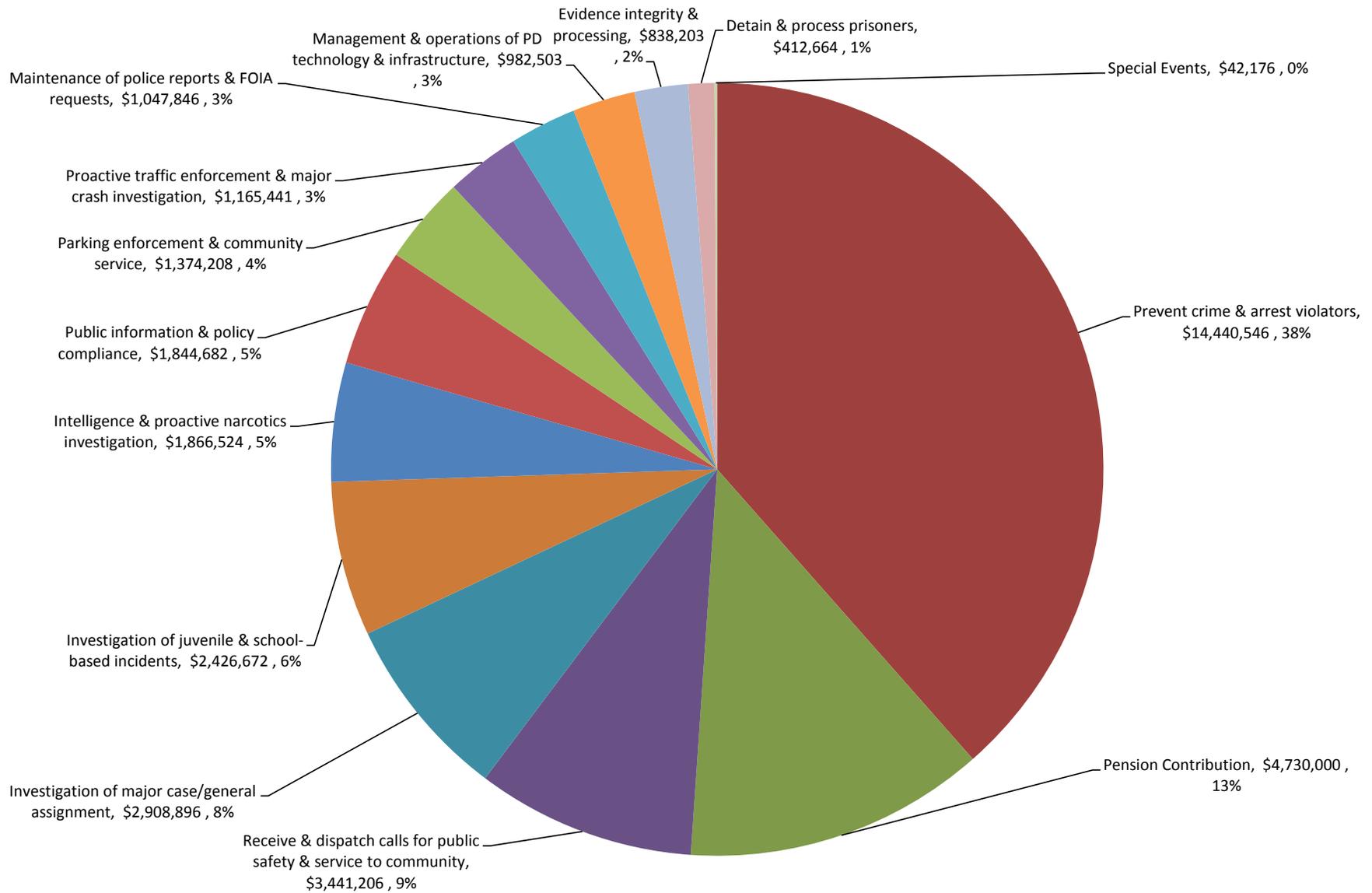
INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 855,846
Workers Compensation	\$ 211,820
Auto Liability	\$ (194,225)
General Liability	\$ (42,206)
Vehicle Replacement	\$ 277,250
Vehicle Services	\$ 96,864
Pension Contribution	\$ 412,621
IT Replacement	\$ 64,020
Department Directed	
Radio maintenance contract	\$ 272,031
Other minor increases/decreases	\$ 68,522
Total Increase	\$ 2,022,543

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
POLICE FTE's	FY10	FY11	FY12	FY13	FY14
Office of Chief of Police	12.50	12.50	10.625	8.625	6.00
Police Services	50.00	48.00	47.25	25.25	29.875
Operations	180.38	171.04	171.04	0.00	0.00
Patrol	0.00	0.00	0.00	127.00	132.79
Investigations	0.00	0.00	0.00	68.04	64.75
Communications	42.00	42.00	41.00	41.00	41.00
TOTALS	284.88	273.54	269.915	269.915	274.415

Highlights

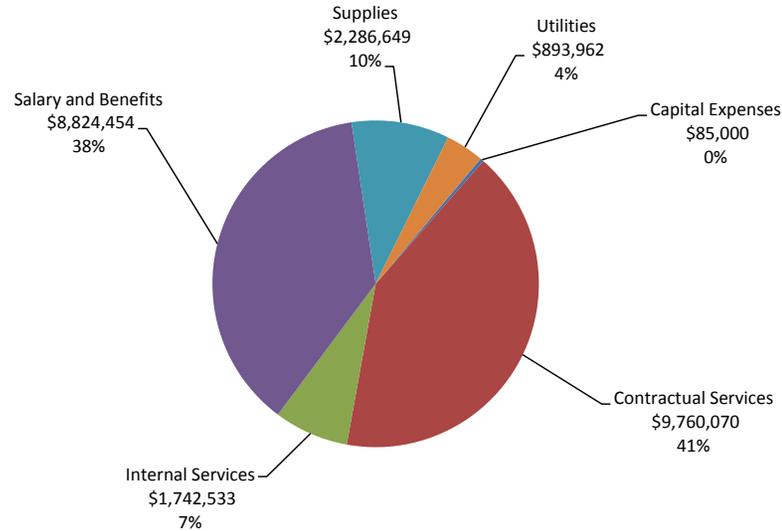
- * Implementation of digital in-car video system for patrol vehicles in support of criminal prosecution and risk management efforts - CIP EQ037
- * Establish and present educational programs to address youth issues, including illicit drug use and suicide along with community partners
- * After significant department reorganization in FY13, explore opportunities to enhance service levels to the community via additions to the department's civilian headcount
- * Enhancement of department resources to facilitate a combined prevention and enforcement model for addressing current and emerging liquor-related concerns in the downtown

POLICE PROGRAM BUDGET FY13-14 \$37,521,566



Department of Public Works

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 21,905,352
FY13-14 Budget	\$ 23,592,668
Total increase	\$ 1,687,316

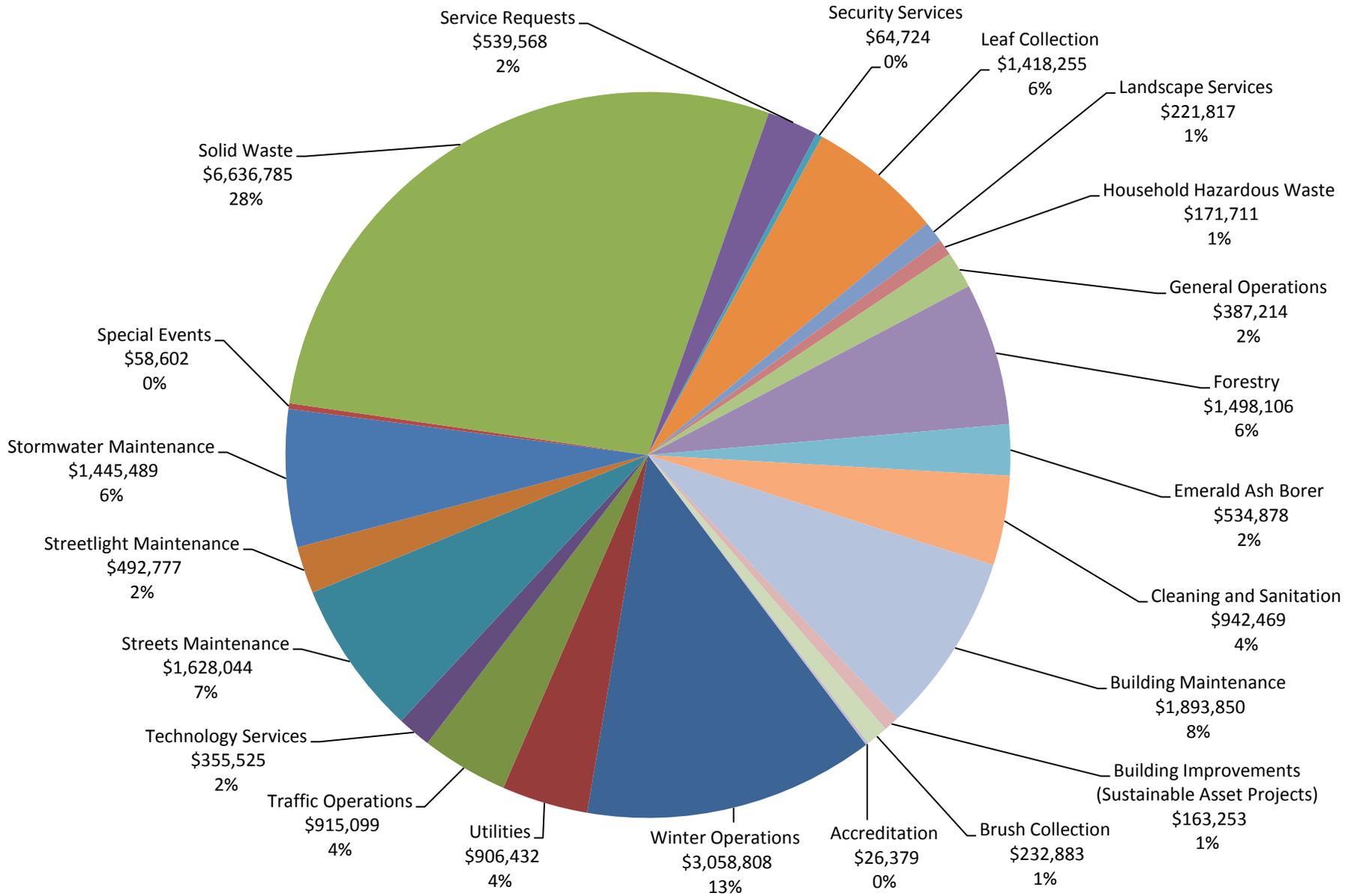
INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 239,370
Worker's Compensation	\$ (93,365)
Auto Liability	\$ (8,812)
General Liability	\$ 45,811
Vehicle Replacement	\$ 911,900
Vehicle Services	\$ 475,650
Departmental Contingency	\$ (120,082)
IT Replacement	\$ 33,794
Department Directed	
Refuse & Recycling Contract	\$ 133,235
Winter Operations (De-Icing Chemicals)	\$ 89,075
Leaf and Chip Disposal Fees	\$ 107,548
Contracted Custodial Services	\$ 77,673
Mowing and Landscaping Contracts	\$ 35,478
Inter-Departmental Chargebacks	\$ (254,656)
Other Minor Increase/(Decrease)	\$ 14,697
Total increase	\$ 1,687,316

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
PUBLIC WORKS FTE's	FY10	FY11	FY12	FY13	FY14
Administration	5.00	5.00	4.00	4.00	4.00
Strategic Services	5.20	5.20	5.20	5.20	6.60
Operations	56.90	56.51	58.51	58.10	56.20
PBO	21.00	21.00	20.00	20.00	20.46
TOTALS	88.10	87.71	87.71	87.30	87.26

- HIGHLIGHTS**
- * **Emerald Ash Borer** - DPW is recommending changing the threshold of ash trees being treated with Tree-Age from 20 inches to 18 inches. Imidacloprid has reduced effectiveness on larger diameter trees
 - * **Contracted Custodial Services - \$77,673** - The FY14 budget reflects potential cost increases for custodial services at citywide public facilities and buildings
 - * **Winter Operations - \$143,075** - The FY13 budget benefited from road salt stockpiles from the mild FY12 winter. The FY14 budget reflects the restoration of funding for 18,000 tons of salt (Citywide dome capacity). The total FY14 request is lower than the FY12 expenditure by \$700,000
 - * **Re-Organization** - DPW restructured to eliminate a Supervisor position and convert two existing part-time GIS Technicians to full-time status. This re-allocation of resources allows DPW to provide better data management and project support

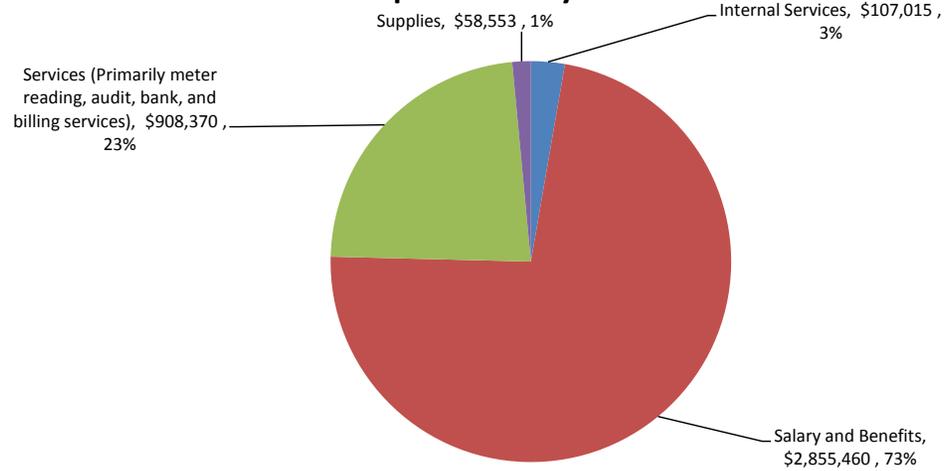
PUBLIC WORKS PROGRAM BUDGET FY13-14

\$23,592,668



Finance Department

Expenditure by Element



BUDGET CHANGES		
FY12-13 Budget	\$	3,870,147
FY13-14 Budget	\$	3,929,398
Total Decrease	\$	59,251

INCREASE/DECREASE ELEMENTS		
City Directed		
Salary and Benefits	\$	27,901
Workers Compensation	\$	620
Auto Liability	\$	4,342
General Liability	\$	1,154
IT Replacement	\$	12,397
Department Directed		
Remote Deposit	\$	10,000
Other minor increases	\$	2,837
Total Increase	\$	59,251

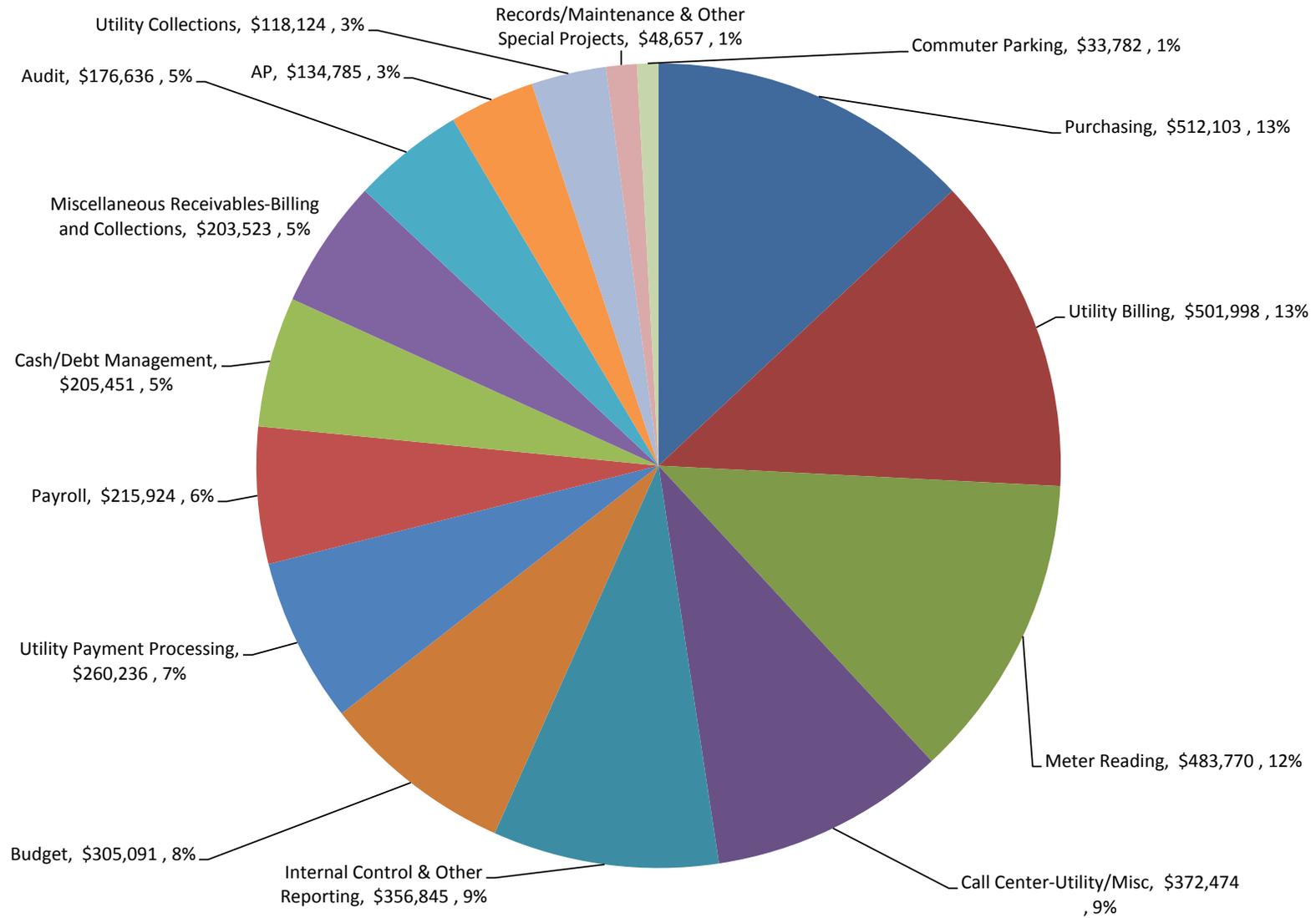
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
FINANCE FTE's	FY10	FY11	FY12	FY13	FY14
Financial Reporting Team*	14.00	15.00	15.00	15.00	15.00
Billing and Collections	14.63	14.63	14.63	14.63	14.63
Purchasing	6.00	5.00	5.00	5.00	5.00
Meter Reading	1.00	1.00	1.00	1.00	1.00
TOTALS	35.63	35.63	35.63	35.63	35.63

* Transfer of Analyst from TED to Financial Reporting Team

Highlights

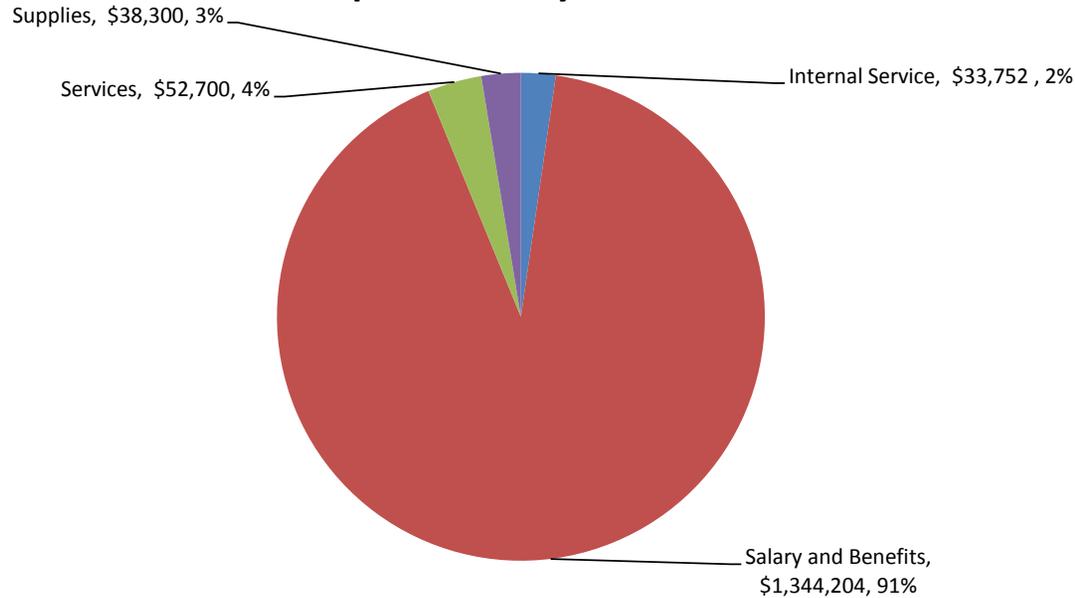
- * Remote deposit equipment will improve control over collections, reduce the frequency and related costs of required courier service and allow immediate deposit and availability of cash
- * Department restructuring achieved a 20% reduction in headcount (10 FTEs) from FY08 to present and a move to part time resources (2.63 FTEs)
- * Advances in automation for utility accounts – 26% using electronic billing with just under 50% paying electronically through a variety of methods including bank draft, electronic checking, debit or credit card
- * Successfully process 57,000 meter exchanges as smart meters were deployed, and worked to create capability to support the new time of use rate structure to be implemented before the end of FY13
- * Over 70% of Finance activity is in support of and funded by the utilities or other funds
- * Issued a set of 3 RFPs to coordinate identification and selection of a suite of banking services as well as related receivables and payable tools which are integrated

FINANCE PROGRAM BUDGET FY13-14 \$3,929,398



Legal Department

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 1,376,823
FY13-14 Budget	\$ 1,468,956
Total Increase	\$ 92,133

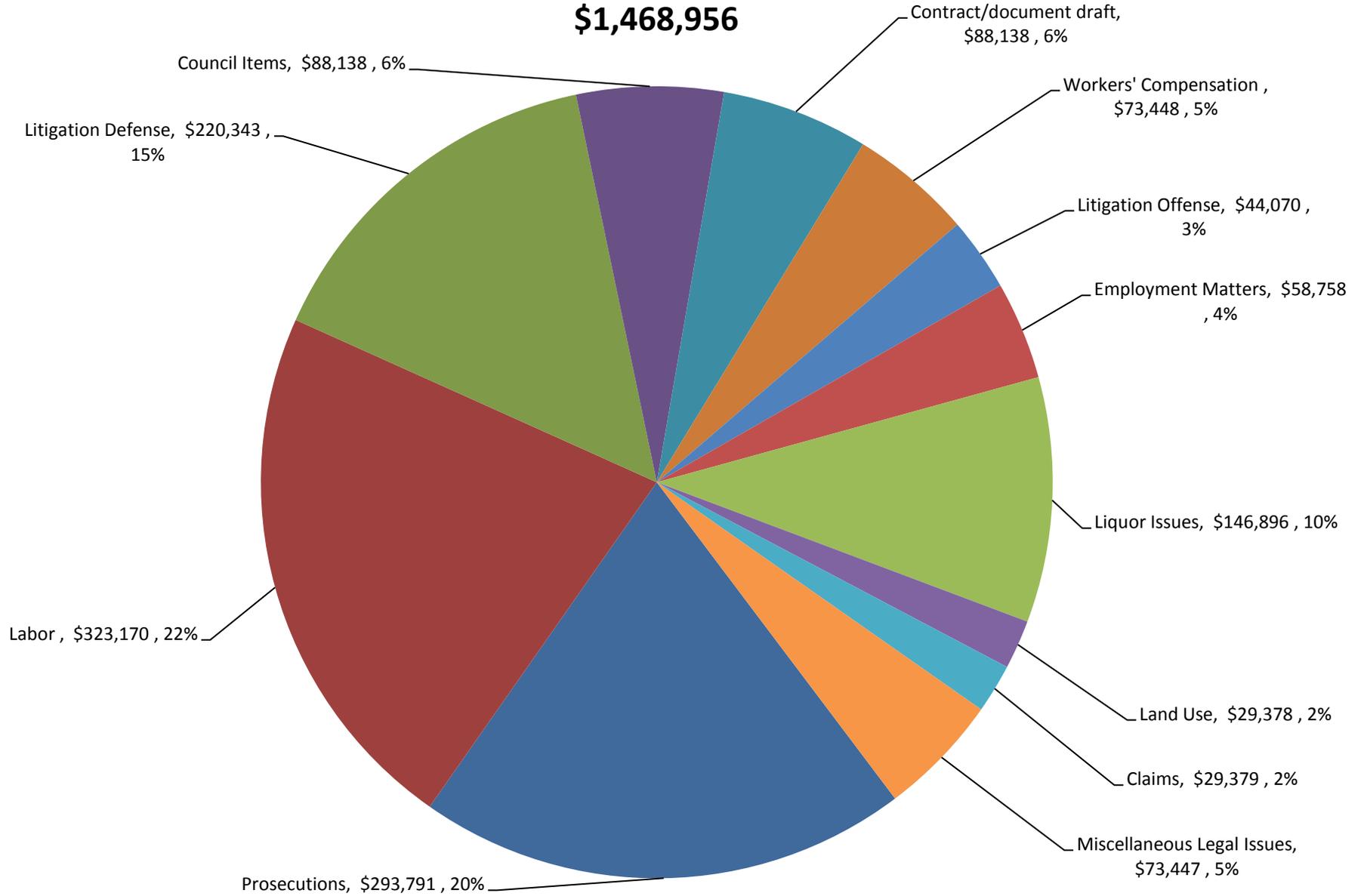
INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 82,956
Auto Liability	\$ 115
General Liability	\$ 281
IT Replacement	\$ 8,746
Department Directed	
Other minor Increases	\$ 35
Total Increase	\$ 92,133

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Legal FTE's	FY10	FY11	FY12	FY13	FY14
Legal	10.50	10.50	10.50	10.50	11.00
TOTALS	10.50	10.50	10.50	10.50	11.00

- Highlights**
- * Prosecuted over 9300 traffic cases, over 520 DUI's and almost 1,900 ordinance violation cases with a conviction rate in excess of 80%
 - * Represented the City in bargaining and labor issues involving 3 bargaining units
 - * Obtained judgments in the City's favor amounting to over \$730,000 (accounted for revenue in both the self insurance and general fund)
 - * Successfully oversaw the passage of numerous liquor and tobacco related ordinances
 - * Represented the City in over 25 civil cases including a favorable decision in a case before the Illinois Supreme Court

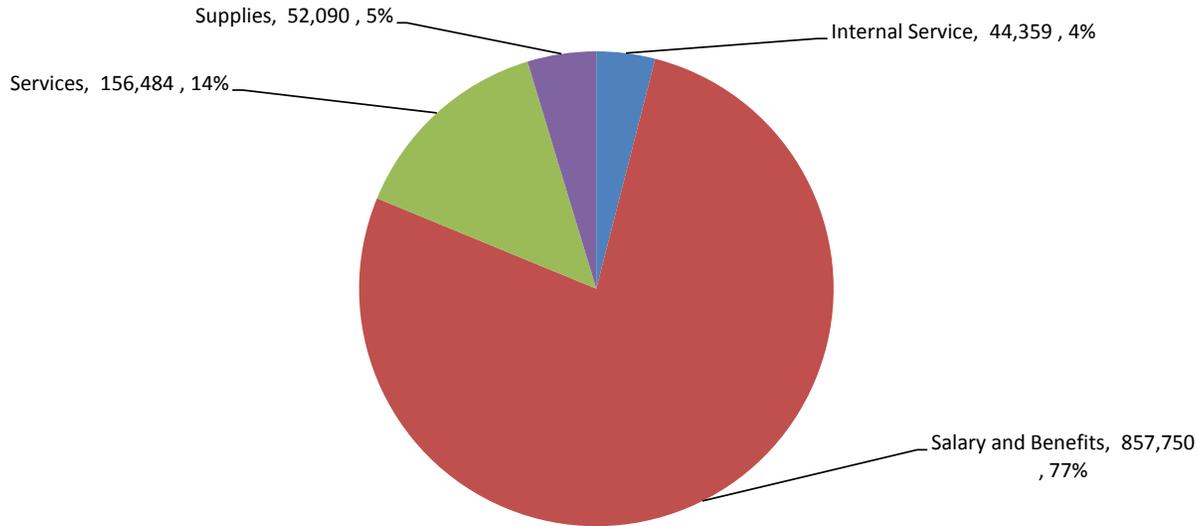
LEGAL PROGRAM BUDGET FY13-14

\$1,468,956



Human Resources

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 1,138,504
FY13-14 Budget	\$ 1,110,683
Total Decrease	\$ (27,821)

INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and benefit changes	\$ (12,983)
Workers Compensation	\$ (45,421)
Auto Liability	\$ (322)
General Liability	\$ (186)
IT Replacement	\$ (58)
Department Directed	
Applicant tracking system	\$ 30,000
Other minor increases	\$ 1,149
Total Decrease	\$ (27,821)

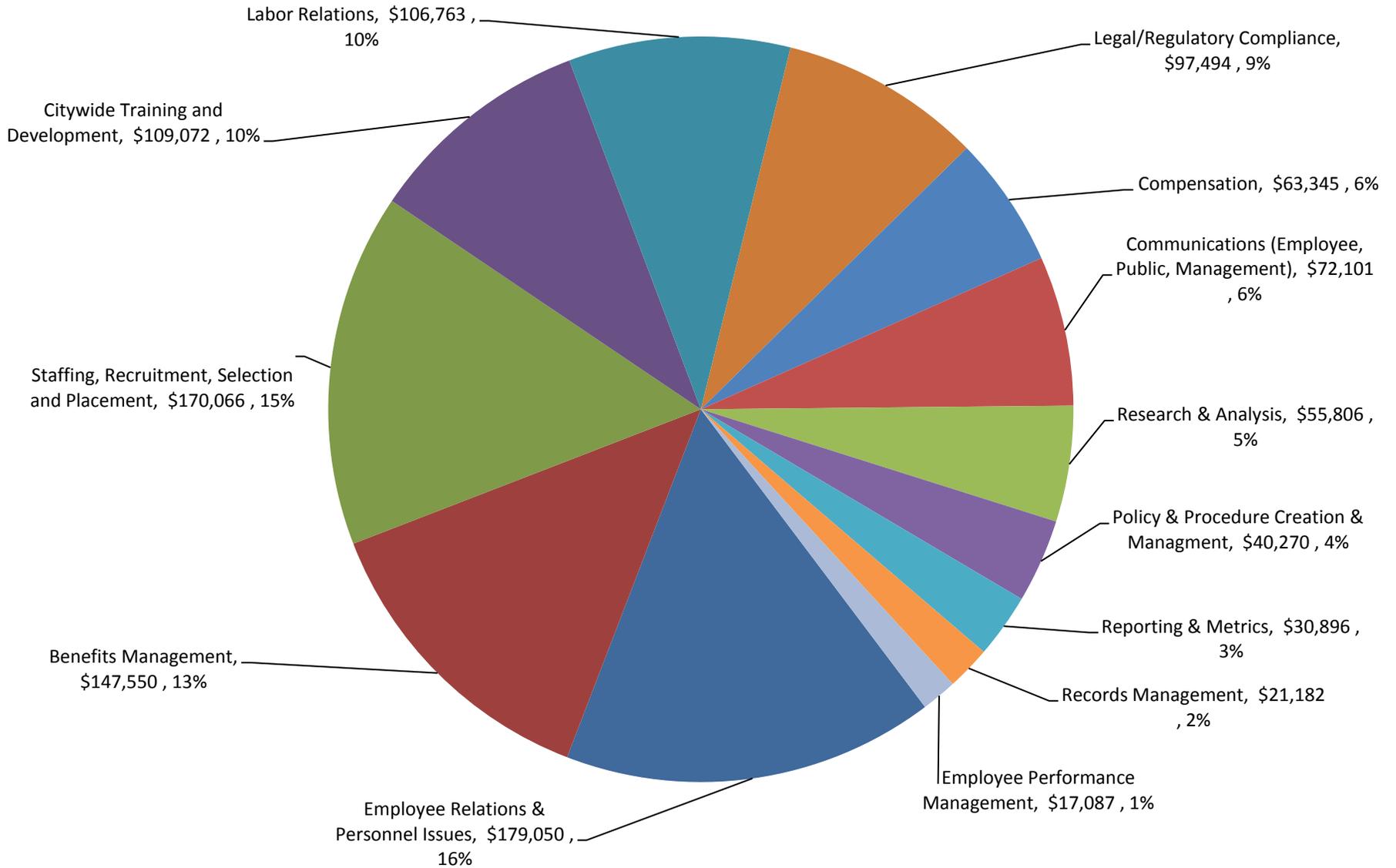
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Human Resources FTE's	FY10	FY11	FY12	FY13	FY14
Human Resources	10.50	9.50	9.50	9.50	9.00
TOTALS	10.50	9.50	9.50	9.50	9.00

- Highlights**

 - * Reorganize to develop and maximize benefits from the strong linkages between Human Resources, Legal and Risk Management
 - * Implement an applicant tracking system to improve the efficiency of recruitment processes for HR and the hiring departments
 - * Negotiate new insurance broker agreement to assist with managing vendor relationships covering \$17 million in employee benefits
 - * Assist and participate in the negotiation of 10 collective bargaining agreements, providing financial analysis of all proposals
 - * Recruit and fill positions as needed, proactively assisting with succession planning; recruited and filled 54 positions in FY12 in an average of 61 days per position

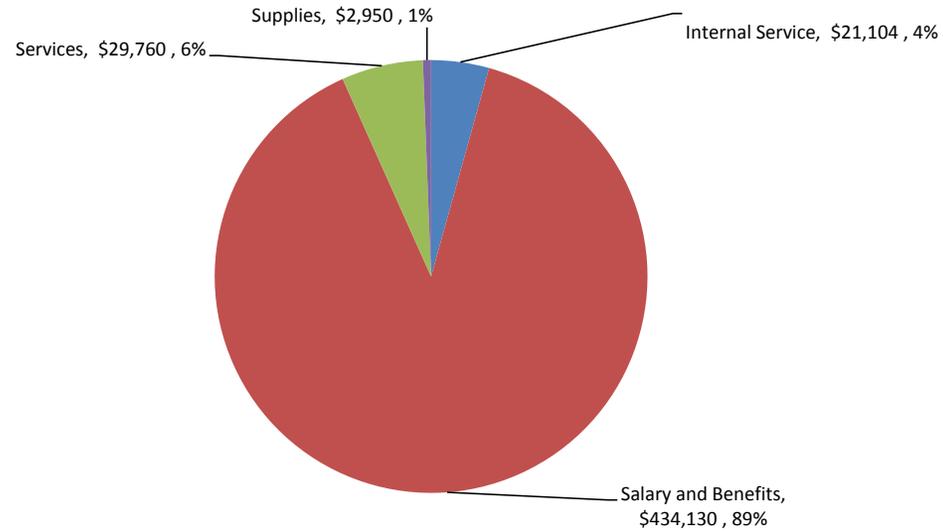
HR PROGRAM BUDGET FY13-14

\$1,110,683



City Clerk

Expenditure by Element



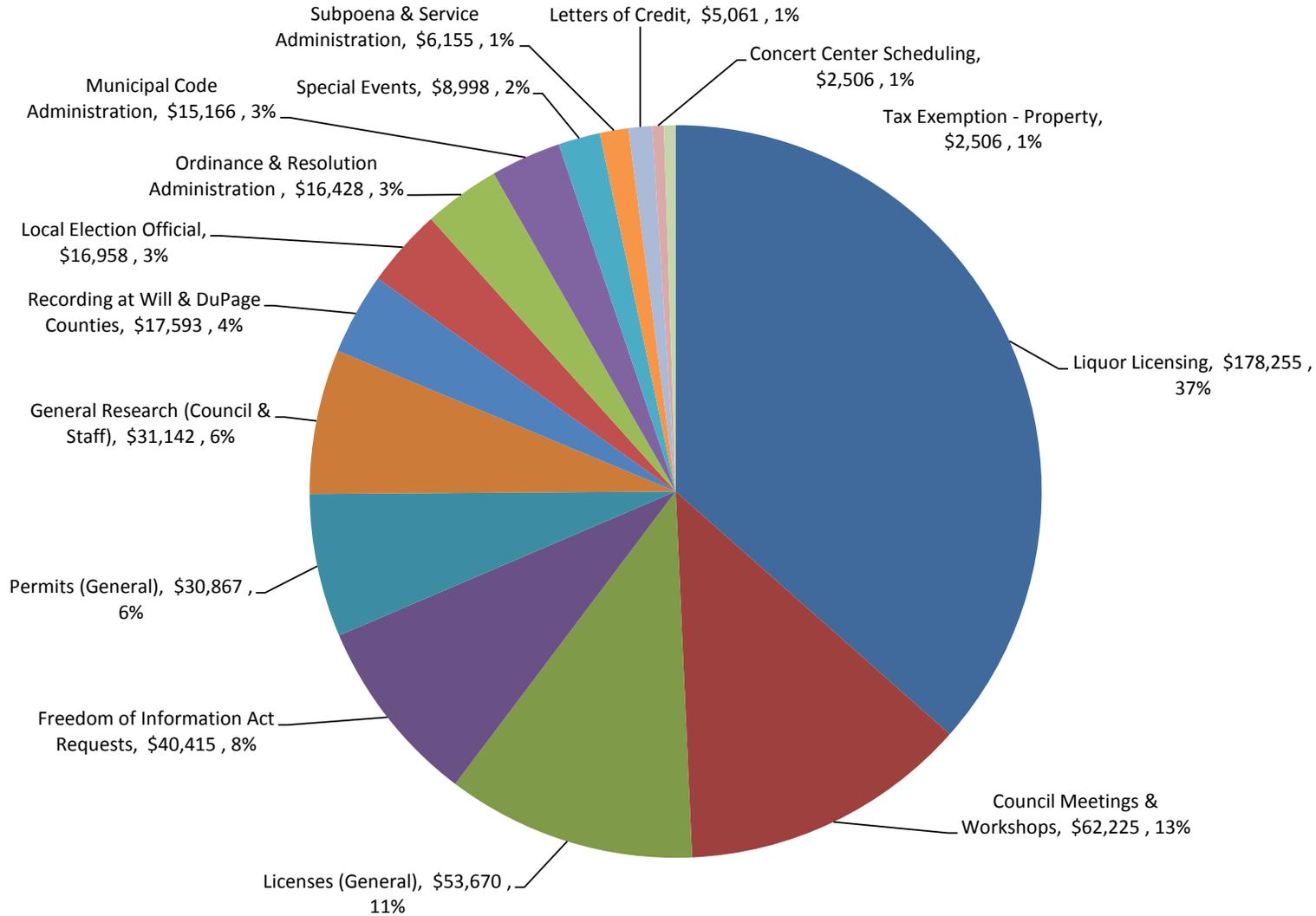
BUDGET CHANGES	
FY12-13 Budget	\$ 449,786
FY13-14 Budget	\$ 487,944
Total Increase	\$ 38,158

INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 31,259
IT Replacement	\$ 5,899
Department Directed	
Other minor increases	\$ 1,000
Total Increase	\$ 38,158

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
City Clerk FTE's	FY10	FY11	FY12	FY13	FY14
City Clerk	5.50	5.50	5.50	5.50	5.50
TOTALS	5.50	5.50	5.50	5.50	5.50

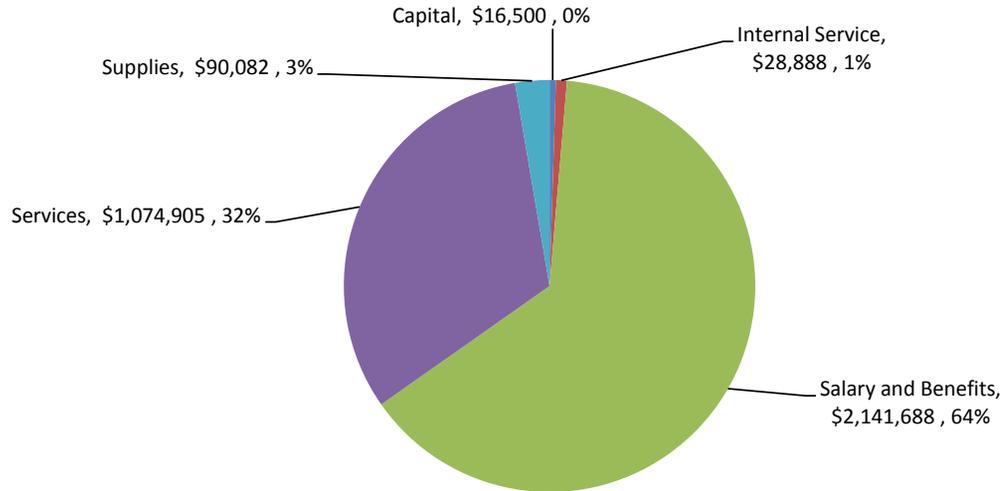
- Highlights**
- * Administration of more than 900 Freedom of Information Act requests
 - * Processed more than 2,500 Will County early voters
 - * Evaluate processing time of Late Night Permit requests
 - * Coordinate and complete a records audit by updating the City's existing document retention policies based upon input from departments and recommendations from the State of Illinois
 - * Text amendment to municipal code for Special Event Permits to include an approval/review process for public events held on private property
 - * Develop three new city-approved 5K routes for use by special event organizers
 - * Process more than 3,600 licenses and permits

CITY CLERK PROGRAM BUDGET FY13-14 \$487,944



Information Technology/Reprographics

Expenditure by Element



BUDGET CHANGES		
FY12-13 Budget	\$	3,049,119
FY13-14 Budget	\$	3,352,063
Total Increase	\$	302,944

INCREASE/DECREASE ELEMENTS		
City Directed		
Salary and Benefits	\$	158,259
Workers Compensation	\$	(44,048)
Tech Services Coordinator*	\$	93,840
Department Directed		
Consulting Services		95,000
Other minor decreases	\$	(107)
Total Increase	\$	302,944

*FTE transferred from Fire to IT in FY13

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
IT/Repro FTE's	FY10	FY11	FY12	FY13	FY14
Information Technology*	16.37	15.75	15.75	15.75	17.75
Reprographics/Mailroom	3.48	3.00	3.00	3.00	3.00
TOTALS	19.85	18.75	18.75	18.75	20.75

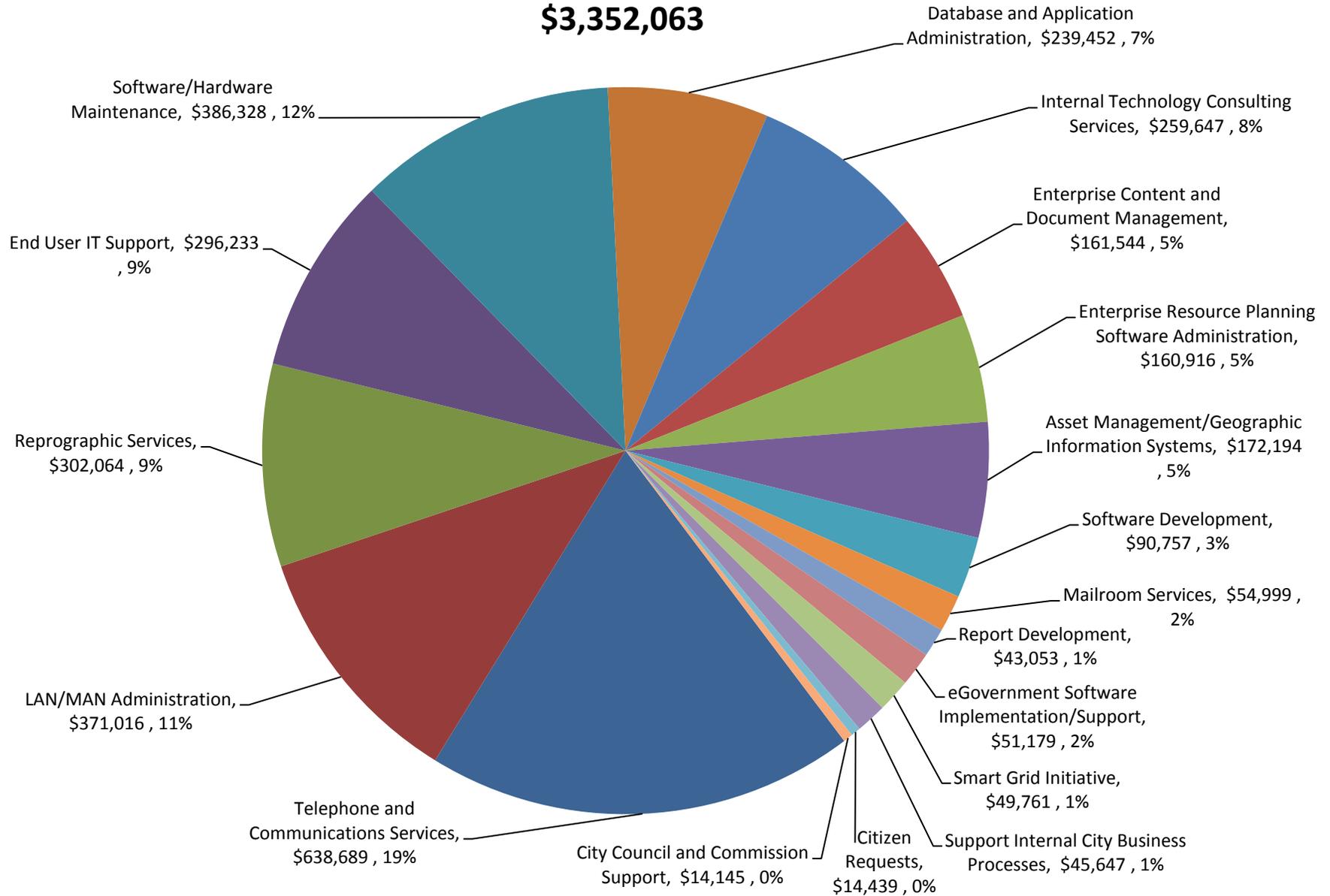
*1 FTE transferred from Fire to IT in FY13

Highlights

- * Additional remote access software will be implemented to ensure availability of the City systems by City staff from any location
- * IT staff will implement mobile device management software that will enable City staff to securely utilize smart phones, tablets and other consumer devices on the City's network
- * A citywide Strategic Technology Plan City will be conducted in FY 14 with the assistance of an information technology consultant
- * In FY 14, due to favorable pricing in the telecommunications services market, the City will see a \$38,000 savings in its annual telecommunications costs
- * Development of Cityworks Server software applications will enable a complete GIS-based asset management solution for the City

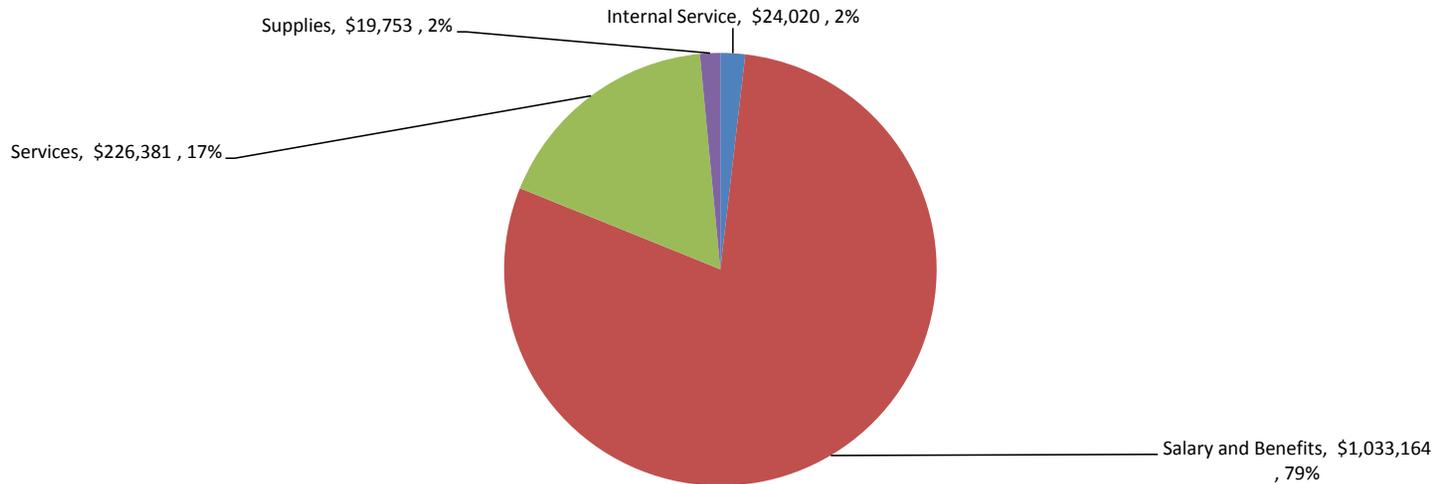
IT/REPRO PROGRAM BUDGET FY13-14

\$3,352,063



CMO

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 1,177,789
FY13-14 Budget	\$ 1,303,318
Total Increase	\$ 125,529

INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 13,116
Fraud/IT Audit	\$ 100,000
Auto Liability	\$ (665)
General Liability	\$ (424)
IT Replacement	\$ 2,433
Department Directed	
Increase in Lobbyist Services	\$ 15,000
Other minor decreases	\$ (3,931)
Total Increase	\$ 125,529

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
CMO FTE's	FY10	FY11	FY12	FY13	FY14
CMO*	7.62	6.12	6.12	9.12	9.12
TOTALS	7.62	6.12	6.12	9.12	9.12

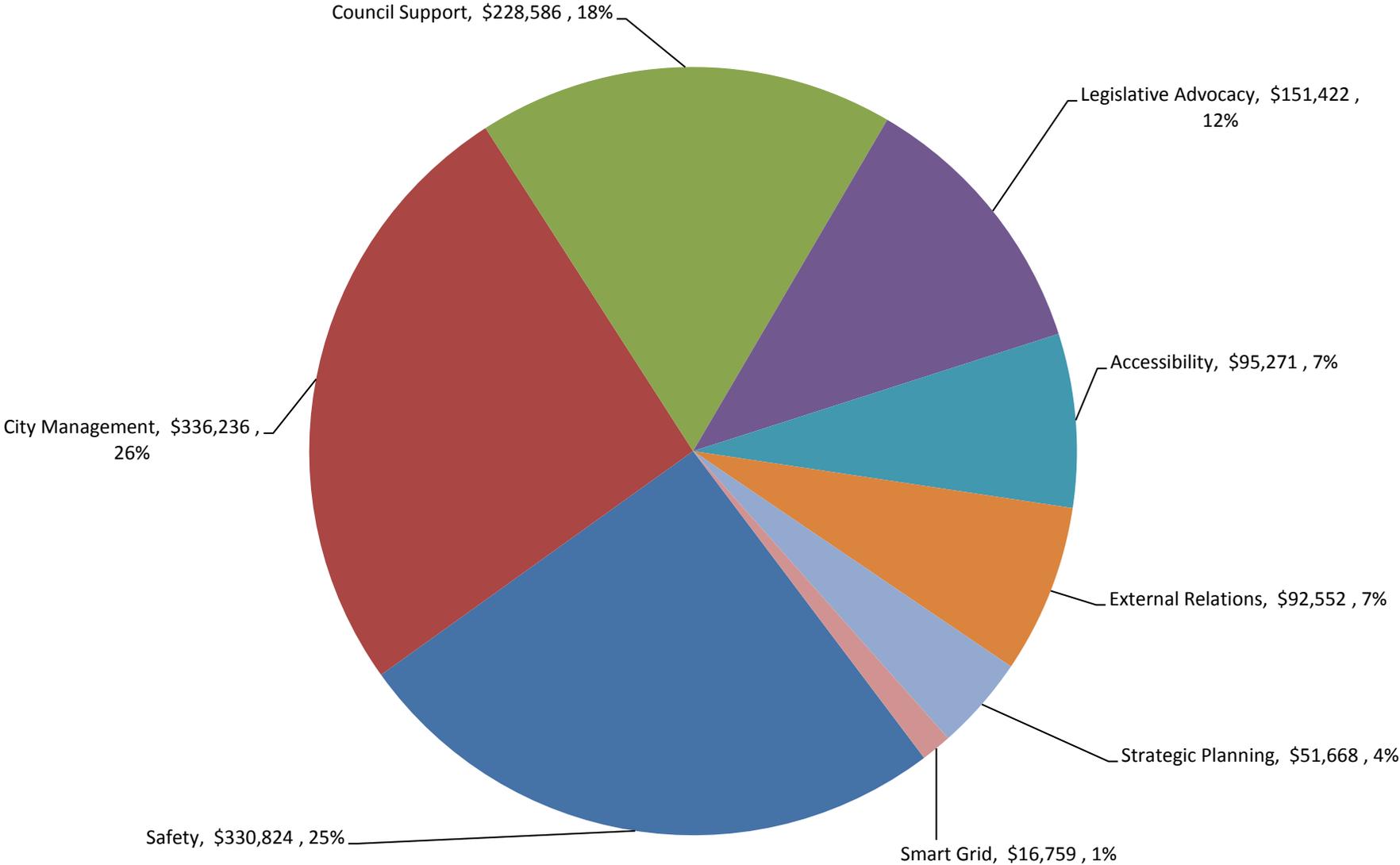
*3 safety positions transferred from DPU in FY13

Highlights

- * Initiated a comprehensive update to the Strategic Plan
- * Redefined the City's Legislative Strategy and hired a new lobbyist to further facilitate its implementation
- * Facilitated final adoption of the City's Election District Map
- * Conducted a third party evaluation of the City's website from a transparency standpoint
- * Conducted and analyzed citizen survey responses and prepared an action plan to address issues of concern
- * Managed implementation of the Naperville Environmental Sustainability Plan, including development of e-portal for environmental information and enhanced social media information access to environmental issues

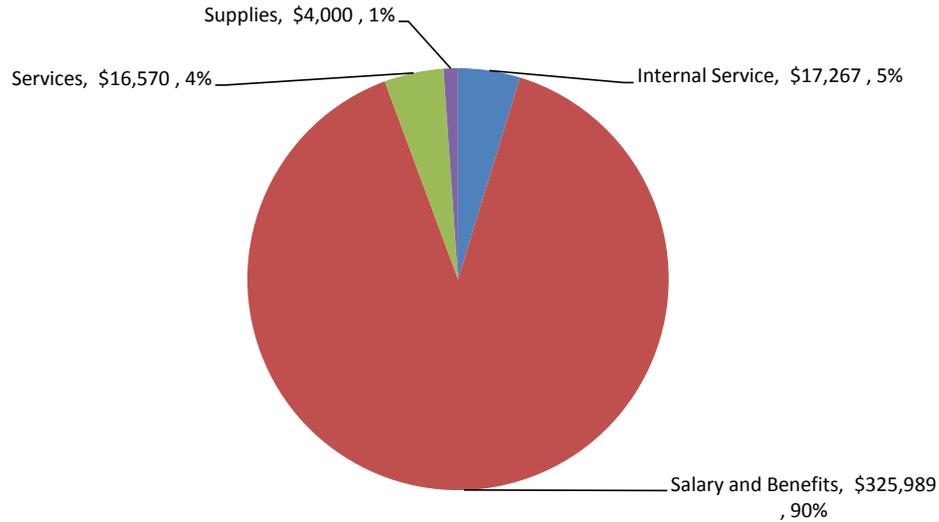
CMO PROGRAM BUDGET FY13-14

\$1,303,318



Community Relations

Expenditure by Element



BUDGET CHANGES	
FY12-13 Budget	\$ 401,146
FY13-14 Budget	\$ 363,826
Total decrease	\$ (37,320)

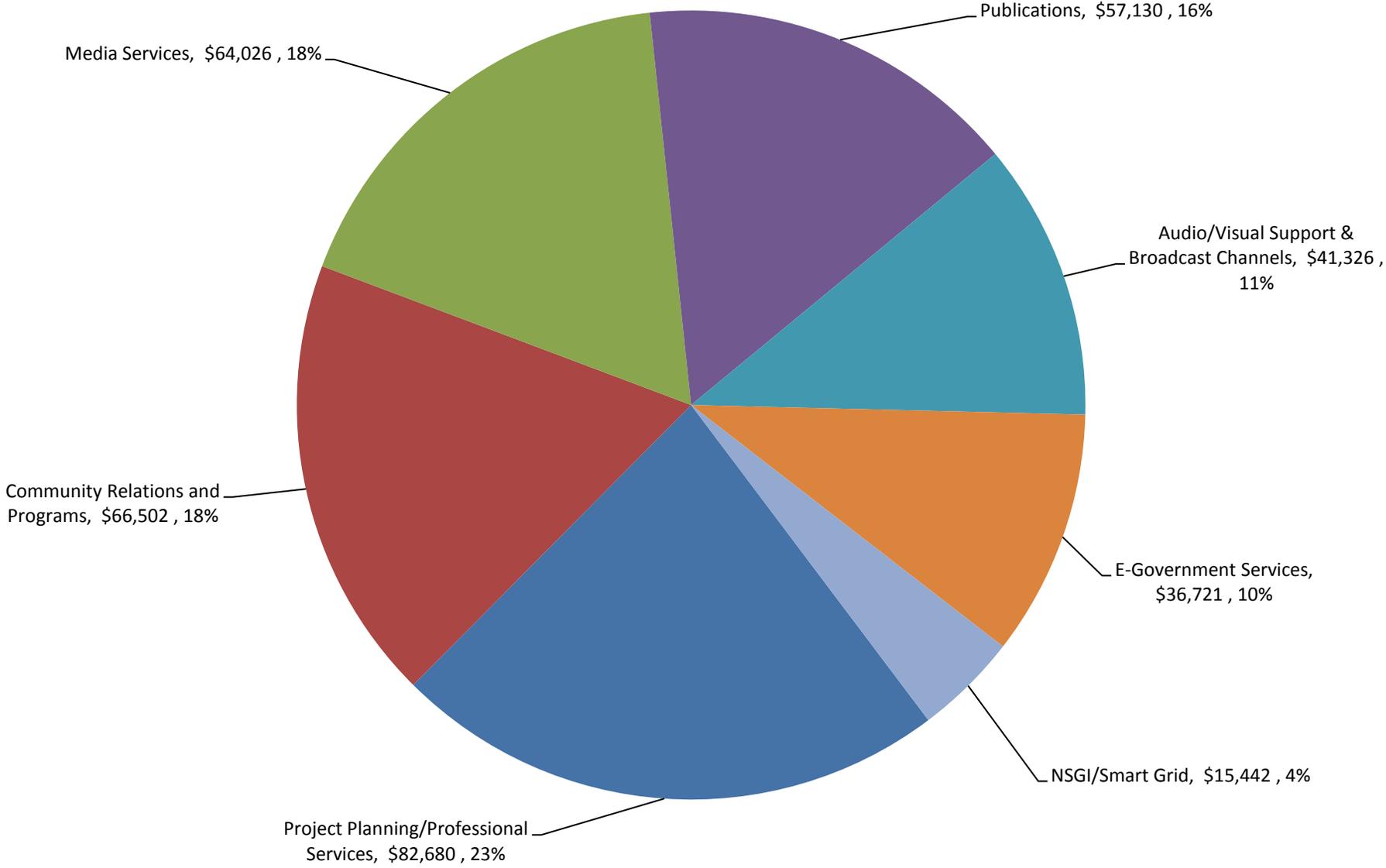
INCREASE/DECREASE ELEMENTS	
City Directed	
Salary and Benefits	\$ 20,751
IT Replacement	\$ 372
Department Directed	
Remove Citizen Survey*	\$ (50,000)
Reduce Copying and Binding	\$ (7,000)
Other minor decreases	\$ (1,443)
Total decrease	\$ (37,320)

*Survey completed in FY13 and will not be done again next year

	Actual	Actual	Actual	Adopted Budget	Proposed Budget
Community Relations FTE's	FY09	FY10	FY11	FY13	FY14
Community Relations	4.25	4.00	4.00	4.00	4.00
TOTALS	4.25	4.00	4.00	4.00	4.00

- Highlights**
- * Assisted with external and internal communication for the Naperville Smart Grid Initiative, including sending 76,500 total letters/postcards to all utility customers and hosting 16 open houses throughout the City
 - * Produced the 2012 State of the City address in-house with no external costs
 - * Continued to cut down on printing costs and environmental impacts by sending communications (including utility bill inserts) electronically, with the exception of the resident newsletter *Naperville Connected*. The newsletter is included as an insert with customer's utility bills, which reduces separate mailing costs, and is printed in-house at no additional charge to CR
 - * Mass notification system will be procured in FY13

COMMUNITY RELATIONS PROGRAM BUDGET FY13-14 \$363,826



Department Detail

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 30, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance

SUBJECT: Department Budget Detail

PURPOSE:

To provide Council with the line item detail supporting the individual Department FY14 budget proposals.

DISCUSSION:

Consistent with previous years, a service based budget format has been used to present the Department line item budget data. This format looks to mirror a Zero Based budgeting methodology to analyze the costs associated with the services delivered by the City. All Department costs are shown associated with the delivery of each service. Allocations have been made between service categories which are reflective of the associated level of costs.

Where there are special revenue sources associated with particular services, the budgeted revenue is shown in the detailed budget alongside the cost of the services. This will allow Council to see the level of cost covered through the special revenue funding. The interdepartmental charges to the utility funds for services provided to them are also shown as special revenue to the General Fund.

The Department summaries are included in the following order:

- TED
- Fire
- Police
- Department of Public Works
- Finance
- Legal/HR
- City Clerk/Information Technology
- CMO/Community Relations

FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
\$	6,984,608	Special Revenue Funding	\$ 2,696,239	\$	7,462,342	Special Revenue Funding	\$ 2,449,873	\$	7,488,848	Special Revenue Funding	\$ 2,591,507
		General Revenue Funding	\$ 4,288,369			General Revenue Funding	\$ 5,012,469			General Revenue Funding	\$ 4,897,341
			\$ 6,984,608				\$ 7,462,342				\$ 7,488,848

TED PROGRAM BUDGET FY13-14

Permit Issuance	1,471,080	Permit Fees	1,353,938	1,563,070	Permit Fees	1,257,675	1,747,582	Permit fee	1,433,800
Regular Pay + Benefits		Truck Permits	45,367	1,376,935	Truck Permits	100,000	1,563,088	Truck Permits	65,000
Overtime Pay		Electric Chargeback	148,574	15,600	Electric Chargeback	169,899	15,100	Electric Chargeback	169,899
Temporary Pay		Water Chargeback	148,574	33,000	Water Chargeback	86,210	33,000	Water Chargeback	86,210
Technical Support Services				61,460			57,210		
Educational Materials				1,860			1,935		
Training				8,565			6,565		
Copy & Binding				3,291			3,291		
Supplies				11,143			11,043		
Technology				1,964			4,890		
IT Replacement Cost				13,154			13,156		
Vehicle Expense				24,480			30,350		
Auto and General Liability				11,618			7,955		
Transportation	1,232,517			1,348,627			1,309,094		
Regular Pay + Benefits				589,546			534,922		
Overtime Pay				1,750			1,200		
Temporary Pay				33,600			33,600		
Technical Support Services				254,248			254,248		
Engineering Services				-			40,000		
Repairs & Maintenance				314,788			286,400		
Educational Materials				2,448			2,098		
Training				2,750			2,750		
Copy & Binding				841			591		
Postage				833			833		
Supplies				3,143			3,123		
Electricity				108,000			111,000		
Technology				1,964			4,890		
IT Replacement Cost				13,154			13,156		
Vehicle Expense				9,945			12,329		
Auto and General Liability				11,618			7,955		
Zoning and Land Development	781,804	Filing Fees	150,725	826,970	Filing Fees	62,530	972,566	Filing Fees	64,210
Regular Pay + Benefits				767,391			914,621		
Professional Support Services				5,000			5,000		
Engineering Services				25,000			25,000		
Educational Materials				1,383			833		
Training				1,000			1,000		
Copy & Binding				1,191			1,191		
Supplies				1,143			1,143		
Technology				1,964			4,890		
IT Replacement Cost				13,154			13,156		
Auto and General Liability				9,745			5,733		
Maintenance Improvement Program	818,330	Road and Bridge Chargeback	647,692	869,402	Road and Bridge Chargeback	647,692	897,324	Road and Bridge Chargeback	647,692
Regular Pay + Benefits				750,817			774,887		
Overtime Pay				23,400			26,400		
Temporary Pay				30,000			30,000		
Engineering Services				5,000			5,000		
Educational Materials				960			960		
Training				3,250			3,250		
Mileage Reimbursement				6,000			4,500		
Copy & Binding				1,091			1,091		
Postage				5,000			5,000		
Supplies				4,143			4,113		
Technology				1,964			4,890		
IT Replacement Cost				13,154			13,156		
Vehicle Expense				13,005			16,123		
Auto and General Liability				11,618			7,955		
Capital Improvements Program	612,125			650,106			576,314		
Regular Pay + Benefits				564,693			492,665		
Overtime Pay				9,350			5,600		
Professional Support Services				4,000			4,000		
Engineering Services				10,700			10,650		
Educational Materials				1,695			1,695		
Training				750			750		
Advertising				8,000			7,500		
Copy & Binding				3,141			2,591		
Postage				833			833		
Supplies				4,143			4,113		
Technology				1,964			4,890		
IT Replacement Cost				13,154			13,156		
Vehicle Expense				16,065			19,917		
Auto and General Liability				11,618			7,955		

	FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
	\$	6,984,608	Special Revenue Funding	\$ 2,696,239	\$	7,462,342	Special Revenue Funding	\$ 2,449,873	\$	7,488,848	Special Revenue Funding	\$ 2,591,507
			General Revenue Funding	\$ 4,288,369			General Revenue Funding	\$ 5,012,469			General Revenue Funding	\$ 4,897,341
				\$ 6,984,608				\$ 7,462,342				\$ 7,488,848
TED PROGRAM BUDGET FY13-14												
Code Enforcement		487,075				517,313				580,166		
Regular Pay + Benefits						449,115				510,106		
Overtime Pay						2,000				1,500		
Temporary Pay						12,000				12,000		
Technical Support Services						8,000				8,000		
Educational Materials						150				150		
Training						2,240				2,240		
Copy & Binding						91				91		
Postage						833				833		
Supplies						3,143				3,123		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Vehicle Expense						13,005				16,123		
Auto and General Liability						11,618				7,955		
Long Range Planning		363,410				389,918				281,335		
Regular Pay + Benefits						280,555				184,156		
Professional Support Services						65,000				65,000		
Educational Materials						1,383				833		
Training						1,000				1,000		
Copy & Binding						1,141				591		
Postage						833				833		
Supplies						15,143				5,143		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Auto and General Liability						9,745				5,733		
Technology Services		295,884				314,280				320,193		
Regular Pay + Benefits						272,433				282,206		
Temporary Pay						9,700				9,700		
Educational Materials						800				825		
Training						5,250				2,450		
Copy & Binding						91				91		
Supplies						1,143				1,143		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Auto and General Liability						9,745				5,733		
Stormwater		267,715				284,924				240,785		
Regular Pay + Benefits						238,705				195,301		
Engineering Services						15,000				15,000		
Training						3,250				3,250		
Copy & Binding						91				91		
Supplies						1,143				1,143		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Auto and General Liability						11,618				7,955		
Parking		224,884	Burlington Chargeback	135,153		238,823	Burlington Chargeback	112,981		227,594	Burlington Chargeback	112,599
Regular Pay + Benefits						207,653				196,240		
Overtime Pay						3,200				-		
Repairs & Maintenance						-				4,120		
Copy & Binding						91				91		
Supplies						1,143				1,143		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Auto and General Liability						11,618				7,955		
Special Projects		185,986	Grants	55,000		197,586		-		103,598		-
Regular Pay + Benefits						170,747				77,843		
Postage						833				833		
Supplies						1,143				1,143		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Auto and General Liability						9,745				5,733		
Historic Sites		87,679				94,112				78,267		
Regular Pay + Benefits						67,178				52,418		
Educational Materials						95				95		
Postage						833				833		
Supplies						1,143				1,143		
Technology						1,964				4,890		
IT Replacement Cost						13,154				13,156		
Auto and General Liability						9,745				5,733		

	FY12 Actuals	FY12 Revenue Actuals	FY12-13 Adopted Budget	FY12-13 Revenue	FY13-14 Proposed Budget	FY13-14 Revenue
	\$ 6,984,608	Special Revenue Funding \$ 2,696,239 General Revenue Funding \$ 4,288,369	\$ 7,462,342	Special Revenue Funding \$ 2,449,873 General Revenue Funding \$ 5,012,469	\$ 7,488,848	Special Revenue Funding \$ 2,591,507 General Revenue Funding \$ 4,897,341
		\$ 6,984,608		\$ 7,462,342		\$ 7,488,848
TED PROGRAM BUDGET FY13-14						
Special Events	39,487	SECA 10,449 Billable 767	41,016	SECA 11,141 Billable 1,745	25,228	SECA 10,210 Billable 1,887
Regular Pay + Benefits			49,151		29,315	
Copy & Binding			310		91	
Supplies			1,143		1,143	
Technology			1,964		4,890	
Contingency			(11,552)		(10,210)	
FOIA	38,037		40,927		41,391	
Regular Pay + Benefits			27,774		28,235	
IT Replacement Cost			13,154		13,156	
Snow Removal	23,325		25,546		22,968	
Regular Pay + Benefits			10,822		8,981	
Supplies			1,143		1,143	
Technology			1,964		4,890	
Auto and General Liability			11,618		7,955	
CDBG	34,517		36,334		32,456	
Regular Pay + Benefits			36,334		32,456	
Safety	20,752		23,390		31,986	
Regular Pay + Benefits			492		13,097	
Electricity			13,154		13,156	
Vehicle Expense			9,745		5,733	
General Revenue Funding		Property Tax 650,000 Sales Tax 836,825 Other General Revenue Sources 2,801,544		Property Tax 527,255 Sales Tax 1,031,599 Other General Revenue Sources 3,453,615		Property Tax 616,000 Sales Tax 984,708 Other General Revenue Sources 3,296,633

FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
\$	28,435,172	Special Revenue Funding	\$ 8,846,224	\$	29,711,250	Special Revenue Funding	\$ 8,865,755	\$	30,678,885	Special Revenue Funding	\$ 9,447,773
		General Revenue Funding	\$ 19,588,948			General Revenue Funding	\$ 20,845,495			General Revenue Funding	\$ 21,231,112
			\$ 28,435,172				\$ 29,711,250				\$ 30,678,885

FIRE PROGRAM BUDGET FY13-14											
Fire and Rescue	19,499,661	Billable Fire Services	26,392	19,076,973	Billable Fire Services	38,425	19,763,481	Billable Fire Services	33,000		
Regular Pay + Benefits - Administration		ITTF OT Reimbursement	52,506	1,192,222	ITTF OT Reimbursement	47,610	1,291,868	ITTF OT Reimbursement	175,304		
Workers Compensation				356,351			447,181				
		CPR	15,495		CPR Classes	15,825		CPR Classes	22,000		
Mandatory Overtime - Administration		NFPD-Contract	1,013,500	4,069	NFPD-Contract	1,013,500	8,722	NFPD-Contract	1,063,650		
Regular Pay + Benefits - Operations				15,036,163			15,012,445	Firemen Training Grants	74,339		
Mandatory Overtime - Operations				498,033			519,731				
Overtime - Operations				525,120			429,133				
Medical Exams				55,100			111,400				
Other Professional Services				24,123			21,300				
Repair and Maintenance of Machines				57,784			64,250				
Conferences and Training				33,086			79,575				
Operating Supplies				444,634			525,590				
General Office Supplies				12,000			14,000				
Miscellaneous				55,590			84,015				
IT Replacement Cost				185,806			235,570				
Technology				80,200			190,745				
Vehicle Replacement				-			88,800				
Vehicle Services O&M				119,201			135,215				
Auto Liability				42,241			49,177				
General Liability				42,241			52,572				
Contingency - Department				(40,024)			-				
Engine O&M				195,270			222,480				
Truck O&M				157,763			179,712				
EMS	3,509,224	Ambulance Fees	2,303,930	4,949,944	Ambulance Fees	2,328,000	4,984,063	Ambulance Fees	2,378,000		
Regular Pay + Benefits- EMS Delivery		PBS Service Fee	(116,223)	4,454,801	PBS Service Fee	(116,150)	4,668,848	Andres Service Fee	(95,120)		
Regular Pay + Benefits - EMS Bureau Chief		Ambulance Report	2,856	130,294	Ambulance Report	2,600	135,695	Ambulance Report	2,800		
Ambulance O&M				113,810			129,720				
Ambulance Replacement				210,000			-				
Operating Supplies				41,039			49,800				
Pension Contribution	4,712,678	Pension Property Tax Contribut	4,712,678	4,688,185	Pension Property Tax Contribution	4,688,185	4,928,033	Pension Property Tax Contribution	4,928,033		
Pension Property Tax Contribution				4,688,185			4,928,033				
Fire Prevention	318,154	Permit Fees	61,797	305,521	Permit Fees	71,500	334,406	Permit Fees	73,000		
Regular Pay + Benefits				297,325			316,175				
Overtime Pay				4,818			7,741				
Miscellaneous				3,378			10,490				
Fire Alarm Monitoring	77,357	Fire Alarm Monitoring	738,519	378,434	Fire Alarm Monitoring	740,000	342,968	Fire Alarm Monitoring	740,000		
Regular Pay + Benefits		False Alarms	2,000	77,357	False Alarms	2,700	78,968	False Alarms	2,500		
Fire Alarm Maintenance				301,077			264,000				
Emergency Management	174,589	IEMA Citizens Corp grant	5,500	141,825	IEMA Citizens Corp grant	5,800	155,129	IEMA Citizens Corp grant	5,500		
Regular Pay + Benefits		ILEAS	22,014	103,401	ILEAS	22,500	103,649	ILEAS	15,000		
Repair and Maintenance of Equipment				14,407			18,000	EOC Technology Grant	25,000		
Miscellaneous				6,810			12,680				
Operating Supplies				17,207			20,800				
Public Education	90,750			97,334			98,255				
Regular Pay + Benefits				69,080			69,545				
Overtime Pay				10,463			8,110				
Operating Supplies				17,041			20,600				
Copying and Binding				750			-				
Technical Rescue Team Response	7,965			12,903			18,560				
Overtime Pay				11,940			9,560				
Repair and Maintenance of Machines				963			9,000				

FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
\$	28,435,172	Special Revenue Funding	\$ 8,846,224	\$	29,711,250	Special Revenue Funding	\$ 8,865,755	\$	30,678,885	Special Revenue Funding	\$ 9,447,773
		General Revenue Funding	\$ 19,588,948			General Revenue Funding	\$ 20,845,495			General Revenue Funding	\$ 21,231,112
			\$ 28,435,172				\$ 29,711,250				\$ 30,678,885

FIRE PROGRAM BUDGET FY13-14											
Hazmat Team Response		32,729		42,239		41,836					
Overtime Pay				10,192		8,161					
Medical Exams				9,900		6,800					
Operating Supplies				22,147		26,875					
Water Rescue Team Response		8,067		12,632		10,800					
Overtime Pay				9,742		7,800					
Repair and Maintenance of Machines				2,890		3,000					
Special Events		3,998		5,260		1,354					
Special Events Staffing		Billable Events 5,260		40,674		Billable Events 5,260		41,667		Billable Events 4,767	
Special Events Vehicles								1,285			
Contingency - Special Events				(35,414)				(41,598)			
General Revenue Funding		Property Tax 2,260,000		Property Tax 1,984,697		Property Tax 2,002,000					
		Sales Tax 3,985,658		Sales Tax 4,337,984		Sales Tax 4,422,696					
		Other General Revenue Source 13,343,290		Other General Revenue Sources 14,522,815		Other General Revenue Sources 14,806,416					

	FY12 Actuals	FY12 Revenue Actuals		FY13 Adopted Budget	FY13 Revenue		FY14 Proposed Budget	FY14 Revenue	
	\$ 35,328,772	Special Revenue Funding	\$ 11,118,517	\$ 35,499,023	Special Revenue Funding	\$ 9,690,782	\$ 37,521,566	Special Revenue Funding	\$ 10,585,114
		General Revenue Funding	\$ 24,210,255		General Revenue Funding	\$ 25,808,241		General Revenue Funding	\$ 26,936,452
			\$ 35,328,772			\$ 35,499,023			\$ 37,521,566
POLICE PROGRAM BUDGET FY13-14									
Prevent crime & arrest violators	13,267,137			14,145,296			14,440,546	SSA Chargeback	75,000
Regular Pay + Benefits				11,827,711			11,448,167		
Overtime Pay + Benefits				791,205			1,100,347		
Workers Compensation				276,594			488,414		
Vehicle Replacement + M&O				845,712			1,219,826		
Auto & General Liability				362,397			125,966		
Miscellaneous				41,677			57,826		
Pension Contribution	4,353,354	Pension Property Tax	4,353,354	4,317,379	Pension Property Tax	4,317,379	4,730,000	Pension Property Tax	4,730,000
Pension Property Tax Contribution				4,317,379			4,730,000		
Receive & dispatch calls for public safety & service to community	2,637,934	E911 Chargeback	1,898,196	2,912,644	E911 Chargeback	1,950,000	3,441,206	E911 Chargeback	1,900,000
Regular Pay + Benefits				2,994,692			3,249,186	Radio Chargeback to Utilities	55,279
Overtime Pay + Benefits				180,555			166,023		
JULIE & weather service charges				36,107			36,107		
Miscellaneous				17,763			63,100		
Radio, E911 phone, Zetron maintenance				169,449			426,020		
City-wide pager rental				28,953			22,005		
Dues, training				16,181			18,141		
E911 PSAP circuits, LEADS line				186,047			186,277		
Supplies				35,324			48,060		
IT replacement charges				45,616			40,289		
Internal Service charges				(798,043)			(814,003)		
Investigation of major case/general assignment	2,663,024			2,469,853			2,908,896		
Regular Pay + Benefits				2,058,760			2,367,347		
Overtime Pay + Benefits				301,593			427,418		
Miscellaneous				109,500			114,131		
Investigation of juvenile & school-based incidents	2,586,934	False alarms	90,790	2,212,452	False alarms	71,939	2,426,672	False alarms	90,789
Regular Pay + Benefits		School district	351,029	2,039,766	School district	336,168	2,291,398	School district	344,740
Overtime Pay + Benefits		Tobacco grant	17,321	161,686	Tobacco grant	8,800	112,114	Tobacco grant	8,800
Miscellaneous				11,000			23,160		
Intelligence & proactive narcotics investigation	1,858,384	Reimbursement for WMD OT	22,014	1,813,973	Reimbursement for WMD OT	11,173	1,866,524	Reimbursement for WMD OT	40,000
Regular Pay + Benefits				1,535,586			1,564,496		
Overtime Pay + Benefits				267,086			291,632		
Miscellaneous				11,301			10,395		
Public information & policy compliance	2,032,978	Police academy	1,838	1,978,861	Police academy	11,460	1,844,682	Police academy	11,936
Regular Pay + Benefits		Ballistic vests	-	1,594,747	Ballistic vests	3,525	1,452,811	Ballistic vests	1,850
Overtime Pay + Benefits				40,232			40,083		
Physicals & inoculations				37,500			37,500		
Dues & subscriptions				24,298			26,100		
Conferences & state-mandated training				79,819			69,667		
Mileage reimbursement				14,805			14,805		
Postage & delivery				19,380			19,380		
Uniforms, vests, equipment & footwear				74,531			71,695		
Department office supplies & toner				62,000			62,000		
Miscellaneous				31,549			50,640		
Parking enforcement & community service	1,139,350	Parking fines	156,838	1,293,825	Parking fines	280,000	1,374,208	Parking fines	154,860
Regular Pay + Benefits		Billable services/fingerprinting	166,499	1,116,856	Billable services/fingerprinting	102,739	1,257,038	Billable services/fingerprinting	166,498
Overtime Pay + Benefits		Animal fines	2,983	68,955	Animal fines	3,173	11,050	Animal fines	4,998
Crossing guard program		Admin Tow Fee	268,216	94,214	Admin Tow Fee	198,217	94,000	Admin Tow Fee	250,000
Miscellaneous		Article 36 towing	93,592	13,800	Article 36 towing	100,000	12,120	Article 36 towing	100,000
		Burlington Chargeback	68,000		Burlington Chargeback	68,000		Burlington Chargeback	68,000
		SSA Chargeback	204,000		SSA Chargeback	204,000		SSA Chargeback	204,000

	FY12 Actuals	FY12 Revenue Actuals	FY13 Adopted Budget	FY13 Revenue	FY14 Proposed Budget	FY14 Revenue
	\$ 35,328,772	Special Revenue Funding \$ 11,118,517 General Revenue Funding \$ 24,210,255	\$ 35,499,023	Special Revenue Funding \$ 9,690,782 General Revenue Funding \$ 25,808,241	\$ 37,521,566	Special Revenue Funding \$ 10,585,114 General Revenue Funding \$ 26,936,452
		\$ 35,328,772		\$ 35,499,023		\$ 37,521,566
POLICE PROGRAM BUDGET FY13-14						
Proactive traffic enforcement & major crash investigation	1,573,156	Red light camera 1,001,835 Traffic fines 2,211,003 Traffic safety grant 82,285	1,213,776	Red light camera - Traffic fines 1,811,448 Traffic safety grant 61,623	1,165,441	Red light camera - Traffic fines 2,211,002 Traffic safety grant 40,000
Regular Pay + Benefits			1,069,268		1,076,545	
Overtime Pay + Benefits			133,508		72,943	
Red Light Enforcement Camera Maintenance			-		-	
Miscellaneous			11,000		15,954	
Maintenance of police reports & FOIA requests	932,542	Accident reports 17,798	971,726	Accident reports 17,726	1,047,846	Accident reports 17,187
Regular Pay + Benefits			872,824		973,458	
Overtime Pay + Benefits			28,052		3,538	
Miscellaneous			31,850		31,850	
Computerized parking ticket bank charges			10,000		10,000	
Parking ticket envelopes & forms			29,000		29,000	
Management & operations of PD technology & infrastructure	1,019,493		936,780		982,503	
Regular Pay + Benefits			355,892		327,429	
Overtime Pay + Benefits			1,092		1,930	
IT replacement charges			527,600		596,947	
Maintenance of fingerprint machines			11,096		11,096	
Miscellaneous			41,100		45,100	
Evidence integrity & processing	857,107	Photo lab 72	770,154	Photo lab 383	838,203	Photo lab 300
Regular Pay + Benefits			693,358		759,510	
Overtime Pay + Benefits			23,621		15,519	
Evidence/Property supplies			53,175		63,175	
Detain & process prisoners	378,337	Admin Bail/Bond fee 110,854	429,275	Admin Bail/Bond fee 100,000	412,664	Admin Bail/Bond fee 109,875
Regular Pay + Benefits			392,441		383,569	
Overtime Pay + Benefits			23,609		18,292	
Miscellaneous			13,225		10,803	
Special Events	29,044	Billable Events 29,444	33,029	Billable Events 33,029	42,176	Billable Events 42,176
Special Events (overtime)	-		265,222		282,533	
Special Events Contingency	-		(232,193)		(240,357)	
General Revenue Funding		Property Tax 5,600,000 Sales Tax 4,280,359 Other General Revenue Sources 14,329,897		Property Tax 2,719,216 Sales Tax 5,310,476 Other General Revenue Sources 17,778,549		Property Tax 2,494,000 Sales Tax 5,621,764 Other General Revenue Sources 18,820,688

FY12 Actual	FY12 Actual Revenue		FY12-13 Adopted Budget	FY12-13 Adopted Revenue		FY13-14 Proposed Budget	FY13-14 Proposed Revenue	
\$ 21,284,898	Special Revenue Funding	\$ 2,067,133	\$ 21,905,352	Special Revenue Funding	\$ 1,941,005	\$ 23,592,668	Special Revenue Funding	\$ 2,035,645
	General Revenue Funding	\$ 19,217,765		General Revenue Funding	\$ 19,964,347		General Revenue Funding	\$ 21,557,023
		\$ 21,284,898			\$ 21,905,352			\$ 23,592,668

PUBLIC WORKS PROGRAM BUDGET

Solid Waste	6,393,801	Refuse Fee	979,524	6,487,965	Refuse Fee	975,840	6,636,785	Refuse Fee	981,672
<i>Regular Pay + Benefits - Solid Waste Program</i>	<i>(37,152)</i>	Refuse Cart Fees	82,075	19,206	Refuse Cart Fees	85,000	19,648	Refuse Cart Fees	85,000
<i>Regular Pay + Benefits - Garbage/Recycling Support (Admin)</i>		Delivery Charges	3,470	49,840	Delivery Charges	4,000	26,527	Delivery Charges	4,000
<i>Refuse Contract - Single Family Collection</i>		Disposal/Scrap	12,451	4,985,955	Disposal/Scrap	5,000	5,114,065	Disposal/Scrap	7,500
<i>Recycling Contract - Single Family Collection</i>				1,198,090			1,203,215		
<i>Holiday Tree Disposal Program</i>				40,660			40,793		
<i>Refuse Cart Program Purchases</i>				153,010			173,690		
<i>Regular Pay + Benefits - Refuse Cart Program</i>				55,889			75,392		
<i>Regular Pay + Benefits - Refuse Cart Program (Admin)</i>				3,760			4,445		
<i>Overtime Pay + Benefits - Refuse Cart Program</i>				-			392		
<i>Temporary Pay + Benefits - Refuse Cart Program</i>				6,511			6,511		
<i>Cart Purchases</i>				80,000			80,000		
<i>Repair Parts</i>				5,000			5,000		
<i>Bank Service Fees</i>				1,850			1,950		
<i>Electronics Recycling Program</i>								8,206	
<i>Regular Pay + Benefits - Electronics Recycling Program</i>							5,997		
<i>Regular Pay + Benefits - Electronics Recycling Program (Admin)</i>							354		
<i>Overtime Pay + Benefits - Electronics Recycling Program</i>							1,855		
<i>Interdepartmental Transfer</i>				(39,009)			(40,959)		
<i>Miscellaneous - Solid Waste Program</i>				80,213			91,600		
Winter Operations	2,730,314			2,968,243			3,058,808		
<i>Regular Pay + Benefits - Winter Operations</i>				530,696			433,193		
<i>Regular Pay + Benefits - Winter Operations (PBO)</i>				27,192			27,953		
<i>Regular Pay + Benefits - Winter Operations Support (Admin)</i>				96,735			79,694		
<i>On-Call/Inconvenience Pay + Benefits - Operations</i>				127,921			85,483		
<i>Overtime Pay + Benefits - Winter Operations (PBO)</i>				4,635			4,363		
<i>Overtime + Benefits - Winter Operations</i>				387,770			395,036		
<i>Temporary Pay + Benefits - Snow Plow Operators</i>				50,057			50,408		
<i>Vehicle Expense - Winter Operations</i>				188,863			270,886		
<i>Vehicle Replacement - Winter Operations</i>				-			115,343		
<i>Contract Snow Removal</i>				383,250			383,250		
<i>Washington St. and North Avenue Snow Removal and Deicing</i>				-			21,600		
<i>De-icing Salt</i>				970,000			990,000		
<i>Replacement Mailboxes for Plow Damage</i>				15,000			15,000		
<i>Temporary Mailboxes</i>				1,000			1,000		
<i>Winter Parkway Restorations</i>				2,500			2,500		
<i>Cartage for Winter Operations</i>				35,000			35,000		
<i>Calcium Chloride</i>				82,500			82,500		
<i>Alternate Snow Control Chemicals</i>				10,000			10,000		
<i>Weather Service</i>				5,000			-		
<i>Plow Books</i>				800			800		
<i>Winter Equipment Replacement</i>				10,000			10,000		
<i>Miscellaneous - Winter Operations</i>				39,324			44,799		
Building Maintenance	1,857,521	Interdepartmental Charges:		1,884,137	Interdepartmental Charges:		1,893,850	Interdepartmental Charges:	
<i>Regular Pay + Benefits - Building Maintenance (Operations)</i>		DPU-Electric	123,488	41,772	DPU-Electric	124,463	31,184	DPU-Electric	125,507
<i>Regular Pay + Benefits - Building Maintenance (Admin)</i>		DPU-Water	59,667	18,834	DPU-Water	56,228	15,430	DPU-Water	56,345
<i>Overtime Pay + Benefits - Building Maintenance (Operations)</i>		Commuter Parking	41,456	467	Commuter Parking	66,499	156	Commuter Parking	71,054
<i>Vehicle Expense - Building Maintenance</i>				49,248			54,354		
<i>Rental Equipment</i>				2,500			2,500		
<i>Storage Building Repairs</i>				750			750		
<i>Building Maintenance Contracts</i>				320,582			298,790		
<i>Contracted HVAC, Plumbing, Electric & Painting</i>				80,500			80,500		
<i>Exterminator Service</i>				11,000			11,000		
<i>Vandalism Repairs</i>				2,500			2,500		
<i>RPZ Testing at City Sites</i>				6,500			6,500		
<i>Roof Repairs</i>				20,000			20,000		
<i>Elevator Inspections and Service</i>				16,800			16,920		
<i>Overhead/Man Door Service</i>				63,000			63,000		
<i>Water System Maintenance (Water Chemistry, Pump Testing)</i>				9,000			9,000		
<i>Pumping of Restroom Trailer</i>				2,500			2,500		
<i>Irrigation System Service</i>				5,500			5,500		
<i>Masonry Repairs</i>				4,000			2,000		
<i>Other Building Maintenance Contracts</i>				-			3,000		
<i>Fence Repairs</i>				8,000			8,000		
<i>PWSC Re-Lamping Services</i>				5,400			5,400		
<i>Building Maintenance at DPU-E & DPU-W Facilities</i>				85,882			62,970		
<i>Emergency Service Contracts</i>				98,750			98,750		
<i>Emergency Generator Service</i>				31,000			31,000		
<i>Fire Extinguisher Service/Inspection</i>				5,000			5,000		
<i>Fire Pump Testing</i>				1,750			1,750		
<i>EMS System Services</i>				18,000			18,000		
<i>Fire Sprinkler Service</i>				6,000			6,000		
<i>Exhaust System Maintenance for Fire Stations</i>				6,500			6,500		
<i>UPS Battery Replacements</i>				6,500			6,500		
<i>UPS Services for Municipal Site</i>				24,000			24,000		
<i>Emergency Repairs</i>				117,616			145,493		
<i>Regular Pay + Benefits - Emergency Repairs</i>				82,580			101,990		
<i>Regular Pay + Benefits - Administration</i>				7,262			8,470		

FY12 Actual		FY12 Actual Revenue		FY12-13 Adopted Budget		FY12-13 Adopted Revenue		FY13-14 Proposed Budget		FY13-14 Proposed Revenue	
\$	21,284,898	Special Revenue Funding	\$ 2,067,133	\$	21,905,352	Special Revenue Funding	\$ 1,941,005	\$	23,592,668	Special Revenue Funding	\$ 2,035,645
		General Revenue Funding	\$ 19,217,765			General Revenue Funding	\$ 19,964,347			General Revenue Funding	\$ 21,557,023
			\$ 21,284,898				\$ 21,905,352				\$ 23,592,668

PUBLIC WORKS PROGRAM BUDGET

Temporary Pay + Benefits - Emergency Repairs											
Overtime Pay + Benefits - Emergency Repairs											
Maintenance Supplies - Emergency Repairs											
<i>Preventative Maintenance (Recurring Asset Maintenance)</i>											
Regular Pay + Benefits - Preventative Maintenance											
Regular Pay + Benefits - Administration											
Temporary Pay + Benefits - Preventative Maintenance											
Overtime Pay + Benefits - Preventative Maintenance											
Maintenance Supplies - Preventative Maintenance											
<i>Work Orders</i>											
Regular Pay + Benefits - Work Orders											
Regular Pay + Benefits - Administration											
Temporary Pay + Benefits - Work Orders											
Overtime Pay + Benefits - Work Orders											
Maintenance Supplies - Work Orders											
<i>Interdepartmental Transfer - Building Maintenance (TT)</i>											
<i>Interdepartmental Transfer - Building Maintenance (SSA #24)</i>											
<i>Miscellaneous - Building Maintenance</i>											
Stormwater Maintenance	1,293,217					1,219,607					1,445,489
<i>Storm Water Repair/Maintenance/Construction</i>											
Regular Pay + Benefits - Repair/Maintenance/Construction											
Regular Pay + Benefits - Repair/Maintenance/Construction Support (Admin)											
Overtime Pay + Benefits - Repair/Maintenance/Construction											
Vehicle Expense - Stormwater Maintenance											
Vehicle Replacement - Stormwater Maintenance											
Contract Excavating											
Contract Restoration for Storm Water Digs											
Cartage for spoils											
Spoils Testing and Certification											
Environmental Testing											
Landfill and Spoil Disposal Expenses											
Lift Station and Pump Maintenance											
Cress Creek Dewatering Station Maintenance											
Rental Equipment for Excavations											
Lake Osborne Pump Service											
Storm Water Equipment Parts											
Storm Water Equipment Maintenance											
Storm Water Repair/Maintenance/Construction Supplies											
<i>J.U.L.I.E Locates</i>											
Regular Pay + Benefits - Locates											
Overtime Pay + Benefits - Locates											
Vehicle Expense - Locates											
Vehicle Replacement - Locates											
Irthnet JULIE System											
JULIE Locate Supplies											
<i>Emergency Storm Water Repair</i>											
Regular Pay + Benefits - Emergency Repairs											
Overtime Pay + Benefits - Emergency Repairs											
<i>Storm Water Televising/Lining</i>											
Regular Pay + Benefits - Televising/Lining											
Overtime Pay + Benefits - Televising/Lining											
<i>Miscellaneous - Repair/Maintenance/Construction</i>											
Streets Maintenance	1,310,284	DPU-Electric and DPU-Water Restoration Billing	92,821			1,452,894	DPU-Electric and DPU-Water Restoration Billing	65,000			1,628,044
<i>Street Maintenance Program</i>		Interdepartmental Charges					Interdepartmental Charges				
Regular Pay + Benefits - Street Maintenance		Commuter Parking	5,500				Commuter Parking	5,750			
Regular Pay + Benefits - Street Maintenance Support (Admin)											
Overtime Pay + Benefits - Street Maintenance											
Vehicle Expense - Street Maintenance											
Vehicle Replacement - Street Maintenance											
Concrete Repair Work											
Cartage for spoils											
Spoils Testing and Certification											
Landfill and Spoil Disposal Expenses											
Asphalt											
Aggregate											
Excavating Program											
Rental Equipment for Excavations											
Street Maintenance Supplies											
<i>Pavement Repair</i>											
Regular Pay + Benefits - Pavement Repair											
Overtime Pay + Benefits - Pavement Repair											
<i>Street Sweeping</i>											
Regular Pay + Benefits - Street Sweeping											
Overtime Pay + Benefits - Street Sweeping											
Contract Street Sweeping											
Vehicle Expense - Street Sweeping											
<i>Guardrail Maintenance Contract</i>											
<i>Quick Response Team (QRT) - Potholes, Misc Requests, ROW Clean-Up</i>											

FY12 Actual		FY12 Actual Revenue		FY12-13 Adopted Budget		FY12-13 Adopted Revenue		FY13-14 Proposed Budget		FY13-14 Proposed Revenue	
\$	21,284,898	Special Revenue Funding	\$ 2,067,133	\$	21,905,352	Special Revenue Funding	\$ 1,941,005	\$	23,592,668	Special Revenue Funding	\$ 2,035,645
		General Revenue Funding	\$ 19,217,765			General Revenue Funding	\$ 19,964,347			General Revenue Funding	\$ 21,557,023
			\$ 21,284,898				\$ 21,905,352				\$ 23,592,668

PUBLIC WORKS PROGRAM BUDGET

Regular Pay + Benefits - QRT				201,041				175,421			
Overtime Pay + Benefits - QRT				2,134				2,554			
Temporary Pay + Benefits - QRT				13,021				13,021			
Animal Disposal Fees				3,000				3,000			
<i>Alleyway Reconstruction</i>					160,500				82,394		
Regular Pay + Benefits - Alleyway Reconstruction				159,490				81,923			
Overtime Pay + Benefits - Alleyway Reconstruction				1,010				471			
<i>Miscellaneous - Street Maintenance</i>					16,808				20,783		
Forestry	1,036,070	Arbor Day Tree Sales	17,500		1,020,569	Arbor Day Tree Sales	20,000		1,498,106	Arbor Day Tree Sales	20,000
<i>General Forestry</i>		Developer Parkway Tree Sales	25,386	83,371	333,362	Developer Parkway Tree Sales	37,500	710,993		Developer Parkway Tree Sales	37,500
Regular Pay + Benefits - General Forestry				92,097		EAB Tree Removal	10,000	85,863			
Regular Pay + Benefits - Forestry Support (Admin)				13,074				133,570			
Overtime Pay + Benefits - General Forestry				3,255				15,555			
Temporary Pay + Benefits - General Forestry				18,809				3,255			
Temporary Pay + Benefits - GIS/Forestry				98,656				-			
Vehicle Expense - General Forestry				-				157,403			
Vehicle Replacement - General Forestry				2,250				282,897			
Public Education - Trees				4,800				2,250			
Forestry Equipment Parts				4,250				5,000			
Forestry Equipment Maintenance				12,800				9,050			
General Forestry Supplies					108,374			16,150		125,026	
<i>Stumpgrinding</i>				94,522				109,467			
Regular Pay + Benefits - Stumpgrinding				4,352				6,059			
Overtime Pay + Benefits - Stumpgrinding				4,500				4,500			
Tub Grinding				4,500				4,500			
Stumpgrinder Rental				500				500			
Stumpgrinder Teeth					157,448					178,635	
<i>Tree Planting</i>				50,223				71,648			
Regular Pay + Benefits - Tree Planting				4,725				4,487			
Overtime Pay + Benefits - Tree Planting				20,000				20,000			
Arbor Day Tree Sales				37,500				37,500			
Parkway Trees per Landscape Ordinance				45,000				45,000			
Replacement Parkway Tree Program					133,712					122,301	
<i>Mosquito Program</i>				12,653				9,830			
Regular Pay + Benefits - Mosquito Program				11,253				9,494			
Overtime Pay + Benefits - Mosquito Program				43,404				43,404			
Temporary Pay + Benefits - Mosquito Program				2,252				3,073			
Vehicle Expense - Mosquito Program				9,000				-			
Replacement Mosquito Sprayer				41,150				41,500			
Mosquito Abatement Chemicals				14,000				15,000			
Mosquito Program Supplies					114,301					104,669	
<i>Tree Removal</i>				82,749				69,832			
Regular Pay + Benefits - Tree Removal				3,002				6,287			
Overtime Pay + Benefits - Tree Removal				550				550			
Tree Work Bull Ropes				3,000				3,000			
Grapple Rental				25,000				25,000			
Tree Cabling/Removal Contract					158,737					242,011	
<i>Tree Trimming</i>				82,951				166,620			
Regular Pay + Benefits - Tree Trimming				786				391			
Overtime Pay + Benefits - Tree Trimming				75,000				75,000			
Contract Tree Trimming					14,635					14,471	
<i>Miscellaneous - General Forestry</i>											
Leaf Collection	1,252,927				1,148,440				1,418,255		
<i>Bagged Leaf Collection (Contractor - Curbside)</i>					197,325				261,052		
<i>In-House Leaf Collection</i>					937,688				1,141,038		
Regular Pay + Benefits - Leaf Collection				454,955				444,226			
Regular Pay + Benefits - Leaf Collection Support (Admin)				42,551				37,605			
Overtime + Benefits - Leaf Collection				91,927				102,001			
Temporary Pay + Benefits - Leaf Collection				32,553				32,553			
Vehicle Expense - Leaf Collection				80,954				138,892			
Vehicle Replacement - Leaf Collection				-				115,343			
Leaf Disposal Tipping Fee				128,398				164,068			
Leaf Rakes and Tools				3,500				3,500			
Replacement Leaf Boxes				14,400				14,400			
Tubes for Leaf Machines				1,600				1,600			
Cartage for Leaf Collection				15,000				15,000			
Contracted Temp Labor - Leaf Collection				26,850				26,850			
Contracted Leaf Collection				45,000				45,000			
<i>Miscellaneous - Leaf Collection</i>					13,427					16,165	
Cleaning and Sanitation	858,122	Interdepartmental Charges:			858,926	Interdepartmental Charges:			942,469	Interdepartmental Charges:	
<i>Contract Cleaning</i>		DPU-Electric	49,750	258,911		DPU-Electric	49,171	337,384		DPU-Electric	72,013
<i>Custodial Services</i>		DPU-Water	90,920	589,862		DPU-Water	87,521	592,923		DPU-Water	114,967
Regular Pay + Benefits - Custodial		Commuter Parking	15,500	422,677		Commuter Parking	15,965		430,748	Commuter Parking	20,755
Regular Pay + Benefits - Administration				43,065				35,253			
Overtime Pay + Benefits - Custodial				32,126				32,332			
Cleaning and Sanitation Supplies				82,650				84,304			
Custodial Equipment Replacement				5,000				5,000			
Vehicle Expense - Custodial				4,344				5,286			

FY12 Actual	FY12 Actual Revenue		FY12-13 Adopted Budget	FY12-13 Adopted Revenue		FY13-14 Proposed Budget	FY13-14 Proposed Revenue	
\$ 21,284,898	Special Revenue Funding	\$ 2,067,133	\$ 21,905,352	Special Revenue Funding	\$ 1,941,005	\$ 23,592,668	Special Revenue Funding	\$ 2,035,645
	General Revenue Funding	\$ 19,217,765		General Revenue Funding	\$ 19,964,347		General Revenue Funding	\$ 21,557,023
		\$ 21,284,898			\$ 21,905,352			\$ 23,592,668

PUBLIC WORKS PROGRAM BUDGET									
<i>Miscellaneous - Cleaning and Sanitation</i>				10,153		12,162			
Traffic Operations		861,970		927,962		915,099			
Regular Pay + Benefits - TROP Support (Admin)	Interdepartmental Charges			Interdepartmental Charges		Interdepartmental Charges		Interdepartmental Charges	
Vehicle Expense - TROP	Commuter Parking	17,500		Commuter Parking	18,500	Commuter Parking	17,500	Commuter Parking	17,500
<i>Traffic Sign Installation and Repair</i>									
Regular Pay + Benefits - Traffic Sign Installation			391,213				322,829		
Overtime Pay + Benefits - Traffic Sign Installation			11,131				10,483		
Temporary Pay + Benefits - Traffic Sign Installation			3,255				3,255		
Temporary Pay + Benefits - GIS/SIMS for Traffic Operations			9,404				-		
Traffic Sign Materials			80,000				80,000		
Traffic Sign Posts			12,000				12,500		
Traffic Sign Supplies			30,250				30,750		
TROP Equipment Repair/Replacement			3,100				3,100		
TROP Equipment Rental			250				250		
<i>Work Zone Control</i>				121,782			142,989		
Regular Pay + Benefits - Work Zone Control			100,298				115,692		
Overtime Pay + Benefits -Work Zone Control			12,484				17,797		
Barricades, Accessories, Other Supplies			9,000				9,500		
<i>Pavement Marking</i>				112,599			109,525		
Regular Pay + Benefits - Pavement Marking			9,257				5,092		
Overtime Pay + Benefits - Pavement Marking			717				908		
Traffic Marking Paint/Supplies			4,125				5,025		
Thermoplastic Marking Material			1,000				1,000		
Pavement Marking Contract			97,500				97,500		
<i>Miscellaneous - TROP</i>				10,793			13,086		
Utilities		891,547		886,798		906,432			
<i>Electricity</i>									
Electricity for ComEd Serviced Streetlights			20,000	730,200			20,500	744,950	
Electricity for HHW			1,000				1,050		
Electricity for Lift Stations, Aerators and Pumps			29,200				29,800		
Electricity for General Corporate Sites			680,000				693,600		
<i>Gas</i>				92,000			96,463		
Gas for HHW			2,750				2,750		
Gas for General Corporate Sites			89,250				93,713		
<i>Water/Sewer</i>				48,865			50,599		
Water/Sewer for HHW			225				500		
Water/Sewer for General Corporate Sites			48,640				50,099		
<i>Telephone and Communications</i>				5,025			1,950		
Phone Line for HHW			720				750		
Internet Subscriptions for Security Cameras			1,200				1,200		
Cell Phone Upgrades - PBO			3,105				-		
<i>Miscellaneous - Utilities</i>				10,708			12,470		
Resident Service Requests		519,958		554,597		539,568			
Regular Pay + Benefits - Resident Service Requests			455,988				415,234		
Regular Pay + Benefits - Resident Service Request Support (Admin)			39,591				31,770		
Overtime Pay + Benefits - Resident Service Requests			13,716				23,155		
Vehicle Expense - Service Requests			38,970				61,558		
<i>Miscellaneous - Resident Service Requests</i>			6,332				7,851		
Emerald Ash Borer		412,134		446,618		534,878		EAB Tree Removal	20,000
Regular Pay + Benefits - EAB			55,614				88,652		
Regular Pay + Benefits - EAB (Admin)			-				13,494		
Overtime Pay + Benefits - EAB			1,004				8,202		
Vehicle Expense - EAB			-				27,718		
Diseases Tree Treatments			30,000				15,000		
EAB Tree Removal on Private Property			10,000				20,000		
Emerald Ash Borer Treatments			350,000				355,500		
<i>Miscellaneous - EAB</i>			-				6,312		
Streetlight Maintenance		402,478	Reimbursement for Damage to City Streetlights	523,870	Reimbursement for Damage to City Streetlights	492,777	Reimbursement for Damage to City Streetlights	40,000	40,000
Regular + Benefits - Streetlight Maintenance		72,702		66,694			65,714		
Regular Pay + Benefits - Streetlight Support (Admin)				34,139			54,321		
Overtime + Benefits - Streetlight Maintenance				6,581			6,608		
<i>Streetlight Maintenance Contract</i>				406,750			404,000		
Streetlight Maintenance Materials			175,000				175,000		
Streetlight Controller Contract			231,750				229,000		
<i>Vehicle Service for Streetlights</i>				3,360			3,744		
<i>Interdepartmental Transfer - Streetlight Maintenance</i>				-			(49,000)		
<i>Miscellaneous - Streetlight Maintenance</i>				6,346			7,390		
General Operations		244,983		325,112		387,214			
Regular Pay + Benefits - Equipment Maintenance			156,083				341,250		
Overtime Pay + Benefits - Equipment Maintenance			5,511				7,148		
Regular Pay + Benefits - General Operations			6,384				57,429		
Overtime Pay + Benefits - General Operations			29,558				40,057		
Regular Pay + Benefits - Purchasing/Procurement			28,309				24,372		
Regular Pay + Benefits - Budget/CIP Prep and Admin			52,647				56,678		
Regular Pay + Benefits - Contract/Agreement Management			49,539				49,977		
Overtime Pay + Benefits - Financial Administration			5,983				40,776		

FY12 Actual		FY12 Actual Revenue		FY12-13 Adopted Budget		FY12-13 Adopted Revenue		FY13-14 Proposed Budget		FY13-14 Proposed Revenue	
\$	21,284,898	Special Revenue Funding	\$ 2,067,133	\$	21,905,352	Special Revenue Funding	\$ 1,941,005	\$	23,592,668	Special Revenue Funding	\$ 2,035,645
		General Revenue Funding	\$ 19,217,765			General Revenue Funding	\$ 19,964,347			General Revenue Funding	\$ 21,557,023
			\$ 21,284,898				\$ 21,905,352				\$ 23,592,668

PUBLIC WORKS PROGRAM BUDGET											
Regular Pay + Benefits - Training				72,737				62,822			
Overtime Pay + Benefits - Training				2,132				2,141			
General Rental Equipment				7,500				7,500			
General Operating Supplies (Hardware, Tools, Materials)				11,675				18,300			
Interdepartmental Transfer - General Maintenance (SSA #24)				-				(65,227)			
Interdepartmental Transfer - General Maintenance (Commuter Parking)				-				(28,172)			
Departmental Contingency				(102,946)				(227,837)			
Technology Services		220,564		251,726				355,525			
GIS Services				91,581				147,583			
Regular Pay + Benefits - GIS				59,043				141,515			
Temporary Pay + Benefits - GIS Technician				26,878				-			
Equipment Maintenance				2,000				2,000			
Vehicle Expense for GIS				3,660				4,068			
Regular Pay + Benefits - Department Technology				48,835				61,460			
Work Order System Consultant				10,000				10,000			
GPS Equipment License Fee				1,600				1,600			
Computer/Data Cabling				350				-			
Replacement Laptop				-				1,200			
Color Printer Maintenance Agreement				1,600				1,600			
IT Replacement Costs				94,747				128,541			
Miscellaneous - Department Technology				3,013				3,541			
Brush Collection		228,598		277,497		40,000		232,883		40,000	
Brush Collection		Mulch Sales 7,430		238,436		Mulch Sales		229,496		Mulch Sales	
Regular Pay + Benefits - Brush Collection				98,310				76,247			
Regular Pay + Benefits - Brush Collection Support (Admin)				46,996				53,516			
Overtime + Benefits - Brush Collection				6,226				6,482			
Temporary Pay + Benefits - Brush Collection				6,511				6,511			
Vehicle Expense - Brush Collection				17,493				23,840			
Contracted Temp Labor - Brush Collection				17,900				17,900			
Contract Brush Pick-Up				45,000				45,000			
Mulch Program				39,061				-			
Regular Pay + Benefits - Mulch Program				31,121				-			
Regular Pay + Benefits - Mulch Program (Admin)				2,094				-			
Operating Supplies				2,500				-			
Miscellaneous - Brush Collection				3,346				3,387			
Landscape Services		334,080		227,396		28,000		221,817		28,000	
Regular Pay + Benefits - Landscape Services		DuPage County Mowing Agmt. 28,000		5,632		DuPage County Mowing Agmt.		13,259		DuPage County Mowing Agmt.	
Regular Pay + Benefits - Landscape Services (Admin)		(65,399)		7,288				2,923			
Overtime Pay + Benefits - Landscape Services				-				539			
Mowing				223,730				228,255			
Contract Mowing				178,480				182,050			
Additional Mowing Sites				17,250				18,205			
DuPage County Mowing Sites				28,000				28,000			
Contract Herbicide				23,500				27,500			
DuPage River Trail Segment Maintenance				3,500				3,500			
Landscaping at Municipal Center				14,750				15,000			
Landscape Architect Services				7,000				3,181			
Landscape Flower Preparation, Planting and Removal				8,350				18,341			
Landscape Materials for City Sites				3,000				38,478			
Interdepartmental Transfer - Mowing				(57,663)				(59,859)			
Interdepartmental Transfer - Landscape Design, Flowers and Planting				-				(56,941)			
Interdepartmental Transfer - Herbicide				(15,285)				(15,592)			
Miscellaneous - Landscape Services				3,594				3,233			
Household Hazardous Waste		159,332		159,693		100,000		171,711		100,000	
Regular Pay + Benefits - HHW		DuPage County HHW Agreement 100,000		10,571		DuPage County HHW Agreement		10,486		DuPage County HHW Agreement	
Temporary Pay + Benefits - HHW		Will County HHW Agreement 25,000		19,377		Will County HHW Agreement		28,536		Will County HHW Agreement	
Overtime + Benefits - HHW		Aurora HHW Agreement 20,000		105,471		Aurora HHW Agreement		108,030		Aurora HHW Agreement	
Maintenance for HHW Building		Kane County HHW Agreement 10,000		2,850		Kane County HHW Agreement		2,850		Kane County HHW Agreement	
Operating Supplies				19,500				19,500			
Miscellaneous - HHW				1,924				2,309			
Building Improvements (Sustainable Asset Projects)		98,681		153,309				163,253			
Regular Pay + Benefits - Building Improvement (Project Related)				35,753				41,671			
Regular Pay + Benefits - Administration				6,727				3,461			
Temporary Pay + Benefits - Building Improvement (Project Related)				-				567			
Overtime Pay + Benefits - Building Improvement (Project Related)				6,094				7,044			
Building Improvements				85,000				85,000			
Facility A&E Project Consultants				12,500				12,500			
Maintenance Supplies - Building Improvement (Project Related)				5,435				10,855			
Miscellaneous - Building Improvement (Project Related)				1,800				2,155			
Security Services		58,671		65,130				64,724			
Contract Security Services				45,000				45,000			
City Hall Panic Alarm Monitoring				4,800				4,800			
Lock/Key Service				14,000				14,000			
Miscellaneous - Security Services				1,330				924			
Special Events		186,993		54,176		51,568		58,602		57,832	
SECA Events		SECA Reimbursement 134,509		161,827		Billed Special Events		157,018		Billed Special Events	

	FY12 Actual	FY12 Actual Revenue	FY12-13 Adopted Budget	FY12-13 Adopted Revenue	FY13-14 Proposed Budget	FY13-14 Proposed Revenue
	\$ 21,284,898	Special Revenue Funding \$ 2,067,133	\$ 21,905,352	Special Revenue Funding \$ 1,941,005	\$ 23,592,668	Special Revenue Funding \$ 2,035,645
		General Revenue Funding \$ 19,217,765		General Revenue Funding \$ 19,964,347		General Revenue Funding \$ 21,557,023
		\$ 21,284,898		\$ 21,905,352		\$ 23,592,668
PUBLIC WORKS PROGRAM BUDGET						
Regular Pay + Benefits - Special Events			89,729		81,671	
Overtime + Benefits - Special Events			60,333		63,140	
Operating Supplies - Special Events			7,302		7,831	
Vehicle Expense - Special Events			4,463		4,376	
<i>Billable Events</i>		Billed Special Events 52,484		51,568		57,832
Regular Pay + Benefits - Special Events			21,376		26,379	
Overtime + Benefits - Special Events			24,335		25,264	
Operating Supplies - Special Events			4,687		4,600	
Vehicle Expense - Special Events			1,170		1,589	
<i>Special Events Contingency</i>				(161,827)		(157,018)
<i>Miscellaneous - Special Events</i>				2,608		770
Accreditation	35,204			10,687		26,379
<i>Regular Pay + Benefits - Accreditation (SS)</i>				8,830		17,318
<i>Regular Pay + Benefits - Accreditation (Admin)</i>				1,857		9,061
<i>APWA Re-Accreditation Fees</i>				-		-
General Revenue Funding		Property Tax 2,928,040		Property Tax 2,945,357		Property Tax 2,936,687
		Sales Tax 3,746,637		Sales Tax 3,914,368		Sales Tax 4,282,677
		Other General Revenue Sources 12,543,088		Other General Revenue Sources 13,104,622		Other General Revenue Sources 14,337,659

FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
\$	3,726,247	Special Revenue Funding	\$ 2,881,504	\$	3,870,147	Special Revenue Funding	\$ 2,652,362	\$	3,929,398	Special Revenue Funding	\$ 2,727,013
		General Revenue Funding	\$ 844,743			General Revenue Funding	\$ 1,217,785			General Revenue Funding	\$ 1,202,386
			\$ 3,726,247				\$ 3,870,147				\$ 3,929,398

FINANCE PROGRAM BUDGET FY13-14

Purchasing	494,763	Electric Chargeback	127,895	493,541	Electric Chargeback	111,397	512,103	Electric Chargeback	115,018
Regular Pay + Benefits		Water Chargeback	127,895	471,546	Water Chargeback	66,308	484,325	Water Chargeback	68,463
Overtime Pay + Benefits		Settlement Chargeback		-	Settlement Chargeback	5,183	-	Settlement Chargeback	6,420
Temporary Pay		Library Chargeback		-	Library Chargeback		-	Library Chargeback	
Ads of bids				5,000			5,000		
Mail bid specifications, contracts, and legal				2,000			2,000		
Postage machine maintenace				-			-		
Conferences and training				3,050			3,050		
IT replacement charges				6,946			11,736		
Auto liability				-			-		
Vehicle services				-			-		
Misc				4,999			5,992		
Utility Billing	532,785	Electric Chargeback	280,873	560,814	Electric Chargeback	388,528	501,998	Electric Chargeback	351,399
Regular Pay + Benefits		Water Chargeback	239,262	218,236	Water Chargeback	166,512	160,787	Water Chargeback	150,599
Overtime Pay + Benefits				773			773		
Utility bill statements, inserts and processing				70,000			70,000		
Utility billing postage				240,000			240,000		
Envelopes-window				21,000			21,000		
Conferences and training				400			400		
IT replacement charges				8,050			6,515		
Misc				2,353			2,523		
Meter Reading	470,717	Electric Chargeback	289,179	484,732	Electric Chargeback	311,662	483,770	Electric Chargeback	
Regular Pay + Benefits		Water Chargeback	192,785	113,196	Water Chargeback	175,310	108,201	Water Chargeback	483,770
Overtime Pay + Benefits				118			118		
Contract meter reading				335,000			335,000		
Repair & maintenance of handheld equipment				23,500			23,500		
IT replacement charges				5,141			4,384		
Auto liability				3,745			8,087		
Vehicle services				2,940			3,276		
Vehicle replacement				-			-		
Misc				1,092			1,204		
Call Center & Customer Service Utility/Misc	376,349	Electric Chargeback	183,324	377,281	Electric Chargeback	245,765	372,474	Electric Chargeback	260,732
Regular Pay + Benefits		Water Chargeback	156,165	359,869	Water Chargeback	105,328	355,380	Water Chargeback	111,742
IT replacement charges				15,732			9,726		
Misc				1,680			7,368		
Internal Control & Other Reporting	356,569	Electric Chargeback	82,877	332,700	Electric Chargeback	59,979	356,845	Electric Chargeback	64,912
Regular Pay + Benefits		Water Chargeback	82,877	323,876	Water Chargeback	46,749	343,431	Water Chargeback	47,871
IT replacement charges		Settlement Chargeback	14,648	5,252	Settlement Chargeback	3,869	3,053	Settlement Chargeback	4,792
Conferences and training		Library Chargeback	16,506	1,800	Library Chargeback	4,237	1,800	Library Chargeback	5,068
Misc		SECA Chargeback	42,500	1,772	SECA Chargeback	9,258	8,561	SECA Chargeback	16,107
		Pension Chargeback	10,000		Burlington Chargeback	160		Burlington Chargeback	164
					Pension Chargeback	5,982		Pension Chargeback	5,067
Budget	305,323	Electric Chargeback	70,395	325,363	Electric Chargeback	43,625	305,091	Electric Chargeback	35,498
Regular Pay + Benefits		Water Chargeback	70,395	311,492	Water Chargeback	38,163	288,276	Water Chargeback	40,449
Ads for budget/truth in taxation				2,000	Settlement Chargeback	3,143	2,000	Settlement Chargeback	3,893
Printing of budget/cip book				3,000	Library Chargeback	3,441	3,000	Library Chargeback	4,116
Conferences and training				800	SECA Chargeback	7,359	800	SECA Chargeback	6,914
IT replacement charges				4,659	Burlington Chargeback	7,359	5,160	Burlington Chargeback	6,914
Misc				3,411			5,856		
Utility Payment Processing	239,198	Electric Chargeback	123,633	242,229	Electric Chargeback	168,500	260,236	Electric Chargeback	182,165
Regular Pay + Benefits		Water Chargeback	105,317	110,811	Water Chargeback	72,214	118,278	Water Chargeback	78,071
Lockbox processing for utility & mr payments				60,500			60,500		
Ebill maintenance				50,000			50,000		
Armored car and messenger services				6,000			6,000		
Recording fees				5,400			5,400		
Remote deposit				4,000			14,000		
IT replacement charges				4,463			4,793		
Misc				1,054			1,265		

	FY12 Actuals	FY12 Revenue Actuals	FY12-13 Adopted Budget	FY12-13 Revenue	FY13-14 Proposed Budget	FY13-14 Revenue
	\$ 3,726,247	Special Revenue Funding \$ 2,881,504 General Revenue Funding \$ 844,743	\$ 3,870,147	Special Revenue Funding \$ 2,652,362 General Revenue Funding \$ 1,217,785	\$ 3,929,398	Special Revenue Funding \$ 2,727,013 General Revenue Funding \$ 1,202,386
		\$ 3,726,247		\$ 3,870,147		\$ 3,929,398
FINANCE PROGRAM BUDGET FY13-14						
Payroll	158,436	Electric Chargeback 51,974 Water Chargeback 51,974 Settlement Chargeback Library Chargeback	186,127	Electric Chargeback 19,718 Water Chargeback 16,002 Settlement Chargeback 2,931 Library Chargeback 7,785 Pension Chargeback 276	215,924	Electric Chargeback 19,916 Water Chargeback 16,162 Settlement Chargeback 3,631 Library Chargeback 9,313 Pension Chargeback 2,233
Regular Pay + Benefits			168,897		197,217	
Overtime Pay + Benefits			-		-	
Online W-2s and 1099s			2,614		2,614	
Online paystubs-one time setup fee			-		-	
Online paystubs-annual fee			2,704		2,704	
ATS (ONLINE PRINTING AND MAIL)			2,000		2,000	
Conferences and training			4,250		4,250	
IT replacement charges			3,253		4,779	
Misc			2,408		2,360	
Cash/Debt Management	184,921	Electric Chargeback 42,190 Water Chargeback 42,190 Settlement Chargeback Library Chargeback SECA Chargeback Burlington Chargeback	193,700	Electric Chargeback 72,737 Water Chargeback 21,529 Settlement Chargeback 873 Library Chargeback 3,946 SECA Chargeback 1,042 Burlington Chargeback 1,103	205,451	Electric Chargeback 77,069 Water Chargeback 22,811 Settlement Chargeback 1,081 Library Chargeback 4,720 SECA Chargeback 1,105 Burlington Chargeback 1,170
Regular Pay + Benefits			179,216		188,857	
Arbitrage rebate services			10,000		10,000	
Printing of graphs and visuals for bond ratings			500		500	
IT replacement charges			2,718		3,586	
Misc			1,266		2,508	
Miscellaneous Receivables-Billing and Collections	154,365	Electric Chargeback 91,594 Water Chargeback 78,025 SECA Chargeback	181,660	Electric Chargeback 97,972 Water Chargeback 41,988 SECA Chargeback 24,392	203,523	Electric Chargeback 114,027 Water Chargeback 48,869 SECA Chargeback 40,628
Regular Pay + Benefits			154,356		175,693	
Lockbox processing for utility & mr payments			13,500		13,500	
IT replacement charges			7,009		7,119	
Other mailings-misc rec, deposit project, etc.			5,000		5,000	
Misc			1,795		2,211	
Audit	167,465	Electric Chargeback 36,911 Water Chargeback 36,911 Settlement Chargeback Library Chargeback SECA Chargeback Burlington Chargeback Pension Chargeback	176,666	Electric Chargeback 23,657 Water Chargeback 23,657 Settlement Chargeback 233 Library Chargeback 338 SECA Chargeback 448 Burlington Chargeback 448 Pension Chargeback -	176,636	Electric Chargeback 24,111 Water Chargeback 24,111 Settlement Chargeback 289 Library Chargeback 404 SECA Chargeback 451 Burlington Chargeback 451 Pension Chargeback
Regular Pay + Benefits			133,011		130,658	
Annual audit			33,365		34,366	
Special financial advisory services			4,400		4,400	
Conferences and training			800		800	
IT replacement charges			1,932		3,166	
Misc			3,158		3,245	
AP	142,100	Electric Chargeback 38,722 Water Chargeback 38,722 Settlement Chargeback Library Chargeback	140,622	Electric Chargeback 59,417 Water Chargeback 10,784 Settlement Chargeback 3,008 Library Chargeback 789	134,785	Electric Chargeback 50,010 Water Chargeback 9,076 Settlement Chargeback 3,726 Library Chargeback 943
Regular Pay + Benefits			131,540		125,500	
Overtime Pay + Benefits			-		-	
Maintenance on Scanner			2,000		2,000	
Postage for accounts payable			2,000		2,000	
Conferences and training			700		700	
IT replacement charges			2,545		3,041	
Misc			1,837		1,544	
Utility Collections	61,704	Electric Chargeback 34,746 Water Chargeback 29,598	75,329	Electric Chargeback 52,954 Water Chargeback 22,695	118,124	Electric Chargeback 82,687 Water Chargeback 35,437
Regular Pay + Benefits			70,862		112,343	
IT replacement charges			3,469		4,552	
Misc			998		1,229	
Records/Maintenance & Other Special Projects	33,560	Electric Chargeback 24,865 Water Chargeback 21,181	49,148	Electric Chargeback 34,583 Water Chargeback 14,821	48,657	Electric Chargeback 34,060 Water Chargeback 14,597
Regular Pay + Benefits			31,831		32,588	
Demand meter seals			13,000		13,000	
IT replacement charges			1,431		1,041	
Misc			2,885		2,028	
Commuter Parking	47,993	Burlington Chargeback 45,375	50,236	Burlington Chargeback 42,205	33,782	Burlington Chargeback 33,782
Regular Pay + Benefits			47,309		31,752	
IT replacement charges			2,010		1,287	
Misc			917		743	
General Revenue Funding		Property Tax 400,000 Sales Tax 102,291 Other General Revenue Sources 342,452		Property Tax 88,677 Sales Tax 259,695 Other General Revenue Sources 869,413		Property Tax 92,000 Sales Tax 255,389 Other General Revenue Sources 854,997

FY12 Actual	FY12 Revenue	
\$ 1,353,843	Special Revenue Funding	\$ 268,450
	General Revenue Funding	\$ 1,085,393
		\$ 1,353,843

FY12-13 Adopted Budget	FY12-13 Revenue	
\$ 1,376,823	Special Revenue Funding	\$ 197,898
	General Revenue Funding	\$ 1,178,925
		\$ 1,376,823

FY13-14 Proposed Budget	FY13-14 Revenue	
\$ 1,468,956	Special Revenue Funding	\$ 205,654
	General Revenue Funding	\$ 1,263,302
		\$ 1,468,956

LEGAL PROGRAM BUDGET FY13-14
Service Category - Miscellaneous Legal Issues
Salary & Benefits
Workers Compensation
Legal Services
Printed Materials
IT Replacement Costs
Misc
Service Category - Employment Matters
Salary & Benefits
Workers Compensation
Legal Services
Printed Materials
IT Replacement Costs
Misc
Service Category - Litigation Offense
Salary & Benefits
Workers Compensation
Legal Services
Printed Materials
IT Replacement Costs
Misc
Service Category - Land Use
Salary & Benefits
Workers Compensation
Legal Services
Printed Materials
IT Replacement Costs
Misc
Service Category - Claims
Salary & Benefits
Workers Compensation
Legal Services
Printed Materials
IT Replacement Costs
Misc
General Revenue Funding

81,230	Electric Chargeback	8,122
	Water Chargeback	8,122
67,692	Electric Chargeback	20,794
	Water Chargeback	20,794
67,692	Electric Chargeback	6,769
	Water Chargeback	6,769
54,154	Electric Chargeback	5,415
	Water Chargeback	5,415
27,077	Electric Chargeback	2,708
	Water Chargeback	2,708
	Property Tax	133,000
	Sales Tax	219,050
	Other General Revenue Sources	733,343

81,250	Electric Chargeback	6,642
75,269	Water Chargeback	1,662
168		
450		
1,987		
1,200		
2,176		
56,242	Electric Chargeback	9,192
50,086	Water Chargeback	2,298
112		
2,000		
1,325		
801		
1,918		
42,277	Electric Chargeback	6,982
37,112	Water Chargeback	1,745
84		
2,000		
994		
601		
1,486		
26,670	Electric Chargeback	4,412
24,741	Water Chargeback	1,103
56		
100		
662		
402		
709		
26,872	Electric Chargeback	4,420
24,892	Water Chargeback	1,105
57		
100		
662		
402		
759		
	Property Tax	105,815
	Sales Tax	246,815
	Other General Revenue Sources	826,295

73,447	Electric Chargeback	11,752
67,065	Water Chargeback	2,938
145		
1,250		
1,650		
1,439		
1,898		
58,758	Electric Chargeback	9,401
53,652	Water Chargeback	2,350
116		
1,000		
1,320		
1,151		
1,519		
44,070	Electric Chargeback	7,051
40,239	Water Chargeback	1,763
88		
750		
990		
863		
1,140		
29,378	Electric Chargeback	4,700
26,826	Water Chargeback	1,175
58		
500		
660		
576		
758		
29,379	Electric Chargeback	4,701
26,826	Water Chargeback	1,175
58		
500		
660		
576		
759		
	Property Tax	138,000
	Sales Tax	258,820
	Other General Revenue Sources	866,483

FY12 Actuals		FY12 Revenue Actuals	
\$	1,032,378	Special Revenue Funding	\$ 271,980
		General Revenue Funding	\$ 760,398
			\$ 1,032,378

FY12-13 Adopted Budget		FY12-13 Revenue	
\$	1,138,504	Special Revenue Funding	\$ 257,420
		General Revenue Funding	\$ 881,084
			\$ 1,138,504

FY13-14 Proposed Budget		FY13-14 Revenue	
\$	1,110,683	Special Revenue Funding	\$ 258,882
		General Revenue Funding	\$ 851,801
			\$ 1,110,683

HUMAN RESOURCES PROGRAM BUDGET FY13-14	
Communications (Employee, Public, Management)	65,497
Salaries and Benefits	61,544
Postage	393
IT replacement	2,745
Misc	814
Research & Analysis	58,944
Salaries and Benefits	55,893
IT replacement	2,353
Misc	698
Policy & Procedure Creation & Managment	30,107
Salaries and Benefits	28,478
IT replacement	1,177
Misc	452
Reporting & Metrics	28,195
Salaries and Benefits	26,112
Misc	2,083
Records Management	16,192
Salaries and Benefits	15,157
Misc	1,035
Employee Performance Management	11,080
Salaries and Benefits	10,572
Misc	508
General Revenue Funding	

Electric Chargeback	8,515
Water Chargeback	8,515
Electric Chargeback	7,663
Water Chargeback	7,663
Electric Chargeback	3,914
Water Chargeback	3,914
Electric Chargeback	3,665
Water Chargeback	3,665
Electric Chargeback	2,105
Water Chargeback	2,105
Electric Chargeback	1,440
Water Chargeback	1,440
Property Tax	178,230
Sales Tax	133,899
Other General Revenue Sources	448,270

Electric Chargeback	9,247
Water Chargeback	6,402
Electric Chargeback	8,267
Water Chargeback	5,724
Electric Chargeback	4,212
Water Chargeback	2,916
Electric Chargeback	3,862
Water Chargeback	2,674
Electric Chargeback	2,242
Water Chargeback	1,552
Electric Chargeback	1,564
Water Chargeback	1,083
Property Tax	208,068
Sales Tax	154,794
Other General Revenue Sources	518,222

Electric Chargeback	9,373
Water Chargeback	6,489
Electric Chargeback	7,255
Water Chargeback	5,023
Electric Chargeback	5,235
Water Chargeback	3,624
Electric Chargeback	4,017
Water Chargeback	2,781
Electric Chargeback	2,754
Water Chargeback	1,906
Electric Chargeback	2,221
Water Chargeback	1,538
Property Tax	91,000
Sales Tax	174,984
Other General Revenue Sources	585,817

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

FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
\$	456,604	Special Revenue Funding	\$ 312,767	\$	449,786	Special Revenue Funding	\$ 313,323	\$	487,944	Special Revenue Funding	\$ 258,181
		General Revenue Funding	\$ 143,837			General Revenue Funding	\$ 136,463			General Revenue Funding	\$ 229,763
			\$ 456,604				\$ 449,786				\$ 487,944

CITY CLERK PROGRAM BUDGET FY13-14											
Liquor Licensing	168,800	Liquor License	168,800	166,909	Liquor License	166,909	178,255	Liquor License	178,255		
Salary and Benefits				158,916			170,119				
Overtime and Benefits				1,375			1,375				
IT Replacement Charges & Supplies				6,618			6,761				
Council Meetings & Workshops	57,893	Electric	17,471	57,153	Electric	17,397	62,225	Electric	3,111		
Salary and Benefits		Water	17,471	52,572	Water	17,397	56,258	Water	3,111		
Overtime Pay and Benefits				754			-				
IT Replacement Charges & Supplies				827			967				
Legal Publications				3,000			5,000				
Licenses (General)	52,223	Business License	52,223	51,542	Business License	51,542	53,670	Business License	53,670		
Salary and Benefits				47,508			48,603				
Copy and Binding (External Services)				-			1,000				
Postage				1,000			1,000				
IT Replacement Charges & Supplies				3,034			3,067				
Freedom of Information Act Requests	40,097	Sale of Printed Material	3,102	39,542	Sale of Printed Material	4,500	40,415	Sale of Printed Material	3,500		
Salary and Benefits		Electric	15,693	38,090	Electric	15,637	38,948	Electric	2,021		
IT Replacement Charges & Supplies		Water	15,693	1,452	Water	15,637	1,467	Water	2,021		
General Research (Council & Staff)	27,277	Electric	2,728	26,643	Electric	3,885	31,142	Electric	1,557		
Salary and Benefits		Water	2,728	21,505	Water	3,885	25,965	Water	1,557		
IT Replacement Charges & Supplies				4,018			4,067				
Conferences and Training				870			785				
Dues and Subscriptions				250			325				
Recording at Will & DuPage Counties	27,063	Electric	2,706	17,247	Electric	1,725	17,593	Electric	880		
Salary and Benefits		Water	2,706	9,721	Water	1,725	12,000	Water	880		
IT Replacement Charges & Supplies				276			343				
Recording Fees				7,000			5,000				
Mileage Reimbursement				250			250				
Permits (General)	17,568	Electric	1,757	26,855	Electric	2,686	30,867	Electric	1,543		
Salary and Benefits		Water	1,757	25,200	Water	2,686	29,200	Water	1,543		
IT Replacement Charges & Supplies				1,655			1,667				
Local Election Official	15,106			14,810			16,958				
Salary and Benefits				13,683			15,041				
IT Replacement Charges & Supplies				827			917				
Legal Publications				300			1,000				
Ordinance & Resolution Administration	14,397	Electric	1,440	14,109	Electric	1,411	16,428	Electric	821		
Salary and Benefits		Water	1,440	12,030	Water	1,411	12,983	Water	821		
IT Replacement Charges & Supplies				1,379			1,446				
Legal Publications				700			2,000				
Municipal Code Administration	12,322	Electric	1,232	12,056	Electric	1,206	15,166	Electric	758		
Salary and Benefits		Water	1,232	1,804	Water	1,206	2,000	Water	758		
IT Replacement Charges & Supplies				552			617				
Codification				9,000			12,000				
Online Codebook Administration				400			400				
Printed Materials				300			150				
Special Events	8,367			8,141			8,998				
Salary and Benefits				7,865			8,722				
IT Replacement Charges & Supplies				276			276				

FY12 Actuals		FY12 Revenue Actuals		FY12-13 Adopted Budget		FY12-13 Revenue		FY13-14 Proposed Budget		FY13-14 Revenue	
\$	456,604	Special Revenue Funding	\$ 312,767	\$	449,786	Special Revenue Funding	\$ 313,323	\$	487,944	Special Revenue Funding	\$ 258,181
		General Revenue Funding	\$ 143,837			General Revenue Funding	\$ 136,463			General Revenue Funding	\$ 229,763
			\$ 456,604				\$ 449,786				\$ 487,944

CITY CLERK PROGRAM BUDGET FY13-14											
Subpoena & Service Administration											
5,981		Electric	598	5,780		Electric	578	6,155		Electric	308
		Water	598	3,953		Water	578	4,328		Water	308
				827				827			
				1,000				1,000			
Letters of Credit											
4,693		Electric	469	4,505		Electric	451	5,061		Electric	253
		Water	469	3,953		Water	451	4,394		Water	253
				552				667			
Concert Center Scheduling											
2,547				2,382				2,506			
				2,106				2,164			
				276				343			
Tax Exemption - Property											
2,271		Electric	227	2,109		Electric	211	2,506		Electric	125
		Water	227	1,833		Water	211	2,164		Water	125
				276				343			
General Revenue Funding											
		Property Tax	55,000			Property Tax	63,653			Property Tax	80,700
		Sales Tax	20,432			Sales Tax	16,746			Sales Tax	34,285
		Other General Revenue Sources	68,404			Other General Revenue Sources	56,063			Other General Revenue Sources	114,779

FY12 Actual		FY12 Actual Revenue	
\$	2,827,734	Special Revenue Funding	\$ 1,484,526
		General Revenue Funding	\$ 1,343,208
			\$ 2,827,734

FY12-13 Adopted Budget		FY12-13 Revenue	
\$	3,049,119	Special Revenue Funding	\$ 1,466,912
		General Revenue Funding	\$ 1,582,207
			\$ 3,049,119

FY13-14 Proposed Budget		FY13-14 Revenue	
\$	3,352,063	Special Revenue Funding	\$ 1,418,432
		General Revenue Funding	\$ 1,933,631
			\$ 3,352,063

IT/REPRO PROGRAM BUDGET FY13-14

	FY12 Actual	FY12 Actual Revenue	FY12-13 Adopted Budget	FY12-13 Revenue	FY13-14 Proposed Budget	FY13-14 Revenue
Telephone and Communications Services	596,174	Chargeback from other departments 378,658	642,800	Chargeback from other departments 357,434	638,689	Chargeback from other departments 316,696
Regular Pay + Benefits			72,825		83,652	
Managed Services			22,500		22,500	
Wireless Data Charges			117,800		117,800	
Cellular Phone Charges			216,900		216,900	
Telephone Services			207,575		169,500	
Mobile Device Management Software			-		16,500	
LAN/MAN Administration	306,262	Chargeback from other departments 183,152	330,215	Chargeback from other departments 183,152	371,016	Chargeback from other departments 180,615
Regular Pay + Benefits			87,490		136,090	
Consulting Services			17,500		10,333	
Purchased Property Services			2,400		2,400	
Internet Service Provider Charges			33,625		32,100	
Downtown WiFi Annual Maintenance			26,000		26,000	
Metropolitan Area Network Charges to DPU-E			162,500		162,500	
End User IT Support	249,216	Chargeback from other departments 152,172	275,261	Chargeback from other departments 152,172	296,233	Chargeback from other departments 148,117
Regular Pay + Benefits			258,870		282,788	
OT Pay + Benefits			5,891		2,946	
Consulting Services			7,500		7,500	
Contractual Services			3,000		3,000	
Software/Hardware Maintenance	241,842	Chargeback from other departments 146,855	267,311	Chargeback from other departments 146,855	386,328	Chargeback from other departments 139,890
Regular Pay + Benefits			224,892		340,809	
OT Pay + Benefits			5,891		2,946	
Managed Services			19,000		19,000	
Purchased Property Services			4,400		4,400	
Contractual Services			3,125		3,125	
Supplies			800		1,821	
Internal Services			9,203		14,227	
Database and Application Administration	209,634	Chargeback from other departments 123,089	225,545	Chargeback from other departments 123,089	239,452	Chargeback from other departments 122,121
Regular Pay + Benefits			211,634		221,004	
Contractual Services			5,600		5,600	
Internal Services			8,311		12,848	
Asset Management/Geographic Information Systems	149,687	Chargeback from other departments 74,272	167,949	Chargeback from other departments 74,272	172,194	Chargeback from other departments 87,819
Regular Pay + Benefits			156,024		156,024	
Technical Services			2,500		2,500	
Contractual Services			3,055		3,055	
Supplies			1,050		2,391	
Internal Services			5,320		8,224	
Internal Technology Consulting Services	145,501	Chargeback from other departments 91,164	163,435	Chargeback from other departments 91,164	259,647	Chargeback from other departments 83,970
Regular Pay + Benefits			128,020		128,020	
Gartner Consulting Services			31,800		31,800	
Contractual Services			2,665		2,665	
Consulting			-		95,000	
Supplies			950		2,162	
Enterprise Content and Document Management	181,401	Chargeback from other departments 85,732	157,143	Chargeback from other departments 85,732	161,544	Chargeback from other departments 82,388
Regular Pay + Benefits			143,337		143,337	
Technical Services			5,000		5,000	
Contractual Services			2,250		2,250	
Supplies			1,125		2,561	
Internal Services			5,431		8,396	

FY12 Actual	FY12 Actual Revenue	
\$ 2,827,734	Special Revenue Funding	\$ 1,484,526
	General Revenue Funding	\$ 1,343,208
		\$ 2,827,734

FY12-13 Adopted Budget	FY12-13 Revenue	
\$ 3,049,119	Special Revenue Funding	\$ 1,466,912
	General Revenue Funding	\$ 1,582,207
		\$ 3,049,119

FY13-14 Proposed Budget	FY13-14 Revenue	
\$ 3,352,063	Special Revenue Funding	\$ 1,418,432
	General Revenue Funding	\$ 1,933,631
		\$ 3,352,063

IT/REPRO PROGRAM BUDGET FY13-14	
Enterprise Resource Planning Software Administration Regular Pay + Benefits SunGard Software User Group Conference & Training Supplies Internal Services	137,012
Software Development Regular Pay + Benefits	84,174
eGovernment Software Implementation/Support Regular Pay + Benefits Internal Services	46,187
Smart Grid Initiative Regular Pay + Benefits	46,151
Support Internal City Business Processes Regular Pay + Benefits	42,336
Report Development Regular Pay + Benefits	39,930
Citizen Requests Regular Pay + Benefits	13,392
City Council and Commission Support Regular Pay + Benefits	13,119
Mailroom Services Regular Pay + Benefits Temporary Pay + Benefits Postage Meter Rental & Maintenance Supplies Internal Services	67,842
Reprographic Services Regular Pay + Benefits Technical Services Purchased Property Services Mileage Reimbursement Supplies Internal Services	257,874
General Revenue Funding	

Chargeback from other departments	73,248
Chargeback from other departments	50,514
Chargeback from other departments	24,229
Chargeback from other departments	46,151
Chargeback from other departments	23,924
Chargeback from other departments	23,488
Chargeback from other departments	7,878
Property Tax	265,000
Sales Tax	247,988
Other General Revenue Sources	830,220

Chargeback from other departments	73,248
Chargeback from other departments	50,514
Chargeback from other departments	24,229
Chargeback from other departments	49,761
Chargeback from other departments	23,924
Chargeback from other departments	23,488
Chargeback from other departments	7,878
Property Tax	118,720
Sales Tax	336,602
Other General Revenue Sources	1,126,885

Chargeback from other departments	82,067
Chargeback from other departments	46,286
Chargeback from other departments	26,101
Chargeback from other departments	49,761
Chargeback from other departments	23,280
Chargeback from other departments	21,957
Chargeback from other departments	7,364
Property Tax	134,577
Sales Tax	413,782
Other General Revenue Sources	1,385,272

FY12 Actuals	FY12 Revenue Actuals	
\$ 792,275	Special Revenue Funding	\$ 166,710
	General Revenue Funding	\$ 625,565
		\$ 792,275

FY12-13 Adopted Budget	FY12-13 Revenue	
\$ 1,177,789	Special Revenue Funding	\$ 472,132
	General Revenue Funding	\$ 705,657
		\$ 1,177,789

FY13-14 Proposed Budget	FY13-14 Revenue	
\$ 1,303,318	Special Revenue Funding	\$ 454,871
	General Revenue Funding	\$ 848,447
		\$ 1,303,318

CMO PROGRAM BUDGET FY13-14

Safety	17,100	Electric Chargeback	1,710
Regular Pay + Benefits		Water Chargeback	1,710
OSHA Medical Evals and Fit Testing			
MSDS Service Agreement			
Annual Software Maintenance			
Dues & Subscriptions			
Conferences and Training			
Awards & Operating Supplies			
Vehicle Maintenance			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			
City Management	203,923	Electric Chargeback	2,067
Regular Pay + Benefits		Water Chargeback	27,015
Intern			
Fraud/IT Audit			
IT Replacement Cost			
General Liability			
Supplies			
Council Support	202,500	Electric Chargeback	20,250
Regular Pay + Benefits		Water Chargeback	20,250
Overtime			
IT Replacement Cost			
General Liability			
Supplies			
Legislative Advocacy	123,890	Electric Chargeback	12,389
Regular Pay + Benefits		Water Chargeback	12,389
Intern			
Lobbyist Contract			
Lobbying Incidentals			
TRAC Lobbyist			
Capitol Fax			
Drivedowns			
Organization Memberships			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			
Accessibility	85,622	Electric Chargeback	8,562
Regular Pay + Benefits		Water Chargeback	8,562
Conferences & Training			
ADA Association Dues			
IT Replacement Cost			
General Liability			
Supplies			
External Relations	70,449	Electric Chargeback	7,045
Regular Pay + Benefits		Water Chargeback	7,045
Event Participation			
Organization Memberships			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			

	336,223	Electric Chargeback	148,612
276,362		Water Chargeback	139,263
2,785			
5,500			
3,800			
3,519			
9,750			
19,743			
15,754			
4,112			
498			
625			
(6,225)			
226,351		Electric Chargeback	35,198
216,220		Water Chargeback	11,733
5,000			
4,012			
594			
525			
231,783		Electric Chargeback	34,493
216,220		Water Chargeback	11,498
10,432			
4,012			
594			
525			
126,763		Electric Chargeback	20,037
71,020		Water Chargeback	6,679
5,000			
35,000			
1,000			
350			
2,000			
13,487			
4,012			
594			
525			
(6,225)			
93,302		Electric Chargeback	14,943
86,076		Water Chargeback	4,981
2,000			
95			
4,012			
594			
525			
82,834		Electric Chargeback	11,971
70,121		Water Chargeback	3,990
320			
13,487			
4,012			
594			
525			
(6,225)			

	330,824	Electric Chargeback	132,283
278,593		Water Chargeback	132,283
4,185			
5,500			
3,800			
3,519			
9,750			
19,400			
7,152			
4,316			
534			
300			
(6,225)			
336,236		Electric Chargeback	36,710
223,336		Water Chargeback	11,737
7,500			
100,000			
4,316			
534			
550			
228,586		Electric Chargeback	34,288
223,336		Water Chargeback	11,429
-			
4,316			
534			
400			
151,422		Electric Chargeback	23,988
71,061		Water Chargeback	7,496
7,500			
50,000			
1,000			
-			
350			
1,700			
20,631			
4,321			
534			
550			
(6,225)			
95,271		Electric Chargeback	14,291
88,076		Water Chargeback	4,764
2,000			
95			
4,316			
534			
250			
92,552		Electric Chargeback	13,883
71,061		Water Chargeback	4,628
1,785			
20,631			
4,316			
534			
450			
(6,225)			

FY12 Actuals	FY12 Revenue Actuals	
\$ 792,275	Special Revenue Funding	\$ 166,710
	General Revenue Funding	\$ 625,565
		\$ 792,275

FY12-13 Adopted Budget	FY12-13 Revenue	
\$ 1,177,789	Special Revenue Funding	\$ 472,132
	General Revenue Funding	\$ 705,657
		\$ 1,177,789

FY13-14 Proposed Budget	FY13-14 Revenue	
\$ 1,303,318	Special Revenue Funding	\$ 454,871
	General Revenue Funding	\$ 848,447
		\$ 1,303,318

CMO PROGRAM BUDGET FY13-14			
Strategic Planning	63,843	Electric Chargeback	6,384
Regular Pay + Benefits		Water Chargeback	6,384
Individual Memberships			
IT Replacement Cost			
General Liability			
Supplies			
Department Contingency			
Smart Grid	24,948	Electric Chargeback	24,948
Regular Pay + Benefits		Water Chargeback	-
Intern			
IT Replacement Cost			
Supplies			
General Revenue Funding		Property Tax	136,000
		Sales Tax	112,600
		Other General Revenue Sources	376,965

	62,647	Electric Chargeback	8,136
50,252		Water Chargeback	2,712
13,489			
4,012			
594			
525			
(6,225)			
	17,886	Electric Chargeback	17,886
8,345		Water Chargeback	-
5,000			
4,016			
525			
		Property Tax	108,944
		Sales Tax	137,244
		Other General Revenue Sources	459,469

	51,668	Electric Chargeback	7,750
50,758		Water Chargeback	2,583
1,785			
4,316			
534			
500			
(6,225)			
	16,759	Electric Chargeback	16,759
8,943		Water Chargeback	-
3,000			
4,316			
500			
		Property Tax	126,000
		Sales Tax	166,163
		Other General Revenue Sources	556,284

FY12 Actuals	FY12 Revenue Actuals	
\$ 371,709	Special Revenue Funding	\$ 48,669
	General Revenue Funding	\$ 323,040
		\$ 371,709

FY12-13 Adopted Budget	FY12-13 Revenue	
\$ 401,146	Special Revenue Funding	\$ 100,692
	General Revenue Funding	\$ 300,454
		\$ 401,146

FY13-14 Proposed Budget	FY13-14 Revenue	
\$ 363,826	Special Revenue Funding	\$ 100,692
	General Revenue Funding	\$ 263,134
		\$ 363,826

COMMUNITY RELATIONS PROGRAM BUDGET FY13-14

Project Planning/Professional Services	19,971	Electric	562
Regular Pay + Benefits		Water	562
Events			
Office Supplies			
Technology			
IT Replacement			
Community Relations and Programs	21,734	Electric	526
Regular Pay + Benefits		Water	526
Overtime Pay + Benefits			
Office Supplies			
Receptions/Entertainment			
Technology			
IT Replacement			
Media Services	36,692	Electric	896
Regular Pay + Benefits		Water	896
Dues and Subscriptions			
Advertising			
Office Supplies			
IT Replacement			
Publications	41,326	Electric	973
Regular Pay + Benefits		Water	973
Dues and Subscriptions			
Conferences and Training			
Support Services			
Postage			
Copying and Binding			
Office Supplies			
Technology			
IT Replacement			
Audio/Visual Support & Broadcast Channels	32,646	Electric	836
Regular Pay + Benefits		Water	836
Support Services			
Repair and Maintenance of Machines			
Operating Supplies			
IT Replacement			
E-Government Services	27,250	Electric	659
Regular Pay + Benefits		Water	659
Support Services			
Dues and Subscriptions			
Technology			
Office Supplies			
IT Replacement			
NSGI/Smart Grid	32,838	Electric	34,063
Regular Pay + Benefits		Water	
Office Supplies			
IT Replacement			
Professional Services	68,105	Electric	546
Regular Pay + Benefits		Water	546
Other Professional Services			
Citizen's Survey			
Office Supplies			
IT Replacement			
External Services	51,482	Electric	1,257
Regular Pay + Benefits		Water	1,257
Overtime Pay + Benefits			
Conferences and Training			
Operating Supplies			
Office Supplies			
IT Replacement			

	21,478	Electric	13,538
18,190		Water	3,384
1,350			
249			
-			
1,689			
	23,388	Electric	3,341
21,250		Water	835
200			
249			
1,689			
	39,596	Electric	5,640
36,541		Water	1,410
867			
250			
249			
1,689			
	44,617	Electric	6,353
27,365		Water	1,588
-			
-			
2,500			
3,500			
9,000			
563			
-			
1,689			
	35,212	Electric	5,018
30,424		Water	1,255
1,000			
1,850			
249			
1,689			
	29,365	Electric	4,189
27,365		Water	1,047
2,000			
-			
2,000			
249			
1,689			
	35,420	Electric	35,582
33,482		Water	
249			
1,689			
	73,634	Electric	-
18,190		Water	-
3,500			
50,000			
255			
1,689			
	55,622	Electric	7,913
51,834		Water	1,978
400			
1,200			
250			
249			
1,689			

	82,680	Electric	20,245
77,383		Water	4,222
2,870			
400			
300			
1,727			
	66,502	Electric	10,048
63,125		Water	1,673
250			
200			
900			
300			
1,727			
	64,026	Electric	12,349
60,699		Water	2,248
1,350			
250			
-			
1,727			
	57,130	Electric	11,028
44,113		Water	1,918
100			
1,000			
-			
3,700			
2,000			
1,700			
200			
4,317			
	41,326	Electric	9,694
33,073		Water	1,585
2,250			
1,850			
700			
3,453			
	36,721	Electric	8,865
31,904		Water	1,377
200			
100			
-			
200			
4,317			
	15,442	Electric	15,442
15,442		Water	-
-			
-			
	-		-
-			-
-			-
-			-
-			-
-			-
-			-
-			-

Overtime, Conferences, and Training

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 30, 2012

TO: Mayor and City Council

FROM: Karen DeAngelis, Director of Finance

SUBJECT: Overtime and Conference and Training Trends

PURPOSE:

To provide information to Council on the overtime and conference and training expenditure trends and the projection included in the Proposed FY14 Budget.

DISCUSSION:

Overtime

Attached is a twelve year perspective (FY03 to FY14) of the General Fund overtime expenditures in the city, 10 years of actual expenditures along with the projected current year and the proposed FY14 budget. The analysis demonstrates an increasing trend as the city grew with the peak overtime spending in FY08 of \$5.7 million, 10.3% of payroll. Focused cost reduction efforts started in FY09 and tightened control of overtime reduced expenditures by just short of \$1 million to below 8.5% of payroll.

Significant reductions have been achieved in public safety overtime. The FY14 budget for police regular overtime is aligned with the actual expenditures made in FY12 and the FY13 projection. While this is a higher level than the FY13 budget, it realistically reflects expectations and is still \$0.5 million or 16% below the highest level reached in FY07. Changes made in Fire Department minimum staffing procedures in FY11 are especially noteworthy as they have been successful in sustaining a reduced level of overtime expenditures by over \$400K from the high spending in FY10. The dollar reductions include the impact of wage increases, so the underlying overtime hour reduction is even greater than the reduction in the dollars would indicate.

Overtime continues to be a focus of tight control, as evidenced by the continuing declining trend. The FY14 proposed overtime budget is only 8.15% of payroll for the General Fund.

Conference and Training

The attached schedule shows the spend related to Conferences and Training for the last 4 completed fiscal years, along with the FY13 budget and current estimate, and the proposed FY14 budget.

The analysis shows that spend declined from FY09 through FY12 as training was deferred due to the heavy focus on budget balancing. Investing in the skills and capabilities of staff is essential

to maintaining a healthy and strong organization. The budget for training increased in FY13 primarily reflecting increases in Police state mandated training, along with small increases in department requests as deferred training requirements began to be satisfied.

The FY14 budget reflects an overall increase of \$78,000. Of this increase, \$71,000 is for Fire training which is fully offset in the budget by an increase in training grant revenue.

CONCLUSION:

Staff remains focused on efficiently using city resources to minimize overtime spending and to ensure the maximum city benefit from all conference and training spending. Staff will continue to control spending in these areas and look for savings opportunities.

Directors will be prepared to address any specific questions during the workshop. Additional detail can be provided after the workshop, as requested.

ATTACHMENTS:

All Fund Summary Overtime Analysis (FY03 to Proposed Budget FY14)
Conferences and Training – Budget vs. Actual (FY09 to Proposed Budget FY14)

**City of Naperville
Conferences and Training* - Budget vs. Actual
Fiscal Year 2009 - Fiscal Year 2014**

	FY09	FY10	FY11	FY12	Fiscal Year 2013			Fiscal Year 2014	Proposed	FY2014
	Actual	Actual	Actual	Actual	Budget	Projected	Difference	Proposed Budget	FTE's	Per FTE
						Actual				
Mayor	4,856	7,293	3,886	2,875	5,900	5,900	-	6,900	11.12	620.50
Alcohol & Tobacco Commission	210	-	-	-	250	-	250	250		
Sister Cities	-	249	370	533	-	-	-	900		
Board Fire & Police **	1,410	2,533	1,560	1,610	5,840	5,840	-	4,500	0.88	5,113.64
Legal	3,613	4,310	5,594	5,983	6,000	5,800	200	6,000	11.00	545.45
City Manager's Office	8,733	4,487	2,305	4,582	15,270	12,700	2,570	18,020	13.12	1,373.48
City Clerk's Office	3,201	2,285	869	797	785	700	85	785	5.50	142.73
Information Technology**	50,257	29,863	24,994	24,929	26,200	25,687	513	28,600	20.75	1,378.31
Human Resources	22,366	17,359	10,950	10,044	15,000	15,000	-	15,000	9.50	1,578.95
Finance	20,210	11,716	12,508	11,896	11,700	11,700	-	11,700	35.63	328.37
Police	38,023	42,165	35,545	35,976	40,811	40,811	-	40,811	274.42	148.72
Police - State Mandated Training	34,643	15,214	25,306	24,470	50,426	50,426	-	54,132		
Fire***	47,352	26,549	35,992	32,239	39,140	45,050	(5,910)	91,665	202.00	453.79
Fire- State Mandated Training	120	165	175	-	7,000	3,500	3,500	21,000		
Public Works	22,235	16,355	18,819	14,496	22,005	21,954	51	29,075	87.26	333.20
Riverwalk	-	-	-	-	-	-	-	-	0.50	
T.E.D. Business Group	25,444	17,240	18,346	25,750	28,055	25,970	2,085	23,255	66.60	349.17
General Fund Total	282,673	197,783	197,219	196,180	274,382	271,038	3,344	352,593	738.28	477.59

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

**BOFP starting in FY12 assumes two formal training per commissioner, reflecting the Council request that Board members obtain training on a regular basis

***Firemen training grant offsets FY14 increase

**CITY OF NAPERVILLE
ALL FUND SUMMARY
OVERTIME ANALYSIS-
FY03-FY14**

Overtime Analysis - Comparison to Regular Pay

Summary of Expenditures	2002-03	OT as % of	2003-04	OT as % of	2004-05	OT as % of	2005-06	OT as % of	2006-07	OT as % of	2007-08	OT as % of	2008-09	OT as % of	2009-10	OT as % of
	Actual	Regular Pay														
GENERAL FUND																
MAYOR incl. BOFP Overtime	162	0.10%	1,072	0.47%	713	0.30%	1,024	0.35%	1,628	0.56%	3,099	0.96%	2,104	0.62%	1,284	0.41%
LEGAL Overtime	0	0.00%	0	0.00%	0	0.00%	17	0.00%	17	0.00%	0	0.00%	0	0.00%		0.00%
CITY MANAGER Overtime	20,068	2.14%	21,081	1.99%	17,470	1.57%	9,857	0.89%	8,157	0.68%	6,866	0.61%	2,963	0.30%	1,182	0.14%
City Clerk Overtime	3,658	1.18%	2,412	0.65%	2,753	0.70%	5,744	1.74%	6,703	1.86%	14,486	4.55%	8,620	2.06%	7,532	2.41%
Repro/Mail Overtime	9,197	12.21%	9,374	11.90%	7,087	8.73%	5,377	6.32%	6,582	7.41%	4,962	5.27%	2,302	2.38%	0	0.00%
HR Overtime	2,370	0.23%	330	0.03%	5,502	0.57%	630	0.06%	1,131	0.11%	1,881	0.18%	1,796	0.15%	580	0.07%
FINANCE Overtime	5,720	0.28%	5,804	0.30%	8,876	0.44%	4,507	0.21%	3,404	0.16%	2,825	0.12%	1,863	0.08%	4,692	0.21%
IT IT Overtime	30,064	2.65%	40,162	3.53%	38,916	3.28%	51,858	4.06%	56,787	4.13%	46,917	2.86%	25,436	1.55%	21,108	1.25%
POLICE Overtime-Regular	1,248,445	7.78%	1,292,685	7.51%	1,449,415	8.16%	1,570,151	8.37%	1,773,249	8.95%	1,478,403	7.00%	1,039,433	4.79%	1,046,094	4.90%
Overtime-Holiday & Court	890,492	5.55%	954,131	5.54%	1,073,693	6.04%	1,106,082	5.90%	1,230,437	6.21%	1,247,467	5.91%	1,209,568	5.57%	1,187,317	5.56%
Total Overtime	2,138,937	13.32%	2,246,816	13.06%	2,523,108	14.20%	2,676,233	14.27%	3,003,686	15.17%	2,725,870	12.91%	2,249,001	10.36%	2,233,411	10.46%
FIRE Overtime-Regular	674,494	5.41%	493,118	3.78%	596,648	4.43%	688,935	4.80%	520,288	3.47%	757,656	4.73%	597,216	3.57%	926,834	5.42%
Overtime-Holiday	329,568	2.64%	337,368	2.58%	298,256	2.21%	360,196	2.51%	403,879	2.69%	449,680	2.81%	479,253	2.87%	492,698	2.88%
Total Overtime	1,004,062	8.05%	830,486	6.36%	894,904	6.64%	1,049,131	7.31%	924,167	6.16%	1,207,336	7.54%	1,076,469	6.44%	1,419,532	8.30%
T.E.D. Overtime	182,851	3.66%	192,217	3.87%	177,718	3.46%	182,010	3.33%	225,015	4.01%	145,863	2.72%	72,910	1.35%	48,011	0.90%
Riverwalk Overtime	0	0.00%	0	0.00%	0	0.00%	0	0.00%	159	0.70%	71	0.29%	31	0.13%	3	0.01%
PUBLIC WORKS incl. SSA #22 Overtime-DPW	658,137	17.70%	668,917	17.79%	734,678	18.58%	792,280	19.07%	1,055,692	23.55%	1,401,794	26.67%	1,302,114	23.50%	1,080,575	19.24%
Overtime-SSA	90,007	2.42%	86,421	2.30%	132,402	3.35%	122,721	2.95%	199,311	4.45%	164,859	3.14%	94,488	1.70%	74,676	1.33%
Total Overtime	748,144	20.12%	755,338	20.09%	867,080	21.92%	915,001	22.02%	1,255,003	28.00%	1,566,653	29.81%	1,396,602	25.20%	1,155,251	20.57%
GENERAL FUND SUB-TOTAL- INCLUDING CONTRACTUAL	4,145,233	9.53%	4,105,092	9.05%	4,544,127	9.67%	4,901,389	9.87%	5,492,439	10.50%	5,726,829	10.29%	4,840,096	8.42%	4,892,586	8.63%
GENERAL FUND SUB-TOTAL- EXCLUDING CONTRACTUAL	2,925,173	6.73%	2,813,593	6.20%	3,172,178	6.75%	3,435,111	6.92%	3,858,123	7.38%	4,029,682	7.24%	3,151,275	5.48%	3,212,571	5.66%

CITY OF NAPERVILLE
ALL FUND SUMMARY
OVERTIME ANALYSIS-
FY03-FY14

Overtime Analysis - Comparison to Re

Summary of Expenditures	2010-11	OT as %	2011-12	OT as %	2012-13	OT as %	2012-13	OT as %	2013-14	OT as %	% Chg. From FY14 Proposed to FY13 Adopted
	Actual	of Regular Pay	Actual	of Regular Pay	Adopted Budget	of Regular Pay	Estimated Actuals	of Regular Pay	Prelim Proposed Budget	of Regular Pay	
GENERAL FUND											
MAYOR incl. BOFP Overtime	134	0.05%	80	0.03%	0	0.00%	350	0.12%	0	0.00%	0.00%
LEGAL Overtime	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00%
CITY MANAGER Overtime	322	0.04%	602	0.06%	11,432	1.17%	1,050	0.11%	1,000	0.10%	-91.25%
City Clerk Overtime	2,527	0.84%	2,704	0.87%	1,200	0.39%	2,000	0.64%	1,375	0.41%	14.58%
Repro/Mail Overtime	30	0.00%	262	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00%
HR Overtime	60	0.01%	30	0.00%	0	0.00%	30	0.01%	0	0.00%	0.00%
FINANCE Overtime	4,189	0.21%	7,925	0.40%	750	0.04%	2,520	0.12%	750	0.04%	0.00%
IT IT Overtime	9,763	0.87%	19,703	1.67%	9,850	0.80%	9,850	0.86%	5,000	0.37%	-49.24%
POLICE Overtime-Regular	1,136,744	5.34%	1,274,090	6.02%	1,004,895	4.60%	1,255,627	5.75%	1,280,727	5.82%	27.45%
Overtime-Holiday & Court	1,176,892	5.52%	1,180,169	5.57%	1,297,078	5.94%	1,297,078	5.94%	1,252,574	5.69%	-3.43%
Total Overtime	2,313,636	10.86%	2,454,259	11.59%	2,301,973	10.54%	2,552,705	11.69%	2,533,301	11.50%	10.05%
FIRE Overtime-Regular	493,824	2.87%	348,085	2.01%	116,909	572.275	420,781	2.33%	470,504	2.53%	-17.78%
Overtime-Holiday	493,837	2.87%	491,945	2.84%	502,102	429.48%	502,102	2.78%	528,453	2.84%	5.25%
Total Overtime	987,661	5.74%	840,030	4.86%	1,074,377	918.99%	922,883	5.12%	998,957	5.37%	-7.02%
T.E.D. Overtime	44,953	1.05%	56,677	1.40%	55,300	1.29%	53,650	1.31%	49,800	1.16%	-9.95%
Riverwalk Overtime	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00%
PUBLIC WORKS incl. SSA #22 Overtime-DPW	1,137,716	21.84%	934,603	18.00%	994,741	18.51%	990,127	18.38%	1,008,442	18.22%	1.38%
Overtime-SSA	64,966	1.25%	56,016	1.08%	73,029	1.36%	72,021	1.34%	75,681	1.37%	3.63%
Total Overtime	1,202,682	23.09%	990,619	19.08%	1,067,770	19.87%	1,062,148	19.71%	1,084,123	19.59%	1.53%
GENERAL FUND SUB-TOTAL- INCLUDING CONTRACTUAL	4,565,957	8.43%	4,372,891	8.06%	4,522,652	11.81%	4,607,186	8.27%	4,674,306	8.15%	3.35%
GENERAL FUND SUB-TOTAL- EXCLUDING CONTRACTUAL	2,895,228	5.34%	2,700,777	4.98%	2,723,472	7.11%	2,808,006	5.04%	2,893,279	5.04%	6.23%

Mayor and Council Budget

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: November 30, 2012

TO: Mayor and City Council

FROM: Chris Smith, Assistant Finance Director

SUBJECT: Mayor and Council Department Budget

PURPOSE:

This information is provided to Council for their consideration of the proposed budgets for the Mayor and Council Departments, including Alcohol and Tobacco and Sister Cities.

DISCUSSION:

The attached schedules reflect the actual FY10, FY11 and FY12 expenditures as well as the Adopted FY13 and current Proposed FY14 Budget. The actual FY13 first six month spending including encumbrances is also shown as a reference, however many items are not spent evenly over the year.

Last year was the first time that Sister City Commission applied and received SECA funding for the full amount of the annual expenditures. According to SECA policies the following expenditures have been denied- Sister City International Subscription, conferences and training and a portion of the young artists competition. A total amount of \$2,900 for the aforementioned expenditures has been added to the FY14 proposed Sister City budget, the balance of the expenditures will be requested through SECA.

ATTACHMENTS:

Mayor and Council Department Budget - Non-Personnel Costs
Alcohol and Tobacco Budget – Non –Personnel Costs and Sister Cities Budget

Councilman -											
Mayor and Council Department Budget - Non-Personnel Costs											
Line Item	Account Element	Object Description	Miscellaneous Data	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Adopted Budget	FY13 6 mth Actuals (with encumbrances)	Change Proposed from FY13 to FY14	FY14 Proposed	Further Cost Reduction Challenge
1	10-02	OVERTIME PAY	MEETING ATTENDANCE	1,096	-	49	-	24	-	-	
2	20-13	WORKERS COMPENSATION	WORKERS COMPENSATION	3,080	3,065	2,794	2,802	2,802	108	2,910	
3	30-29	SUPPORT SERVICES	INTERNET SERVICE	5,280	5,400	4,800	5,400	4,800	-	5,400	
4	50-21	DUES & SUBSCRIPTIONS	DUPAGE MANAGERS AND MAYORS DUES	21,942	21,971	21,993	23,000	22,007	205	23,205	
5	50-21	DUES & SUBSCRIPTIONS	IML	2,951	-	-	-	-	-	-	
6	50-21	DUES & SUBSCRIPTIONS	US CONFERENCES OF MAYORS	-	-	-	-	-	-	-	
7	50-21	DUES & SUBSCRIPTIONS	METROPOLITAN MAYORS CAUCUS	-	-	-	3,000	-	-	3,000	
8	50-21	DUES & SUBSCRIPTIONS	SUBSCRIPTIONS FOR MAYOR AND COUNCIL	1,505	549	614	700	86	-	700	
9	50-21	DUES & SUBSCRIPTIONS	WILL COUNTY CENTER	-	-	-	-	-	-	-	
10	50-21	DUES & SUBSCRIPTIONS	WILL COUNTY GOVERNMENTAL LEAGUE	6,851	6,851	13,923	7,141	-	4	7,145	
	50-21	DUES & SUBSCRIPTIONS	ICMA DUES	-	-	-	-	635	-	-	
11	50-22	CONFERENCES & TRAINING	DPMM SPRINGFIELD DRIVE DOWN	2,725	927	-	1,000	-	1,000	2,000	
12	50-22	CONFERENCES & TRAINING	COUNCILMAN ALLOWANCE	2,390	1,446	1,209	2,400	110	-	2,400	
13	50-22	CONFERENCES & TRAINING	MAYOR ALLOWANCE	658	1,513	1,666	2,500	325	-	2,500	
14	50-22	CONFERENCES & TRAINING	SISTER CITIES	1,520	-	-	-	-	-	-	
15	50-24	MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT	224	-	-	-	40	80	80	
16	50-28	EXTERNAL COPYING/BINDING	BUSINESS CARDS	184	242	50	250	24	-	250	
17	50-28	EXTERNAL COPYING/BINDING	SPECIALIZED PRINTING/HON. CERTS/PROC	653	25	346	600	225	-	600	
18	50-28	EXTERNAL COPYING/BINDING	COUNCIL HISTORY PROJECT UPDATE	-	-	-	50	-	-	50	
19	50-41	TELE, CABLE TV & COMMUN	CELLPHONES FOR COUNCILMEN	4,800	4,800	4,200	4,800	4,200	-	4,800	
20	50-45	RECEPTIONS & ENTERTAINMNT	VOLUNTEER BRUNCH	7,561	82	-	-	-	-	-	
21	50-45	RECEPTIONS & ENTERTAINMNT	GIFTS	220	-	-	-	-	-	-	
22	50-45	RECEPTIONS & ENTERTAINMNT	BUSINESS LUNCHESES/MAYOR FOR THE DAY	497	150	116	-	-	-	-	
23	50-45	RECEPTIONS & ENTERTAINMNT	MISCELLANEOUS	-	55	-	-	-	-	-	
24	50-51	POSTAGE & DELIVERY	EXPECTED POSTAGE COSTS	477	291	155	300	124	-	300	
25	60-63	OPERATING SUPPLIES	CERTIFICATES/FOLDERS	1,242	371	373	650	392	-	650	
26	60-63	OPERATING SUPPLIES	PLAQUES	813	736	312	800	-	-	800	
27	60-63	OPERATING SUPPLIES	EXECUTIVE SESSION FOOD/WATER/POP	1,252	1,218	57	-	25	-	-	
28	60-63	OPERATING SUPPLIES	MEMORIALS	-	63	-	525	-	-	525	
29	60-63	OPERATING SUPPLIES	MISCELLANEOUS	-	109	5	-	-	-	-	
30	60-63	OPERATING SUPPLIES	YOUTH SERVICE AWARDS	1,924	1,592	1,792	-	-	-	-	
31	60-63	OPERATING SUPPLIES	FURNITURE	-	-	-	-	-	-	-	
	60-69	TECHNOLOGY	TECHNOLOGY	-	-	867	-	-	-	-	
32	60-74	GENERAL OFFICE SUPPLIES	OFFICE SUPPLIES	1,851	1,360	1,245	2,000	2,000	-	2,000	
33	60-74	GENERAL OFFICE SUPPLIES	GENERAL SUPPLIES	-	-	-	-	-	-	-	
34	80-33	IT REPLACEMENT COST	IT REPLACEMENT CHARGES	19,516	19,058	19,058	19,058	19,058	(10,523)	8,535	
35	80-35	VEHICLE REPLACEMENT	VEHICLE REPLACEMENT	-	-	-	-	-	-	-	
36	80-36	VEHICLE SERVICES	M & O COSTS	2,609	3,300	3,108	3,360	2,752	384	3,744	
37	80-37	AUTO LIABILITY	AUTO LIABILITY	2,324	2,315	2,001	2,289	2,289	115	2,404	
	80-39	GENERAL LIABILITY	GENERAL LIABILITY	2,146	2,501	2,161	2,289	2,289	281	2,570	
			Total	98,290	79,990	82,893	84,914	64,207	(8,346)	76,568	0
		Percentage (Reduction)/Increase			-18.6%	3.6%	2.4%			-9.8%	

Alcohol and Tobacco Budget - Non-Personnel Costs

Line Item	Account Element	Object Description	Miscellaneous Data	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Adopted Budget	FY13 6 mth Actuals (with encumbrances)	Change Proposed from FY13 to FY14	FY14 Proposed	Further Cost Reduction Challenge
1	35-01	LEGAL SERVICES	EXPECTED LEGAL SERVICES	-	-	800	2,100	-	-	2,100	
2	35-09	OTHER PROFESS. SERVICES	COURT REPORTER FEES & ENFORCEMENT FEES	-	-	-	2,500	-	-	2,500	
4	50-22	CONFERENCES & TRAINING	LIQUOR COMMISSIONER CONFERENCE/REG ONLY	-	-	-	250	-	-	250	
5	50-51	POSTAGE & DELIVERY	MAILINGS PLUS HEARING NOTICES	43	29	2,810	884	173	2,000	2,884	
6	60-63	OPERATING SUPPLIES	TOBACCO GRANT**	-	-	-	9,900	-	(900)	9,000	
7	60-63	OPERATING SUPPLIES	INVESTIGATION FOR SERVING UNDERAGE CUSTOMERS	-	-	-	1,200	-	-	1,200	
8	60-63	OPERATING SUPPLIES	BASSET	10,372	7,658	6,160	13,500	10,964	4,500	18,000	
9	60-63	OPERATING SUPPLIES	MISCELLANEOUS	4	-	-	-	-	-	-	
10	60-74	GENERAL OFFICE SUPPLIES	OFFICE SUPPLIES	-	-	-	-	-	-	-	
			Total	10,419	7,687	9,770	30,334	11,137	5,600	35,934	0
		Percentage Reduction			-26.2%	27.1%	210.5%			18%	

**Tobacco grant expenses reclassified from the Police Department to ALT.

Sister Cities Budget

Line Item	Account Element	Object Description	Miscellaneous Data	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Adopted Budget	FY13 6 mth Actuals (with encumbrances)	Change Proposed from FY13 to FY14	FY14 Proposed	Further Cost Reduction Challenge
1	50-21	DUES & SUBSCRIPTIONS	SISTER CITIES INTERNATIONAL	880	880	880	-	880	1,000	1,000	
2	50-21	DUES & SUBSCRIPTIONS	ILLINOIS STATE CHAPTER	35	35	35	-	-	-	-	
3	50-22	CONFERENCES & TRAINING	STUDENT EXCHANGE PROGRAM	-	-	-	-	-	-	-	
4	50-22	CONFERENCES & TRAINING	STATE CONFERENCE-5 DELEGATES	249	370	533	-	-	900	900	
5	50-25	ADVERTISING	ADVERTISING	-	-	-	-	-	-	-	
6	50-45	RECEPTIONS & ENTERTAINMNT	YOUNG ARTIST COMPETITION	-	670	928	-	757	1,000	1,000	
7	50-45	RECEPTIONS & ENTERTAINMNT	SISTER CITY DELEGATION	-	556	-	-	-	-	-	
8	50-45	RECEPTIONS & ENTERTAINMNT	INTERNATIONAL FESTIVAL NCC	50	60	80	-	-	-	-	
9	50-51	POSTAGE & DELIVERY	POSTAGE	44	4.40	2.00	-	7.20	-	-	
10	60-63	OPERATING SUPPLIES	PINS/PENNANTS	-	-	-	-	-	-	-	
11	60-63	OPERATING SUPPLIES	GIFTS FOR DELEGATION	-	158	-	-	-	-	-	
12	60-63	OPERATING SUPPLIES	MIRROR IMAGE EXPENSES	-	-	-	-	-	-	-	
13	60-63	OPERATING SUPPLIES	MISCELLANEOUS	-	754	-	-	-	-	-	
14	60-63	OPERATING SUPPLIES	NITRA INFO PACKET PRINTING	-	-	-	-	-	-	-	
15	60-74	GENERAL OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	-	-	-	-	-	-	-	
		Percentage Reduction		1,258	3,487	2,458	-	1,644	2,900	2,900	0
			Total		177.2%	-29.5%	-100%				