



MEMORANDUM

TO: Keith Giagnorio, Village President and Board of Trustees

FROM: David A. Hulseberg, Village Manager, AICP, ICMA-CM

DATE: August 13, 2013

SUBJECT: Proposed Budgets for the Legislative and Executive Budgets FY 2014

Attached please find the proposed budgets for the Legislative and Executive Budgets that cover FY 2014. Any substantive changes to these departmental budgets as compared to FY 2013 will be highlighted below.

Substantive Changes – Substantive changes within the 2014 budget include personnel changes due to retirements, reassignments and new hiring. Retirements resulted in reductions in salary and benefits costs. Other areas of the budget reflect increased expenditures due to new hiring and reassignments.

Areas of Increase – Within the executive budget, there are additional costs for job posting advertisements and new employee physicals as a result of anticipated new hires. In the executive budget, cost for half of the salary and benefits for the Administrative Coordinator was moved from Finance to the Village Manager's Office. With a number of unresolved new union contracts as well as possible mediations and arbitrations, legal expenditures have also been increased.

Additions to the Budgets – Within the legislative portion of the budget, money has been set aside for the replacement of the cabinetry within the Village Trustee conference room. Funds have also been set aside for codification services and online publication through a codifier to improve the accessibility and features associated with the Lombard Code of Ordinances online.

Challenges of the Last Year – In the executive department, challenges of the last year have included the continuing negotiation of union contracts. Three new union group contracts were under negotiations. Thus far, only one new contract has been completed this year. The Village implemented changes to join an intergovernmental risk pool and has initiated an application to explore membership in an intergovernmental health insurance pool.

Challenges of the Coming Year – Challenges of the upcoming year will be to complete the negotiations on the remaining two union groups. Challenges of the upcoming year will also include the recruitment, hiring and orientation of new employees throughout the organization to replace vacant positions resulting from the early retirement program. If you should have any questions or would like any additional information, please do not hesitate to contact me.



**Calendar Year 2014
Budget Workshop
Legislative & Executive Departments**

Legislative Department Description

- **President and Board of Trustees:** The Village Board is the legislative and policy-making body of the Village. The Village President is elected at-large and serves for a term of four years. The Village Trustees are elected from each of six districts to serve as representative of that district. Trustees serve staggered terms of four years. The responsibilities of the Village Board include enacting ordinances for the proper governing of the Village; approving changes in the Municipal Code as required; adopting the annual budget and related financial documents; awarding municipal contracts; establishing all other policies necessary to promote the health, safety and welfare of the Village and its residents; appointing the Village Manager; and representing the Village to the public and other governmental bodies.
- **Village Clerk:** The Village Clerk performs a variety of administrative functions for the Village Board. The Clerk is elected at large and serves a term of four years. The Clerk serves as local election official for all elections and is responsible for monitoring election laws for Village candidates. The Clerk and Central Records staff members are responsible for the recording of all Village Board meeting minutes; publishing, when necessary, and maintaining all Village ordinances and resolutions; and preparing notices. In addition, they are responsible for maintaining accurate files of all Village administrative records; as well as administering and maintaining the Legistar legislative tracking system. The Village Clerk staff administers the Taxi Subsidy Program and acts as Freedom of Information Officer for the Village. Licensing functions are also included within this cost center. The Licensing program activity within this cost center includes coordinating the business licensing system, the handling of all renewal cycles, and recommending changes to licensing ordinances and procedures. In addition, secretarial and support staff for the necessary preparation of ordinances, maintenance of all of the appropriate legal files and maintenance of the Liquor Commissioner's files, as outlined in the 1340 Legal Services Cost Center are included in this program.
- **Board of Fire and Police Commissioners:** The Village of Lombard Board of Fire and Police Commissioners is established and administered pursuant to 65 ILCS 5/10-2.1 for the purpose of examining applicants for entry into and promotion within the Fire and Police services. The Board also has the responsibility for suspension, removal or discharge of employees after proper due process.
- **Museum / Peck House / Main Street Cemetery:** This cost center provides for the Hotel/Motel Tax Fund cost of projects associated with the Lombard Historical Museum, the Peck Homestead, and the Main Street Cemetery. The obligations of the Society are outlined in the agreement for both properties. In June 2007, the Village Board of Trustees passed a resolution announcing the intent of the Village to enter and maintain the Lombard Main Street Cemetery as an abandoned cemetery. Costs associated with general maintenance and upkeep activities for the cemetery are included in this cost center.

Village of Lombard Legislative Department CY14 Budget Request Summary

	ACTUAL 2012A	AMENDED BUDGET 2013	YEAR-END ESTIMATE 2013	MANAGER PROPOSED 2014
Legislative Department	576,772	692,360	658,800	589,700
President & Board of Trustees	229,131	261,300	258,800	258,720
Village Clerk & Records Admin	158,482	167,760	148,700	128,900
Board of Fire & Police Commission	63,575	118,960	114,680	63,960
Museum/Peck House/Main St Cemetery	125,584	144,340	136,620	138,120
Year to Year Increase		16.69%	-5.09%	-17.41%
		<i>Compares to 2012A Actual</i>	<i>Compares to 2013 Amended Budget</i>	<i>Compares to 2013 Amended Budget</i>

Significant Increase/Decreases:

- Decreases in salary and benefit costs resulting from employee retirements.
- FY14 Board of Fire & Police Commission costs include firefighter testing as well as BC promotional testing.
- Facility improvements slated for cabinetry in Village Board chambers.

Strategic Changes:

- None

The Legislative Department's Greatest Challenge:

- Continued implementation of New World Systems as well as codification and online code publication.



Executive Department Description

- **Village Manager's Office:** The Village Manager is the chief administrative officer of the Village and is directly responsible for planning, organizing and directing the activities of all municipal operations. The Village Manager appoints all Department Heads and most other employees. The Manager ensures that all laws and ordinances governing the Village are faithfully enforced, recommends to the Village Board such measures or actions which appear necessary or desirable, recommends municipal ordinances and regulations and implements policies established by the Village Board, prepares and submits the administrative budget and capital improvement program and performs other activities as provided in the Municipal Code. The Executive Coordinator supports the Village Manager in his work.
- **Human Resources:** This program is responsible for all matters affecting Village personnel and all records not maintained by individual departments. Specific examples include the establishment of Human Resource policies, updating the Human Resource manual, employee selection, administration of employee benefits and compensation, training and development, employee relations, hiring assistance for all departments, administration of the Pay & Classification Plan and supervision of the payroll process.
- **Legal Services:** This program reflects the majority of work performed in the area of Legal Services. The Attorney acts in an advisory capacity to the Corporate Authorities, Municipal Officers, Liquor Commissioner, Village employees, and any other Boards and Commissions (except those specifically prohibited by law). This program incorporates preparation of legal opinions, memos, review of legal documents such as contracts, leases and other items associated with giving legal opinions to the above parties.
- This program also includes all of the work necessary to prepare for prosecution including actual appearances in traffic court. Plaintiff work is normally handled through the chancery or tax courts. Actual court experience plus any preparation time with witness, professional or not, is also covered by this program.
- **Communications:** The Communications division coordinates public communications, promotes Village programs and services to the community at large and supports Lombard community activities. This cost center provides for the Hotel/Motel Tax Fund cost of various Village projects. Costs shown in this cost center are in accordance with the Village's Hotel/Motel Tax Financial Policy which restricts expenditures to items which promote tourism and conventions within the municipality or otherwise attract non-resident overnight visitors to the municipality. The Village of Lombard has established a five percent (5%) hotel tax pursuant to state law.

Village of Lombard Executive Department CY14 Budget Request Summary

	ACTUAL 2012A	AMENDED BUDGET 2013	YEAR-END ESTIMATE 2013	MANAGER PROPOSED 2014
Executive Department	3,740,927	2,939,240	2,202,900	2,197,330
Admin Management	336,710	529,660	508,940	463,740
Human Resources	755,706	304,210	298,630	298,120
Legal Services	423,111	406,900	406,900	431,500
Communications	435,057	461,450	470,510	460,650
Risk Management Admin	1,745,343	1,169,520	444,060	470,120
Employee Services	45,000	67,500	73,860	73,200
Year to Year Increase		-27.29%	-33.43%	-33.76%
		<i>Compares to 2012A Actual</i>	<i>Compares to 2013 Amended Budget</i>	<i>Compares to 2013 Amended Budget</i>

Significant Increase/Decreases:

- Decreases in salary and benefit costs resulting from employee retirements.
- Increased HR costs related to recruitment and replacement hiring resulting from employee retirements and vacancies.
- Moved Administrative Coordinator (50%) salary and benefits from Finance to Village Manager's Office.
- Hotel/Motel Committee recommended contracting out for electronic communications and marketing (\$30,000).
- Liability and insurance expenses have been allocated to each department.

Strategic Changes:

- None

The Executive Department's Greatest Challenge:

- Labor and union negotiations along with possible mediation and arbitration relating to contract administration and collective bargaining.

Legislative Budget Worksheet Report

	Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 110 - Legislative							
Cost Center: 101 - President & Board of Trustees							
10 - Personal Services							
	71110	Regular Wages	\$0	\$45,040	\$0	\$0	\$0
	71120	Part-Time Wages	\$44,534	\$0	\$39,910	\$45,450	\$45,450
	71420	Social Security	\$2,761	\$2,790	\$2,470	\$2,820	\$2,820
	71430	Medicare	\$645	\$650	\$580	\$660	\$660
Total: 10 - Personal Services			\$47,940	\$48,480	\$42,960	\$48,930	\$48,930
20 - Commodities							
	73110	Operating Supplies	\$3,039	\$3,000	\$3,000	\$3,000	\$3,000
	73130	Books & Literature	\$145	\$100	\$500	\$100	\$100
	73140	Postage	\$65	\$80	\$200	\$80	\$80
Total: 20 - Commodities			\$3,249	\$3,180	\$3,700	\$3,180	\$3,180
30 - Contractual Services							
	75010	Training & Travel	\$5,410	\$11,200	\$11,200	\$8,200	\$8,200
	75020	Dues & Subscriptions	\$47,342	\$49,840	\$49,840	\$49,810	\$49,810
	75110	Classified Advertising	\$0	\$0	\$0	\$0	\$0
	75210	Printing & Binding	\$395	\$500	\$3,000	\$500	\$500
	75770	Misc Contractual Obligations	\$124,791	\$148,100	\$148,100	\$148,100	\$148,100
Total: 30 - Contractual Services			\$177,938	\$209,640	\$212,140	\$206,610	\$206,610
Cost Center Total: 101 - President & Board of Trustees			\$229,127	\$261,300	\$258,800	\$258,720	\$258,720
Cost Center: 103 - Village Clerk & Records							
10 - Personal Services							
	71110	Regular Wages	\$68,210	\$69,020	\$62,760	\$64,280	\$64,280
	71120	Part-Time Wages	\$38,996	\$39,290	\$42,000	\$23,710	\$23,710
	71140	Overtime Wages	\$0	\$0	\$0	\$0	\$0
	71210	PPO-Health Insurance	\$0	\$0	\$0	\$0	\$0
	71240	Blue Advantage-Health Insurance	\$15,002	\$18,760	\$3,940	\$0	\$0
	71410	Life Insurance	\$180	\$180	\$180	\$180	\$180
	71420	Social Security	\$6,475	\$6,720	\$6,500	\$5,460	\$5,460
	71430	Medicare	\$1,514	\$1,570	\$1,520	\$1,280	\$1,280
	71440	Employer Pension Contribution-IMRF	\$9,523	\$10,120	\$9,700	\$9,710	\$9,710
Total: 10 - Personal Services			\$139,900	\$145,660	\$126,600	\$104,620	\$104,620

	Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
20 - Commodities							
	73110	Operating Supplies	\$221	\$600	\$600	\$800	\$800
	73130	Books & Literature	\$0	\$100	\$100	\$80	\$80
	73910	Technology Software	\$0	\$0	\$0	\$0	\$0
	73920	Technology Equipment	\$0	\$0	\$0	\$0	\$0
Total: 20 - Commodities			\$221	\$700	\$700	\$880	\$880
30 - Contractual Services							
	75010	Training & Travel	\$785	\$2,300	\$2,300	\$2,300	\$2,300
	75020	Dues & Subscriptions	\$500	\$650	\$650	\$650	\$650
	75120	Legal Advertising	\$4,921	\$5,000	\$5,000	\$5,000	\$5,000
	75210	Printing & Binding	\$0	\$0	\$0	\$0	\$0
	75220	Recordings/Archiving	\$3,419	\$4,000	\$4,000	\$6,000	\$6,000
	75350	Other Prof/Tech Services	\$0	\$0	\$0	\$0	\$0
	75710	Computer Service Contracts	\$8,731	\$9,450	\$9,450	\$9,450	\$9,450
Total: 30 - Contractual Services			\$18,356	\$21,400	\$21,400	\$23,400	\$23,400
Cost Center Total: 103 - Village Clerk & Records			\$158,477	\$167,760	\$148,700	\$128,900	\$128,900
Cost Center: 105 - Board-Fire & Police Commission							
10 - Personal Services							
	71140	Overtime Wages	\$2,216	\$7,500	\$4,000	\$7,500	\$7,500
Total: 10 - Personal Services			\$2,216	\$7,500	\$4,000	\$7,500	\$7,500
20 - Commodities							
	73110	Operating Supplies	\$0	\$200	\$200	\$200	\$200
Total: 20 - Commodities			\$0	\$200	\$200	\$200	\$200
30 - Contractual Services							
	75010	Training & Travel	\$120	\$500	\$80	\$500	\$500
	75020	Dues & Subscriptions	\$375	\$400	\$400	\$400	\$400
	75110	Classified Advertising	\$0	\$6,000	\$6,000	\$6,000	\$6,000
	75210	Printing & Binding	\$0	\$0	\$0	\$0	\$0
	75340	Legal Services	\$20,384	\$15,360	\$9,000	\$9,360	\$9,360
	75350	Other Prof/Tech Services	\$40,479	\$89,000	\$95,000	\$95,000	\$40,000
Total: 30 - Contractual Services			\$61,358	\$111,260	\$110,480	\$111,260	\$56,260
Cost Center Total: 105 - Board-Fire & Police Commission			\$63,574	\$118,960	\$114,680	\$118,960	\$63,960

Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
Fund: 240 - Hotel/Motel Tax Fund						
<u>Expenditures</u>						
Department: 110 - Legislative						
Cost Center: 107 - Museum/Peck House/Cemetery						
20 - Commodities						
73110	Operating Supplies	\$0	\$20	\$20	\$20	\$20
73130	Books & Literature	\$0	\$40	\$40	\$40	\$40
73610	Electric	\$1,567	\$1,400	\$1,500	\$1,500	\$1,500
73630	Telephone	\$3,186	\$2,700	\$3,500	\$3,600	\$2,700
73640	Gas	\$762	\$800	\$800	\$800	\$800
73910	Technology Software	\$509	\$600	\$600	\$1,000	\$1,000
Total: 20 - Commodities		\$6,024	\$5,560	\$6,460	\$6,960	\$6,060
30 - Contractual Services						
75010	Training & Travel	\$1,976	\$1,400	\$1,400	\$1,500	\$1,500
75020	Dues & Subscriptions	\$2,936	\$790	\$790	\$810	\$810
75110	Classified Advertising	\$1,526	\$2,530	\$2,260	\$2,260	\$2,260
75610	Property/Building Maintenance	\$7,562	\$7,570	\$7,650	\$9,000	\$9,000
75620	Repairs & Improvements	\$56	\$16,300	\$2,000	\$0	\$0
75730	Equipment Service Contracts	\$1,145	\$2,750	\$2,920	\$4,070	\$4,070
75770	Misc Contractual Obligations	\$104,353	\$107,440	\$113,140	\$116,920	\$114,420
Total: 30 - Contractual Services		\$119,554	\$138,780	\$130,160	\$134,560	\$132,060
Cost Center Total: 107 - Museum/Peck House/Cemetery			\$144,340	\$136,620	\$141,520	\$138,120

Executive Budget Worksheet Report

	Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
Fund: 101 - General Fund							
Expenditures							
Department: 130 - Executive							
Cost Center: 108 - Legal Services							
20 - Commodities							
	73110	Operating Supplies	\$365	\$500	\$500	\$500	\$500
	73130	Books & Literature	\$274	\$500	\$500	\$500	\$500
Total: 20 - Commodities			\$639	\$1,000	\$1,000	\$1,000	\$1,000
30 - Contractual Services							
	75340	Legal Services	\$422,472	\$405,900	\$405,900	\$430,500	\$430,500
Total: 30 - Contractual Services			\$422,472	\$405,900	\$405,900	\$430,500	\$430,500
Cost Center Total: 108 - Legal Services			\$423,111	\$406,900	\$406,900	\$431,500	\$431,500
Cost Center: 109 - Human Resources							
10 - Personal Services							
	71110	Regular Wages	\$135,350	\$135,090	\$137,830	\$136,450	\$136,450
	71120	Part-Time Wages	\$37,741	\$36,620	\$31,440	\$31,440	\$31,440
	71220	PPO Plus-Health Insurance	\$0	\$0	\$0	\$0	\$0
	71240	Blue Advantage-Health Insurance	\$20,896	\$26,620	\$22,070	\$23,910	\$23,910
	71410	Life Insurance	\$360	\$360	\$360	\$360	\$360
	71420	Social Security	\$9,941	\$10,650	\$10,490	\$10,410	\$10,410
	71430	Medicare	\$2,325	\$2,490	\$2,450	\$2,430	\$2,430
	71440	Employer Pension Contribution-IMRF	\$23,530	\$24,410	\$26,150	\$25,370	\$25,370
	71520	Tuition Reimbursements	\$0	\$0	\$0	\$0	\$0
	71540	Employee Recognition	\$11,004	\$29,000	\$25,000	\$25,000	\$25,000
Total: 10 - Personal Services			\$241,147	\$265,240	\$255,790	\$255,370	\$255,370
20 - Commodities							
	73110	Operating Supplies	\$2,539	\$2,500	\$2,500	\$2,000	\$2,000
	73130	Books & Literature	\$16	\$400	\$400	\$400	\$400
Total: 20 - Commodities			\$2,555	\$2,900	\$2,900	\$2,400	\$2,400
30 - Contractual Services							
	75010	Training & Travel	\$2,101	\$2,700	\$2,700	\$6,590	\$6,590
	75020	Dues & Subscriptions	\$2,306	\$2,870	\$2,870	\$2,880	\$2,880
	75110	Classified Advertising	\$10,434	\$6,000	\$8,000	\$6,000	\$6,000
	75210	Printing & Binding	\$270	\$1,000	\$1,000	\$1,000	\$1,000
	75350	Other Prof/Tech Services	\$18,681	\$23,500	\$25,370	\$23,880	\$23,880
Total: 30 - Contractual Services			\$33,792	\$36,070	\$39,940	\$40,350	\$40,350
Cost Center Total: 109 - Human Resources			\$277,494	\$304,210	\$298,630	\$298,120	\$298,120
Cost Center: 110 - Administration							
10 - Personal Services							
	71110	Regular Wages	\$231,834	\$356,170	\$341,800	\$307,210	\$307,210
	71140	Overtime Wages	\$3,669	\$2,000	\$2,500	\$2,000	\$2,000
	71220	PPO Plus-Health Insurance	\$528	\$20,430	\$17,040	\$14,680	\$14,680
	71230	HMO-Health Insurance	\$0	\$0	\$0	\$0	\$0
	71240	Blue Advantage-Health Insurance	\$20,377	\$26,620	\$22,070	\$23,910	\$23,910

Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
71410	Life Insurance	\$360	\$540	\$540	\$500	\$500
71420	Social Security	\$10,677	\$18,220	\$18,030	\$16,290	\$16,290
71430	Medicare	\$3,151	\$5,160	\$4,960	\$4,460	\$4,460
71440	Employer Pension Contribution-IMRF	\$33,060	\$52,210	\$52,810	\$46,420	\$46,420
71520	Tuition	\$0	\$0	\$0	\$0	\$0
	Reimbursements					
71540	Employee Recognition	\$0	\$100	\$100	\$100	\$100
Total: 10 - Personal Services		\$303,656	\$481,450	\$459,850	\$415,570	\$415,570
20 - Commodities						
73110	Operating Supplies	\$2,098	\$3,160	\$3,160	\$3,000	\$3,000
73130	Books & Literature	\$30	\$100	\$100	\$100	\$100
Total: 20 - Commodities		\$2,128	\$3,260	\$3,260	\$3,100	\$3,100
30 - Contractual Services						
75010	Training & Travel	\$1,953	\$5,000	\$5,000	\$7,020	\$7,020
75020	Dues & Subscriptions	\$2,761	\$2,730	\$4,500	\$4,010	\$4,010
75210	Printing & Binding	\$51	\$100	\$100	\$100	\$100
75770	Misc Contractual Obligations	\$19,634	\$28,890	\$28,000	\$28,000	\$28,000
76010	Trfr to Fleet Services O&M	\$4,853	\$5,730	\$5,730	\$2,430	\$2,430
76011	Trfr to Fleet Services Reserve	\$1,668	\$2,500	\$2,500	\$3,510	\$3,510
Total: 30 - Contractual Services		\$30,920	\$44,950	\$45,830	\$45,070	\$45,070
Cost Center Total: 110 - Administration		\$336,704	\$529,660	\$508,940	\$463,740	\$463,740
Fund: 220 - Comcast PEG-Cable Equipment Fund						
<u>Expenditures</u>						
Department: 130 - Executive						
Cost Center: 550 - Comcast						
20 - Commodities						
73110	Operating Supplies	\$0	\$0	\$0	\$0	\$0
73910	Technology Software	\$0	\$0	\$0	\$0	\$0
73920	Technology Equipment	\$0	\$0	\$0	\$0	\$0
Total: 20 - Commodities		\$0	\$0	\$0	\$0	\$0
Cost Center Total: 550 - Comcast		\$0	\$0	\$0	\$0	\$0
Fund: 225 - AT&T PEG-Cable Equipment Fund						
<u>Expenditures</u>						
Department: 130 - Executive						
Cost Center: 551 - AT&T						
20 - Commodities						
73110	Operating Supplies	\$0	\$0	\$0	\$0	\$0
73910	Technology Software	\$0	\$0	\$0	\$0	\$0
73920	Technology Equipment	\$0	\$0	\$4,440	\$0	\$0
Total: 20 - Commodities		\$0	\$0	\$4,440	\$0	\$0
Cost Center Total: 551 - AT&T		\$0	\$0	\$4,440	\$0	\$0
Department: 130 - Executive						
Cost Center: 540 - Communications						
10 - Personal Services						
71110	Regular Wages	\$86,252	\$88,040	\$89,780	\$54,290	\$54,290

Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
71120	Part-Time Wages	\$49,821	\$53,580	\$53,580	\$47,780	\$47,780
71210	PPO-Health Insurance	\$0	\$0	\$4,860	\$8,020	\$8,020
71220	PPO Plus-Health Insurance	\$0	\$0	\$0	\$0	\$0
71410	Life Insurance	\$180	\$180	\$180	\$180	\$180
71420	Social Security	\$8,433	\$8,780	\$8,890	\$6,330	\$6,330
71430	Medicare	\$1,972	\$2,060	\$2,080	\$1,480	\$1,480
71440	Employer Pension Contribution-IMRF	\$15,418	\$16,810	\$17,990	\$8,200	\$8,200
Total: 10 - Personal Services		\$162,076	\$169,450	\$177,360	\$126,280	\$126,280
20 - Commodities						
73110	Operating Supplies	\$33,618	\$37,900	\$38,000	\$39,000	\$39,000
73130	Books & Literature	\$100	\$100	\$100	\$100	\$100
73140	Postage	\$18,280	\$18,680	\$18,680	\$19,380	\$19,380
73910	Technology Software	\$0	\$0	\$0	\$0	\$0
73920	Technology Equipment	\$23,552	\$17,050	\$17,050	\$17,050	\$17,050
Total: 20 - Commodities		\$75,550	\$73,730	\$73,830	\$75,530	\$75,530
30 - Contractual Services						
75010	Training & Travel	\$381	\$750	\$750	\$750	\$750
75020	Dues & Subscriptions	\$1,373	\$2,670	\$2,570	\$2,950	\$2,950
75210	Printing & Binding	\$20,699	\$21,180	\$21,180	\$21,190	\$21,190
75720	Rentals	\$428	\$600	\$1,750	\$1,800	\$1,800
75730	Equipment Service Contracts	\$0	\$2,600	\$2,600	\$2,600	\$2,600
75770	Misc Contractual Obligations	\$83,692	\$102,530	\$102,530	\$132,530	\$132,530
76020	Trfr to Technology Reserve	\$3,150	\$1,370	\$1,370	\$3,890	\$3,890
76030	Trfr to General	\$87,705	\$86,570	\$86,570	\$93,130	\$93,130
Total: 30 - Contractual Services		\$197,428	\$218,270	\$219,320	\$258,840	\$258,840
Cost Center Total: 540 - Communications			\$461,450	\$470,510	\$460,650	\$460,650
Cost Center: 545 - Hotel/Motel Grant Program						
10 - Personal Services						
71120	Part-Time Wages	\$0	\$0	\$0	\$0	\$0
71420	Social Security	\$0	\$0	\$0	\$0	\$0
71430	Medicare	\$0	\$0	\$0	\$0	\$0
Total: 10 - Personal Services		\$0	\$0	\$0	\$0	\$0
30 - Contractual Services						
75020	Dues & Subscriptions	\$70,164	\$69,260	\$74,510	\$74,510	\$74,510
75770	Misc Contractual Obligations	\$187,093	\$97,000	\$97,000	\$100,500	\$100,500
Total: 30 - Contractual Services		\$257,257	\$166,260	\$171,510	\$175,010	\$175,010
Cost Center Total: 545 - Hotel/Motel Grant Program			\$257,257	\$166,260	\$171,510	\$175,010
Fund: 270 - Liability Insurance Fund						
<u>Expenditures</u>						
Department: 120 - General Services						
Cost Center: 110 - Administration						
10 - Personal Services						
71110	Regular Wages	\$124,641	\$126,300	\$126,500	\$127,140	\$127,140
71140	Overtime Wages	\$0	\$300	\$300	\$300	\$300
71220	PPO Plus-Health Insurance	\$8,639	\$10,210	\$8,520	\$22,030	\$22,030

	Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
	71240	Blue Advantage-Health Insurance	\$16,502	\$20,630	\$17,330	\$5,090	\$5,090
	71410	Life Insurance	\$288	\$290	\$290	\$270	\$270
	71420	Social Security	\$6,729	\$7,600	\$7,630	\$7,800	\$7,800
	71430	Medicare	\$1,620	\$1,830	\$1,830	\$1,840	\$1,840
	71440	Employer Pension Contribution-IMRF	\$17,348	\$18,520	\$19,540	\$19,210	\$19,210
	71510	Unemployment Compensation	\$800	\$800	\$800	\$800	\$800
Total: 10 - Personal Services			\$176,567	\$186,480	\$182,740	\$184,480	\$184,480
20 - Commodities							
	73110	Operating Supplies	\$0	\$600	\$600	\$600	\$600
Total: 20 - Commodities			\$0	\$600	\$600	\$600	\$600
30 - Contractual Services							
	75010	Training & Travel	\$0	\$250	\$250	\$250	\$250
	75020	Dues & Subscriptions	\$916	\$1,150	\$1,230	\$1,230	\$1,230
	75340	Legal Services	\$0	\$0	\$0	\$0	\$0
	75350	Other Prof/Tech Services	\$36,000	\$40,650	\$43,570	\$56,310	\$56,310
*	75510	Insurance Premiums	N/A	\$89,740	\$79,420	\$90,900	\$90,900
*	75520	Insurance Claims	N/A	\$0	\$0	\$0	\$0
	75530	Insurance Claims-General Liability	N/A	\$150,000	\$38,100	\$38,100	\$38,100
*	75540	Insurance Claims-Auto	N/A	\$50,000	\$23,810	\$23,810	\$23,810
*	75550	Insurance Claims-Property	N/A	\$50,000	\$23,810	\$23,810	\$23,810
	75560	Insurance Claims-Workers Compensation	N/A	\$559,650	\$9,530	\$9,530	\$9,530
*	75770	Misc Contractual Obligations	\$1,800	\$3,500	\$3,500	\$3,600	\$3,600
	76010	Trfr to Fleet Services O&M	\$11,002	\$37,500	\$37,500	\$37,500	\$37,500
Total: 30 - Contractual Services			\$49,718	\$982,440	\$260,720	\$285,040	\$285,040
Cost Center Total: 110 - Administration			\$226,285	\$1,169,520	\$444,060	\$470,120	\$470,120
*Risk expenses were placed in each of the departments in 2013.							
Cost Center: 496 - Employee Services							
20 - Commodities							
	73110	Operating Supplies	\$397	\$7,000	\$7,000	\$5,300	\$5,300
	73130	Books & Literature	\$60	\$100	\$100	\$100	\$100
Total: 20 - Commodities			\$457	\$7,100	\$7,100	\$5,400	\$5,400
30 - Contractual Services							
	75010	Training & Travel	\$0	\$0	\$0	\$500	\$500
	75350	Other Prof/Tech Services	\$44,541	\$60,000	\$66,360	\$66,500	\$66,500
	75770	Misc Contractual Obligations	\$0	\$400	\$400	\$800	\$800
Total: 30 - Contractual Services			\$44,541	\$60,400	\$66,760	\$67,800	\$67,800
Cost Center Total: 496 - Employee Services			\$44,998	\$67,500	\$73,860	\$73,200	\$73,200