



Legislation Text

File #: 2021-0427, **Version:** 0

Title

FY2021 Budget Amendment #3 - Approval

History

A detailed spreadsheet (by fund) reflecting budget adjustments is attached. This is the third budget amendment for FY2021, which incorporates an urgent initiative, budget rollover and a correction in the Recreation Service Clerks budget.

Multi-Function Printer

Development Services has two (2) multi-function printers, which are the highest used machines in the Village. One of the two (2) has failed. Both were planned to be replaced in 2022, and a separate agenda item will seek approval to purchase these two (2) replacement MFPs. Total budget impact for 2021 will be \$7,000.

Additional Audit Services

During the course of the audit, the auditors needed to conduct additional testing and work to complete various portions of the audit, including additional grant and single audit testing. The Village approved the audit agreement in 2018, which was amended in 2020 to compile the audit document. This amendment is a one-time amendment in the amount of \$19,970.

Office Furniture

In order to accommodate additional interns in the Village Manager's Office and Communications & Marketing Departments, replacement furniture will be needed.

Staffing changes

Public Works Seasonals

As a result of the snow removal recap meeting, a new plan was developed to replace the Seasonal Snowbird positions with nine (9) year-round P/T Maintenance Worker I positions. These positions will be regularly scheduled at 15 hours/week (780 hours) and the remaining 219 hours will be used to support snow removal events. The nine (9) positions will be split: two (2) for streets, two (2) for utilities, and five (5) for NRF. Each of the five (5) will support Sportsplex, Village Hall, CPAC, Natural Resources, and another to support Athletics.

Each of these positions will be 999 hrs./yr. at \$15/hr., non-IMRF (same grade as existing P/T MWI). Total annual cost to the Village for these positions will be \$134,865/year, or about \$67,000 for remainder of 2021. This is partially offset by unused snow bird salary of \$27,000, for total salary impact of \$40,000, plus Social Security and Medicare of \$3,060.

Village Manager's Office Part Time Division Secretary

VMO will be adding a new P/T Division Secretary, Grade 400 (\$14.32-\$18.41), targeting \$15/hr. at 29 hrs./wk., or \$22,620/yr. (plus IMRF).

HR Generalist Position

Due to recent changes in the Human Resources Department, the HR Coordinator position is being reclassified as an HR Generalist, with additional duties and responsibilities.

Intern program

The Village is implementing an internship program for undergraduate and graduate students. Graduate student interns will be hired for the Village Manager's Office, Finance, and Development Services. Undergraduate Interns will be hired in Communications & Marketing, Engineering, Human Resources, Information Technology, Public Works, and Recreation. The organization-wide internship program will act as a recruiting tool, an ongoing candidate pipeline, and a set of extra hands for departments. Total annual cost for the interns would be \$190,000 annually, plus IMRF, Social Security and Medicare benefits. Total estimated cost for 2021 will be \$103,370.

PW Budget Rollover Account error

In a previous budget rollover amendment, we used the incorrect fund for the CPAC Stair and Landing replacement project. This amendment will adjust that amendment from the General Fund to the Recreation & Parks Fund.

Insurance Fund - General Liability Claims

The Village's liability claims expense is volatile from year to year. We budgeted \$50,000 for these claims, but a variety of claims and settlements have exceeded anticipated expenses. We are requesting an additional \$100,000 to be budgeted for General Liability claims for the remainder of the year.

(Original Motion)

I move to approve an increase in the General Fund expenditure budget in the amount of \$41,969, an increase in the Recreation & Parks Fund expenditure budget of \$122,219, and an increase in the Insurance Fund expenditure budget of \$100,000 as detailed on the FY2021 Amendment #3 worksheet.

Financial Impact

The attached spreadsheet identifies the budget impact. Also, the 2021 budget summary has been updated to reflect these amendments (although not attributed to various expenditure types).

Recommended Action/Motion

I move to approve a decrease in the General Fund expenditure budget in the amount of \$79,390, an increase in the Recreation & Parks Fund expenditure budget of \$112,238, and an increase in the Insurance Fund expenditure budget of \$100,000 as detailed on the FY2021 Amendment #3 worksheet - REVISED worksheet.