



**VILLAGE OF ELBURN
COMMITTEE OF THE WHOLE MEETING
MONDAY, JANUARY 6TH, 2020
7:00 PM**

1. Call To Order
2. Roll Call
3. Public Comment
4. Discuss:
 - a. Discuss FY 21 Administration Budget
5. Other Business
6. Adjournment



MEMO

To: Village Board
From: John Nevenhoven, Village Administrator
Subject: FY 21 Administration Budget
Date: January 6, 2020
Strategic Action Plan: Routine

JEN

The 2020 Admin budget is a work in progress. There are several planned projects that are in progress and need additional information, costs, scope, etc.

- ECDC has requested a full-time director
- New Sign for Village Hall (\$35,000)
- Downtown Development Plan (RTA/Metra Grant)
- Village Board input
- Admin Intern (NIU MPA Grad student)
- Ad-hoc Historical Committee

Village of Elburn
Finance Department
301 E. North Street Elburn, IL 60119
Phone 630-365-5060



MEMO

To: Village President and Board of Trustees

From: Doug Elder, Finance Director *D. Elder*

Subject: FY 21 Budget Planning – Administration Department

Date: January 6, 2020

Strategic Goal: LTR-7

The next step in planning the budget for Fiscal Year 2021 is to review the proposed budget for the Administration Department at the Committee of the Whole meeting on January 6.

Salaries are not included in this initial presentation because the 2019 employee performance reviews have not yet been completed. Accordingly, employee benefits such as insurance and pension expense have not been included in this presentation.

Enterprise wide expenditure items such as IT Service and General Insurance will be presented later in the planning process and are not included in this presentation.

As you review the budget requests, please feel welcome to contact Village Administrator John Nevenhoven or myself if you have any questions.

GL Number	Description	2016-17	2017-18	2018-19	2019-20	2020-21
		Actual	Actual	Actual	Budget	Estimated Budget Request

FUND 10 GENERAL FUND

Expenditures

Administration						
10-10-411.000	SALARIES FULL TIME	360,583	375,121	395,267	308,312	308,302
10-10-413.000	SALARIES OVERTIME	160	0	0	500	500
10-10-440.000	SALARIES ELECTED/APPOINTED	39,360	38,470	35,140	35,120	31,720
10-10-451.000	HEALTH INSURANCE	36,751	35,736	52,593	44,034	45,051
10-10-452.000	LIFE INSURANCE	2,416	2,558	2,716	2,057	1,557
10-10-453.000	DENTAL INSURANCE	2,989	2,041	1,684	1,483	1,566
10-10-454.000	HRA CONTRIBUTION	3,032	4,446	4,225	3,100	8,579
10-10-455.000	HSA CONTRIBUTION	4,400	4,400	4,400	3,355	3,355
10-10-456.000	UNEMPLOYMENT INSURANCE	17,667	16,340	10,938	10,000	3,817
10-10-461.000	SOCIAL SECURITY CONTRIBUTION	23,944	23,495	25,599	21,099	19,903
10-10-462.000	MEDICARE CONTRIBUTION	5,600	5,707	5,987	4,935	4,655
10-10-463.000	IMRF CONTRIBUTION	26,348	27,892	26,366	14,954	15,107
10-10-471.000	UNIFORM ALLOWANCE	0	141	0	0	0
10-10-511.000	MAINTENANCE SERVICE BUILDING	7,101	4,811	2,867	7,000	2,867
10-10-512.000	MAINTENANCE SERVICE EQUIPMENT	188	895	2,286	2,000	654
10-10-513.000	MAINTENANCE SERVICE VEHICLE	44	975	48	0	0
10-10-520.000	MAINTENANCE SERVICE TELEPHONE	0	0	200	0	0
10-10-530.000	AUDIT SERVICE	15,265	10,040	10,625	11,710	10,025
10-10-532.000	ENGINEERING SERVICE	240	638	635	40,500	(233)
10-10-533.000	LEGAL SERVICE	44,163	48,169	30,663	45,000	35,126
10-10-533.001	ORDINANCE CODIFICATION	0	4,446	2,973	500	0
10-10-534.000	JANITORIAL SERVICE	4,608	4,680	5,753	4,700	4,252
10-10-535.000	IT SERVICE	21,662	15,303	36,402	36,000	20,696
10-10-549.000	OTHER PROFESSIONAL SERVICE	347	11,950	135	12,500	2,644
10-10-551.000	POSTAGE	877	1,011	870	1,100	1,336
10-10-552.000	TELEPHONE	4,234	8,075	8,153	7,350	3,706
10-10-553.000	PUBLISHING	856	1,876	1,309	1,000	760
10-10-561.000	DUES	7,397	6,592	7,061	7,000	10,883
10-10-563.000	TRAINING	4,357	2,913	2,704	6,500	96
10-10-571.000	ELECTRICITY	0	0	168	250	0
10-10-572.000	NATURAL GAS	748	577	642	400	197
10-10-576.000	BANK FEES	549	572	426	1,000	1,157
10-10-579.000	OTHER CHARGES FOR SERVICE	0	0	1,500	0	0
10-10-592.000	GENERAL INSURANCE	16,868	16,818	16,795	27,617	28,198

John Nevenhoven:
Review Downtown Business Development Plan

John Nevenhoven:
Added ICMA dues

GL Number	Description	2016-17		2017-18		2018-19		2019-20		2020-21	
		Actual	Budget	Actual	Budget	Actual	Budget	Estimated 4/30/20	Budget	Request	
10-10-651.000	OFFICE SUPPLIES	7,914	7,904	6,565	7,000	3,876	6,000				
10-10-803.000	EQUIPMENT	0	0	18,406	8,000	12,140					
10-10-910.000	COMMUNITY RELATIONS	0	0	6,850	21,000	11,521					
10-10-914.000	UTILITY TAX REFUND	1,025	993	917	1,700	1,700	1,700				
10-10-915.000	ECONOMIC DEVELOPMENT COMMISSIO	182	3,154	10	2,500	5,000	3,000				
10-10-955.000	IMPACT FEE FIRE DISTRICT	12,090	16,740	16,087	15,000	21,045	15,000				
10-10-956.000	IMPACT FEE LIBRARY	7,853	10,873	10,444	10,000	13,670	10,000				
10-10-957.000	IMPACT FEE SCHOOL DISTRICT	138,432	84,297	41,339	28,686	44,359	28,686				
10-10-999.000	INTERFUND OPERATING TRANSFER	0	1,157,554	400,000	709,459	709,459					
Total Expenditures - Administration		833,844	1,969,855	1,219,162	1,475,421	1,389,246	148,688				

FUND 15 GENERAL CAPITAL FUND

Expenditures

Administration		John Nevenhoven: New front doors with keyless entry.	
15-10-802.000	BUILDING	0	153,243
15-10-803.000	EQUIPMENT	0	2,950
15-10-910.000	COMMUNITY RELATIONS	5,000	421
Total Expenditures - Administration		5,000	156,614