DEPARTMENT CENTRAL EQUIPMENT
FUND 75

Program Description

This fund is responsible for the purchase, repair and maintenance of Village-owned vehicles excluding police squads. Revenues are generated through charging the various departments for use of the vehicles and equipment. The amount charged to each department is based on the number of hours worked in each department, multiplied by a factor associated with the types of vehicles used by that department.

2016 Accomplishments

- Made payment on the debt issued for the 2012 front end loader.
- Traded in a tractor back hoe and purchased a new mini excavator and trailer.
- Completed in-house maintenance on ALL equipment.
- Traded in the 2008 Chevrolet Silverado 1 ton and purchased a 2016 Chevrolet Silverado 1 ton pickup.
- Outfitted existing trailer with concrete mixer, water tanks, and toolboxes, and equipment used for sign work.
- Purchased a new JD zero turn lawnmower.
- Placed money down on a used 2004 Vac Con jet/vac truck to aid all departments in meeting the new state requirements in cleaning and maintenance.

2017 Objectives

- Purchase a new staff car.
- Purchase a brine tank for the 2009 plow truck.
- Purchase a new plow truck to replace the 1996 Topkick.
- Complete the purchase of the 2004 Vac Con jet/vac truck.

Staffing

This fund does not have any actual staff authorizations but does support wages and salary for a portion of the Public Works staff. Under the account "Department Head Salary", this fund provides 10% of the Superintendent of Utilities' salary. The account "Full Time Wages" pays 10% of the wages for two Public Works operators.

FUND 75 CENTRAL EQUIPMENT CALCULATION OF RENT REVENUES			
Account	Description	Usage Ratio	Annual Rent
47411	General Govt	4.00%	$13,132
47412	Public Works	28.00%	$60,288
47413	Stormwater	11.00%	$15,408
47414	Recycling	4.00%	$11,824
47415	Central Services	3.00%	$13,096
47416	Parks & Rec	5.00%	$17,420
47417	Electric Utility	15.00%	$67,928
47418	Water Utility	15.00%	$67,928
47419	Sewer Utility	15.00%	$67,928
	TOTAL RENT	**100.00%**	**$334,952**

Account Detail

53200-310 Central Services Expense – This is the amount paid to the other interdepartmental fund, Central Services (Fund 76) for administrative and support expenses.

53200-355 Transportation Pool Costs – This tracks the costs related to training and for the testing required for employees holding Commercial Driver Licenses (CDL's).

53200-530 Central Services – Building – This is the amount paid to the Central Services fund for use of municipally owned buildings and facilities.

53200-559 Depreciation Expense – The annual depreciation cost is based on the Fixed Asset table included in the discussion of this fund.

FUND 75 - FIXED ASSET LISTING
2016

	Year Acquired	Useful Service Life	Cost	Salvage Value
Other Equipment				
Auger	1998	10	5,706	500
NH 555E Backhoe	1999	10	52,264	10,000
Case Int'l Tractor/Mower	2002	10	11,000	500
GIS Eqpmnt	2004	10	7,030	0
Ex Mark zero turn mower	2009	10	8,630	1000
Vehicle hoist	2010	10	6,148	0
Mobile Radios (4)	2011	10	7,875	0
Portable Radios (10)	2011	10	19,494	0
2003 Elgin Street Sweeper	2012	15	48,195	2500
JD 1445 mower	2013	10	30,832	500
Vermeer chipper, BC1000XL	2013	10	28,911	500
JD1445 power broom/blade	2014	5	10,875	0
Case 621F front-end loader	2014	10	190,800	25,000
Case 219 skidsteer	2014	10	40,300	5000
2005 Bomag roller	2014	10	8,000	0
Wildcat Snowblower attach	2014	10	7,713	0
2000 New Holland tractor/mowe	2015	10	25,000	500
Roadhog CP18 asphalt mill	2015	10	7,800	0
Deere Z930M zeroturn mower	2016	10	9,548	500
Corn Pro trailer	2016	10	5,389	0
65-gallon brine tank	2016	5	5,649	0
Case CX55B mini-excavator	2016	10	63,300	5000
TOTAL			**600,459**	**51,500**

Trucks & Cars				
00 Chev Cavalier	2000	10	12,538	500
00 Chevy Pick-up	2004	10	9,414	500
02 GMC Safari van***	2002	10	18,984	0
08 Chevy Silverado 1-ton	2008	10	41,198	500
09 Chevy Silverado 1-ton	2010	15	28,772	500
12 Chevy Silverado 1-ton	2012	15	31,032	500
13 Chevy Silverado 1-ton	2013	15	42,742	500
14 Chevy Silverado crew	2014	15	35,464	500
11 Ford Crown Vic	2014	10	10,307	500
15 Chevy Silverado 2500	2015	10	27,678	500
16 Chevy Silverado 3500	2016	10	27,037	500
TOTAL			**285,165**	**5,000**

Plowtrucks				
96 GMC Truck w/Plow	1996	10	66,383	3500
00 GMC Truck w/plow	2002	10	78,900	3500
09 Intern'l truck w/plow	2009	15	132,509	8000
14 Intern'l truck w/plow	2014	15	92,390	8000
plow attachment - 14 Int'l	2015	15	74,655	0
TOTAL			**444,837**	**30,500**

Last updated on 30Jun16

2017 PROPOSED BUDGET
CENTRAL EQUIPMENT

		2015 ACTUAL 12/31/2015	2016 ACTUAL 7/31/2016	2016 PROJECTED YEAR-END	2016 AMENDED BUDGET	2017 PROPOSED BUDGET	%CHANGE BUDGET
750-47411-000-000	GEN GOVT EQUIPMENT RENT	9,557.00	6,122.00	12,245.00	12,245.00	13,132.00	7.24%
750-47412-000-000	PUBLIC WORKS EQUIPMENT RENT	50,245.00	28,114.00	56,229.00	56,229.00	60,288.00	7.22%
750-47413-000-000	RENT STORM SEWERS	12,118.00	7,184.00	14,370.00	14,370.00	15,408.00	7.22%
750-47414-000-000	RENT RECYCLING	8,605.00	5,514.00	11,027.00	11,027.00	11,824.00	7.23%
750-47415-000-000	RENT CENTRAL SERVICES	4,841.00	6,108.00	12,214.00	12,214.00	13,096.00	7.22%
750-47416-000-000	RENT PARKS	13,078.00	8,122.00	16,244.00	16,244.00	17,420.00	7.24%
750-47417-000-000	RENT ELECTRIC	50,140.00	31,676.00	63,352.00	63,352.00	67,928.00	7.22%
750-47418-000-000	RENT WATER	51,040.00	31,676.00	63,352.00	63,352.00	67,928.00	7.22%
750-47419-000-000	RENT SEWER	50,340.00	31,676.00	63,352.00	63,352.00	67,928.00	7.22%
750-48110-000-000	CENTRAL EQUIP INTEREST INCOME	37.88	129.34	221.73	25.00	250.00	900.00%
750-48310-000-000	SALE OF FIXED ASSETS	-	9,000.00	9,000.00	-	-	
750-48325-000-000	OTHER OPERATING INCOME	2,194.83	1,947.21	1,947.21	-	-	
750-49200-000-000	TRANSFERS FROM OTHER FUNDS	255,000.00	-	-	-	-	
	TOTAL REVENUES	**507,196.71**	**167,268.55**	**323,553.94**	**312,410.00**	**335,202.00**	**7.30%**

2017 PROPOSED BUDGET
CENTRAL EQUIPMENT

		2015 ACTUAL 12/31/2015	2016 ACTUAL 7/31/2016	2016 PROJECTED YEAR-END	2016 AMENDED BUDGET	2017 PROPOSED BUDGET	%CHANGE BUDGET
750-53200-101-000	DEPARTMENT HEAD SALARY	15,509.58	4,210.50	7,218.00	9,600.60	9,601.00	0.00%
750-53200-102-000	FULL TIME WAGES	12,001.06	5,155.32	8,837.69	8,992.00	12,018.00	33.65%
750-53200-130-000	SOCIAL SECURITY TAX	1,642.50	675.16	1,157.42	1,423.04	1,654.00	16.23%
750-53200-132-000	RETIREMENT	1,362.46	618.14	1,059.67	1,227.27	1,470.00	19.78%
750-53200-133-000	INS & BENEFITS	6,545.03	2,677.32	4,589.69	7,825.00	4,687.00	-40.10%
750-53200-310-000	CENTRAL SERVICES EXPENSE	9,190.00	4,630.00	9,260.00	9,260.00	11,030.00	19.11%
750-53200-351-000	FUEL	23,234.95	10,944.48	18,761.97	30,000.00	30,000.00	0.00%
750-53200-352-000	OUTSIDE REPAIRS	29,011.33	460.56	789.53	20,000.00	5,000.00	-75.00%
750-53200-353-000	PARTS/SUPPLIES/SMALL TOOLS	71,142.56	43,207.95	54,070.77	50,000.00	60,000.00	20.00%
750-53200-354-000	OIL & GREASE	2,064.36	1,689.56	2,896.39	5,000.00	5,000.00	0.00%
750-53200-355-000	TRANSPORTATION POOL COSTS	749.00	-	-	1,000.00	1,000.00	0.00%
750-53200-510-000	INSURANCE	29,680.89	21,873.10	21,873.10	35,723.00	39,296.00	10.00%
750-53200-530-000	CENTRAL SERVICES - BUILDING	64,796.00	32,398.00	64,796.00	64,796.00	68,940.00	6.40%
750-53200-559-000	DEPR EXPENSE	71,495.00	81,389.00	81,389.00	67,421.00	81,389.00	20.72%
750-53611-000-000	LOSS ON DISPOSAL OF ASSETS	500.00	-	-	-	-	
750-55200-300-000	CENTRAL EQUIP ADMIN EXPENSES	-	46.13	79.08	-	100.00	
750-58200-000-000	INTEREST & FISCAL CHARGES	3,438.61	3,267.36	3,267.36	-	3,300.00	
	TOTAL EXPENDITURES	**342,363.33**	**213,242.58**	**280,045.66**	**312,267.91**	**334,485.00**	**7.11%**
	REVENUES OVER EXPENDITURES	**164,833.38**	**(45,974.03)**	**43,508.27**	**142.09**	**717.00**	

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. Another significant project is the facilities needs study, which will be completed by the end of 2016. Recommendations from this study will be used to plan and execute building projects that will upgrade facilities and provided needed additional space.

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.

2016 Accomplishments

- Significant progress has been made on the recodification of all Village ordinances. This project has turned out to be more extensive than originally anticipated but will result in a much more accurate and up-to-date documentation of Village code.

- As mentioned earlier, the facilities needs study will be completed by the end of the year. This has provided a thorough examination of Village operations and structures as many of the facilities are approaching the end of their projected capacities. It will enable the Village to create a blueprint for future building projects.

- Staff completed an evaluation of the Village's information technology (IT) services and is now in the process of finalizing contracts with new vendors. One of the results of this review was the decision to obtain separate support providers for Village Hall and the Police Department due to the large differences in IT needs.

2017 Objectives

- The Village hopes to be able to implement the first phase of recommendations from the facilities needs analysis in 2017. While the first project goals have not yet been determined, the department has a solid financial status that will support any initial actions to be taken.

- Once the new IT support vendors are in place, the department plans to establish an ongoing program for maintaining and replacing equipment and components associated with the Village's computer systems.

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 50% of the Clerk's salary and 50% of the Treasurer/Deputy Clerk's salary. The account titled "Full Time Wages" is comprised of 50% of the Deputy Clerk's wages and 50% of the Deputy Treasurer's wages.

Account Detail

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

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.

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.

2017 PROPOSED BUDGET
CENTRAL SERVICES

		2015 ACTUAL 12/31/2015	2016 ACTUAL 7/31/2016	2016 PROJECTED YEAR-END	2016 AMENDED BUDGET	2017 PROPOSED BUDGET	%CHANGE BUDGET
760-46110-000-000	SERVICE FEES	1,190.00	735.00	1,260.00	1,500.00	1,500.00	0.00%
760-46130-000-000	SALE OF MATERIALS	13.65	13.00	22.29	-	-	
760-47421-000-000	GENERAL GOV	53,276.00	26,638.00	53,275.00	53,275.00	55,652.00	4.46%
760-47422-000-000	LIBRARY	57,460.00	28,730.00	57,460.00	57,460.00	59,152.00	2.94%
760-47423-000-000	POLICE	90,456.00	45,228.00	90,456.00	90,456.00	95,516.00	5.59%
760-47424-000-000	PARKS, PUBLIC WORKS & FORESTRY	31,880.00	15,940.00	31,880.00	31,880.00	32,834.00	2.99%
760-47425-000-000	ELECTRIC	47,820.00	35,842.00	47,820.00	47,820.00	49,638.00	3.80%
760-47426-000-000	WATER	47,728.00	11,932.00	47,728.00	47,728.00	52,392.00	9.77%
760-47427-000-000	SEWER	47,580.00	23,790.00	47,580.00	47,580.00	51,392.00	8.01%
760-47428-000-000	CENTRAL EQUIPMENT	74,056.00	37,028.00	74,056.00	74,056.00	79,970.00	7.99%
760-47429-000-000	PARKS & RECREATION	28,956.00	14,478.00	28,956.00	28,956.00	29,338.00	1.32%
760-47430-000-000	OTHER PUBLIC SAFETY	14,924.00	7,462.00	14,924.00	14,924.00	15,550.00	4.19%
760-47431-000-000	STORMWATER	26,300.00	13,150.00	26,300.00	26,300.00	30,090.00	14.41%
760-48110-000-000	CENTRAL SERVICES INTEREST	4,728.74	5,518.02	9,459.46	1,500.00	7,500.00	400.00%
760-48125-000-000	GAIN ON INVESTMENTS	-	(1.65)	(2.83)	-		
760-48130-000-000	UNREALIZED GAIN ON INVESTMENTS	-	4,203.57	7,206.12	-		
760-48325-000-000	OTHER OPERATING INCOME	487.08	616.09	1,056.15	-		
760-49230-000-000	TRANSFER FROM RESERVES	-	-	-	39,435.00	-	
	TOTAL REVENUES	**526,855.47**	**271,302.03**	**539,436.19**	**562,870.00**	**560,524.00**	**-0.42%**

2017 PROPOSED BUDGET
CENTRAL SERVICES

		2015 ACTUAL 12/31/2015	2016 ACTUAL 7/31/2016	2016 PROJECTED YEAR-END	2016 AMENDED BUDGET	2017 PROPOSED BUDGET	%CHANGE BUDGET
760-51420-101-000	DEPT HEAD SALARY	43,442.85	31,715.95	54,370.20	50,302.00	50,302.00	0.00%
760-51420-102-000	FULL TIME WAGES	49,006.23	24,467.41	41,944.13	41,938.81	41,938.00	0.00%
760-51420-130-000	SOCIAL SECURITY TAX	6,784.70	4,134.77	7,088.18	7,056.31	7,057.00	0.01%
760-51420-132-000	RETIREMENT	5,294.20	3,708.12	6,356.78	6,088.37	6,273.00	3.03%
760-51420-133-000	INS & BENEFITS	24,816.53	18,149.38	31,113.22	31,050.00	36,879.00	18.77%
760-51420-371-000	PRINTING	3,620.05	3,090.25	5,297.57	6,000.00	6,000.00	0.00%
760-51420-372-000	PAGING	1,888.41	814.68	1,396.59	1,800.00	1,600.00	-11.11%
760-51420-373-000	COPIER SERVICE	7,105.93	2,832.70	4,856.06	3,500.00	5,000.00	42.86%
760-51420-374-000	TELEPHONE	26,054.94	12,845.58	22,020.99	22,000.00	22,000.00	0.00%
760-51420-375-000	POSTAGE	4,986.82	4,329.46	7,421.93	8,000.00	8,000.00	0.00%
760-51420-376-000	COMPUTER REPAIR & SUPPORT	25,877.40	20,286.25	34,776.43	45,000.00	40,000.00	-11.11%
760-51420-379-000	OFFICE SUPPLIES	20,360.17	5,772.73	9,896.11	12,000.00	12,000.00	0.00%
760-51420-380-000	RECRUITMENT EXPENSE	1,648.95	152.34	261.15	500.00	500.00	0.00%
760-51420-381-000	MANAGEMENT AUDIT	20,155.80	21,500.00	21,500.00	21,000.00	22,000.00	4.76%
760-51420-590-000	DEPR EXPENSE	8,230.00	8,230.00	8,230.00	8,230.00	8,230.00	0.00%
760-51610-102-000	MUNIC BLDING FULL TIME WAGES	17,280.58	5,155.32	8,837.69	8,992.00	8,992.00	0.00%
760-51610-104-000	MUNIC BLDING PART TIME WAGES	10,950.61	3,960.46	6,789.36	10,704.00	10,704.00	0.00%
760-51610-130-000	MUNICIPAL BUILDING S/S TAX	2,080.09	651.30	1,116.51	1,507.00	1,507.00	0.00%
760-51610-132-000	MUNICIPAL BUILDING RETIREMENT	1,142.48	391.47	671.09	1,300.00	1,339.00	3.00%
760-51610-133-000	MUNIC BLDING INS & BENEFITS	4,885.36	1,540.58	1,540.58	11,748.00	4,687.00	-60.10%
760-51610-220-000	MUNICIPAL BLDING UTILITY SERVI	62,479.41	28,331.10	48,567.60	65,000.00	63,000.00	-3.08%
760-51610-300-000	MUNIC BLDING SUPPLIES & EXP	39,271.68	51,304.65	80,400.83	80,970.00	30,000.00	-62.95%
760-51610-345-000	CENTRAL EQUIPMENT	4,841.00	6,108.00	12,214.00	12,214.00	13,096.00	7.22%
760-51610-510-000	MUNIC BUILDING INSURANCE	8,534.57	10,272.00	10,272.00	10,272.00	11,299.00	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.	10,058.16	12,106.00	12,106.00	12,106.00	11,005.00	-9.09%
760-51912-000-000	GENERAL LIABILITY INSURANCE	17,761.19	20,839.00	20,839.00	33,839.00	25,000.00	-26.12%
760-51914-000-000	OTHER LIABILITY INSURANCE	5,622.69	6,767.00	6,767.00	6,767.00	7,444.00	10.00%
760-53611-000-000	LOSS ON DISPOSAL OF ASSETS	-	-	-	-		
760-53860-000-105	LOSS ON INVESTMENTS	51.64	-	-	-		
760-53860-000-110	UNREALIZED LOSS ON INVESTMENTS	1,584.83	-	-	-		
760-53860-000-510	UNREALIZED LOSS ON INVESTMENTS	-	-	-	-		
760-55200-300-000	CENTRAL SERVICE ADMIN EXPENSES	-	383.17	656.86	-	600.00	
	TOTAL EXPENDITURES	**534,037.27**	**408,059.67**	**565,527.88**	**618,104.49**	**554,672.00**	**-10.26%**
	REVENUES OVER EXPENDITURES	**(7,181.80)**	**(136,757.64)**	**(26,091.68)**	**(55,234.49)**	**5,852.00**	