

DEPARTMENT

CENTRAL EQUIPMENT
FUND 75

Program Description

This fund is responsible for the purchase, repair and maintenance of Village-owned vehicles with the exception of police squads which is handled under Fund 55. Revenues for Fund 75 are generated through internally charging the various village 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.

2019 Accomplishments

- Pay the last installment on the loan for the end loader and begin preliminary work to purchase a new front end loader in 2020 utilizing the trade value to significantly reduce the purchase price.
- Purchase a new zero turn mower to replace the existing Utilities mower.
- Purchase a 1 ton truck for the Public Works Department to continue the vehicle replacement rotation schedule.
- Purchase a new trailer capable of hauling the skid steer and roller to increase crew efficiency.
- Purchase a small trailer to be used for hauling a lawn mower or field groomer.

2020 Objectives

- Purchase a new Front End Loader to utilize the high resale value of our 2014 Case Front End Loader.
- Purchase a new staff vehicle to replace the 2000 Chevy Cavalier.
- Purchase a new utility machine to replace the John Deere 1445.
- Continue debt payment on 2018 International Plow Truck.
- Continue debt payment on 2004 Jet Vac Truck.
- Continue debt payment on 2018 Elgin Street Sweeper.

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 Parks, Public Works & Forestry Superintendent's salary. The account "Full Time Wages" pays 10% of the wages for three Public Works operators.

FUND 75 CENTRAL EQUIPMENT CALCULATION OF RENT REVENUES			
Account	Description	Usage Ratio	Annual Rent
47411	General Govt	3.00%	\$10,981
47412	Public Works	17.00%	\$62,224
47413	Stormwater	17.00%	\$62,224
47414	Recycling	3.00%	\$10,981
47415	Central Services	4.00%	\$14,641
47416	Parks & Rec	5.00%	\$18,301
47417	Electric Utility	17.00%	\$62,224
47418	Water Utility	17.00%	\$62,224
47419	Sewer Utility	17.00%	\$62,224
	TOTAL RENT	100.00%	\$366,224

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.

**PROPOSED 2020 BUDGET
CENTRAL EQUIPMENT FUND 75 - REVENUES**

		2018 ACTUAL	2019 ACTUAL	PROJECTED	2019	2020	
		7/31/2018	7/31/2019	YEAR-END	AMENDED	PROPOSED	% CHANGE
					BUDGET	BUDGET	
750-47411-000-000	GEN GOVT EQUIPMENT RENT	5,250.00	5,356.00	10,710.00	10,710.00	10,981.00	2.53%
750-47412-000-000	PUBLIC WORKS EQUIPMENT RENT	29,750.00	30,344.00	60,690.00	60,690.00	62,224.00	2.53%
750-47413-000-000	RENT STORM SEWERS	14,000.00	14,280.00	28,560.00	28,560.00	62,224.00	117.87%
750-47414-000-000	RENT RECYCLING	5,250.00	5,356.00	10,710.00	10,710.00	10,981.00	2.53%
750-47415-000-000	RENT CENTRAL SERVICES	7,000.00	7,140.00	14,280.00	14,280.00	14,641.00	2.53%
750-47416-000-000	RENT PARKS	8,750.00	8,924.00	17,850.00	17,850.00	18,301.00	2.53%
750-47417-000-000	RENT ELECTRIC	35,000.00	35,700.00	71,400.00	71,400.00	62,224.00	-12.85%
750-47418-000-000	RENT WATER	35,000.00	35,700.00	71,400.00	71,400.00	62,224.00	-12.85%
750-47419-000-000	RENT SEWER	35,000.00	35,700.00	71,400.00	71,400.00	62,224.00	-12.85%
750-48110-000-000	CENTRAL EQUIP INTEREST INCOM	87.04	86.32	172.64	200.00	200.00	0.00%
750-48310-000-000	SALE OF FIXED ASSETS	3,367.00	3,853.78	3,853.78	-	-	
750-48325-000-000	OTHER OPERATING INCOME	969.77	802.61	802.61	-	-	
TOTAL FUND REVENUE		179,423.81	183,242.71	361,829.03	357,200.00	366,224.00	2.53%

**PROPOSED 2020 BUDGET
CENTRAL EQUIPMENT FUND 75 - EXPENDITURES**

		2018 ACTUAL	2019 ACTUAL	PROJECTED	2019	2020	
		7/31/2018	7/31/2019	YEAR-END	AMENDED	PROPOSED	% CHANGE
					BUDGET	BUDGET	
750-53200-101-000	DEPARTMENT HEAD SALARY	-	4,000.00	4,000.00	6,000.00	6,000.00	0.00%
750-53200-102-000	FULL TIME WAGES	8,236.05	8,643.43	14,817.31	15,332.46	15,332.46	0.00%
750-53200-130-000	SOCIAL SECURITY TAX	632.77	667.70	1,144.63	1,709.43	1,172.93	-31.38%
750-53200-132-000	RETIREMENT	569.55	590.56	1,012.39	1,517.78	1,034.94	-31.81%
750-53200-133-000	INS & BENEFITS	2,595.99	2,623.52	4,497.46	4,876.28	5,267.00	8.01%
750-53200-310-000	CENTRAL SERVICES EXPENSE	8,839.00	7,358.50	12,614.57	14,717.00	14,796.00	0.54%
750-53200-351-000	FUEL	16,075.13	16,480.04	28,251.50	28,000.00	29,000.00	3.57%
750-53200-352-000	OUTSIDE REPAIRS	10,464.96	5,503.73	9,434.97	13,000.00	15,000.00	15.38%
750-53200-353-000	PARTS/SUPPLIES/SMALL TOOLS	22,796.07	17,448.70	29,912.06	40,000.00	40,000.00	0.00%
750-53200-354-000	OIL & GREASE	4,122.56	7.98	13.68	5,000.00	5,000.00	0.00%
750-53200-355-000	TRANSPORTATION POOL COSTS	42.71	75.00	128.57	300.00	300.00	0.00%
750-53200-510-000	INSURANCE	-	26,167.21	26,167.21	29,393.00	29,393.00	0.00%
750-53200-530-000	CENTRAL SERVICES - BUILDING	34,808.00	33,846.50	67,693.00	67,693.00	68,794.00	1.63%
750-53200-559-000	DEPR EXPENSE	117,955.00	123,525.00	123,525.00	117,955.00	123,525.00	4.72%
750-53611-000-000	LOSS ON DISPOSAL OF ASSETS	13,303.00	-	-	-	-	
750-58200-000-000	INTEREST & FISCAL CHARGES	9,307.12	7,285.48	12,567.00	8,286.00	11,309.00	36.48%
TOTAL FUND EXPENDITURES		249,747.91	254,223.35	335,779.34	353,779.95	365,924.33	3.43%
NET REVENUE OVER EXPENDITURES		(70,324.10)	(70,980.64)	26,049.69	3,420.05	299.67	

**FUND 75 - FIXED ASSET LISTING
2019**

	VIN/Serial Number	Disposed	Year Acquired	Useful Service Life	Cost	Salvage Value	Accum Depreciation 12/31/2018	Dep Exp. 2019	Accum Dep 12/31/2019
Other Equipment									
Auger			1998	10	5,706	500	5,206	0	5,206
Ex Mark zero turn mower			2009	10	8,630	1000	7,249	763	8,012
Vehicle hoist			2010	10	6,148	0	5,227	615	5,842
Mobile Radios (4)			2011	10	7,875	0	5,910	788	6,697
Portable Radios (10)			2011	10	19,494	0	14,619	1,949	16,568
JD 1445 mower	TC1445D120243		2013	10	30,832	500	16,682	3,033	19,716
Vermeer chipper, BC1000	1VRY11192D1018843		2013	10	28,911	500	15,626	2,841	18,467
JD1445 power broom/blade			2014	5	10,875	0	9,788	1,087	10,875
Case 621F front-end loader	NEF221361		2014	10	190,800	25,000	74,610	16,580	91,190
2005 Bomag roller	901600011215		2014	10	8,000	0	3,600	800	4,400
Wildcat Snowblower attachment	M-8000 MDR-L (1996)		2014	10	7,713	0	3,471	771	4,242
2000 New Holland tractor/mower			2015	10	25,000	500	8,575	2,450	11,025
Roadhog CP18 asphalt mill			2015	10	7,800	0	2,730	780	3,510
Deere Z930M zero turn mower	1TC930MGKFY040788		2016	10	9,548	500	2,262	905	3,166
US Cargo/Corn Pro trailer			2016	10	5,389	0	2,347	539	2,886
65-gallon brine tank			2016	5	5,649	0	2,825	1,130	3,954
Case CX55B mini-excavator	NGTN55759		2016	10	67,300	5000	14,575	6,230	20,805
2003 Sterling JetVac	2FZAATAK63AK74589		2017	15	164,900	0	16,490	10,993	27,483
2016 Scag Giant-Vac trailer	4S9G12712GW323355		2017	15	6,700	0	670	447	1,117
2017 Elgin Street Sweeper	Pelican #NP41440		2018	15	226,345	5000	7,378	14,756	22,135
2018 NH skidsteer	NJM445792		2018	10	44,697	5000	1,985	3,970	5,955
trailer			2019	10	6,425	0	0	321	321
John Deere zero mark			2019	10	10,249	2000	0	412	412
TOTAL					904,986	45,500	221,823	72,161	293,984

Trucks & Cars

00 Chev Cavalier	1G1JC5242Y7428835		2000	10	12,538	500	12,038	0	12,038
00 Chevy Pick-up	1GCEC19T5YZ113420		2004	10	9,414	500	8,914	0	8,914
09 Chevy Silverado 1-ton	1GBJC74K19E123648		2010	15	28,772	500	16,022	1,885	17,906
12 Chevy Silverado 1-ton	1GB3CZG4CF159854		2012	15	31,032	500	13,229	2,035	15,264
13 Chevy Silverado 1-ton	1GB3CZCGXDF193055		2013	15	42,742	500	15,488	2,816	18,304
14 Chevy Silverado crew	3GCUKPEC6EG213738		2014	15	35,464	500	10,489	2,331	12,820
11 Ford Crown Vic	2FABP7BV8BX124243		2014	10	10,307	2000	6,854	831	7,685
15 Chevy Silverado 2500	1GC0KUEG3FZ545945		2015	10	27,678	500	9,513	2,718	12,230
16 Chevy Silverado 3500	1GB3KYC83GF200874		2016	10	45,969	500	11,367	4,547	15,914
17 Chevy Equinox	2GNALBEK7H1568643		2017	10	21,533	500	3,155	2,103	5,258
18 Chevy Silverado	1GC0KUEG0JZ291992		2018	10	36,500	500	1,800	1,800	3,600
TOTAL					301,949	7,000	108,868	21,066	129,934

Plowtrucks

00 GMC Truck w/plow	1GDP7H1C1YJ513048		2002	10	78,900	3500	75,400	0	75,400
09 Intern'l truck w/plow	1HTWDAZR39J129494		2009	15	132,509	8000	78,858	8,301	87,159
14 Intern'l truck w/plow	1HTWDAZR4FH534279		2014	15	92,390	8000	25,317	5,626	30,943
plow attachment - 14 Int'l			2015	15	74,655	0	17,420	4,977	22,397
2018 Intern'l plow truck	1HTWDTAR3JH546021		2017	15	178,930	8000	17,093	11,395	28,488
TOTAL					557,384	27,500	214,088	30,299	244,387

Less Disposals

TOTAL CENTRAL EQUIPMENT					1,764,319	80,000	544,780	123,525	668,305
				Vehicles	859,333				
				Equipme	904,986				

Last updated on 24Jul19

*field groomer is shown on the Parks listing

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 Village departments to accomplish major projects identified annually such as recodification of the ordinance, zoning and land division codes. Another significant project is the facilities needs study, which is an ongoing project. Immediate facility needs will be identified and discussed later in this overview. Recommendations from this study will be used to plan and execute building projects that will upgrade facilities and provide 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.

2019 Accomplishments

- Began construction of the DPW facilities expansion that will significantly improve the Public Works department's ability to perform in-house maintenance and operations. This will also include a large common area for community events and Library and Parks & Recreation programs. Completion of this project is expected in January 2020.
- The construction project also included several upgrades to the utility infrastructure supporting the Library and DPW buildings. The sanitary sewer line was corrected along with a major renovation of the Library restroom facilities. Electric service to the buildings was also improved to allow for separate metering.
- Continued to implement the online storage of property records documentation in connection with the Village GIS mapping system. This is a multi-year project that is progressing on schedule.
- Established paperless agenda for all Village Board meetings.

2019 Accomplishments, continued

- Assisted in the update of the Village’s Public Facilities Needs Assessment and Impact Fee Study that resulted in substantial changes to the Village’s impact fee structure.
- Successfully issued General Obligation bonds to finance the DPW expansion project along with projects associated with other departments.

2020 Objectives

- For 2020, Central Services will focus on adjusting to the debt service established with the 2019 General Obligation bonds.
- Investigate the feasibility of installing an electronic sign on the Village campus to include meeting and program announcements.
- Continue the document scanning/online storage of property records.
- Extend reliable internet service to the Wastewater Treatment Plant, as approved in late 2019.
- Longer term projects are shown below on the 5-year plan:

ITEM	2020	2021	2022	2023	2024
Village Hall Boiler 2			\$40,000		
Roof Replacements		\$200,000			
Document Scanning	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
PD Expansion & Reconfiguration					TBD
Total	\$15,000	\$215,000	\$55,000	\$15,000	\$15,000+

Staffing, Salary and Wage Distributions

Position	FTE (Full-Time Equivalent)
Custodians	.45

There is only one position located completely within the Central Services department, which is the Custodian position. In 2019 this position was divided into two employees who each work 10 hours per week. The funds for these positions 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.

49230-000 – Transfer from Reserves: This account monitor the amounts used from cash reserves that were accumulated in this department specifically to assist with the funding of major projects such as the DPW expansion currently underway.

49240-000 – Transfer from Debt Service: This shows the amounts used to date from the 2019 General Obligation bonds that were issued to pay the costs of the DPW expansion. This account will continue to match any pay requests received during construction.

51420-372 – Paging: This account records the costs of maintaining the utilities' after hours emergency phone number. Calls to this number are routed through an answering service to the utility operator on standby at the time of the call. A 24-hour response system is a requirement of the Public Service Commission.

51420-376 – Computer Repair & Support: The large amount shown for 2019 reflects the new surveillance system that was approved in late summer of this year, along with some server reconfigurations needed to complete the separation between Village Hall and the Police Department.

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 Recruitment Expense: 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.

51610-590 – Building Depreciation: The large increase shown in this account is an approximation of the increase expected from the DPW expansion.

59240-000 – Transfer to Debt Service: This reflects the Central Service contribution to repayment of the 2019 General Obligation bonds.

**PROPOSED 2020 BUDGET
CENTRAL SERVICES FUND 76 - REVENUES**

		2018 ACTUAL	2019 ACTUAL	PROJECTED	2019	2020	
		7/31/2018	7/31/2019	YEAR-END	AMENDED	PROPOSED	% CHANGE
					BUDGET	BUDGET	
760-45210-000-000	AWARDS & DAMAGES	577.27	1,079.00	1,079.00	-	-	
760-46110-000-000	SERVICE FEES	805.00	350.00	600.00	1,500.00	1,000.00	-33.33%
760-47421-000-000	GENERAL GOV	28,331.50	28,614.00	57,228.00	57,228.00	58,159.00	1.63%
760-47422-000-000	LIBRARY	29,685.50	29,091.00	58,182.00	58,182.00	59,129.00	1.63%
760-47423-000-000	POLICE	48,183.00	44,257.50	88,516.00	88,516.00	89,955.00	1.63%
760-47424-000-000	PUBLIC WORKS	18,258.50	16,764.00	33,528.00	33,528.00	34,074.00	1.63%
760-47425-000-000	ELECTRIC	25,255.00	24,264.50	48,530.00	48,530.00	49,319.00	1.63%
760-47426-000-000	WATER	25,455.50	24,457.50	48,914.00	48,914.00	49,711.00	1.63%
760-47427-000-000	SEWER	23,325.00	22,957.50	45,490.00	45,490.00	46,230.00	1.63%
760-47428-000-000	CENTRAL EQUIPMENT	43,647.00	41,205.00	82,410.00	82,410.00	83,750.00	1.63%
760-47429-000-000	PARK & RECREATION	13,266.00	12,946.50	25,894.00	25,894.00	26,314.00	1.62%
760-47430-000-000	OTHER PUBLIC SAFETY	9,226.00	8,888.00	17,776.00	17,776.00	18,065.00	1.63%
760-47431-000-000	STORMWATER	16,644.50	17,539.50	35,078.00	35,078.00	35,649.00	1.63%
760-48110-000-000	CENTRAL SERVICES INTEREST	8,436.63	9,336.44	18,672.88	12,000.00	16,000.00	33.33%
760-48125-000-000	GAIN ON INVESTMENTS	(1.65)	(374.02)	(748.04)	-	-	
760-48130-000-000	UNREALIZED GAIN ON INVESTMENT	(3,768.30)	5,864.67	11,729.34	-	-	
760-48325-000-000	OTHER OPERATING INCOME	409.31	564.72	968.09	-	-	
760-49230-000-000	TRANSFER FROM RESERVES	-	-	0	-	130,000.00	
760-49240-000-000	TRANSFER FROM DEBT SERVICE	-	620,968.78	620,968.78	-	-	
	TOTAL FUND REVENUE	287,735.76	908,774.59	1,194,816.05	555,046.00	697,355.00	25.64%

**PROPOSED 2020 BUDGET
CENTRAL SERVICES FUND 76 - EXPENDITURES**

		2018 ACTUAL	2019 ACTUAL	PROJECTED	2019	2020	
		7/31/2018	7/31/2019	YEAR-END	AMENDED	PROPOSED	% CHANGE
					BUDGET	BUDGET	
760-51420-101-000	DEPT HEAD SALARY	33,750.30	26,121.83	44,780.28	55,288.52	55,289.00	0.00%
760-51420-102-000	FULL TIME WAGES	24,634.94	27,004.86	46,294.05	44,963.00	44,963.00	0.00%
760-51420-130-000	SOCIAL SECURITY TAX	4,630.57	4,230.31	7,251.96	7,544.11	7,544.00	0.00%
760-51420-132-000	RETIREMENT	4,045.32	3,767.71	6,458.93	7,119.45	7,119.00	-0.01%
760-51420-133-000	INS & BENEFITS	14,076.96	18,343.67	31,446.29	38,364.85	33,962.00	-11.48%
760-51420-371-000	PRINTING	2,989.60	3,242.00	5,557.71	6,000.00	6,000.00	0.00%
760-51420-372-000	PAGING	999.22	1,362.17	2,335.15	1,800.00	1,800.00	0.00%
760-51420-373-000	COPIER SERVICE	1,726.27	7,541.19	9,468.86	9,000.00	5,000.00	-44.44%
760-51420-374-000	TELEPHONE	14,880.34	16,739.53	25,267.77	24,000.00	24,000.00	0.00%
760-51420-375-000	POSTAGE	2,358.17	4,327.76	6,327.76	6,000.00	6,000.00	0.00%
760-51420-376-000	COMPUTER REPAIR & SUPPORT	29,440.71	56,888.73	130,000.00	127,868.00	50,000.00	-60.90%
760-51420-379-000	OFFICE SUPPLIES	8,279.91	6,997.61	11,995.90	12,000.00	12,000.00	0.00%
760-51420-380-000	RECRUITMENT EXPENSE	157.72	429.41	736.13	1,000.00	1,000.00	0.00%
760-51420-381-000	MANAGEMENT AUDIT	21,200.00	21,000.00	21,000.00	22,000.00	22,000.00	0.00%
760-51420-590-000	DEPR EXPENSE	7,384.00	14,028.00	14,028.00	7,384.00	14,028.00	89.98%
760-51610-102-000	MUNIC BLDING FULL TIME WAGES	8,236.05	5,890.36	10,097.76	13,100.46	13,100.00	0.00%
760-51610-104-000	MUNIC BLDING PART TIME WAGES	4,002.48	5,628.12	9,648.21	8,636.48	8,636.00	-0.01%
760-51610-130-000	MUNICIPAL BUILDING S/S TAX	946.18	904.43	1,550.45	1,542.00	1,542.00	0.00%
760-51610-132-000	MUNICIPAL BUILDING RETIREMENT	569.45	410.17	703.15	1,370.00	884.00	-35.47%

		2018 ACTUAL	2019 ACTUAL	PROJECTED	2019	2020	
		7/31/2018	7/31/2019	YEAR-END	AMENDED	PROPOSED	% CHANGE
					BUDGET	BUDGET	
760-51610-133-000	MUNIC BLDING INS & BENEFITS	1,819.86	1,588.84	2,723.73	3,030.00	3,030.00	0.00%
760-51610-220-000	MUNICIPAL BLDING UTILITY SERVI	27,382.67	26,440.91	45,327.27	55,000.00	55,000.00	0.00%
760-51610-300-000	MUNIC BLDING SUPPLIES & EXP	47,796.66	24,146.79	41,394.50	30,000.00	30,000.00	0.00%
760-51610-345-000	CENTRAL EQUIPMENT	7,000.00	7,140.00	14,280.00	14,280.00	14,641.00	2.53%
760-51610-510-000	MUNIC BUILDING INSURANCE	-	7,523.53	7,523.53	8,451.00	8,451.00	0.00%
760-51610-590-000	MUNIC BLDING DEPR EXP	98,220.00	101,259.00	101,259.00	98,220.00	201,259.00	104.91%
760-51911-000-000	WORKER'S COMPENSATION INS.	-	7,328.56	7,328.56	8,232.00	8,232.00	0.00%
760-51912-000-000	GENERAL LIABILITY INSURANCE	-	12,413.06	12,413.05	20,000.00	20,000.00	0.00%
760-51914-000-000	OTHER LIABILITY INSURANCE	-	4,956.94	4,956.94	5,568.00	5,568.00	0.00%
760-59240-000-000	TRANSFER TO DEBT FUND					30,000.00	
	TOTAL FUND EXPENDITURES	366,527.38	417,655.49	622,154.94	637,761.87	691,048.00	8.36%
	NET REVENUE OVER EXPENDITURES	(78,791.62)	491,119.10	572,661.11	(82,715.87)	6,307.00	