

**DEPARTMENT**

**CENTRAL SERVICES  
FUND 76**

**Program Description**

This fund is responsible for the operation and maintenance of general government offices and municipal buildings. The department provides administrative support for all other departments and utilities in the Village with activities such as Accounts Payable, Accounts Receivable, Payroll and Human Resources, Customer Service, Collections and Debt Service Maintenance. The department also provides support in the form of office supplies and equipment, building maintenance and upgrades and a large portion of insurance coverage.

Central Services works with all other departments to accomplish major projects such as the current recodification of the Village's ordinance, zoning and land division codes. The department is also coordinating and overseeing the needs analysis study that will be completed during the end of 2015.

Revenues are generated through charging various departments for the services provided and for the building space occupied, along with miscellaneous service fees. The formula used to calculate departmental payments for Central Services takes into account each department's usage of payroll, human resources, accounting, customer service and building-related support. For 2016, the department has chosen to maintain department payments at their 2015 level and fund any increase in expenses or capital purchases through cash reserves on hand.

**2015 Accomplishments**

- Recodification of all Village ordinances is underway. The process will take several months and should be completed in the early part of 2016.
- The facilities needs study will begin by the end of the third quarter of 2015 and should be completed by the end of the year. This study will be used to identify and prioritize capital improvements that should be made by the Village in the future.
- The sound and recording system upgrade for the Village Board room that was planned for completion this year was expanded to include some type of visual display component. Staff continues to work on this item, but it may extend into 2016.
- Significant progress has been made in learning and adapting the new software system to meet the Village's and utilities' needs.

**2016 Objectives**

- The only definite focus for 2016 will be replacing several office computers and establishing a replacement schedule that can be used for future years. This will be a priority for the year because much of the Village's current computer equipment dates from 2011, when several computers were damaged through a lightning strike to the building. The department will use this opportunity to set up a more structured schedule to ensure that all Village computer equipment is functioning properly and operating as effectively as possible.
- In conjunction with the focus on computer hardware items, the department will also review the Village's information technology (IT) system as a whole. The purpose of this review will be to evaluate the performance of the current vendor and determine whether other options are available that may provide improvements to the system.
- Once the facilities needs analysis is completed, staff will review the results to determine if any needs identified in the study should be addressed in 2016.

**Staffing, Salary and Wage Distributions**

Position	FTE (Full-Time Equivalent)
Custodian	.45

There is only one position located completely within the Central Services department, which is the Custodian position at 18 hours per week. The funds for this position are found under "Municipal Building Part Time Wages".

The Central Services fund also pays substantial portions of the salaries and wages for various administrative and clerical positions. The line item "Department Head Salary" pays 10% of the Administrator's salary (\$7,918), 23% of the Clerk's salary (\$8,983), and 50% of the Treasurer/Deputy Clerk's salary (\$30,774). The account titled "Full Time Wages" is comprised of 50% of the Deputy Clerk's wages (\$20,353) and 40% of the Deputy Treasurer's wages (\$16,282).

**Account Detail**

46110-000 – Service Fees: This account tracks the revenue obtained from returned check fees and payments made for miscellaneous clerical duties.

51420-101 – Dept Head Salary: This account pays a portion of the salaries for the Administrator, Clerk, and Treasurer/Deputy Clerk.

51420-102 – Full Time Wages: This account pays a portion of the wages for the Deputy Clerk and the Deputy Treasurer.

51420-373 – Copier Service: This account covers maintenance contracts and copier supplies for the copiers located in the Administrative office, Police Department and Library.

51420-376 – Computer Repair & Support: This account pays for computer and software support services and supplies. This account has been increased for 2016 to fund the purchase of several pieces of computer equipment to replace older items that are nearing the end of their useful life.

51420-379 Office Supplies: This account covers the purchase of basic office items, primarily paper and ink supplies and other general-purpose office materials.

51420-380 Ads: This account pays for non-routine classified advertising, for example when one of the departments is recruiting candidates for an open position.

51420-381 Management Audit: This account is used to pay for the Village's annual audit.

51610-102 – Municipal Building Full Time Wages: This account pays a portion of the wages for Public Works operators for work performed in building maintenance and operations.

51610-104 – Municipal Building Part Time Wages: This account monitors the wages for the Custodian position.

51610-300 – Municipal Building Supplies & Expenses: This account is used to pay for those supplies directly associated with maintenance, cleaning and other types of general operations.



**2016 PROPOSED BUDGET  
CENTRAL SERVICES**

	<b>2014 ACTUAL 12/31/2014</b>	<b>2015 ACTUAL 7/31/2015</b>	<b>2015 PROJECTED YEAR-END</b>	<b>2015 AMENDED BUDGET</b>	<b>2016 PROPOSED BUDGET</b>	<b>%CHANGE BUDGET</b>
760-46110-000-000 SERVICE FEES	1,117.00	700.00	1,200.00	1,500.00	1,500.00	0.00%
760-46130-000-000 SALE OF MATERIALS	26.00	13.65	23.40	-		n/a
760-47421-000-000 GENERAL GOV	52,591.00	26,638.00	53,275.00	53,275.00	53,275.00	0.00%
760-47422-000-000 LIBRARY	56,720.00	28,730.00	57,460.00	57,460.00	57,460.00	0.00%
760-47423-000-000 POLICE	89,295.00	45,228.00	90,456.00	90,456.00	90,456.00	0.00%
760-47424-000-000 PUBLIC WORKS	31,470.00	15,940.00	31,880.00	31,880.00	31,880.00	0.00%
760-47425-000-000 ELECTRIC	47,204.00	23,910.00	47,820.00	47,820.00	47,820.00	0.00%
760-47426-000-000 WATER	47,113.00	23,864.00	47,728.00	47,728.00	47,728.00	0.00%
760-47427-000-000 SEWER	46,967.00	23,790.00	47,580.00	47,580.00	47,580.00	0.00%
760-47428-000-000 CENTRAL EQUIPMENT	73,105.00	37,028.00	74,056.00	74,056.00	74,056.00	0.00%
760-47429-000-000 PARK & RECREATION	28,582.00	14,478.00	28,956.00	28,956.00	28,956.00	0.00%
760-47430-000-000 OTHER PUBLIC SAFETY	14,732.00	7,462.00	14,924.00	14,924.00	14,924.00	0.00%
760-47431-000-000 STORMWATER	25,943.00	13,150.00	26,300.00	26,300.00	26,300.00	0.00%
760-48110-000-000 CENTRAL SERVICES INTEREST	1,636.14	922.49	1,581.41	1,500.00	1,500.00	0.00%
760-48325-000-000 OTHER OPERATING INCOME	409.56	487.08	487.08	-		n/a
760-49230-000-000 TRANSFER FROM RESERVES	-	-	-	-	39,435.00	n/a
<b>Total Revenues</b>	<b>516,910.70</b>	<b>262,341.22</b>	<b>523,726.89</b>	<b>523,435.00</b>	<b>562,870.00</b>	<b>7.53%</b>

**2016 PROPOSED BUDGET  
CENTRAL SERVICES**

	<b>2014 ACTUAL 12/31/2014</b>	<b>2015 ACTUAL 7/31/2015</b>	<b>2015 PROJECTED YEAR-END</b>	<b>2015 AMENDED BUDGET</b>	<b>2016 PROPOSED BUDGET</b>	<b>%CHANGE BUDGET</b>
760-51420-101-000 DEPT HEAD SALARY	43,353.51	22,308.03	38,242.34	45,165.46	50,302.00	11.37%
760-51420-102-000 FULL TIME WAGES	39,947.02	28,277.54	48,475.78	36,174.01	40,706.00	12.53%
760-51420-130-000 SOCIAL SECURITY TAX	6,061.89	3,703.97	6,349.66	6,353.79	6,962.00	9.57%
760-51420-132-000 RETIREMENT	5,782.80	3,436.38	5,890.94	5,814.03	6,007.00	3.32%
760-51420-133-000 INS & BENEFITS	26,990.64	13,511.11	23,161.90	29,018.00	31,050.00	7.00%
760-51420-371-000 PRINTING	6,559.58	2,370.06	4,062.96	6,000.00	6,000.00	0.00%
760-51420-372-000 PAGING	1,973.26	944.23	1,618.68	1,800.00	1,800.00	0.00%
760-51420-373-000 COPIER SERVICE	3,816.90	4,822.50	6,022.86	3,500.00	3,500.00	0.00%
760-51420-374-000 TELEPHONE	22,629.21	13,107.45	22,469.91	20,000.00	22,000.00	10.00%
760-51420-375-000 POSTAGE	7,654.88	2,453.57	7,206.12	8,000.00	8,000.00	0.00%
760-51420-376-000 COMPUTER REPAIR & SUPPORT	35,728.67	11,561.14	29,819.10	35,000.00	45,000.00	28.57%
760-51420-379-000 OFFICE SUPPLIES	11,829.70	12,948.47	18,197.38	12,000.00	12,000.00	0.00%
760-51420-380-000 RECRUITMENT EXPENSE	125.76	791.16	791.16	500.00	500.00	0.00%
760-51420-381-000 MANAGEMENT AUDIT	20,000.00	20,155.80	20,155.80	20,000.00	21,000.00	5.00%
760-51420-590-000 DEPR EXPENSE	5,585.00	8,230.00	8,230.00	3,200.00	8,230.00	157.19%
760-51610-102-000 MUNIC BLDING FULL TIME WAGES	16,010.22	10,137.50	17,378.57	21,756.00	8,992.00	-58.67%
760-51610-104-000 MUNIC BLDING PART TIME WAGES	11,068.53	6,449.32	11,055.98	10,703.95	10,704.00	0.00%
760-51610-130-000 MUNICIPAL BUILDING S/S TAX	1,996.36	1,225.07	2,100.12	1,885.52	1,507.00	-20.08%
760-51610-132-000 MUNICIPAL BUILDING RETIREMENT	1,120.56	689.18	1,181.45	1,522.92	1,300.00	-14.64%
760-51610-133-000 MUNIC BLDING INS & BENEFITS	8,888.65	2,819.78	4,833.91	10,979.00	11,748.00	7.00%
760-51610-220-000 MUNICIPAL BLDING UTILITY SERVI	67,722.01	31,085.31	62,170.62	66,000.00	65,000.00	-1.52%
760-51610-300-000 MUNIC BLDING SUPPLIES & EXP	87,887.51	20,008.72	34,300.66	20,000.00	25,000.00	25.00%
760-51610-345-000 CENTRAL EQUIPMENT	4,322.00	2,420.00	4,841.00	4,841.00	12,214.00	152.30%
760-51610-510-000 MUNIC BUILDING INSURANCE	9,807.00	-	9,338.00	9,338.00	10,272.00	10.00%
760-51610-590-000 MUNIC BLDING DEPR EXP	98,220.00	98,220.00	98,220.00	98,220.00	98,220.00	0.00%
760-51911-000-000 WORKER'S COMPENSATION INS.	10,281.17	-	11,005.00	11,005.00	12,106.00	10.00%
760-51912-000-000 GENERAL LIABILITY INSURANCE	19,350.00	(10,355.00)	20,763.00	30,763.00	33,839.00	10.00%
760-51914-000-000 OTHER LIABILITY INSURANCE	5,750.00	-	6,152.00	6,152.00	6,767.00	10.00%
760-53611-000-000 LOSS ON DISPOSAL OF ASSETS	-	-	-	-	-	n/a
<b>Total Expenses</b>	<b>580,462.83</b>	<b>311,321.29</b>	<b>524,034.91</b>	<b>525,691.68</b>	<b>560,726.00</b>	<b>6.66%</b>
<b>Excess Revenues over Expenses</b>	<b>(57,027.83)</b>	<b>(48,980.07)</b>	<b>(308.02)</b>	<b>(2,256.68)</b>	<b>2,144.00</b>	<b>0.01</b>