

# CITY MANAGER'S OFFICE



## Committee of the Whole

October 10, 2016

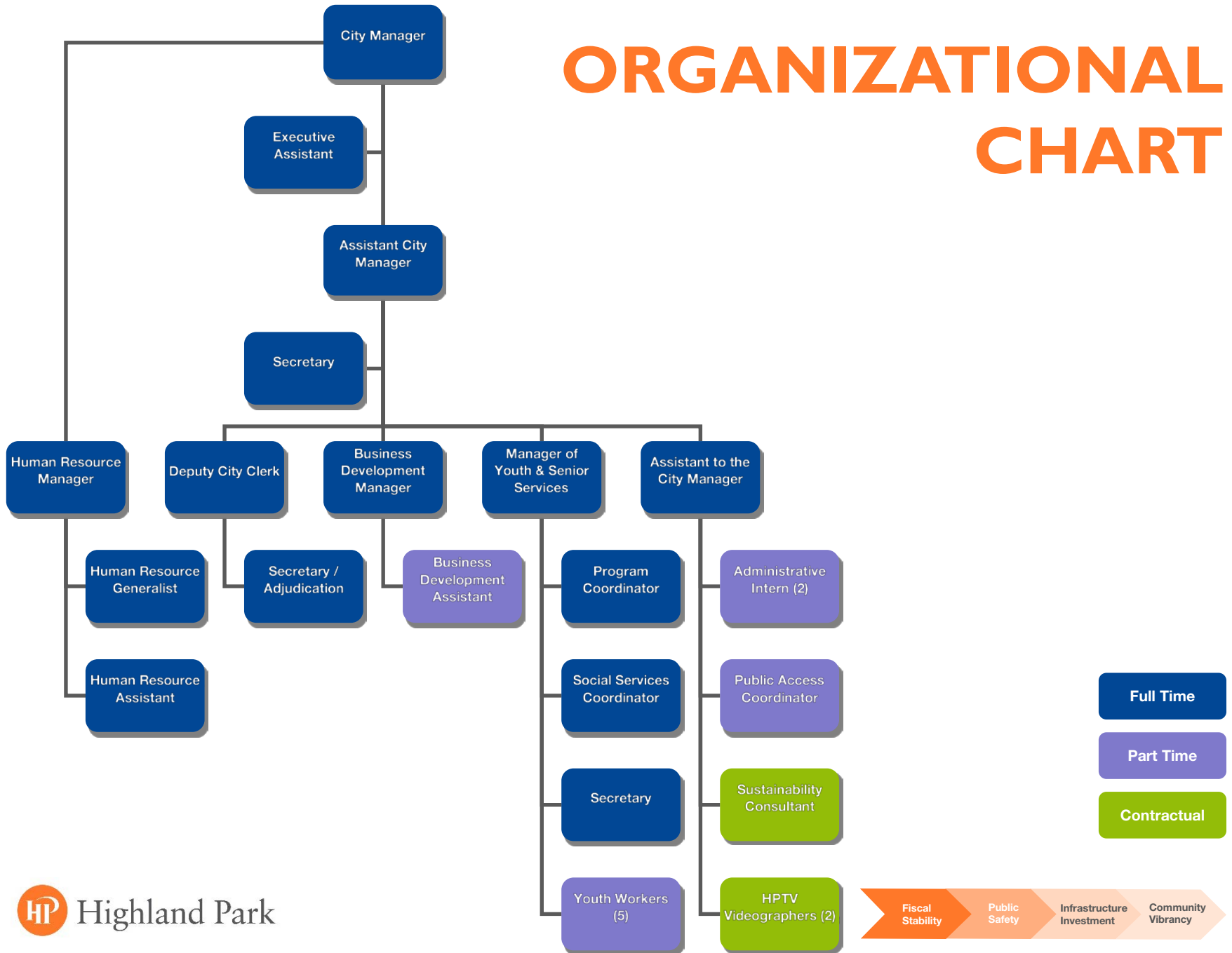
# AGENDA

- **Overview and Metrics Highlights**
- **Organizational Chart & Personnel Changes**
- **CMO Department Budget**
- **2017 Objectives**
- **CMO General Fund Budget**
- **CMO Other Funds Budget**

# OVERVIEW & METRICS

- Launched the City's new brand and logo
- Customer service, software, and leadership training
- Advanced a letter of intent for sale of HP Theatre/South Ori Lot
- Negotiated two collective bargaining agreements
- Implemented technologies to improve services (Laserfiche, MinuteTraq, Municode)
- Coordinated SSA 17 (Ravinia Business District) renewal process
- Developed a Clerk's Office Strategic Plan
- Redesign of the City website (underway)
- Began the workforce planning initiative
- Worked with the Park Dist., Police & PW to maintain boating ops at Park Ave Beach

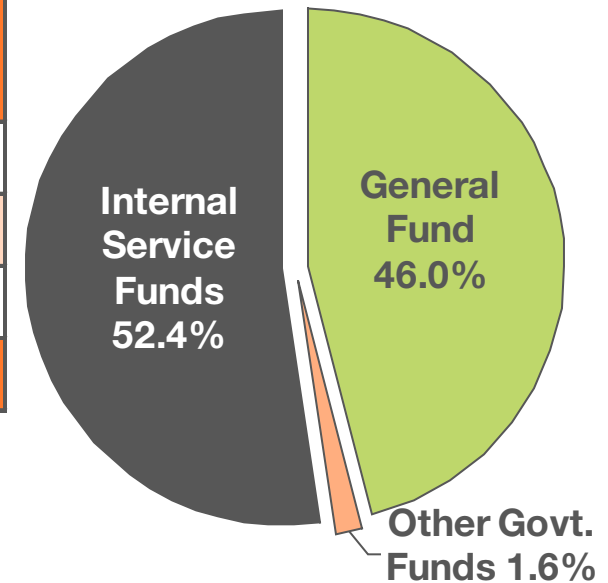
# ORGANIZATIONAL CHART



# CMO DEPARTMENT BUDGET

<i>Expenditures by Fund Type</i>	Total 2017 Budget	Increase / (Decrease) '17 Bud. vs. '16 Est.	
		Dollar	Percent
Total General Fund	4,690,500	330,500	7.6%
Other Governmental Funds	167,000	51,800	45.0%
Total Internal Service Funds	5,346,100	148,400	2.9%
<b>Total All Funds</b>	<b>10,203,500</b>	<b>530,600</b>	<b>5.5%</b>

2017 Expenditures



## *Programs in Each Fund Type:*

- **General Fund** – City Council, Executive, Human Resources, Communications, Youth & Senior Services, City Clerk, Legal Services, Business Development, Board of Fire & Police Commissioners, Bus. and Econ. Dev. Commission, Human Relations Commission, and Cultural Arts Commission
- **Other Government Funds** – Sustainability and HP Theatre Funds
- **Internal Service Funds** – Insurance/Wellness Fund

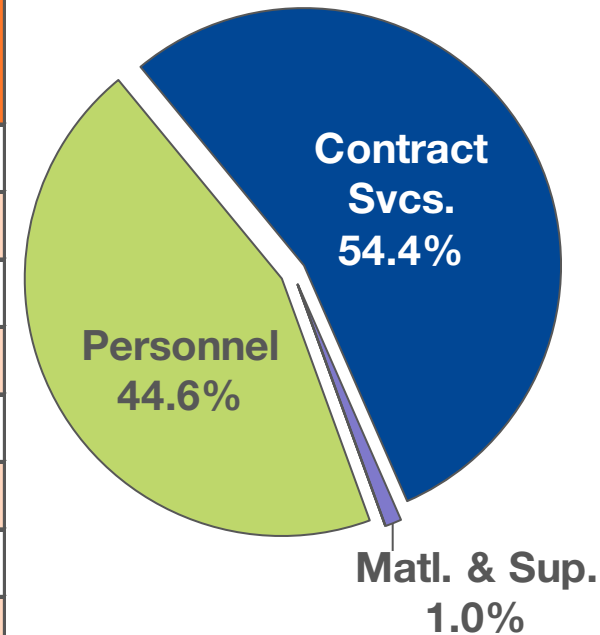
# CMO 2017 OBJECTIVES

- **Manage more than 150 Major Projects working in collaboration with all City Departments**
- **Seek to continue engagement of citizens**
  - Website redesign, online request tracking system, PSA videos
- **Complete the sale of the HP Theater**
- **Implement efficiencies within City operations**
  - E-Signature software, electronic forms and licensing
- **Pursue shared service partnerships**
  - Admin hearing program, document imaging joint bid
- **Sustainability initiatives**
  - 3-year Sustainability Plan, increase composting and RFID waste collection participation

# CMO GENERAL FUND BUDGET

<i>Expenditures by Program</i>	Total 2017 Budget	Increase / (Decrease) '17 Bud. vs. '16 Est.	
		Dollar	Percent
City Council	250,000	10,300	4.3%
Executive	732,900	(35,700)	-4.6%
Human Resources	536,200	30,000	5.9%
Communications	327,800	32,200	10.9%
Youth & Senior Services	649,500	47,900	8.0%
City Clerk	202,600	5,600	2.8%
Legal Services	1,016,900	55,000	5.7%
Business Development	887,600	174,400	24.5%
Board of Police/Fire Commissioners	47,700	7,200	17.8%
Bus. and Econ. Dev. Commission	500	-	0.0%
Human Relations Commission	34,000	300	0.9%
Natural Resources Commission	4,700	3,100	193.8%
<b>Total General Fund</b>	<b>4,690,500</b>	<b>330,500</b>	<b>7.6%</b>

2017 Expenditures



# CMO GENERAL FUND BUDGET

## *Notable Budget Variances:*

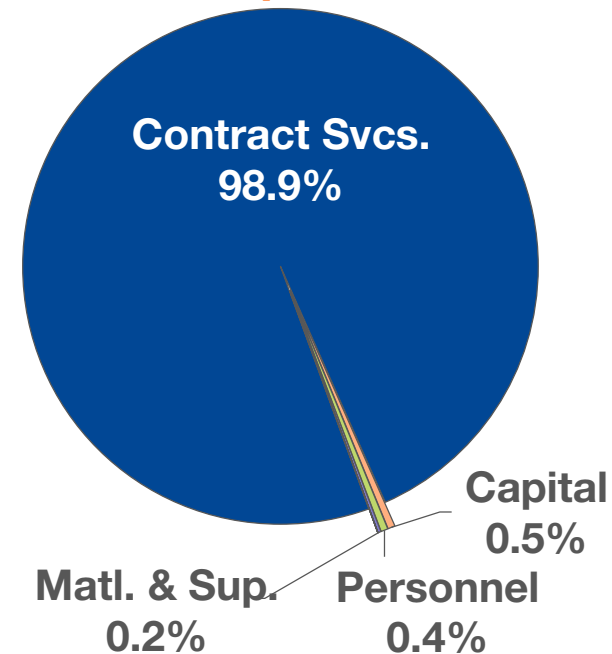
- **City Council** – Illinois Municipal League (IML) membership: \$2,000
- **Executive** – Reclassification of Deputy City Manager to Assistant City Manager: (\$30,000)
- **Communications** – Assistant to the City Manager position not filled from January to April: (\$20,000); PSA video production: \$5,000
- **Youth & Senior** – Senior activities programming reimbursable expenses increasing due to demand for high value activities: \$9,000; Use of Senior Connector for Youth Services transportation: \$15,000
- **Legal Services** – Costs based on legal services trends: \$55,000
  - No change in retainer; Retainer credit of \$10,000 in FY16
- **Business Development** – Reclassification of the sales tax revenue sharing account within the General Fund from the Finance Department to the Business Development Division within CMO: \$451,000
- **Fire/Police Commission** – Post-offer screenings for Police Officers and Fire Fighters: \$7,200



# CMO OTHER FUNDS BUDGET

<i>Expenditures by Program</i>	Total 2017 Budget	Increase / (Decrease) '17 Bud. vs. '16 Est.	
		Dollar	Percent
Environmental Sustainability	143,000	44,600	45.3%
HP Theatre Fund	24,000	7,200	42.9%
Other Governmental Funds	167,000	51,800	45.0%
Insurance/Wellness	5,346,100	148,400	2.9%
<b>Total Internal Service Funds</b>	<b>5,346,100</b>	<b>148,400</b>	<b>2.9%</b>

## 2017 Expenditures



### *Notable Budget Details and Variances:*

- **HP Theatre Fund** – Variance due to anticipated costs for utilities and property maintenance through end of May, 2017: \$7,200
- **Environmental Sustainability** – Variance due to staff turnover, the City could not complete as many projects as originally planned: \$44,600

# Partner Agency 2017 Budget Requests

- **Highland Park/Highwood Legal Aid Clinic** – Request for City funding to assist with domestic violence, housing, and immigration legal services and programs: \$5,000
- **The Art Center – Highland Park** – Request for City funding for two programs: \$10,000
  - 1) February’s Youth Art Month Exhibitions featuring District 112 and 113 student artwork
  - 2) The “Joyeria” Program allowing underserved Latino men and women the opportunity to learn jewelry making/metal-smithing

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## QUESTIONS?