

VILLAGE MANAGER AND ADMINISTRATIVE SERVICES

FISCAL YEAR 2019 BUDGET

OVERVIEW

The Village Manager is the Chief Executive Officer and administrative head of the Village, with the responsibility for planning, organizing, directing, staffing, coordinating and budgeting for the widespread programs and services for the citizens of the Village. The Village Manager is appointed by and serves at the pleasure of the Village Council, and is directly responsible for executing Village laws and ordinances and is responsible for implementation of policies set forth by the Village Council. The Village Manger appoints the Directors of all Departments.

Financial Responsibility. – The Department will demonstrate fiscal responsibility that align with the policy direction of the Village Council.

1. The Office of the Village Manager and Administrative Services is requesting **\$2,151,529** for the upcoming FY2019, an 11% (\$214,424) departmental increase from the prior year FY2018 Adopted Budget.
2. Financial Highlights
 - a. Non-Discretionary expenses increased by 15% over last year.
 - i. Salary increases due to merit and COLA
 - ii. Reclassification of Finance Director to Assistant Village Manager. Increase of \$38,000.
 - iii. Training line item increase by \$21,100 due to training for employees.
 - b. Discretionary expenses increased by \$64,224.
 - i. Professional Services line item reduced by \$12,000 due to transfer of Beach Consultant to Council budget and due to the addition of the Strategic Plan.
 - ii. Education Initiatives line item increased by \$32,000 due to Address Verification Program

Workforce Goal – To develop and maintain a safe and engaged workforce.

1. Develop a comprehensive plan to centralize and standardize employee training
2. Implement a time and attendance system
3. Conduct compensation study
4. Support and recognize employees needs growth and achievements

Operational Excellence Goal – Provide excellent services through the departments operations.

1. Continue to emphasize and encourage organization and departmental efforts in identifying and implementing changes to improve efficiency and reduce cost.
2. Increase the level of Village services by increasing the amount of grant-in-aid revenues.
3. Explore ways to streamline village administrative process.
4. Review all legacy contracts.

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Customer –The Department interacts with the customers and captures examples or excellent service or areas that are identified that need improvement.

1. Communicate all requests for service, referral and information to appropriate Village departments and to provide necessary follow-up to ensure that a response or resolution to the request is provided.
2. Provide training to employees on customer service.

Village – The Department adds value to the community and finds methods to create add to the environment of keeping the Village in the Village.

1. Set an example to Village residents of the importance of sustainability throughout the Village by establishing sustainable goals for buildings and departmental programs.
2. Continue to work with various community and service organizations on the Key.
3. Continue to develop and recommend alternative solutions to community problems.
4. Develop programs to meet the future physical, social, and cultural needs of the Village.

Manager
Proposed Budget - FY2019

Operating Expenses	FY2016 Actual	FY2017 Actual	FY2018 Adopted	FY2019 Proposed	variance dollar %	
Non-Discretionary Spending						
12.000 - FT SALARY - VILLAGE MANAGER	\$192,700	\$193,906	\$199,335	\$201,825	\$2,490	1%
12.100 - FT SALARY - ASSISTANT MANAGER	\$96,215	\$77,770	\$0	\$188,000	\$188,000	100%
12.200 - FT SALARY - FINANCE DIRECTOR	\$130,824	\$49,423	\$150,000	\$0	(\$150,000)	-100%
12.300 - FT SALARY - HUMAN RESOURCES DIRECTOR	\$85,343	\$70,143	\$113,081	\$126,589	\$13,508	12%
12.400 - FT SALARY - IT ADMINISTRATOR	\$89,075	\$89,632	\$92,142	\$95,367	\$3,225	4%
12.500 - FT SALARY - PROCUREMENT DIRECTOR	\$67,596	\$74,939	\$72,272	\$77,794	\$5,522	8%
12.500 - FT SALARY - ACCOUNTING CLERK	\$0	\$0	\$60,000	\$67,297	\$7,297	12%
12.600 - FT SALARY - ASSISTANT TO IT ADMINISTRATOR	\$40,185	\$41,014	\$48,674	\$52,374	\$3,699	8%
12.800 - FT SALARY - RECEPTIONIST	\$39,641	\$0	\$44,716	\$48,140	\$3,424	8%
15.000 - OTHER PAY - LONGEVITY BONUSES	\$0	\$0	\$0	\$7,964	\$7,964	100%
21.000 - PAYROLL TAXES	\$50,371	\$48,254	\$59,686	\$67,599	\$7,913	13%
22.100 - RETIREMENT CONTRIBUTIONS	\$86,721	\$68,406	\$93,626	\$102,886	\$9,260	10%
23.000 - LIFE, HEALTH, DISABILITY INSURANCE	\$45,989	\$44,135	\$56,597	\$100,696	\$44,099	78%
24.000 - WORKERS COMPENSATION	\$2,886	\$1,794	\$1,890	\$1,890	\$0	0%
45.000 - PROPERTY & LIABILITY INSURANCE	\$11,098	\$15,752	\$15,000	\$18,800	\$3,800	25%
Subtotal - Non Discretionary	\$938,644	\$775,168	\$1,007,020	\$1,157,219	\$150,199	15%
Discretionary Spending						
31.000 - PROFESSIONAL SERVICES	\$29,896	\$65,800	\$195,000	\$183,000	(\$12,000)	-6%
32.000 - ACC & AUDITING - INDEPENDENT AUDITORS	\$57,900	\$58,000	\$58,000	\$63,000	\$5,000	9%
32.100 - ACC & AUDITING - SENIOR ACCOUNTANT	\$114,737	\$114,737	\$65,000	\$65,000	\$0	0%
32.200 - ACC & AUDITING - FINANCIAL ADVISOR	\$45,833	\$54,167	\$50,000	\$50,000	\$0	0%
34.000 - CONTRACT SERVICES - FACILITY MGMT	\$7,968	\$8,239	\$7,310	\$8,574	\$1,264	17%

Operating Expenses	FY2016	FY2017	FY2018	FY2019	variance	
	Actual	Actual	Adopted	Proposed	dollar	%
40.000 - TRAVEL & PER DIEM	\$24,255	\$17,222	\$28,725	\$28,845	\$120	0%
41.000 - COMMUNICATIONS - WEBSITE	\$31,124	\$28,913	\$30,000	\$30,000	\$0	0%
41.100 - COMMUNICATIONS	\$17,206	\$24,207	\$17,950	\$23,000	\$5,050	28%
42.000 - POSTAGE & FREIGHT	\$1,822	\$3,793	\$3,000	\$3,000	\$0	0%
43.000 - UTILITIES	\$7,995	\$8,494	\$8,500	\$8,553	\$53	1%
44.000 - RENTALS & LEASES	\$6,960	\$7,870	\$9,620	\$5,816	(\$3,804)	-40%
46.000 - REPAIRS & MAINTENANCE - VLLG HALL	\$8,497	\$19,983	\$10,000	\$12,000	\$2,000	20%
47.000 - PRINTING & BINDING	\$2,944	\$2,425	\$2,840	\$1,500	(\$1,340)	-47%
48.000 - CHAMBER OF COMMERCE	\$71,042	\$77,500	\$77,500	\$77,500	\$0	0%
48.100 - KB COMMUNITY FOUNDATION	\$125,000	\$132,775	\$125,000	\$125,000	\$0	0%
48.200 - TNR PROGRAM	\$0	\$12,963	\$15,000	\$15,000	\$0	0%
48.300 - ADVERTISING/JOB POSTINGS	\$0	\$0	\$0	\$5,000	\$5,000	100%
49.000 - OTHER CURRENT CHARGES	\$80,036	\$79,970	\$24,000	\$35,000	\$11,000	46%
51.000 - OFFICE SUPPLIES	\$7,618	\$11,260	\$10,000	\$10,000	\$0	0%
52.000 - OPERATING SUPPLIES	\$15,758	\$22,043	\$13,640	\$32,250	\$18,610	136%
54.000 - SUBSCRIPTIONS & MEMBERSHIPS & DUES	\$20,403	\$16,936	\$30,000	\$39,170	\$9,170	31%
55.000 - TRAINING	\$0	\$0	\$0	\$21,100	\$21,100	100%
64.000 - CAPITAL OUTLAY - FURNITURE & FIXTURES	\$0	\$0	\$1,000	\$0	(\$1,000)	-100%
64.100 - CAPITAL OUTLAY - EQUIPMENT	\$0	\$1,018	\$3,000	\$0	(\$3,000)	-100%
64.200 - CAPITAL OUTLAY - IT EQUIPMENT	\$0	\$27,298	\$25,000	\$0	(\$25,000)	-100%
82.000 - EDUCATIONAL INITIATIVES	\$56,928	\$59,665	\$65,000	\$97,000	\$32,000	49%
99.000 - CONTINGENCY	\$224,168	\$38,551	\$55,000	\$55,000	\$0	0%
Subtotal - Discretionary	\$958,090	\$1,118,879	\$930,085	\$994,309	\$64,224	7%
Total Manager Expenses	\$1,896,734	\$1,894,047	\$1,937,105	\$2,151,529	\$214,424	11%