

Explanation of Cost Saving 2016 and 2017

Mayor and City Council

- Reduced dues and subscriptions expense in 2016 - \$10,000
- Eliminated insurance coverage for City Council members in 2016, saving the City an estimated \$120,000

Legal and Safety

- Focus on implementing paperless prosecution by converting to digital files
- Legal consolidated contracted services to reduce budget by \$12,000
- Negotiated new agreement with online research provider approximately 50% lower, saving the department approximately \$1,000 per month
- Re-organized in 2016 for savings of approximately \$42,500
 - Downgraded a full-time to a part-time position
 - Reduced safety administrative support staff from full-time to part-time position
- Reduced lost time due to work injuries by increasing the City's light duty program and reducing total cost per employee for work-related injuries

City Manager's Office

- Staff elimination
 - Saved \$18,000 by eliminating Graduate Intern position in 2017
 - Saved \$35,000 by eliminating part-time administrative assistant position in 2017
 - Saved \$76,000 by eliminating accessibility coordinator position in 2016
- Reduced electronic agenda software costs with an annual savings of \$11,000 and over 200 hours of staff time

City Clerk

- Streamlined liquor license application review process by establishing multi-departmental Concept Committee in 2017
- Reduced cost of Public Notification by \$2,500 based on historic spending

Human Resources

- Saved approximately \$750,000 by charging Medicare-eligible retirees full premium cost of the City's medical insurance plans and offering a Medicare supplement plan as a substitute
- Reduced spending by \$530,000 through healthcare program modifications
- Reduced the cost of prescription drugs on the City's PPO plan by approximately \$250,000 through an agreement with CVS-Caremark as the City's Pharmacy Benefit Manager
- Implemented electronic benefit enrollment improving cost effectiveness for employees and the City
- Saved \$6,000 by eliminating Employee Manual Software

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Finance

- Eliminated 1.5 FTEs in financial services in 2016, saving approximately \$150,000
 - Re-organizations in the Finance Department over the last two years lead to significant efficiencies
- Contracted accounting services to an outside accounting firm. Accountant is employed by accounting firm with all benefits the responsibility of the accounting firm. Fees also include management oversight for eight hours per month, year-end audit preparation and preparation of CAFR for a savings of \$40,000 per year
- Reduced 0.5 FTE in 2017 for \$25,000 due to the implementation of the City's updated timekeeping system, which has improved efficiency and reporting

Information Technology

- In house printing realized savings of \$5,100 in 2016. These savings are not inclusive of the move toward centralized multi-function devices. IT has removed approximately 40 printers from service thus far. Staff is analyzing savings for ink/toner and electricity usage.
- Completed full assessment of inventory in 2017 to plan for technology replacement and properly align equipment with employees. This allows for smarter decision making regarding asset replacement and cost savings through bulk procurements.
- Movement toward cloud based services in 2017, eliminating the need for onsite equipment and support

Police

- \$200,000 reduction in overtime in 2016. Savings was the result of the implementation of watch guidelines that allows for the watch commanders to staff the shifts to meet operational needs without mandating staffing minimums for the start of each shift. This change eliminated roll call preparation overtime and utilized dashboard analytics to improve roll call communication and intelligence sharing.
- Re-Allocation of IT software and hardware replacement in 2016, which decreased contract services for a savings of \$142,000
- Capital outlay decreased (4.4%) in 2017. Eliminated \$60,000 for Police Analytics Dashboard and developed dashboard with in-house staff.
- Other purchased services decreased \$135,370 in 2017. This is a 23.4% reduction resulting from AT&T charges being transferred to Illinois 9-1-1 Authority. Communications no longer needs to budget for the fees associated with the 9-1-1 phone lines to PSAP, BCC and Aurora Communications Centers for overflow/backup 9-1-1 lines.
- Hosted training classes at the PD in 2017, saving \$24,000 in facility rental costs
- Eliminated .625 FTE in Animal Control in 2017, saving \$27,000

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Fire

- Expanded use of Alternate Response Vehicles (ARV) in 2016 to increase efficiency of first responding emergency units and decrease fuel and vehicle maintenance costs. Previously, the department responded to certain non-emergency calls by dispatching fire engines or ladder trucks with three personnel members. ARVs use one firefighter or firefighter/paramedic to respond to these calls, allowing the department to be more efficient with staff, gasoline and other resources. The cost per mile to operate a ladder truck is \$28.76 per mile compared to \$0.51 per mile for an ARV.
- Implemented a 7G station maintenance project in 2016 (a reduced overtime rate per contract), which saved the City money by having firefighters perform station maintenance instead of outsourcing to a third party. Examples include scrape and stain projects for Fire Station 3 and 4 (contract estimate of \$20,000), which the department completed for approximately \$4,000. In addition, a contractor estimated the garage door painting for Station 5 to be \$2,520, while the 7G cost less than \$500.

TED

- Changed two positions in 2016 to meet TED's business needs, which resulted in a reduction in personnel costs of approximately \$5,000 for each position.
 - Changed one Technician position to an Administrative Assistant II position, and
 - Downgraded one Planner position to an Assistant Planner position
- Reduced funding for the Maintenance Improvement Program by \$1.5 million for 2016 and by \$1.4 million for 2017
- Eliminated a vehicle from the TED fleet in 2017 by having two inspectors share a vehicle. This saved \$27,000 for the initial outlay of the vehicle and will save approximately \$1,500 in fuel and maintenance annually.
- Completed amendments to the Municipal Code aimed at improving the development process by removing existing code shortfalls and inefficiencies, thereby reducing processing time and cost to the external customer and increasing staff's administrative approval authority

Public Works

- Implemented a new, environmentally friendly alternative in 2016 to help dispose of leaves collected during the annual bulk curbside leaf collection program. The alternative uses an Air Burner firebox, or incinerator, to reduce the leaves that are collected to ash. It is expected that the Air Burner firebox will dispose of between 50 - 80% of all the leaves collected annually, saving the City more than \$150,000 in disposal and cartage costs beginning in 2017. The City saved \$60,500 during leaf collection in 2016.
- LED Streetlight Conversion continued in 2016, resulting in savings for electric and maintenance costs. Work was completed on the replacement of the residential street light system with Light Emitting Diode (LED) fixtures. The gross savings from the project over 10 years is estimated at \$4.56 million and payback starts at around six years. Year to date, savings have been \$130,000, which puts the City on target for the projected \$200,000 in annual savings.
- Public Works reduced its budget in 2017 by \$330,000 for a reduction in salt purchases related to commodity pricing and usage practices and \$50,000 for public building services

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Electric

- Implemented a Conservation Voltage Reduction (CVR) system in 2016. Smart meters are utilized to measure the voltage level of electricity being sent to customers. Using the meters, the Utility can send out adequate, but not excessive, voltage to customers. This measure results in a \$3 million/year savings. Electric customers receive 95% (\$2,850,000) of the savings, and the Utility receives the remaining 5% (\$150,000).
- Injected cables with a substance that extends the cable life by a manufacturer-guaranteed 20 years. The estimated saving for 2016 is \$1.4 million. The savings from year-to-year depends on the amount of cable scheduled for replacement and the condition of the cable.
- Decreased FTEs from 112 to 106 over the last two years. The six position reduction saved the City \$877,000 in salary and benefit costs. The positions eliminated included: Drafter, Electrical Utility Supervisor, Crew Leader, Lineman (2) and Administrative Assistant.
- Changed the coordination of tree trimming related work in 2017, resulting in a 10-20% cost reduction. Tree trimming costs for 2017 are about \$500,000; the change in service delivery will reduce this cost by approximately \$100,000.

Water & Wastewater

- Leak Detection Program
 - Cost avoidance of reducing system leakage was almost \$642,600 in 2016
- Restored water meter replacement program, replacing 3,000 meters per year, improving water accountability and reducing water loss
- Modified treatment process at Springbrook treatment plant, resulting in \$30,000 reduction in chemical costs annually
- As part of a departmental re-organization in 2017, the Water Utility saved \$90,000 by eliminating one position.