

## EFFICIENCY AND CONSOLIDATION REVIEW UPDATE

### Background:

During the CY2018 budget review process, City Council directed the City Manager to evaluate possible opportunities for the City of Naperville, Naper Settlement and the Naperville Public Library to share services for internal functions. In response to this directive, the City Manager assembled a working group of City staff members to conduct the internal services review.

### Discussion:

The internal services review process began during late January with a kick-off meeting with all three organizations. The scope of internal services to be reviewed and the project approach and schedule were established during the kick-off.

The services being reviewed include:

- Human Resources
- Legal
- Safety
- Finance
- Procurement
- Information Technology
- Communications
- Buildings and Grounds
- Fleet

The project approach consists of three components:

- Gathering and sharing data
- Establishing current realities
- Analyzing internal services and preparing recommendations

City staff began gathering and sharing data in February. To complete this work, the three organizations collect and share information such as job descriptions and organization charts related to the identified internal services. The information is shared and reviewed through collaborative meetings. Due to the complex nature of the review, this component is following a two-phase approach. The data gathering and sharing between the City and Naper Settlement was completed during February and March; the work with Naperville Public Library is occurring in April.

The next component will be to establish the current realities surrounding the identified internal services. The goal of this is to concisely summarize the information compiled during the data gathering and to gain concurrence on the current realities to establish the baseline for further review. City staff will work with Settlement and Library staff on the draft report to be submitted by June to City Council for review and input.

The final component of the internal services review will be an analysis of the services and preparation of recommendations. This information will be submitted during the CY2019 budget preparation process.