

**11 - ADMINISTRATION DEPARTMENT
EXPENSE DETAIL
FISCAL YEAR 2008 - 2009**

		ACTUAL 2006-2007	APPROVED 2007-2008	ESTIMATE 2007-2008	APPROVED 2008-2009	PROPOSED 2009-2010	PROPOSED 2010-2011
TOTAL DEPARTMENT EXPENSES		\$491,547	\$449,959	\$493,934	\$493,976	\$473,774	\$480,981
<u>ASN</u>	<u>DESCRIPTION</u>						
	PERSONNEL SERVICES						
11100 *	FULL TIME SALARIES	\$137,095	\$140,904	\$94,540	\$123,332	\$130,732	\$138,576
11102	OVERTIME	\$13,461	\$14,500	\$12,000	\$12,250	\$15,000	\$15,000
11120	PART TIME SALARIES	\$0	\$0	\$36,277	\$19,250	\$20,405	\$21,629
11117	SICK TIME BUY BACK	\$764	\$1,400	\$1,706	\$2,400	\$2,000	\$2,000
11101 *	ELECTED OFFICIALS	\$39,650	\$40,700	\$42,450	\$43,500	\$44,500	\$45,000
11105	ZONING COMMITTEE	\$540	\$1,500	\$750	\$1,200	\$1,500	\$1,500
11112	PLAN COMMISSION	\$600	\$1,500	\$600	\$1,200	\$1,500	\$1,600
11116	LIQUOR COMMISSION	\$1,320	\$1,400	\$1,200	\$1,400	\$1,500	\$1,500
	TOTAL PERSONNEL SERVICES	\$193,430	\$201,904	\$189,523	\$204,532	\$217,137	\$226,806

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	CONTRACTUAL SERVICES						
11200 *	HEALTH & LIFE INSURANCE	\$21,912	\$14,464	\$17,253	\$18,591	\$20,051	\$21,635
11301 *	MAINTENANCE - EQUIPMENT	\$5,652	\$9,555	\$2,836	\$8,040	\$6,271	\$6,280
11305	MAINTENANCE - VEHICLES	\$4,227	\$2,000	\$2,000	\$2,000	\$2,000	\$2,500
11401	ENGINEERING	\$21,169	\$18,000	\$19,500	\$18,000	\$20,000	\$21,000
11402	LEGAL SERVICES	\$93,847	\$67,000	\$107,000	\$100,000	\$75,000	\$75,000
11406 *	DATA PROCESSING	\$31,338	\$19,500	\$40,000	\$36,000	\$26,000	\$23,750
11410 *	OTHER PROFESSIONAL SERVICES	\$20,652	\$12,360	\$17,500	\$10,110	\$12,370	\$13,520
11500	POSTAGE	\$7,065	\$8,600	\$7,128	\$7,900	\$8,700	\$8,800
11501	TELEPHONE	\$6,167	\$6,400	\$6,346	\$6,800	\$6,600	\$6,800
11502	PUBLISHING	\$3,277	\$1,200	\$1,000	\$1,200	\$1,400	\$1,600
11600 *	DUES & SUBSCRIPTIONS	\$5,382	\$6,460	\$5,800	\$6,325	\$5,585	\$5,696
11601 *	TRAVEL & MEETINGS	\$1,788	\$2,450	\$1,900	\$2,375	\$2,600	\$2,600
11602 *	TRAINING	\$845	\$2,000	\$1,400	\$2,000	\$2,100	\$2,150

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	CONTRACTUAL SERVICES cont.						
11705	GENERAL INSURANCE	\$300	\$700	\$300	\$500	\$700	\$700
11706	RENTAL	\$1,116	\$1,116	\$1,140	\$1,140	\$1,044	\$1,044
11709	FORMS - PRINTING	\$18,213	\$18,750	\$17,850	\$18,000	\$19,000	\$19,500
11715	BANK CHARGES	\$55	\$400	\$127	\$200	\$400	\$400
11814 *	COMMUNITY RELATIONS	\$39,365	\$39,204	\$39,500	\$26,866	\$27,500	\$28,200
	TOTAL CONTRACTUAL SERVICES	\$282,370	\$230,159	\$288,580	\$266,047	\$237,321	\$241,175
	SUPPLIES & MATERIALS						
11800	OFFICE SUPPLIES	\$3,397	\$4,750	\$3,500	\$3,700	\$4,800	\$4,900
11801	GASOLINE / OIL	\$1,100	\$1,200	\$1,834	\$2,300	\$1,250	\$1,300
11802	OPERATING SUPPLIES	\$1,296	\$4,000	\$1,500	\$4,000	\$1,550	\$1,600
11808	VEHICLE MAINT. SUPPLIES	\$204	\$150	\$204	\$100	\$150	\$200
11830 *	ECONOMIC DEVELOPMENT	\$265	\$1,000	\$1,797	\$6,500	\$7,000	\$2,000
11904	MISCELLANEOUS EXPENSE	\$2,316	\$2,800	\$3,000	\$2,800	\$2,900	\$3,000
	TOTAL SUPPLIES & MATERIALS	\$8,578	\$13,900	\$11,835	\$19,400	\$17,650	\$13,000

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	CAPITAL EQUIPMENT/ OTHER						
11907 *	EQUIPMENT	\$7,169	\$3,996	\$3,996	\$3,996	\$1,665	\$0
	EQUIPMENT REPLACEMENT FUND	\$0	\$0	\$0	\$0	\$0	\$0
11911 *	VEHICLES	\$0	\$0	\$0	\$0	\$0	\$0
	VEHICLE REPLACEMENT FUND	\$0	\$0	\$0	\$0	\$0	\$0
11828 *	LAKEFEST	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL CAPITAL EQUIP./ OTHER	\$7,169	\$3,996	\$3,996	\$3,996	\$1,665	\$0

Revenue ASN	Descriptions	FY 08-09	FY 09-10	FY 10-11
10032	Sales tax	673,000	663,000	674,000
	Sales tax	565,000	560,000	570,000
	State use tax 8153 x 13.55 projection = \$110,475	108,000	103,000	104,000
10033	State Income Tax	730,000	725,000	730,000
	8153 x \$90.00 projection = \$733,770	-		
10039	Other License Amusement Licensing	2,200	2,200	2,200
10040	Building Permits	103,000	93,000	100,000
	General building permits	65,000	55,000	60,000
	New construction starts @10 new starts	38,000	38,000	40,000
10054	Facility rental	27,766	27,984	28,193
	<u>Nextel contract October 2007</u>	23,400	23,400	23,400
	<u>DLS contract June 03</u>			
	1st yr 315.00	4,366	4,584	4,793
	2nd yr 330.00			
	3rd yr 345.75			
	4th yr 362.29			
	5th yr 380.40			
	6th yr 399.42			
	*New contract			

Expenses	ASN	Descriptions	FY 08-09	FY 09-10	FY 10-11
	11100	Employee Salary			
		Payroll Admin Department	123,332	130,732	138,576
		Part- Time	\$ 19,250	20,405	21,629
		Total	\$ 142,582	\$ 151,137	\$ 160,206
	11101	Elected Officials			
		1 Board Mtg/2 Committee mtgs per month			
		6 Trustees x 3 mtgs x 12 mos x 100	21,600	25,200	25,200
		Clerk x 3 mtgsx12 mosx75.00+150.00 mox12 mos	4,500	4,500	4,500
		Mayor annual salary w/meetings	13,600	10,000	10,000
		Extra committee meetings	3,800	1,000	1,000
		Total	\$ 43,500	\$ 40,700	\$ 40,700
	11200	Health/Life Insurance			
	Frank	1 @ Family Coverage	12,000	12,840	13,739
	Connie	1 @ Single Coverage @ 50% Admin,25% water, 25% Gar	2,400	2,568	2,748
	John	1 @ Family Coverage non union 25% Gen 75% Gar	3,613	4,046	4,532
		1 @ Family dental coverage non union 25% Gen 75% Gar	369	387	407
		Life insurance 2.50emp*\$7.00*12	210	210	210
		Total	\$ 18,591	\$ 20,051	\$ 21,635
	11301	Maintenance Equipment			
		IBM printer \$138 x 4	552	580	580
		System Support (Symbolic group)	750	2,000	2,000
		Morgan Birge phone maint @ \$86.50 per month	1,038	1,142	1,500
		Wagner copy machine min \$75.00 per month	1,000	1,300	1,300
		→ .01 over plus color copies @.08 each \$200 allocated to garbage			
		PC printer / Fax	200	500	400
		AS400 Software Maintenance 3 year renewal	4,000	-	-
		Windows 2003 (1/2 in water)	-		
		Misc	500	750	500
		Total	\$ 8,040	\$ 6,271	\$ 6,280

		<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>
11406	Data Processing			
	Service and support on computer system			
	B&W Control Systems			
	Administration <i>\$5,000 allocated to garbage</i>	20,000	18,000	17,000
	Police	15,000	7,000	6,000
	Software Solutions	500		
	BSNA Software support	500	1,000	750
	Total \$	36,000	\$ 26,000	\$ 23,750
11410	Other Professional Services			
	Sterling Codifiers	2,500	3,750	3,900
	Plumbing inspections	1,500	2,500	3,000
	Internet / Website	750	3,500	4,000
	EAP Program	1,620	1,620	1,620
	Connect CTY	1,240		
	Mowing of vacant homes/lots	1,500		
	Misc.	1,000	1,000	1,000
	Village ordinance book update	-	-	-
	Total \$	10,110	\$ 12,370	\$ 13,520
11600	Dues/ Subscriptions			
	Municipal Clerks of Lake County/McHenry	175	179	182
	Lake County Partners	850	-	-
	McHenry County Municipal League	200	204	208
	Lake County Municipal League	1,178	1,202	1,226
	Illinois Municipal League	754	769	784
	Illinois GFOA	170	173	177
	Sam's Club	70	71	73
	Northeastern Illinois Planning Commission	400	408	416
	National Arbor Day Foundation	15	15	16
	Island Lake Area Chamber of Commerce	100	102	104
	National Fire Protection	150	153	156
	Quinlan publishing - BPLB	100	102	104
	International association for Electrical Inspectors	150	153	156
	McHenry County Council of Governments	1,348	1,375	1,402
	Newspapers -Daily Herald	140	143	146
	Newspapers - Lakeland	25	26	26
	International code council	400	408	416
	Publications, Books, Notary	100	102	104
	Total \$	6,325	\$ 5,585	\$ 5,696

		<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>
11601	Travel Expense			
	Municipal Clerks	250	400	400
	Municipal League	325	350	350
	IML	1,000	1,000	1,000
	Mileage reimbursement	800	850	850
	Total \$	2,375	\$ 2,600	\$ 2,600
11602	Training			
	Building Department - Permit tracking software	1,000	1,000	1,000
	Finance & Administration, GFOA	500	500	500
	Classes	500	600	650
	Total \$	2,000	\$ 2,100	\$ 2,150
11814	Community Relations			
	Senior bus	23,866	24,000	24,500
	Out of district fee's	1,500	1,500	1,500
	Fireworks	-	-	-
	Misc	1,500	2,000.00	2,200.00
	Total \$	26,866	\$ 27,500	\$ 28,200
11830	Economic Development			
	Business promotions	Total \$ 6,500	\$ 7,000	\$ 2,000
11907	Equipment			
	PC computers (half in water)	-	-	-
	Copier (36 mo Buyout 9/09)	3,996	1,665	-
	Printer	-	-	-
	Total \$	3,996	\$ 1,665	\$ -
11911	Vehicles			
	Auto	Total \$ -	\$ -	\$ -
11828	Lakefest			
	Lakefest Activities	Total \$ -	\$ -	\$ -