



# 2018 Budget City of Naperville

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WORKSHOP #1 – OCTOBER 30, 2017

# Budget Schedule

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- October 30 – Budget Workshop #1: Department presentations
- November 13 – Budget Workshop #2: Department presentations
- November 27 – Budget Workshop #3: Revenue discussions
- December 5 – Budget approval
- December 19 – Property Tax Levy approval

# Workshop #1 – Agenda

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- **CY2018 Budget Overview**

- Financial Principles
- Financial Pressures
- Budget Review Process
- Proposal Summary

- **Department Presentations**

- TED/Riverwalk
- Fire
- Police
- Information Technology
- City Clerk
- Human Resources/BFPC
- Finance
- Mayor and City Council
- Legal/CMO

# Guiding Values

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## City Mission Statement

- To provide services that ensure a high quality of life for our residents and a dynamic environment for our business community through collaboration, innovation, and sound fiscal management

## Ends Policies

- **Public Safety** – Naperville will deliver highly responsive emergency services to provide for a safe community.
- **High Performing Government** – Naperville will provide reliable, efficient, and high-quality services.
- **Economic Development** – Naperville will be the location of choice for businesses.
- **Financial Stability** – Naperville will be financially stable and maintain a AAA bond rating.

# Citywide Financial Principles

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- **Principle 1** – The City will pass a structurally balanced operating budget annually.
  - *2018 budget proposal includes recommendation for additional revenues to be structurally balanced and meet Principle 1.*
- **Principle 2** – The City commits to continuous improvement in the delivery of necessary and cost-effective services.
  - *Departments will discuss during their budget presentations.*
- **Principle 3** – The City will actively seek to increase its reserves to 25 percent and reduce its debt by 25 percent in the next eight years.
  - *Capital and vehicle replacement budget reduced to bring forward budget that meets Principle 3.*

# Financial Pressures

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## Known Pressures

### **Public Safety Pensions**

- Increased obligation of \$2M

### **Maintenance Improvement Program**

- Increased investment of \$2M

### **Property Tax Abatement**

- \$2M in CY2016 and CY2017

### **State Actions**

- Reduction of LGDF by \$750K
- Administrative fee on HRST: \$175K

## Projected Pressures

### **5-Year Capital Program**

- Projected increase based on 5-year plan

### **Operating Budget Increases**

- Personnel costs - contractual obligations
- Healthcare costs
- Market-driven expenditures – supplies and contracted services

### **Potential State Actions**

- Property tax freeze
- Continuation of LGDF reductions

# Pensions

- **Background**

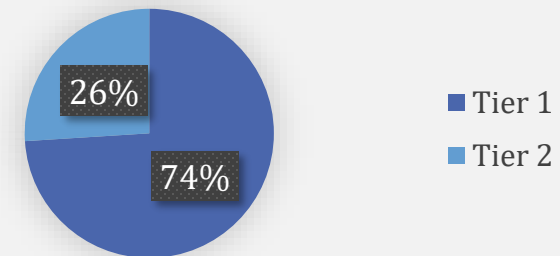
- Significant increase to the City's required Public Safety pension
  - Total of \$4.32M in 2 years
  - 37% since CY2016

- **Cost Drivers**

- Updated mortality tables and salary projections
- Impact of 2011 pension law changes
  - 15% differential in contributions for Tier 2 public safety
  - Anticipate 50% of employees will be Tier 2 in 2025

	Funding Percentage	CY2018 Change
Fire Pension	72.7%	\$ 1.65 M
Police Pension	75.2%	\$ 0.59 M
IMRF	88.5%	(\$ 0.11 M)

Employee Pension Tiers



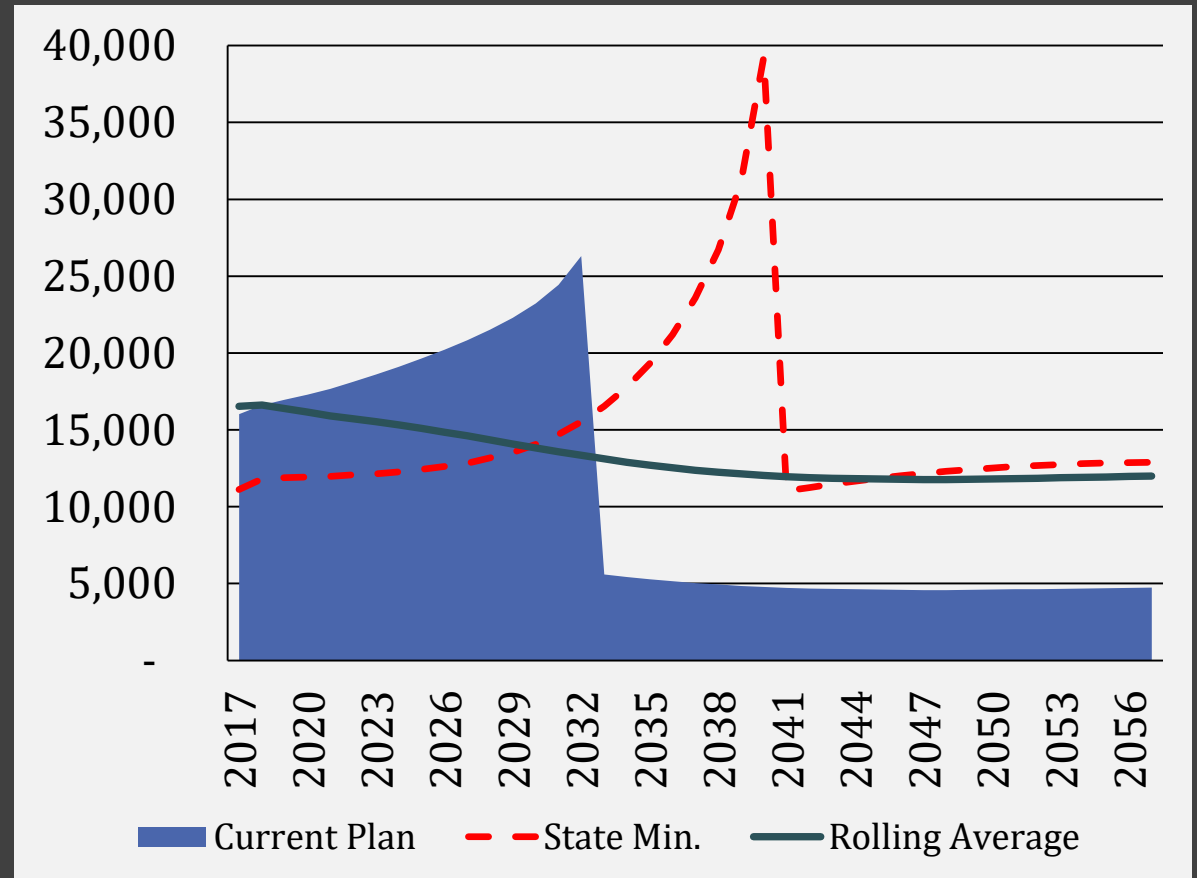
# Public Safety Pension Contributions

- **Funding Methodology**

- City uses closed method; requires 100% funding by 2033

- Option to move to 15-year rolling open method

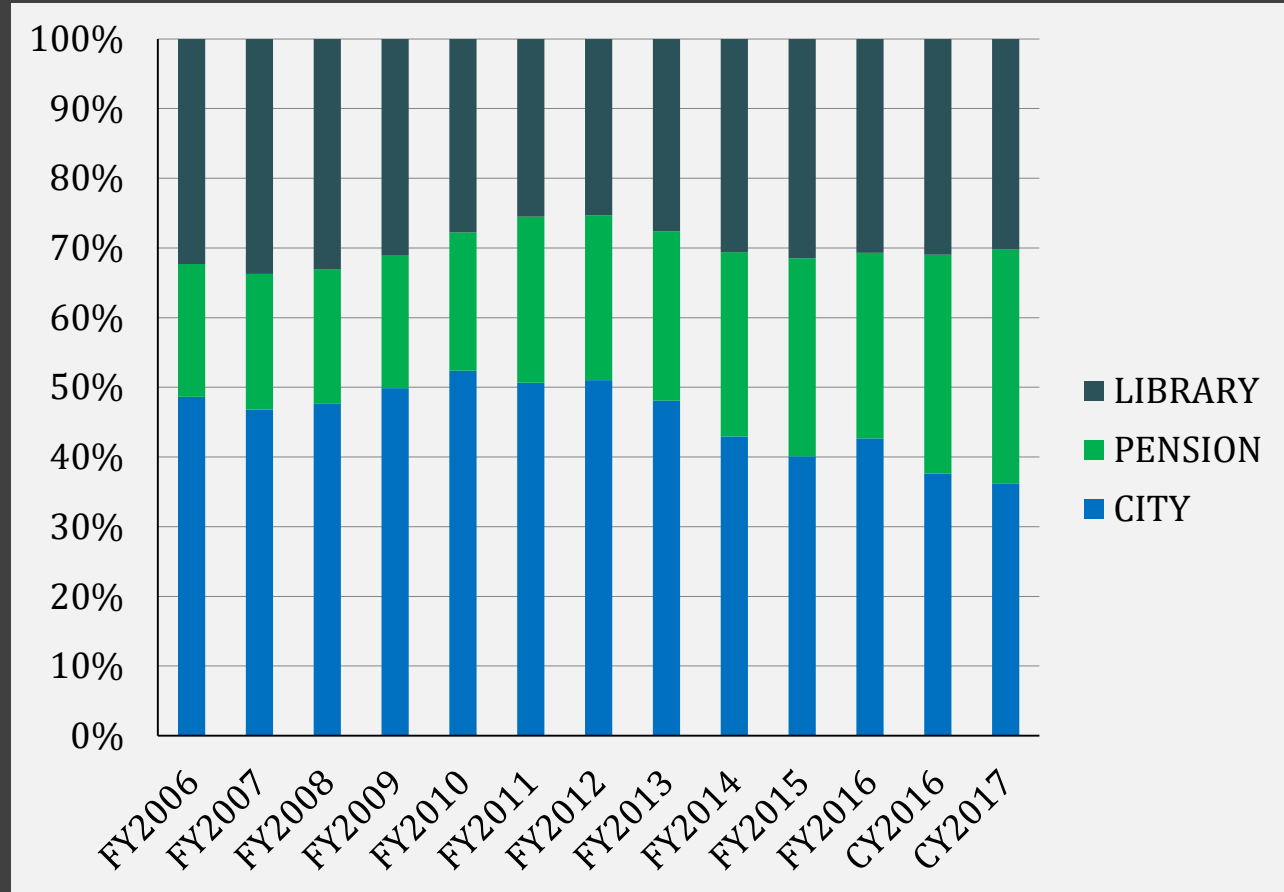
- Anticipate stable pension payments moving forward with gradual decline
- Decision point as part of this year's budget discussions to move to open method





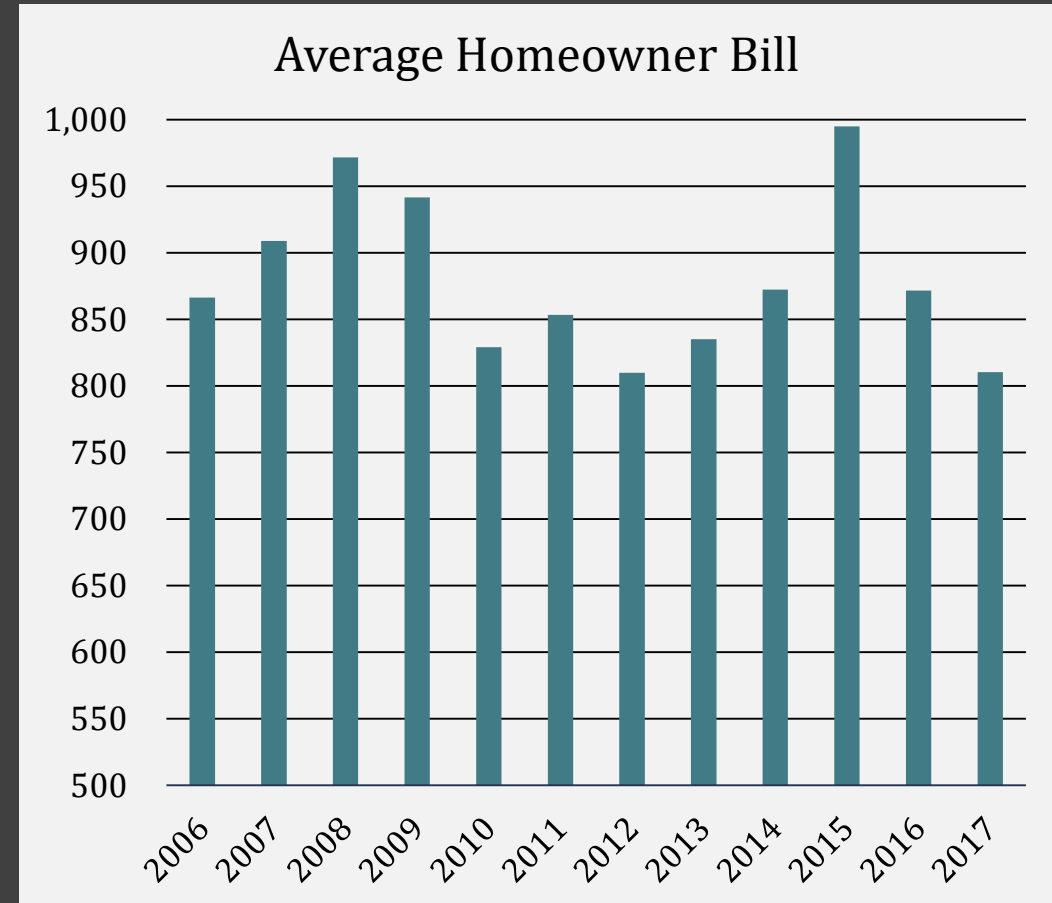
# Property Taxes

- 2016 extension was \$46.8M
  - Includes \$2 million abatement
- Component supporting operations declines annually
  - 13% reduction in City portion since FY2006, 20% increase in pension portion during same timeframe
- Average of 4% EAV growth over last 5 years
  - Flat levy doesn't pick up incremental growth



# Property Taxes

- City EAV: \$6.67B
  - Extension was \$46.8M
  - Tax rate of 0.7004
- Average home: \$380K
  - Paid \$802 in City property taxes
- 4% average EAV growth over 5 years
  - Flat levy used to reduce av. homeowner bill
  - Flat rate captures incremental growth
    - Rate in CY2015 = 0.8081
    - EAV growth at CY2015 rate = incremental \$7.18 million



# State Actions

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- Reduction of LGDF by \$750K
  - 10% reduction through June 30
  - Accelerated disbursements in CY2017
    - 2 “additional” payments
- 2% administrative fee for Home Rule Sales Tax
  - Projected to cost City \$175K at 0.50% rate

# Budget Review Process

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- **Level One**
  - Internal discussion with Finance and department to analyze trends, spend patterns and contract/commodity prices
- **Level Two**
  - Multi-departmental meeting to discuss department cooperation and cost-saving ideas
- **Personnel Review Committee (PRC)**
  - Reviews personnel requests, vacant position hiring and re-classifications
  - No new personnel in CY2018
- **Fleet Economics Committee (FEC)**
  - Reviews vehicle replacement list, vehicle upgrades and new vehicles
  - 47 unit replacements in CY2018

# Budget Review – Level One

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**TOTAL REDUCTIONS = \$883K**

- **Personnel reductions: \$275K**
  - Re-classify vacant Engineering Manager to Project Engineer
  - Eliminate new Procurement Officer position request
  - Appropriately adjust salaries and benefits
- **Building improvements: \$160K**
  - Office reconfigurations
  - Furniture upgrades
  - Flooring upgrades
- **Contracted services: \$100K**
  - Diseased tree treatments
  - Spoils disposal
  - Pavement marking

# Budget Review – Level One

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**TOTAL REDUCTIONS = \$883K**

- **Automotive and equipment purchases: \$115K**

- Vehicle accessories
- Equipment rental

- **Operating supplies: \$100K**

- Incident command equipment
- SRT training equipment
- SCBA equipment
- Salt purchases

- **Technology purchases: \$90K**

- Network plotters
- Servers and computers

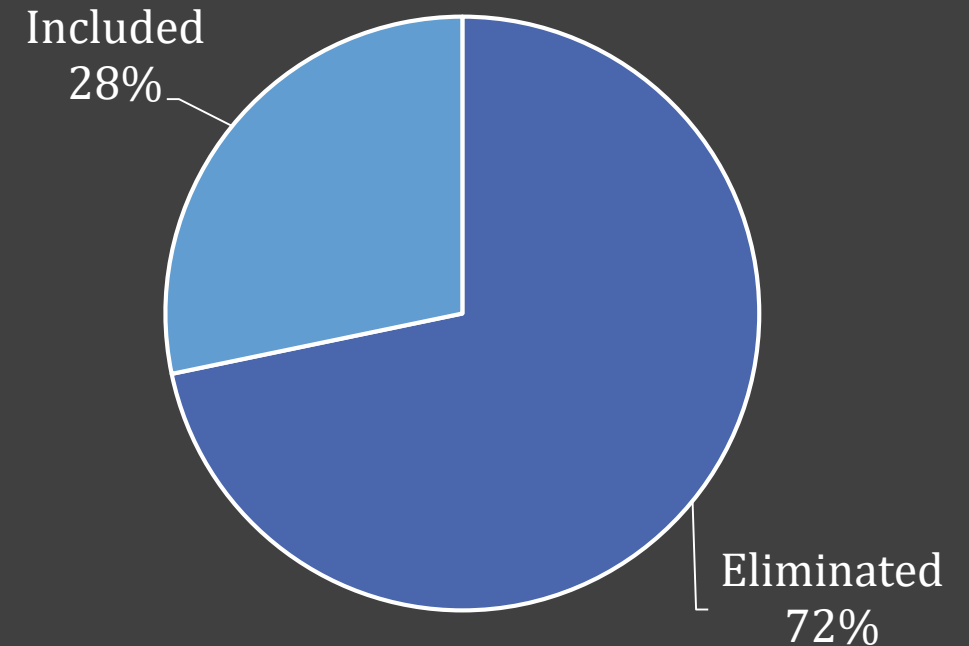
- **Conferences and dues: \$43K**

# Budget Review – Level Two

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- **Delineate between service enhancements and baseline operations**
  - **Baseline** - provide same level of service as we do currently
  - **Enhancement** - new program or initiatives for CY2018
- **\$2.24M in service enhancements initially recommended**
  - \$633K included
  - \$1.61M eliminated

## Service Enhancements



# Budget Review – Level Two

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**TOTAL REDUCTIONS = \$1.61M**

- **Personnel reductions: \$762K**

- 4 new Police Officers
- Radio Network Engineer
- Business Analyst
- PC Technician
- Upgrade of PT to FT GIS Technician

- **IT Initiatives: \$475K**

- Strategic partnership consulting
- Enterprise print management system
- Business process automation software



# Budget Review – Level Two

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**TOTAL REDUCTIONS = \$1.61M**

- **Consultant services: \$162K**
  - Economic development initiatives
  - Housing guideline services
  - Procurement card policy analysis
  - 457 vendor analysis
- **Contracted streetlight maintenance: \$75K**
  - Streetlight pole painting and parking lot lighting
- **Operating Supplies: \$75K**
  - Fire – CPR device, surface air system, extrication tool, foam
  - DPW – Heavy duty tire changer
  - TED – Replacement traffic count machines
- **Building Improvements: \$65K**
  - Office renovations; ceiling tile replacement

# Personnel Review Committee (PRC)

- **Headcount reduction**

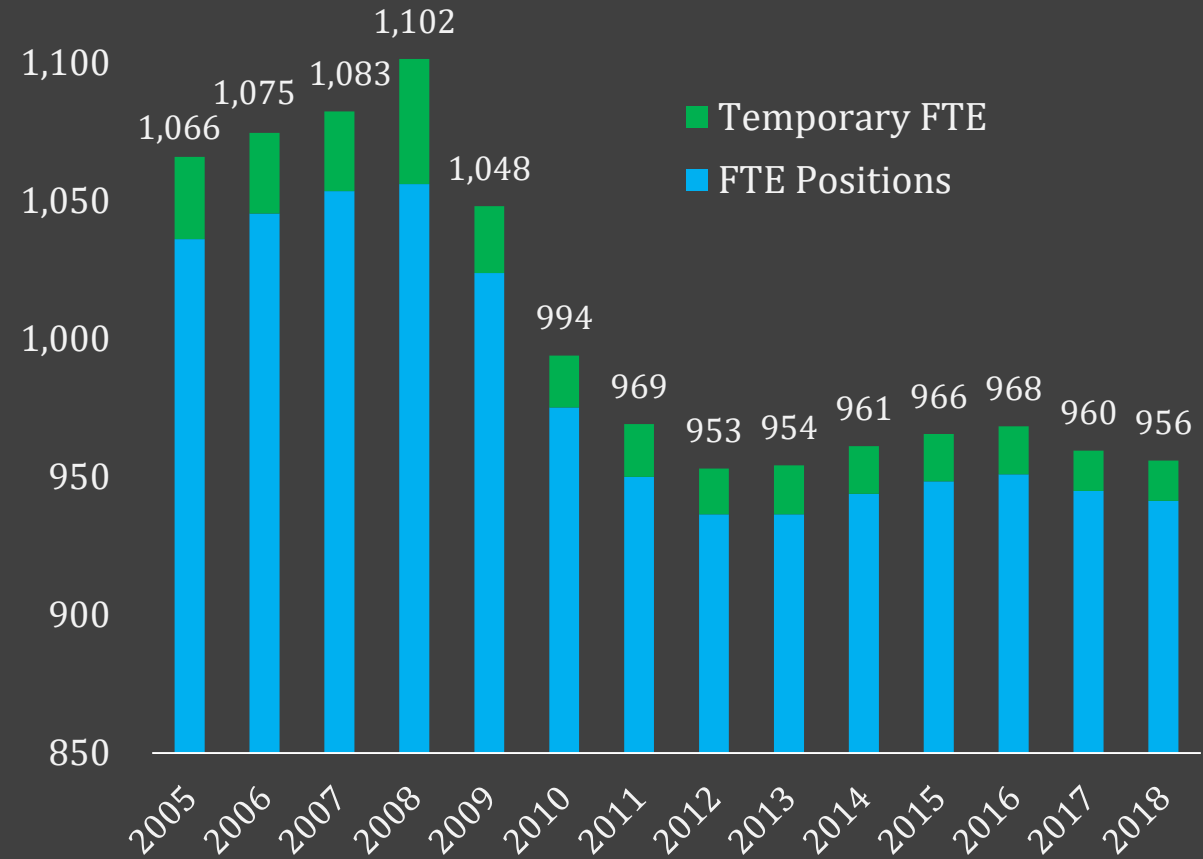
- Reduced by 110 since 2005
- 4.63 reduction from CY17 to CY18

- **Payroll assumptions**

- Collective bargaining increases between 2 & 2.5%
- Non-union employee increases of 2.25%

- **Budgetary Increases - Payroll**

- CY2016 to CY2017: 2.66% increase
  - Several union contracts negotiated; retroactive payments required
- CY2017 to CY2018: 0.10% increase
  - Reduced headcount
  - Several Public safety retirements; new employees hired in at lower salaries

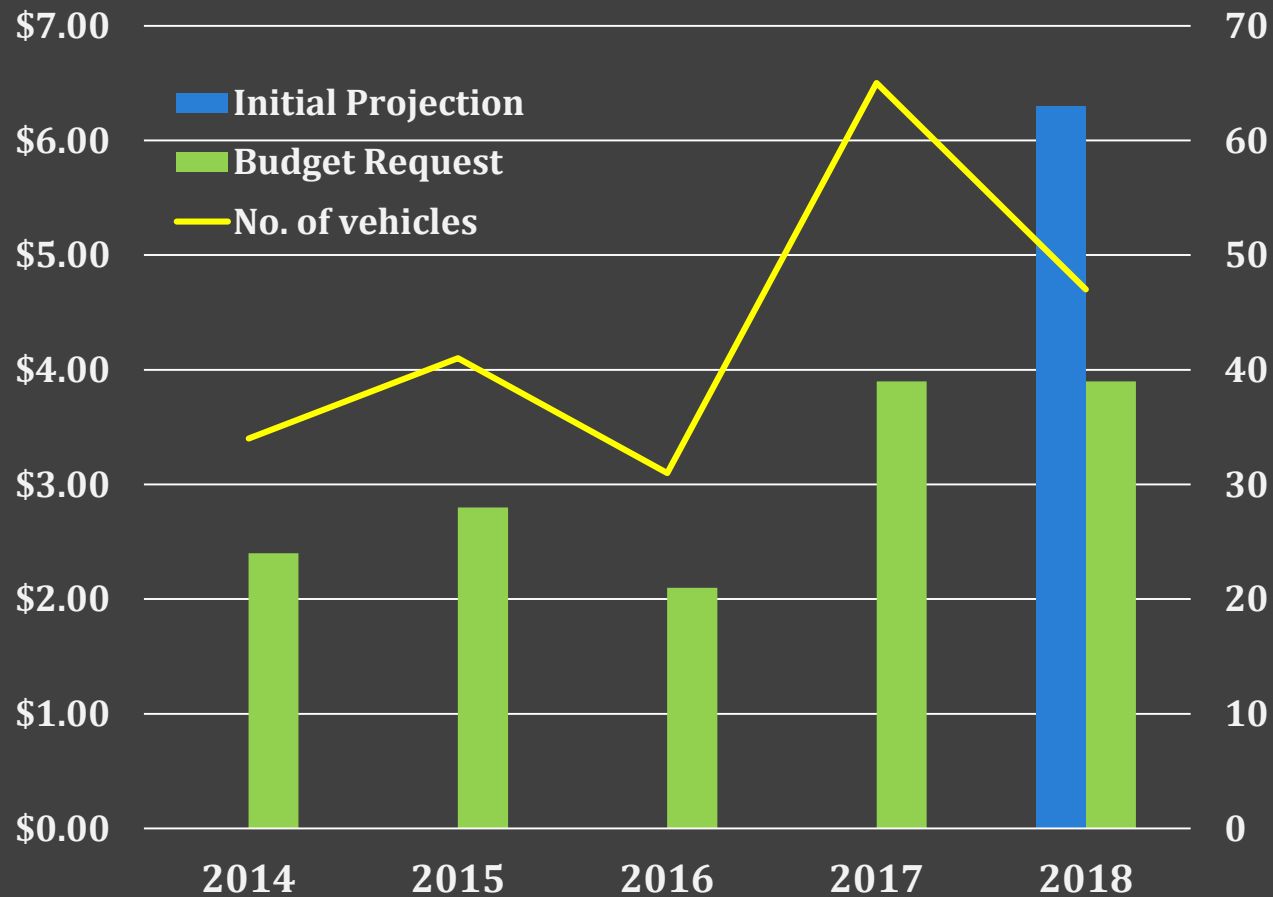


# Healthcare Changes

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- \$1.65M in sustainable healthcare savings in CY16 and CY17
  - Retiree Supplemental Plan developed (\$600K annual savings)
  - CVS/Caremark Pharmacy Benefits Manager (\$250K annual savings in 2017/2018)
- Further pharmaceutical management in 2018 and 2019
- Projected 8% overall increase in medical insurance
  - Increase in premiums reflects national trend of increasing healthcare costs in public/private organizations

# Fleet Economics Committee (FEC)



- 626 vehicles/pieces of equipment with overall value of \$42M

- Initial 2018 Proposal

- 83 Units, \$6.31M

- 2018 Proposal after review

- 47 units, \$3.9M
- \$650K reimbursement from Fire Protection District for one vehicle
- \$655K funded through utilities

# Financial Principle #1

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The City will pass a structurally balanced operating budget annually.

- *2018 budget proposal includes recommendation for additional revenues to be structurally balanced and meet Principle 1.*

	Revenues	Expenditures
Maintenance & Operating Funds	381.65	372.12
Capital & Debt Service Funds	41.39	40.51
Special Funds	31.29	32.79
<b>TOTALS</b>	<b>\$ 454.32</b>	<b>\$ 445.42</b>

*Revenues exceed expenses due to rebuilding of cash for enterprise funds.*

# Financial Principle #2

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**The City commits to continuous improvement in the delivery of necessary and cost-effective services.**

- *Departments will discuss during their budget presentations.*

## **CY2018 Service Enhancements**

- Development of administrative hearing system for ordinance violations
- Further investment in Connect For Life
- Build single sign-on capabilities for public in association with new ERP
- Assessment and evaluation of wireless network, high-speed internet
- Conduct special census
- Investment in technology, including mobile devices for Fire, Police and Public Works staff
- Enhanced training programs, including Emerging Leaders Program
- Security upgrades at City facilities
- Resources for Public Safety to manage increased number of mental health service calls

# Financial Principle #2

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## Multi-Year Service Enhancements

- Implement new ERP system
- Expand and enhance Cityworks for citywide asset tracking, work orders
- Provide energy efficiency grant opportunities to Electric customers
- Finalize development of the YourEnergy dashboard
- Continue benefit education for employees
- Create a total compensation program
- Utilize Crisis Intervention Team trained officers in daily patrols
- Pursue alternates to vehicle replacement through sharing, leasing and other options
- Pursue initiatives for City economic development, including Ogden Ave. enhancements

# Financial Principle #2

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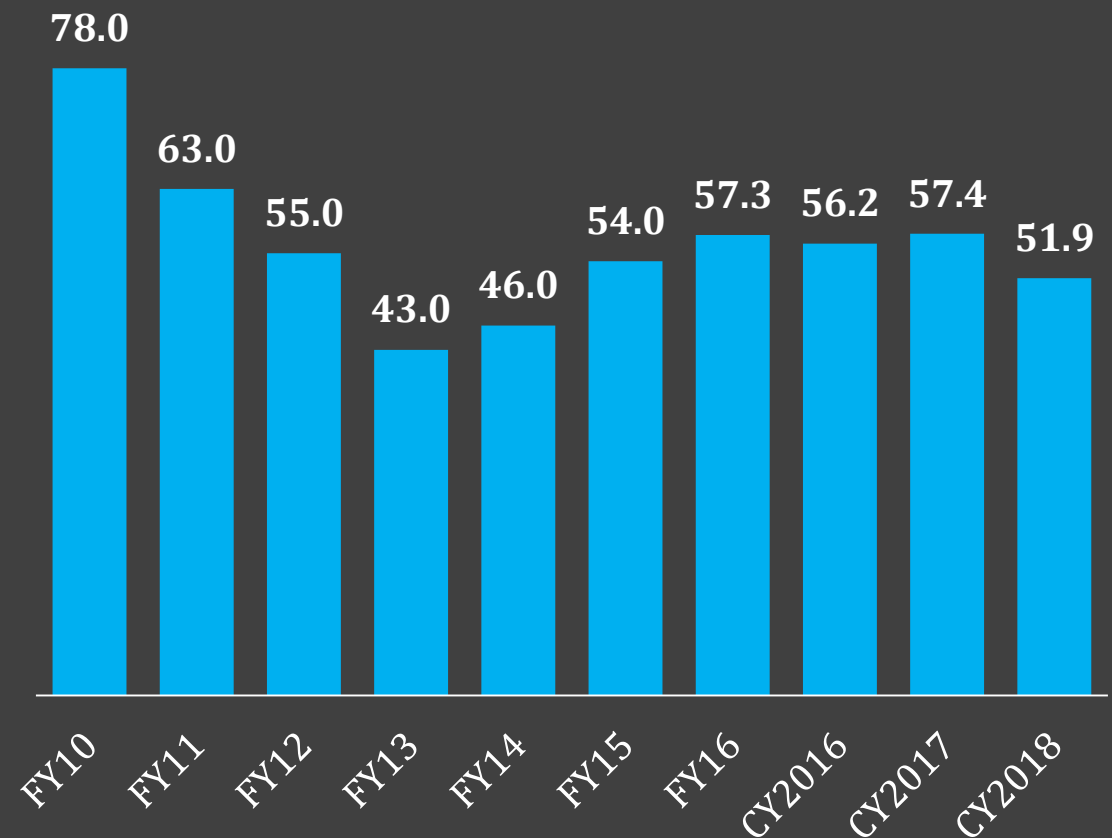
## Personnel Modifications

- Implement an apprenticeship program in the Electric Utility
- Examine relationships with technical institutes to create apprenticeship program in fleet
- Shift management of landscape, concrete restoration from Water Utility to Public Works
- Performed in-depth analysis of Legal and City Manager's Office
- Performed internal review of Water Utility to look at operations and service levels
- Police structural changes

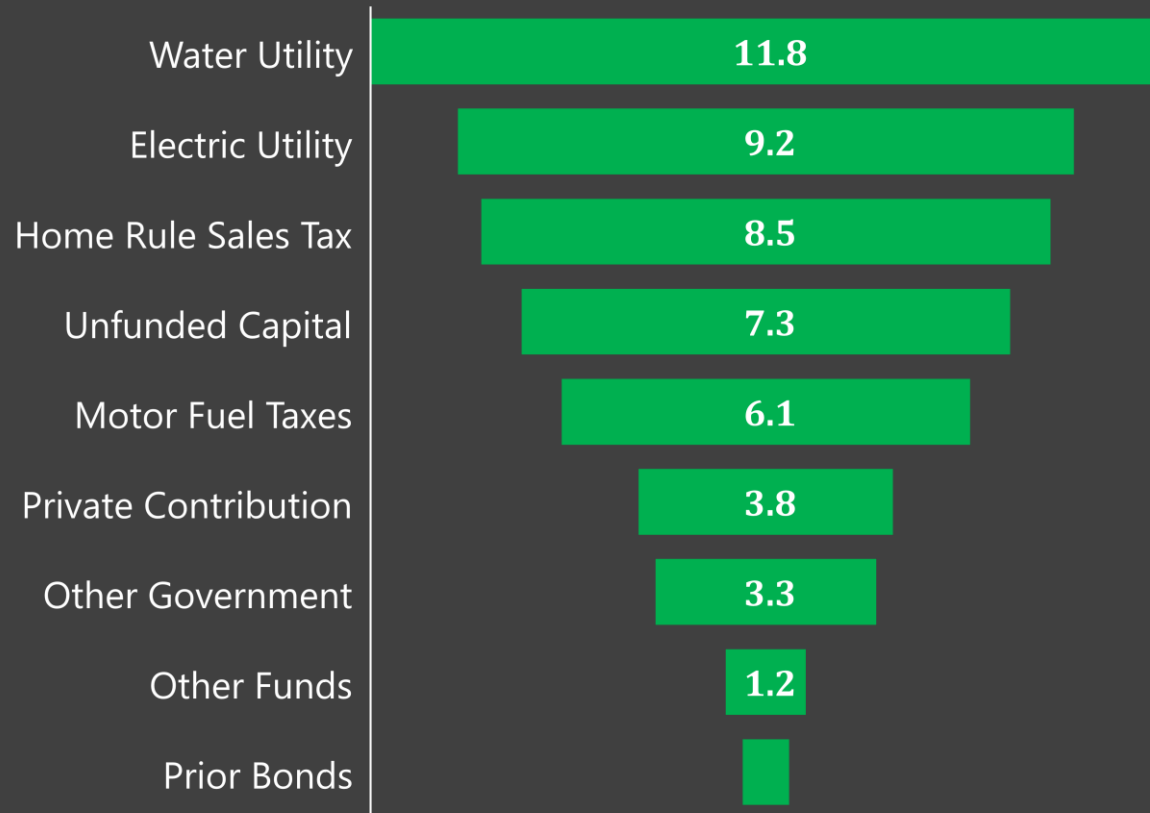


# Capital Program

- **Total 5-year Capital Program: \$311.4M**
  - Includes capital maintenance & upgrades, vehicles and MIP
- **CY2018 request: \$51.9M**
  - 9.6% reduction from CY2017
- **Unfunded portion capped at \$16M to meet Principle 3**
  - Capital and vehicles deferred



# Capital Program Funding



- 86% of capital projects have identified funding source:
  - 40%: Utility Rates
  - 14%: Private Contributions/Other Government
- \$15.8M with no dedicated funding source
  - Allocate \$8.5 million of HRST to projects
  - Remaining \$7.3 million issued as debt
  - Aligns with debt reduction goal

# Unfunded Capital Projects

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- **\$26.2M: original request without dedicated funding sources**
  - **\$16.0M cap for unfunded projects meets Principle 3**
- **\$10.1M of reductions identified through review process**
  - MIP increase phase-in: **\$1.5M**
    - Consistent with Utilities capital maintenance
  - Streetlight conversion phase-in: **\$2.0M**
    - Based upon payback period of lighting conversion
  - Defer NextGen E-911 Services: **\$1.9M**
    - Required to be completed by state by 2020, begin planning process in 2018
  - Delay North Aurora Underpass: **\$1.2M**
    - Timing and project coordination delayed start until 2019

# Unfunded Capital Projects

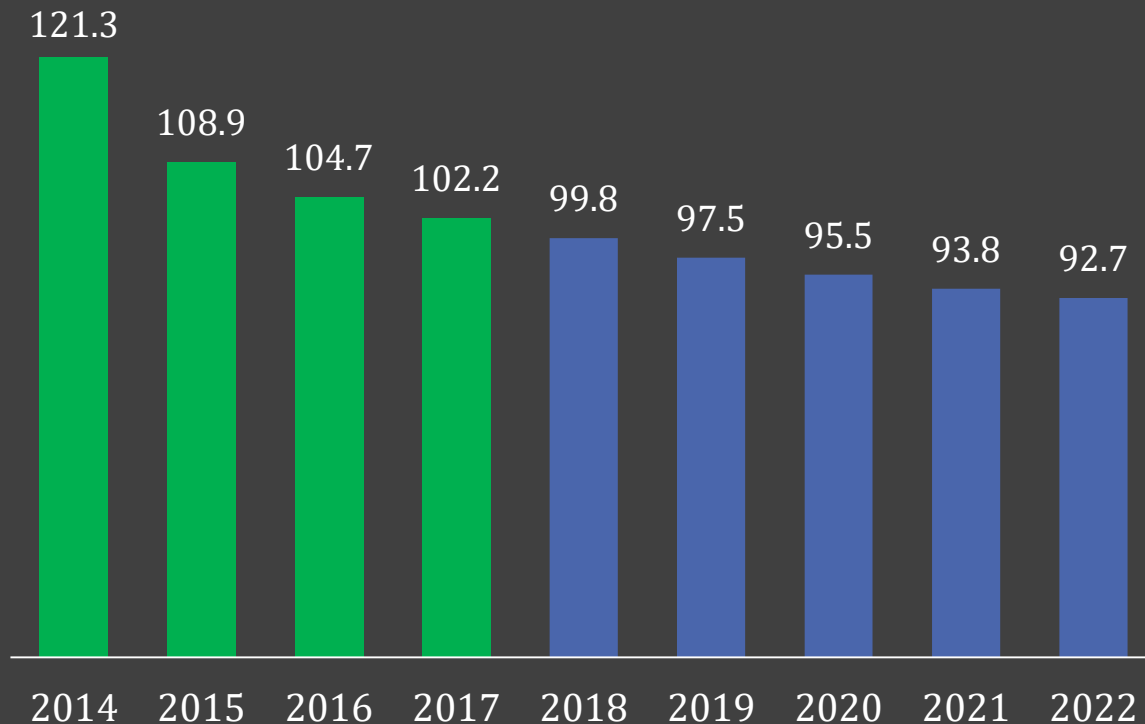
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- Defer Naper Boulevard retaining wall renovation: **\$555K**
- Defer roadway engineering and construction projects: **\$796K**
  - Engineering: 87<sup>th</sup> Street Bridge, 248<sup>th</sup> Avenue, Columbia Street
  - Construction: 91<sup>st</sup> Street
- Defer Settlement Welcome Center/Entryway improvements: **\$250K**
- Delay building/grounds upgrades: **\$718K**
- Delay Ogden Ave. corridor enhancements: **\$175K**
- Defer stormwater projects: **\$425K**
- Defer vehicle replacements: **\$190K**
- Delay downtown streetscape enhancements: **\$150K**
- Defer technology upgrades (GIS; fiber cabling): **\$182K**
- Delay streetlight system upgrades: **\$125K**

# Financial Principle #3

The City will actively seek to increase its reserves to 25 percent and reduce its debt by 25 percent in the next eight years.

*Capital and vehicle replacement budget reduced to meets Principle 3.*



## Debt Position

- 2014 = \$121.3M
- 15.8% reduction at end of 2017
- 8-Year target of \$90.9M

## Cash Reserves

- 2014 = \$28.8M
- 21% reserves at end of 2016
- 8-Year target of \$33.2M

# CY2018 Proposal Summary

## Principle #1

### Pass a structurally balanced operating budget

- Proposed budgets are balanced
- Projected positive margin across operating funds of \$9.53M

CY2016 - Achieved

CY2017 - Achieved

CY2018 Proposed - Achieved

## Principle #2

### Continuous improvement in the delivery of necessary and cost-effective services

- Development of cost saving initiatives & revenue generators
- Operational efficiencies

CY2016 - Achieved

CY2017 – In Progress

CY2018 Proposal – On Target

## Principle #3

### Increase reserves to 25% and reduce debt by 25% in next 8 years

- 15.8% debt reduction end of 2017
- \$25.6M reserves (21%) end of 2016

CY2016 – On Target

CY2017 – On Target

CY2018 Proposal – Monitoring



# Department Review

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# T.E.D. & Riverwalk

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CY2018 BUDGET REQUEST





# T.E.D. & RIVERWALK

## CY2018 Initiatives

### Operating

- Pursue initiatives to advance the City's Economic Development Ends Policy.
- Facilitate the construction and occupancy process for Patel Brothers, the remainder of the Water Street District and other developments.
- Go live in EnerGov module as part of overall citywide ERP implementation.
- Participate in community engagement relative to the 5<sup>th</sup> Avenue Project area.
- Review and update the Municipal Code in accordance with the International Code Council's 2018 update.



# T.E.D. & RIVERWALK

## Prior Reductions

\$173K of budget  
requests removed  
through review  
process

### Reductions Prior to CMO Review

- Replace Engineering Manager Position with Project Engineer
  - \$55K savings in salary and benefits
- Reduce Riverwalk architecture services and professional services by \$4K

### Service Enhancements Removed

- Economic development initiatives: \$50K
  - Ogden Ave. façade improvement program
- Planning consulting services: \$30K
- Outsourced document scanning: \$10K
- MicroStation license: \$14K
- Traffic count machines: \$10K



# CY18 T.E.D. & Riverwalk Submission

	CY2018 Change	Baseline Operations	Service Enhancement
Salaries & Wages	28,019	28,019	-
Benefits & Related	39,192	39,192	-
Contracted Services	17,650	17,650	-
Supplies	(15,775)	(27,775)	12,000
Internal Services	16,610	16,610	-
Grants & Contributions	9,000	9,000	-
<b>Operating Subtotal</b>	<b>\$94,696</b>	<b>\$82,696</b>	<b>\$ 12,000</b>

# T.E.D. & RIVERWALK

## Baseline Operations

\$82,696 increase

### Salaries and Wages

- Regular Pay: \$13K increase, or 0.3%
- Temporary plan review
- Temporary Pay: \$17,355 increase, or 15.0%
- Bridge Program Manager
- Intern pay

### Benefits and Related

- Health Insurance: \$39K increase, or 2.4%

### Contracted Services

- Elevator inspections: \$18,050
- Offset in revenue
- Traffic signal maintenance: \$11,825

### Supplies

- Code Books: \$7K
- Traffic signal electricity: \$5,700



# T.E.D. & RIVERWALK

## Service Enhancements

\$12K increase

### Technology Initiatives: \$12K

- Services and hardware identified through the EnerGov implementation

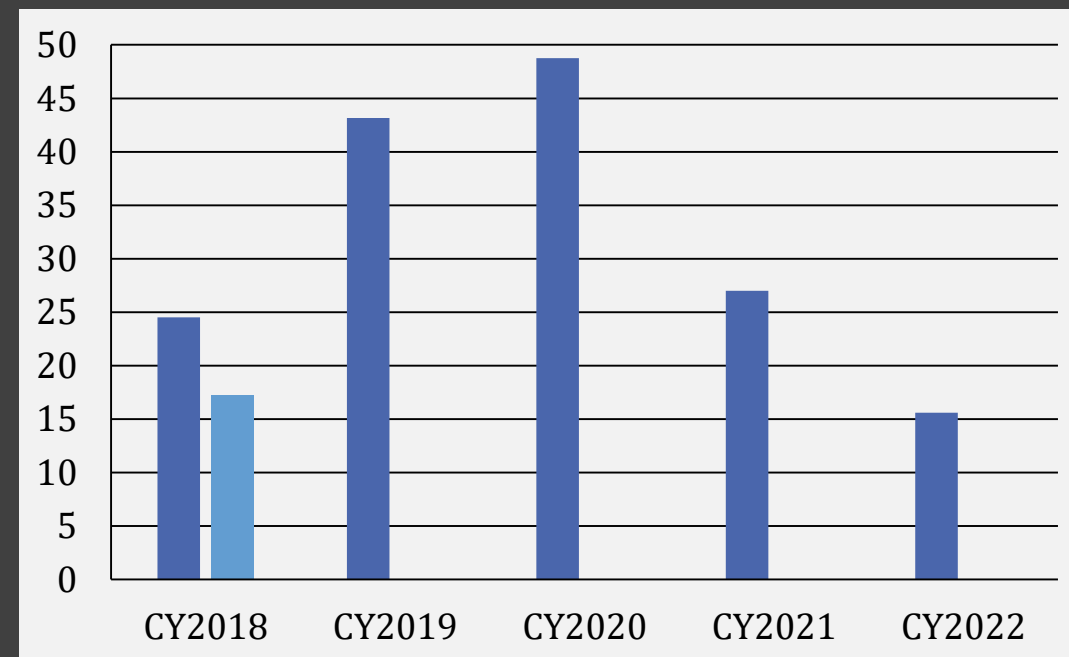


# T.E.D. & Riverwalk Capital Summary

Initial Submission	CY2018 Proposed CIP	Unfunded CIP
\$ 24.53M	\$ 17.28M	\$ 2.75M

## Highlights

- Initiate detailed design engineering for the downtown Washington Street Bridge
- Continue land acquisition and design for the North Aurora Road underpass and for North Aurora Road between Frontenac Road and Weston Ridge Drive



# T.E.D. & RIVERWALK

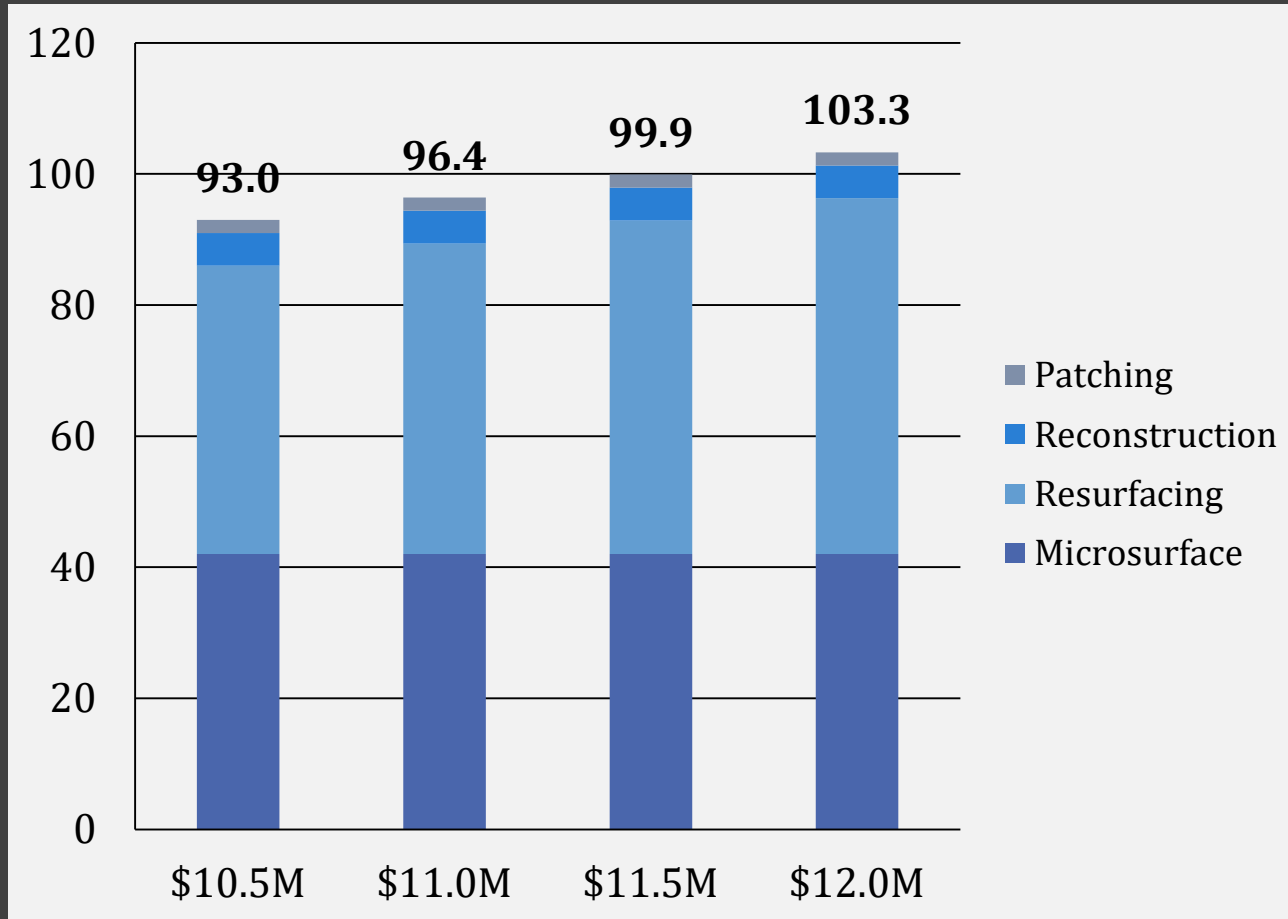
## CY2018 Initiatives

### Capital

- Improve pedestrian connection through Van Buren surface parking lot.
- Support the state's construction of intersection improvements at Ogden Avenue and Columbia Street.
- Coordinate with DuPage County to implement traffic signal management system expansion to other signal systems.
- Coordinate with DuPage County for construction of a traffic signal at Mill Street and Commons Road and with Will County for construction of a traffic signal at 95<sup>th</sup> Street and Knoch Knolls Road.
- Construct park improvements at 430 S. Washington if state funding is received.
- Continue the structural assessment of the Carillon.



# MIP Funding Level



- **Phase in over 4 years**
  - \$10.5M in CY2018
  - Increase \$0.5M annually
- Maintains roadways in current condition, sustainable program
- Avg. annual reconstruct/resurface
  - 1,235 lane miles
  - 54.1 miles – 4.3% of road network
- Allows more proactive (less costly) work to occur
- Creates saving opportunities long-term
- Extends roadway life span at lower cost



# T.E.D. & RIVERWALK

## Deferred Capital Projects

Total deferrals:  
\$4.16M

Unfunded deferrals:  
\$186K

### Roadway Engineering and Construction Projects

- 87<sup>th</sup> Street Bridge over Springbrook Creek: \$160K
- Columbia St. / Monticello Dr. to Fifth Ave. / Plank Rd: \$100K
- 248<sup>th</sup> Avenue: 95<sup>th</sup> Street to 115<sup>th</sup> Street: \$350K
- 91<sup>st</sup> Street - 250<sup>th</sup> to Schoger
  - \$186K unfunded and \$1.2M other funding

### Stormwater Improvement Projects

- 8<sup>th</sup>, Ellsworth, Main stormwater improvements: \$75K
- Clow Creek Farm drainage improvements: \$150K

### Other Capital Projects

- Naper Boulevard retaining wall renovation: \$555K
- Guardrail upgrade: \$60K



# T.E.D. & RIVERWALK

## Delayed Capital Projects

\$2.93M total

- Downtown Streetscape: \$150K
- Ogden Ave. Corridor Enhancement Initiative: \$175K
- North Aurora Rd. Underpass at CN Railroad
  - \$1.2M unfunded
  - \$1.4M other funding



# CY2018 T.E.D/Riverwalk Budget Overview

	CY2016 Actuals	CY2017 Budget	CY2018 Submittal	Change (\$)	Change (%)
Salaries & Wages	4.45	4.73	4.75	0.03	0.6%
Benefits & Related	1.62	1.64	1.68	0.04	2.4%
Contracted Services	1.17	0.78	0.80	0.02	2.3%
Supplies	0.23	0.27	0.26	(0.02)	-5.8%
Internal Services	0.04	0.04	0.06	0.02	37.7%
Grants & Contributions	0.27	0.64	0.65	0.01	1.4%
<b>Operating Total</b>	<b>\$7.78</b>	<b>\$8.10</b>	<b>\$8.20</b>	<b>\$0.09</b>	<b>1.2%</b>
<b>Capital Total</b>	<b>\$16.58</b>	<b>\$22.38</b>	<b>\$16.97</b>	<b>(\$5.41)</b>	<b>-24.2%</b>

# Fire

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CY2018 BUDGET REQUEST



# FIRE

## CY2018 Initiatives

- Collaborate with Police to establish a Crisis Intervention Team (CIT) to address the rising number of mental health calls within the community.
- Complete installation of new technology for replacement of the fire station alerting system.
- Receive \$1.3 million FEMA grant in partnership with the City of Aurora for emergency preparedness training under the Continuity of Operations Plan (COOP).
- Explore the consolidation of fire stations.



# FIRE

## Prior Reductions

\$109,500 of budget requests removed through review process

### Removed Prior to CMO Review

- Reduced annual physicals: \$20K
- Removed vehicle upgrade items: \$30K
- Elimination of vehicle lease program: \$77K
- Reduced conferences and training: \$11K

### Service Enhancements Removed

- EMS manual CPR device to improve blood flow: \$21K
- Administrative office furniture: \$8,500
- WRT surface air system: \$12K
- Extrication tool: \$9K
- Hazardous material foam: \$5K
- Wellness supplies: \$4K



# CY2018 Fire Submission

	CY2018 Change	Baseline Operations	Service Enhancement
Salaries & Wages	(286,762)	(309,762)	23,000
Benefits & Related	1,960,057	1,960,057	-
Contracted Services	(106,110)	(109,110)	3,000
Supplies	27,218	14,718	12,500
Internal Services	9,790	9,790	-
<b>Operating Subtotal</b>	<b>\$1,604,193</b>	<b>\$ 1,565,693</b>	<b>\$38,500</b>

# FIRE

## Baseline Operations

\$1.57M increase

### Salaries and Wages

- Regular pay: \$392K decrease, or -1.9%
  - Driven by retirements and new hires
- Overtime: \$86K increase, or 11.3%
  - Primarily driven by minimum staffing overtime
  - Additional OT for staff project paid under 7(g) pay rate

### Benefits and Related

- Health insurance: \$268K increase, or 10.3%
  - Driven by retirements and new hires
- Pensions: \$1.6M increase, or 24.2%
  - Per actuarial study

### Supplies

- Uniform and gear supplies: \$42K (per contract)
- CBRN canisters: \$22K
- Special events transporter cart: \$5K
  - Purchased in 1998 and needs to be replaced
- SCBA face pieces for new hires: \$5K





# FIRE

## Service Enhancements

\$38,500 increase

- **EMS training simulator: \$7K**
  - Enhances skill set
- **FIT Testing Computer and Printer: \$1,500**
  - Current system runs at slower speed (45 minutes per person), new system allows greater efficiency
- **iPads for inspectors and medic units: \$4K**
  - Allow teams to split and increase efficiency when completing annual fire inspections at businesses
- **Unmanned Aircraft System (UAS) training: \$3K**
  - Training to assist personnel with searching for missing persons, water rescuers, highway incidents remote locations
- **ILEAS TEMS training: \$15K**
  - Cost is reimbursable by the State (ITTF)
- **EMS report quality control checks: \$8K**
  - Recommended as an area to improve upon during the 2016 Accreditation cycle review



# Fire Capital Summary

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Initial Submission	CY2018 Proposed CIP	Unfunded CIP
\$ 2.27M	\$ 2.03M	\$ 0.35M

## Highlights

- Fire Station Alerting System
  - Approved in CY17
- Two engine replacements
  - Unit funded by Fire Protection District
  - Unit approved in CY17

# FIRE

## Capital Project Deferrals

Total deferrals: \$238K

### **Building Modification: \$48K**

- Vacant HHW facility
  - Transition for use for training academy
    - Use for storage of equipment, classroom and fire apparatus storage

### **Vehicle Replacement: \$190K**

- Off-road brush truck / EMS utility transport vehicle replacement



# CY2018 Fire Budget Overview

	CY16 Actuals	CY17 Budget	CY2018 Submittal	Change (\$)	Change (%)
Salaries & Wages	20.60	22.22	21.93	(0.29)	-1.3%
Benefits & Related	9.94	10.88	12.84	1.96	18.0%
Contracted Services	0.82	1.07	0.96	(0.11)	-9.9%
Supplies	1.17	0.92	0.94	0.03	3.0%
Internal Services	0.04	0.04	0.05	0.01	22.1%
<b>Operating Total</b>	<b>\$32.57</b>	<b>\$35.13</b>	<b>\$36.74</b>	<b>\$1.60</b>	<b>4.6%</b>
<b>Capital Total</b>	<b>\$0.33</b>	<b>\$1.43</b>	<b>\$2.03</b>	<b>\$0.61</b>	<b>42.5%</b>

# Police

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CY2018 BUDGET REQUEST



# POLICE

## CY2018 Initiatives

### Community Outreach

- Prescription Drug Take Back Program re-launch
- Suicide stakeholder partnerships
- ALICE program
- Lock It or Lose It

### Connect for Life

- Expand the Connect for Life Program with funding from the Response to Drugs grant that will facilitate an immediate connection to treatment for those seeking help for their addiction.



# POLICE

## CY2018 Initiatives



### **Victims Advocate Position Upgrade**

- Upgrade a vacant Records Technician to a Victim Advocate to aid the department in providing assistance, triage counseling and aid to victims of crimes such as, but not limited to, domestic violence, sexual assault, and human trafficking.

### **Crisis Intervention Team (CIT) Training**

- Train additional CIT members and utilize the team in day-to-day patrol operations to effectively respond to mental health and crisis situations.

### **Workload Analysis Implementation**

- Implement recommendations from the investigations workload analysis.

### **Peer Support Training**

- Provide wellness support to all staff.

# POLICE

## Prior Reductions

\$502,435 of budget requests removed through review process



### Baseline Reductions

- **Adjusted personnel expense: \$26,057**
  - Reimbursable Special Event OT
    - Reclassified to F&B - removed \$41,512
  - Workers Compensation
    - Increase of \$15,455 per Legal
- **Reduced operating supplies: \$49,346**
  - Operating supplies: \$46,426
  - Technology: \$2,920
- **Reduced Contracted Services: \$5K**
  - Medical and Legal services

### Service Enhancements

- 4 additional officers
  - Expand Traffic Section by two officers: \$198,620
  - Expand Impact Team by two officers: \$198,412
- Recruitment video and supplies: \$25K



# CY18 Police Submission

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	CY2018 Change	Baseline Increase	Service Enhancement
Salaries & Wages	0.40	0.37	0.03
Benefits & Related	0.67	0.67	-
Contracted Services	0.21	0.09	0.12
Supplies	-	(0.02)	0.02
Internal Services	0.36	0.36	-
<b>Operating Subtotal</b>	<b>\$1.64</b>	<b>\$1.47</b>	<b>\$0.17</b>

# POLICE

## Baseline Operations

\$1.47M increase



- **Personnel Increase: \$1,064,228**
  - Salaries
    - Regular Pay: \$207K increase, or 0.8%
    - Overtime Pay: \$189K increase, or 5.7%
      - Due to contractual increases and special event staffing
  - Benefits
    - Pensions: \$566K increase, or 9.4%
      - Per actuarial study
    - Medical insurance: \$102K increase, or 1.7%
- **Contracted Services: \$93,332, or 6.0%**
  - Communications, logging recorder equipment
  - Incremental offset due to increase in E911 revenues
- **Supplies: -\$28,883, or -0.04%**
  - Miscellaneous reductions
- **Internal Services: \$366,436, or 18.7%**
  - Net increase in General & Auto insurance: \$42K, or 40.6%
  - Overhead charges: \$324K, or 17.8%

# POLICE

## Service Enhancements

\$172,055 increase



### **Increase Social Services: \$28,060**

- Upgrade to existing position
- Aids the department in providing alternatives to arrest and detention when dealing with drug abuse, mental health and suicide prevention.

### **Connect for Life Response to Drugs Grant: \$74,400**

- This program facilitates an immediate connection to treatment for those seeking help for their addiction.
- Grant has been award to city, expense has \$0 budget impact in Year 1.

### **Peer Support Wellness Conference: \$69,595**

- Program is contingent on grant funds. Intended to provide training and assist departments in the creation and maintenance of peer support programs.
- No grant has been awarded to date, expense has \$0 budget impact in Year 1.

# Police Capital Requests

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Initial Submission	CY2018 Proposed CIP	Unfunded CIP
\$2.53M	\$0.46M	\$0.43M

## Highlights

- 12 replacement vehicles
  - Multi-stage review
  - Internal review process prior to Fleet Economics Committee
- 1 new vehicle: K9 unit

# POLICE

## Capital Deferrals

\$2.07M



### **Next Generation 9-1-1 Service: \$1.9M**

- State mandated to be completed by July 1, 2020
- Replace decade-old equipment to meet i3 standards for delivery of Next Generation 9-1-1 services (e.g., IP compatible, receiving emergency notification by text and multi-media files)
- Project will start in CY2018
- Funding is deferred to CY2019

### **• Rollcall room upgrade: \$170K**

- Room was designed in the 1990s; upgrades are needed to effectively use current technology
- Deferred to CY2019

# CY18 Police Budget Overview

	CY2016 Actual	CY2017 Budget	CY2018 Submittal	Change (\$)	Change (%)
Salaries & Wages	25.64	27.47	27.87	0.40	1.4%
Benefits & Related	11.57	11.93	12.60	0.67	5.6%
Contracted Services	1.30	1.56	1.77	0.21	13.7%
Supplies	0.76	0.73	0.73	-	-
Internal Services	2.03	1.96	2.32	0.36	18.7%
Grants & Contributions	0.01	0.01	0.01	-	-
<b>Operating Total</b>	<b>\$41.31</b>	<b>\$43.66</b>	<b>\$45.30</b>	<b>\$1.64</b>	<b>3.8%</b>
<b>Capital Total</b>	<b>\$1.04</b>	<b>\$0.04</b>	<b>\$0.02</b>	<b>(\$0.02)</b>	<b>(50.5%)</b>

# Information Technology

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CY2018 BUDGET REQUEST



# INFORMATION TECHNOLOGY

## CY2018 Initiatives

### Operational

- **Citywide**

- Continue to support ERP system implementation.
  - Financials are slated for deployment in January 2018
- Begin Cityworks implementation.
- Improve on open data delivery, processes and visualizations.
- Deploy Skype for Business.
- Migrate to SharePoint Online.

- **Public Safety**

- Implement electronic citation module.
- Implement software and processes to support hosting administrative hearings at the Municipal Center.





# INFORMATION TECHNOLOGY

## Prior Reductions

\$899,937 of budget  
requests removed  
through review process

### Reductions Prior to CMO Review

- **Contracted Services**
  - **Support Services: \$88K**
    - Removed plotter replacement and added plotter maintenance
  - **Conferences & Training: \$30K**
    - Reduced based on historical spending



# INFORMATION TECHNOLOGY

## Prior Reductions

\$899,937 of budget  
requests removed  
through review process

### Service Enhancements Removed

- **Personnel**

- Radio Network Engineer: \$121,244
- Business Analyst: \$113,113
- PC Technician: \$76,080

- **Contracted Services**

- Strategic partnership: \$100K
- Salesforce 311 portal: \$60K reduction
- Business process automation software: \$37,500
- Temporary staffing services: \$35K
- Enterprise print management: \$22K
- SharePoint data migration and admin: \$20K

- **Supplies**

- Building alert notification: \$42K
- Furnishings: \$5K



# CY2018 IT Submission

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	Change (\$)	Baseline Change	Service Enhancement
Salaries & Wages	134,167	134,167	-
Benefits & Related	105,307	105,307	-
Contracted Services	410,294	196,294	214,000
Supplies	(77,857)	(77,857)	-
Internal Services	(132,462)	(132,462)	-
<b>Operating Subtotal</b>	<b>\$ 439,449</b>	<b>\$ 225,449</b>	<b>\$ 214,000</b>

# INFORMATION TECHNOLOGY

## Baseline Operations

\$ 225,449 increase

- **Salaries and Wages**
  - Regular Pay: \$134,167 increase
- **Benefit and Related**
  - Health Insurance: \$110,323 increase
- **Contracted Services**
  - Microsoft enterprise agreement: \$120K increase
  - Building camera maintenance: \$50K increase
  - Network penetration testing: \$28K increase
  - Netmotion: \$12K increase
  - Socrata: \$46K increase
  - GovQA CRM software: \$40K decrease
  - Microsoft Premier: \$25K decrease
  - High speed scanner maintenance: \$17K increase
  - Gartner consulting services: \$10,300 decrease
  - Citywide mobile data charges: \$10K decrease



# INFORMATION TECHNOLOGY

## Baseline Operations

\$ 225,449 increase

- **Supplies**

- Operating Supplies: \$1,800 increase
- Technology: \$80K decrease

- **Internal Services**

- Copying & binding services: \$38K decrease
- IT services: \$55K decrease
- IT replacement cost: \$41K decrease



# INFORMATION TECHNOLOGY

## Service Enhancements

\$ 214,000 increase

- **Support Services**

- **SalesForce 311 Portal: \$60K**

- Provide SSO for citizens for multiple systems including ERP, YourEnergy, 311 services
    - Well-positioned for 311 services with Cityworks completion

- **Dark Fiber Consulting: \$75K**

- Expected continuation of Magellan contract

- **Other Purchased Services**

- **Cell Phone Charges: \$79K**

- Recent contract approval; addition of Police Officers (\$65K) and TED conversion from flip to iPhone



# Information Technology Capital Summary

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Initial Submission	CY2018 Proposed CIP	Unfunded CIP
\$ 3.58M	\$ 3.35M	\$ 1.71M

## Highlights:

- Enterprise Resource Planning (ERP) Software Migration: \$2M
- Fiber Cabling for the Police Department and Naper Settlement: \$235K
  - For the redundant connection to Aurora; improved cabling between PD and FD; and Naper Settlement improvements

# INFORMATION TECHNOLOGY

## CY2018 Initiatives

### Capital

- Expand City's footprint in Microsoft Azure for backups, redundancy and disaster recovery.
- Continue working with departments to align computing devices and job functions.
- Upgrade content management solution OnBase to support the new ERP.
- Upgrade on premises server and storage where necessary.





# INFORMATION TECHNOLOGY

## Capital Project Deferrals

Total Deferrals: \$390K

- Geographic Information System (GIS)  
Land base additions: \$100K
- Replacement datacenter switches:  
\$150K
- Conference room upgrades: \$240K



# INFORMATION TECHNOLOGY

## Capital Projects to be Phased

Total Phasing  
Reductions: \$182K

- **Fiber Cabling for the Police Department and Naper Settlement (\$417,000 → \$235,000)**
  - Connection to Aurora reduced by \$175K
  - Police – Fire connection kept at \$40K



# CY2018 IT Budget Overview

	CY2016 Actuals	CY2017 Budget	CY2018 Submittal	Change (\$)	Change (%)
Salaries & Wages	1.77	2.00	2.13	0.13	6.7%
Benefits & Related	0.69	0.68	0.79	0.11	15.4%
Contracted Services	2.96	2.91	3.32	0.41	14.1%
Supplies	0.27	0.65	0.57	(0.08)	-12.1%
Internal Services	(0.74)	(0.80)	(0.94)	(0.13)	16.5%
<b>Operating Total</b>	<b>\$ 4.95</b>	<b>\$ 5.44</b>	<b>\$ 5.87</b>	<b>\$ 0.44</b>	<b>8.1%</b>
<b>Capital Total</b>	<b>\$ 0.86</b>	<b>\$ 4.21</b>	<b>\$ 3.58</b>	<b>(\$ 0.63)</b>	<b>-14.9%</b>

# City Clerk's Office

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CY2018 BUDGET REQUEST



# CITY CLERK

## CY2018 Initiatives

- **Department Reorganization**
  - 75% turnover in front office since March
  - Learn front counter duties, evaluate procedures and reassign responsibilities
- **Taxi Text Amendment**
  - Reduce counter traffic by 97%
- **Agenda administration**
  - Reduce minutes prep and completion by 50%
- **B.A.S.S.E.T.**
  - Reduced CCO support by three hours per class
- **Discontinued Temporary Messenger Employee**
  - Realized six hours per week through service changes
- Expanded grant management software to other grant programs
- Lead on the EnerGov licensing portion of ERP
- Evaluate liquor licensing renewal and solicitor processes

# CITY CLERK

## Prior Reductions

\$32,625 of budget  
requests removed  
through review process

## Baseline Operations

- Temporary Pay: \$5K
- Other Purchased Services: \$10,950
  - Advertising & marketing, copy & binding and postage & delivery

## Service Enhancements

- Furnishings/Renovations: \$13,795
  - Work being completed in CY2017
- High School Interns: \$2,880



# CY18 City Clerk Submission

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	Change (\$)	Baseline Increase	Service Enhancement
Salaries & Wages	7,941	7,941	-
Benefits & Related	913	913	-
Contracted Services	(7,850)	(7,850)	-
Supplies	(300)	(300)	-
Internal Services	1,840	1,840	-
Grants & Contrib.	(9,468)	(9,468)	-
<b>Operating Subtotal</b>	<b>(\$6,924)</b>	<b>(\$6,924)</b>	<b>\$ -</b>

# CITY CLERK

## Baseline Operations

\$6,924 decrease

- **Personnel Increase: \$8,854, or 1.0%**
  - Wage adjustments to salaries and benefits
  - Two new employees hired in 2017
- **Contracted Services: \$3K**
  - Taxes and other services related to recording fees with Will and DuPage County





# CY18 City Clerk Budget Overview

	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Salaries & Wages	488.2	576.9	584.8	7.94	1.4%
Benefits & Related	168.6	186.9	187.9	0.91	0.5%
Contracted Services	27.1	111.1	103.3	(7.85)	-7.1%
Supplies	4.7	4.5	4.2	(0.30)	-6.7%
Internal Services	-	1.2	3.1	1.84	150.4%
Grants & Contrib.	543.4	459.5	450.0	(9.47)	-2.1%
<b>Operating Total</b>	<b>\$1,232.1</b>	<b>\$1,340.2</b>	<b>\$1,333.2</b>	<b>(\$6.92)</b>	<b>-0.5%</b>

# Human Resources & Board of Fire and Police

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CY2018 BUDGET REQUEST



# HR

## CY2018 Initiatives

- Continue Emerging Leaders Program
- Synchronize plan design and contributions for all health care participants
- Rollout a revised employee policy manual
- Continue benefit education for employees through benefit education forums
- Provide wellness initiatives and engage employees to encourage healthy behaviors and manage costs
- Further enhance employee data transparency within open data portal



# Board of Fire and Police

## CY2018 Initiatives

- Initiated writing assessments as part of testing process of police officer candidates to better assess abilities of candidates
- Implemented enhanced feedback to internal candidates when testing for promotional opportunities
- Completed a two-year contract with an option for additional years on legal services



# HR

## Prior Reductions

\$34,750 of budget requests removed through review process

### Baseline Operations

- Tuition Reimbursement: \$5K
  - Reduced to match projected spend in CY2017
- Dues & Subscriptions: \$862
- Postage & Delivery: \$200
- Receptions & Entertainment: \$1,375
- Supplies: \$2,313

### Proposed Service Enhancements

- 457 Plan Vendor: \$25,000



# BOFP

## Prior Reductions

\$12,700 of budget requests removed through review process

## Baseline Operations

- Contracted Services
  - Psychological Services: \$12,150
  - Conferences & Training: \$500
  - Mileage Reimbursement: \$50
    - Adding two new commissioners, who are required to attend conferences within next year



# CY18 HR & BOFP Submission

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	Change (\$)	Baseline Change	Service Enhancement
Salaries & Wages	12,851	12,851	-
Benefits & Related	(852)	(852)	-
Contracted Services	25,127	20,127	5,000
Supplies	(1,913)	(1,913)	-
Internal Services	659	659	-
<b>Operating Subtotal</b>	<b>\$35,872</b>	<b>\$30,872</b>	<b>\$5,000</b>

# HR

## Baseline Operations

\$21,745 increase

- **Personnel**
  - Increasing \$11,012, or 1.5%
    - One vacant FTE
- **Contracted Services**
  - Medical services: \$5,554
  - Psychological services: \$6,182
    - Both increasing due to higher turnover
- **Supplies**
  - Technology increasing by \$2,880
    - Additional license needed for BlueBeam (Replacing Adobe Pro)
    - License fee for NEOGov increasing \$500





# BOFP

## Baseline Operations

\$14,127 increase

- **Contracted Services**
  - Recruitment - \$18,100
    - Increase tied to City's two-year hiring cycle
  - Medical Services - \$5,679
    - Increase in candidate testing



# HR

## Service Enhancements

### Human Resources

- Increase conferences & training by \$5,000
- Continue Emerging Leader Program
- Cover costs of venue, supplies and instructors



# CY18 HR Budget Overview

	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Salaries & Wages	709.1	724.4	735.4	11.0	1.5%
Benefits & Related	279.5	298.3	296.8	(1.5)	-0.5%
Contracted Services	111.3	203.2	217.1	13.9	6.8%
Supplies	22.3	23.6	21.3	(2.3)	-9.8%
Internal Services	1.8	1.2	1.8	0.7	55.8%
<b>Total</b>	<b>\$1,123.8</b>	<b>\$1,250.6</b>	<b>\$1,272.4</b>	<b>\$21.7</b>	<b>1.7%</b>

# CY18 BOFP Budget Overview

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Salaries & Wages	62.5	61.5	63.4	1.8	3.0%
Benefits & Related	25.6	25.7	26.3	0.6	2.4%
Contracted Services	84.6	104.5	115.8	11.3	10.8%
Supplies	1.6	1.7	2.1	0.4	23.5%
<b>Total</b>	<b>\$174.3</b>	<b>\$193.5</b>	<b>\$207.6</b>	<b>\$14.1</b>	<b>7.3%</b>

# Finance

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CY2018 BUDGET REQUEST



# FINANCE

## CY2018 Initiatives

- Monitor the status of the City's three financial principles.
- Maintain the City's AAA bond rating.
- Launch the first component of the citywide ERP upgrade in January 2018, which includes financial reporting and procurement management.
- Continue implementation of advanced scheduling and timekeeping.
- Implement recommendations from the What Works Cities Initiative to move to performance-based procurement and contracting.



# FINANCE

## Prior Reductions

\$111,644 of budget requests removed through review process

## Service Enhancements

- Addition of Procurement Officer II
  - \$66,644
- Upgrade of department furniture
  - \$20,000
- P-Card policy consultant analysis
  - \$25,000



# CY18 Finance Submission

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	CY2018 Changes	Baseline Operations	Service Enhancement
Salaries & Wages	146,016	32,149	113,867
Benefits & Related	9,938	9,938	-
Contracted Services	50,915	50,915	-
Supplies	(13,820)	(13,820)	-
Internal Services	5,661	5,661	-
<b>Operating Subtotal</b>	<b>\$ 198,710</b>	<b>\$ 84,843</b>	<b>\$ 113,867</b>



# FINANCE

## Baseline Operations

\$84,843 increase

- **Personnel increase: \$42K, or 1.6%**
  - Regular pay increase of 1.6%
  - Benefit increase of 1.4%
- **Contracted financial services: \$36K, or 2.4%**
  - Annual contract adjustments in accounting services, actuarial services, audit services and recording fees
- **Credit card fees: \$15K, or 20.4%**
  - Increasing as more customers pay bills using credit cards
- **Supplies: \$-14K, or -35.7%**
  - Removal of one-time technology upgrade in CY17



# FINANCE

## Service Enhancements

\$113,867 increase

- **Special Census Workers**
  - \$113,867
  - Approved by City Council on August 15
  - Naperville's growth projected at 4,650 new residents
  - Potential to earn an estimated \$1.67M in additional revenues through May 2021



# CY18 Finance Budget Overview

	CY2016 Actual	CY2017 Budget	CY2018 Submittal	Change (\$)	Change (%)
Salaries & Wages	1.66	2.00	2.15	0.15	7.3%
Benefits & Related	0.64	0.71	0.72	0.01	1.4%
Contracted Services	1.36	1.52	1.57	0.05	3.4%
Supplies	0.02	0.04	0.02	(0.01)	-35.7%
Internal Services	0.01	0.01	0.01	0.01	78.2%
<b>Operating Total</b>	<b>\$ 3.83</b>	<b>\$ 4.28</b>	<b>\$ 4.48</b>	<b>\$ 0.20</b>	<b>4.6%</b>

# Mayor & City Council

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CY2018 BUDGET REQUEST



# CY18 Mayor & City Council Budget Overview

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Salaries & Wages	179.8	276.7	278.7	2.0	0.7%
Benefits & Related	77.2	78.7	76.9	(1.9)	-2.4%
Contracted Services	30.5	43.4	22.9	(20.5)	-47.3%
Supplies	5.6	20.7	20.7	-	0.0%
Internal Services	1.4	1.4	2.3	0.9	59.3%
<b>Total</b>	<b>\$294.4</b>	<b>\$420.9</b>	<b>\$401.4</b>	<b>(\$19.6)</b>	<b>-4.6%</b>

# CY18 Mayor & City Council Budget Overview

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Administration	285.7	394.3	373.0	(21.4)	-5.4%
Alcohol/Tobacco	6.3	23.3	25.1	1.8	7.8%
Sister Cities	2.4	3.4	3.4	-	0.0%
<b>Total</b>	<b>\$294.4</b>	<b>\$420.9</b>	<b>\$401.4</b>	<b>(\$19.6)</b>	<b>-4.6%</b>

# Mayor-Council

## Reductions

\$24,000 of budget requests removed through review process

- **Personnel**
  - Reduced benefits \$3,500
- **Contracted Services**
  - Reduced dues and subscriptions: \$20,500
    - Shifted DMMC dues expenses to CMO
    - Previously split the costs between two departments



# CY18 Mayor & City Council Administration

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Salaries & Wages	179.8	276.7	278.7	2.0	0.7%
Benefits & Related	77.2	78.7	75.0	(3.7)	-4.7%
Contracted Services	26.6	35.0	14.5	(20.5)	-58.6%
Supplies	0.7	2.5	2.5	-	0.0%
Internal Services	1.4	1.4	2.3	0.9	59.3%
<b>Total</b>	<b>\$285.7</b>	<b>\$394.3</b>	<b>\$373.0</b>	<b>(\$21.4)</b>	<b>-5.4%</b>



# CY18 Mayor & City Council Alcohol & Tobacco Commission

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Benefits & Related	-	-	1,806	1,806	-
Contracted Services	1,455	5,000	5,000	-	0.0%
Supplies	4,871	18,250	18,250	-	0.0%
<b>Total</b>	<b>\$6,326</b>	<b>\$23,250</b>	<b>\$25,056</b>	<b>\$1,806</b>	<b>7.7%</b>

# CY18 Mayor & City Council Sister Cities Commission

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Contracted Services	2,419	3,350	3,350	-	0.0%
Supplies	26	-	-	-	0.0%
<b>Total</b>	<b>\$2,445</b>	<b>\$3,350</b>	<b>\$3,350</b>	<b>-</b>	<b>0.0%</b>

# City Manager's Office & Legal

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CY2018 BUDGET REQUEST



# Safety Shift from Legal to CMO

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- Legal reorganization resulted in Safety Division being moved from Legal to City Manager's Office
  - Move reduced staffing needs in Legal
- Safety division includes 2.5 FTEs
  - Currently two vacancies
  - Operating expenses remained flat from CY2017
- Safety Budget: \$280,000
  - All expenses now included in CMO

# CMO/ Communications

## CY2018 Initiatives

- Continue ERP implementation
- Expand electronic meeting management system to boards and commissions
- Launch online board and commission application system
- Continue working with Police Department to grow and enhance public outreach
- Continue open data portal and performance management initiatives
- Increase and refine engagement opportunities with employees and the City Manager



# Legal

## CY2018 Initiatives

- Update municipal code concerning telecommunications
- Assist Electric with negotiating co-generation agreements
- Assist in the development of an administrative hearing system
- Assist DPW with negotiating successor agreements with State of Illinois (HHW)
- Assist with 5th Avenue redevelopment
- Evolve Police training, collaboration to reduce risk and liability



# Legal

## CY2018 Initiatives

- Negotiate with multiple bargaining units for successor CBAs
- Assist HR with drafting revisions to employee policy manual
- Draft ordinance creating an administrative hearing process for claims related to PSEBA
- Develop, implement strategies to reduce costs associated with work-related injuries
- Develop opioid prescription protocol for work-related injuries to prevent possible opioid addiction



# CMO / Communications

## Prior Reductions

\$35,715 of budget  
requests removed  
through review  
process

- **Personnel: \$15,611**
  - Eliminated 0.5 FTE through department reorganization
- **Conferences & Training: \$8,500**
  - Matching historical spending
- **Supplies: \$2,000**
  - General office supplies reduced
  - Does not include request for Safety Division
- **Technical Services: \$8,264**
  - eAgenda agreement reduced
  - Updated WSOL expense to match contract price
- **Professional Services: \$800**
  - Matching historic spend





# LEGAL

## Prior Reductions

\$136,400 of budget requests removed through review process

*Excludes removal of Safety employees and related expenses*

- **Personnel: \$134K**
  - Reduced 2 FTE from department through reorganization
- **Contract Services: \$2,400**
  - Eliminated previously unused budget for repair & maintenance service/machine



# CY18 CMO & Legal Submission

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	Change (\$)	Baseline Increase	Service Enhancement
Salaries & Wages	(116,892)	-	-
Benefits & Related	51,603	51,603	-
Contracted Services	(5,878)	-	-
Supplies	(300)	-	-
Internal Services	698	698	-
<b>Operating Subtotal</b>	<b>(\$70,769)</b>	<b>52,301</b>	<b>-</b>

# CMO

## Baseline Operations

\$321,178 increase

*Excluding Safety: \$40,751  
increase*

- **Shift of Safety from Legal to CMO**
  - Increased department budget by \$259,700
    - Adjusted PT Training Assistant: \$61,000
- **Without Safety addition**
  - Department increasing \$40,751, or 2.8%
- **DMMC Payment**
  - Increasing \$18,500
  - CMO covering full cost, previously split with Mayor/Council
- **Communications**
  - Upgraded 1 FTE to Communications Specialist in CY2017
  - Increase of \$9,800 in salary and \$13,550 in benefits



# Legal

## Baseline Operations

\$391,947 decrease

*Excluding Safety: \$131,336  
decrease*

- **Outside Counsel**
  - Increased \$12K
  - Related to prosecution conflicts and telecommunication matters
- **Graduate Intern**
  - Increased \$15K to temporary pay
  - Part of department reorganization
  - Assisting Legal team with police matters



# CY18 CMO & Legal Budget Overview

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	CY2016 Actual	CY2017 Budget	CY18 Submittal	Change (\$)	Change (%)
Salaries & Wages	2,030.8	2,203.4	2086.5	(116.9)	-5.3%
Benefits & Related	646.7	651.5	703.1	51.6	7.9%
Contracted Services	243.6	345.6	339.8	(5.9)	-1.7%
Supplies	28.9	5.3	6.0	0.7	13.2%
Internal Services	5.3	54.0	53.7	(0.3)	-0.6%
<b>Total</b>	<b>\$2,955.3</b>	<b>\$3,259.8</b>	<b>\$3,189.0</b>	<b>(\$70.8)</b>	<b>-2.2%</b>

# Wrap Up & Reminders

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- Next workshop is November 13
  - Remaining departments will present budgets
  - Feedback presented this evening will be incorporated
- Third workshop on November 27 will focus on revenues
- December 5 – Budget approval
- December 19 – Property Tax Levy approval