

LEAN PROCESSES IMPLEMENTED

DEPARTMENT	SUBJECT	OLD PROCESS	NEW PROCESS	SAVINGS
Eng. Maintenance	Salt for city buildings for snow events	Used bag salt	Use bulk salt	\$1990.80 for 2010/2011 season
Parks & Recreation	Printing receipts	Print 3 receipts	Print 1 receipt for file Email receipt to customer	Product savings \$290.61 per year
Parks & Recreation	Printing schedules	Print game schedule for each participant	Email schedule to coaches	\$54 per year
Parks & Recreation	Print task log sheets	Print using new paper each time	Use paper that has been used on one side	\$29 per year
Wastewater	Sewer main solvent root remover	Use 1/2 or full bucket when needed	Measure specific doses Keep better records	Product savings \$3332 per year Man hours reduced 28%
Comm Dev	Software Contract Cost Reductions	Gadberry Group Demographic Software		2011 \$ 7,694.00
IT		Microsoft Software Assurance		2012 \$ 9,017.00 2013 \$ 18,032.00
Police		Public Safety Software		2011 \$ 3,242.00 2012 \$ 6,483.00
Public Works		DLT Solutions Autocad Software ESRI, Spatial Analyst		2011 \$ 2,010.00
Administration	Board of Aldermen Agenda Packets	Packets sent out on disks	Board downloads agenda from web site	\$931.38 per year
Administration	Business License Renewal Mailing	Send in a 9X12 envelope	Send in a regular #10 envelope	\$1,135 per year
Wastewater	Starting and rotating plant blowers	Old schedule	Revised schedule	Blower hours reduced 84% per year Man hours reduced 63% per year
Administration	Legal Fees	City Attorney attended all P&Z meetings and Initiated work prior to direction on implementation of legislative changes	City attorney only attends P&Z mtgs upon request City Admin approval required before attorney does work	General Counsel savings: 2008 4% \$5,236 2009 19% \$22,159 2010 21% \$20,536 Overall Legal savings: 2008 -39% (\$91,190) 2009 30% \$98,329 2010 10% \$22,401
Wastewater	Lab practices at treatment plant		Reduce frequency of analysis on specific process control parameters	\$680 per year Man hours reduced 250 per year DI Water, liters - 470 less per year
Administration	Worker's Comp Prop & Casualty Insurance	Due to Insurance Pool concept, City had not bid insurance for Several Years	New provider includes add'l training (also elected officials), webinar training, loss control grant funding available, 24-hour access to medical staff for WC, free legal review of personnel policies	2011 \$ 142,146.00 Improved services from provider
Wastewater	Exterior Lighting	Used 53 lights	Reduced number of lights being used to 13 yet still meet safety requirements	\$1,790.47 per year beginning in 2010