



**Budget Amendment Form**

<b>Department</b> Public Works	<b>Date</b> 11/9/2023
<b>Fund(s) to be changed: Enterprise Fund</b>	

<b>GL Account</b>	<b>GL Line Item</b>	<b>Transfer to:</b>	<b>Transfer from:</b>
<a href="#">430.30.533.1200</a>	Regular Salaries	\$ 11,513.00	
<a href="#">430.30.533.2100</a>	FICA	\$ 779.45	
<a href="#">430.30.533.2200</a>	Retirement Contributions	\$ 1,113.81	
<a href="#">430.30.533.2400</a>	Workers Compensation	\$ 716.98	
<a href="#">430.35.535.9000</a>	Contingency		\$ 14,123.24
<b>TOTAL (Columns must be equal)</b>		<b>\$ 14,123.24</b>	<b>\$ 14,123.24</b>

**Description:**

Transfer of Contingency Expense in the Sewer Department to cover the difference in the Salary & Benefits Reclassification of the Public Works Superintendent Position to the Utilities & Facilities Division Director.



# TOTAL PAYROLL COST FY 2024

Occupation	Proposed Earnings	COLA	Merit/Step Increase	Shift Diff	LON	Add'l Benefits	RET	FICA	W/Comp	Insurance	Employee Total
<b>Street Maintenance Fund</b>											
Maintenance UT Worker	\$ 66,659	\$ 2,833	\$ 2,746	\$ -	\$ 300	\$ 200	\$ 8,738	\$ 4,799	\$ 8,688	\$ 11,652	\$ 96,616
Maintenance UT Worker	40,271	2,014	1,952	-	300	200	6,231	3,422	6,183	11,586	72,159
PT Maintenance Worker	26,108	-	-	-	-	-	3,636	1,997	3,633	-	35,375
<b>Total Street Maintenance</b>	<b>123,038</b>	<b>4,847</b>	<b>4,697</b>	<b>-</b>	<b>600</b>	<b>400</b>	<b>18,605</b>	<b>10,219</b>	<b>18,504</b>	<b>23,239</b>	<b>204,149</b>
<b>Utilities Administration</b>											
Public Works Director	135,408	6,770	5,687	-	-	-	51,845	11,312	10,507	12,371	233,901
Engineer & CIP Manager	15,960	4,298	4,742	-	-	200	13,231	7,283	240	12,282	128,236
Project Manager	110,000	-	-	-	-	-	15,320	8,415	7,817	25,829	167,381
Public Works Superintendent	77,892	3,895	818	-	300	200	11,547	6,358	5,870	24,817	131,696
Customer Service Manager	74,530	3,726	1,866	-	300	200	11,201	6,168	203	17,093	115,286
Public Works Executive Assistant	70,000	-	-	-	-	200	9,749	5,370	177	11,811	97,307
Maintenance Worker	40,269	2,013	1,496	-	-	200	6,097	3,364	3,111	11,597	68,148
Janitorial Services	29,225	-	-	-	-	-	4,070	2,236	1,543	-	37,074
<b>Total Utilities Administration</b>	<b>623,283</b>	<b>20,703</b>	<b>14,610</b>	<b>-</b>	<b>600</b>	<b>1,000</b>	<b>123,061</b>	<b>50,505</b>	<b>29,468</b>	<b>115,800</b>	<b>979,029</b>
<b>Water Department</b>											
Water UT Worker	48,939	2,447	1,186	-	-	200	7,322	4,037	2,764	11,685	78,579
<b>Total Water Department</b>	<b>48,939</b>	<b>2,447</b>	<b>1,186</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>7,322</b>	<b>4,037</b>	<b>2,764</b>	<b>11,685</b>	<b>78,579</b>
<b>Sewer Department</b>											
Sewer UT Worker	58,869	3,443	-	-	1,500	200	10,280	5,662	3,802	24,957	118,713
<b>Total Sewer Department</b>	<b>58,869</b>	<b>3,443</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>200</b>	<b>10,280</b>	<b>5,662</b>	<b>3,802</b>	<b>24,957</b>	<b>118,713</b>
<b>Sanitation Department</b>											
Sanitation UT Worker-Vacant	40,290	-	-	-	-	200	5,611	3,097	3,958	11,635	64,791
Sanitation UT Worker	46,862	2,343	1,968	-	-	5,000	7,796	4,297	5,027	940	74,233
Sanitation Truck Driver	56,659	2,833	-	-	1,500	200	8,495	4,681	5,844	19,209	99,421
Sanitation UT Worker-Vacant	40,269	-	-	-	-	200	5,608	3,096	3,956	11,725	64,854
<b>Total Sanitation Department</b>	<b>184,080</b>	<b>5,176</b>	<b>1,968</b>	<b>-</b>	<b>1,500</b>	<b>5,600</b>	<b>27,510</b>	<b>15,172</b>	<b>18,784</b>	<b>43,508</b>	<b>303,299</b>
<b>Stormwater Department</b>											
Maintenance Worker	40,269	2,013	1,870	-	300	200	6,191	3,416	6,172	11,591	72,022
<b>Total Stormwater Department</b>	<b>40,269</b>	<b>2,013</b>	<b>1,870</b>	<b>-</b>	<b>300</b>	<b>200</b>	<b>6,191</b>	<b>3,416</b>	<b>6,172</b>	<b>11,591</b>	<b>72,022</b>
<b>Sub-Total</b>	<b>1,388,478</b>	<b>38,629</b>	<b>24,331</b>	<b>-</b>	<b>4,500</b>	<b>7,600</b>	<b>192,969</b>	<b>89,011</b>	<b>79,494</b>	<b>230,779</b>	<b>1,755,792</b>
<b>Grand Total</b>	<b>\$ 6,263,284</b>	<b>\$ 263,354</b>	<b>\$ 118,466</b>	<b>\$ 45,773</b>	<b>\$ 32,100</b>	<b>\$ 183,268</b>	<b>\$ 1,704,523</b>	<b>\$ 524,966</b>	<b>\$ 246,586</b>	<b>\$ 1,072,365</b>	<b>\$ 10,454,686</b>
*Retirement includes: FRS General 10/1/23-9/30/24 14.29% FRS Department Head 35.61% FRS Police 34.09% ICMA REG 13.50%											
*Additional Benefits Include: Car Allowance, Health Benefit, Educational Incentive, Clothing Allowance											
*Unemployment Compensation and Over time are not included in this chart.											



# ENTERPRISE FUND-UTILITIES ADMINISTRATION

<b>Expenditure Category Detail</b>						
<b>ACCOUNT DESCRIPTION</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 ADOPTED BUDGET</b>	<b>FY 2023 6 MONTHS ACTUAL</b>	<b>FY 2023 PROJECTED ACTUAL</b>	<b>FY 2024 ADOPTED BUDGET</b>
Regular Salaries	\$ 311,414	\$ 391,469	\$ 512,171	\$ 197,368	\$ 434,737	\$ 659,196
Overtime	-	395	3,500	1,284	2,567	3,000
Clothing Allowance	400	800	800	800	800	1,000
Compensation Personnel	-	46,756	10,000	-	5,000	10,000
FICA Tax	23,983	33,218	39,242	14,844	33,897	50,505
Retirement Contribution	39,398	70,289	89,612	36,424	72,848	123,061
Life, Dental & Health Insurance	44,415	64,425	88,236	43,466	74,513	115,800
Workers Compensation	2,182	23,663	25,011	19,258	25,678	29,468
Cost Allocation	1,022,633	999,325	1,475,831	737,915	1,475,831	1,486,297
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,444,424</b>	<b>1,630,341</b>	<b>2,244,403</b>	<b>1,051,359</b>	<b>2,125,871</b>	<b>2,478,326</b>
Engineering & Planning	86,561	40,330	40,000	6,455	35,405	40,000
Bank/Merchant fees	26,587	27,350	23,000	15,232	30,465	30,000
Professional Services	118,502	137,173	163,000	75,772	161,544	72,000
Contract Services-Data processing	72,046	109,319	109,050	53,350	106,700	103,904
Contract Services-Pre-Employment	940	381	1,000	-	350	1,000
Contract Services Lighting	-	-	39,000	13,980	27,960	45,000
Accounting and Auditing	18,300	20,700	30,000	25,200	30,000	36,000
Communication Services	-	-	-	-	-	1,222
Postage	6,414	7,757	8,000	1,629	6,629	8,000
Animal Control	-	1,300	2,500	400	1,199	2,000
Building Lease	71,399	116,996	121,682	59,793	119,585	125,269
Vehicle Lease	9,448	13,092	21,785	9,026	21,663	21,785
General Insurance	137,299	180,399	230,224	134,899	220,691	287,780
Depreciation - Equipment	13,124	21,044	-	-	18,000	-
Repairs & Maintenance of Vehicles	2,855	1,840	3,500	1,136	3,271	3,500
Repairs & Maintenance of Building	9,597	6,601	10,000	4,984	10,577	10,000
Repairs & Maintenance of Office Equip.	-	1,537	3,250	-	2,991	2,000
Miscellaneous	-	9,408	10,000	4,693	10,000	7,500
Office Supplies	1,720	1,961	3,000	1,033	2,956	3,000
Gasoline, CNG & Oil	568	5,903	8,000	4,521	9,043	8,000
Special Department Supplies	4,333	7,100	9,000	4,999	9,997	9,000
Telephone	15,470	19,123	20,000	8,838	19,676	20,000
Equipment Rental	1,773	-	3,000	-	3,000	3,000
Dues, Subscriptions & Memberships	2,910	17,063	33,500	6,388	22,776	33,500
Education & Training	(135)	4,691	4,500	849	3,198	4,500
Uniforms	1,295	2,485	3,000	671	2,941	3,000
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>601,006</b>	<b>753,553</b>	<b>899,990</b>	<b>433,846</b>	<b>880,615</b>	<b>880,960</b>
<b>TOTAL OPERATING BUDGET</b>	<b>2,045,430</b>	<b>2,383,894</b>	<b>3,144,393</b>	<b>1,485,205</b>	<b>3,006,486</b>	<b>3,359,286</b>
Machinery & Equipment	1,481	-	48,000	1,449	48,000	8,000
Building Improvements	-	-	50,000	-	50,000	50,000
<b>TOTAL CAPITAL OUTLAYS</b>	<b>1,481</b>	<b>-</b>	<b>98,000</b>	<b>1,449</b>	<b>98,000</b>	<b>58,000</b>
Transfer to General Fund	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES	-	-	-	-	-	-
<b>TOTAL NON-OPERATING BUDGET</b>	<b>1,481</b>	<b>-</b>	<b>98,000</b>	<b>1,449</b>	<b>98,000</b>	<b>58,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,046,911</b>	<b>\$ 2,383,894</b>	<b>\$ 3,242,393</b>	<b>\$ 1,486,654</b>	<b>\$ 3,104,486</b>	<b>\$ 3,417,286</b>





# ENTERPRISE FUND-UTILITIES ADMINISTRATION

## Departmental Budget Worksheet

Type	Description	Qty	Cost	Extended Amount	Comment
<b>430.30.533.1200</b>	<b>Regular Salaries</b>				
	REG SALARY	1	\$ 141,095	\$ 141,095	PUBLIC WORKS DIRECTOR
	REG SALARY	1	78,710	78,710	PUBLIC WORKS SUPERINTENDENT
	REG SALARY	1	76,396	76,396	CUSTOMER SERVICE MANAGER
	REG SALARY	1	90,702	90,702	ENGINEERING OPERATIONS MANAGER
	REG SALARY	1	29,225	29,225	PT CUSTODIAL
	REG SALARY	1	110,000	110,000	PROJECT MANAGER-VACANT
	REG SALARY	1	41,765	41,765	UTILITIES MAINTENANCE WORKER
	REG SALARY	1	70,000	70,000	PUBLIC WORKS EXECUTIVE ASSISTANT
	LONGEVITY	1	300	300	PUBLIC WORKS SUPERINTENDENT
	LONGEVITY	1	300	300	CUSTOMER SERVICE MANAGER
	COLA	1	6,770	6,770	PUBLIC WORKS DIRECTOR
	COLA	1	3,895	3,895	PUBLIC WORKS SUPERINTENDENT
	COLA	1	3,726	3,726	CUSTOMER SERVICE MANAGER
	COLA	1	4,298	4,298	ENGINEERING OPERATIONS MANAGER
	COLA	1	2,013	2,013	UTILITIES MAINTENANCE WORKER
	COLA	1	-	-	PT CUSTODIAL
				<u>659,196</u>	
430.30.533.1400	<b>Overtime</b>				
	OVERTIME	1	3,000	<u>3,000</u>	OVERTIME
				3,000	
430.30.533.1570	<b>Clothing Allowance</b>				
	CLOTHING ALLOWANCE	1	1,000	<u>1,000</u>	CLOTHING ALLOWANCE
				1,000	
430.30.533.1600	<b>Compensation Personnel</b>				
	COMPENSATION PERSONNEL	1	10,000	<u>10,000</u>	COMPENSATED ABSENCES/CASH OUT SICK & VACATION
				10,000	
<b>430.30.533.2100</b>	<b>Fica</b>				
	FICA	1	11,312	11,312	PUBLIC WORKS DIRECTOR
	FICA	1	7,283	7,283	ENGINEERING OPERATIONS MANAGER
	FICA	1	6,358	6,358	PUBLIC WORKS SUPERINTENDENT
	FICA	1	6,168	6,168	CUSTOMER SERVICE MANAGER
	FICA	1	3,364	3,364	UTILITIES MAINTENANCE WORKER
	FICA	1	5,370	5,370	PUBLIC WORKS EXECUTIVE ASSISTANT
	FICA	1	8,415	8,415	PROJECT MANAGER-VACANT
	FICA	1	2,236	<u>2,236</u>	PT CUSTODIAL
				50,505	
<b>430.30.533.2200</b>	<b>Retirement Contributions</b>				
	FRS CONTRIBUTION	1	51,845	51,845	PUBLIC WORKS DIRECTOR
	FRS CONTRIBUTION	1	13,231	13,231	ENGINEERING OPERATIONS MANAGER
	FRS CONTRIBUTION	1	11,547	11,547	PUBLIC WORKS SUPERINTENDENT
	FRS CONTRIBUTION	1	11,201	11,201	CUSTOMER SERVICE MANAGER
	FRS CONTRIBUTION	1	6,097	6,097	UTILITIES MAINTENANCE WORKER
	FRS CONTRIBUTION	1	9,749	9,749	PUBLIC WORKS EXECUTIVE ASSISTANT
	FRS CONTRIBUTION	1	15,320	15,320	PROJECT MANAGER-VACANT
	FRS CONTRIBUTION	1	4,070	<u>4,070</u>	PT CUSTODIAL
				123,061	
430.30.533.2300	<b>Health, Life, Dental</b>				
	HEALTH/LIFE/DENTAL/DISABILIT	1	12,371	12,371	PUBLIC WORKS DIRECTOR
	HEALTH/LIFE/DENTAL/DISABILIT	1	12,282	12,282	ENGINEERING OPERATIONS MANAGER
	HEALTH/LIFE/DENTAL/DISABILIT	1	24,817	24,817	PUBLIC WORKS SUPERINTENDENT
	HEALTH/LIFE/DENTAL/DISABILIT	1	17,093	17,093	CUSTOMER SERVICE MANAGER
	HEALTH/LIFE/DENTAL/DISABILIT	1	11,811	11,811	PUBLIC WORKS EXECUTIVE ASSISTANT
	HEALTH/LIFE/DENTAL/DISABILIT	1	25,829	25,829	PROJECT MANAGER-VACANT
	HEALTH/LIFE/DENTAL/DISABILIT	1	11,597	<u>11,597</u>	PT CUSTODIAL
				115,800	
<b>430.30.533.2400</b>	<b>Workers Compensation</b>				
	WORKERS COMP	1	10,507	10,507	PUBLIC WORKS DIRECTOR
	WORKERS COMP	1	240	240	ENGINEERING OPERATIONS MANAGER
	WORKERS COMP	1	5,870	5,870	PUBLIC WORKS SUPERINTENDENT
	WORKERS COMP	1	203	203	CUSTOMER SERVICE MANAGER
	WORKERS COMP	1	1,543	1,543	UTILITIES MAINTENANCE WORKER
	WORKERS COMP	1	177	177	PUBLIC WORKS EXECUTIVE ASSISTANT
	WORKERS COMP	1	7,817	7,817	PROJECT MANAGER-VACANT
	WORKERS COMP	1	3,111	<u>3,111</u>	PT CUSTODIAL
				\$ 29,468	





# ENTERPRISE FUND-SEWER DEPARTMENT

Departmental Budget Worksheet					
Type	Description	Qty	Cost	Extended Amount	Comment
430.35.535.1200	<b>Regular Salaries</b>				
	REGULAR SALARY	1	\$ 68,869	\$ 68,869	SEWER UTILITY WORKER
	LONGEVITY	1	1,500	1,500	SEWER UTILITY WORKER
	COLA	1	3,443	3,443	SEWER UTILITY WORKER
				<u>73,812</u>	
430.35.535.1400	<b>Overtime</b>				
	OVERTIME	1	10,000	10,000	TO COVER VACATION, SICK TIME
				<u>10,000</u>	
430.35.535.1570	<b>Clothing Allowance</b>				
	CLOTHING ALLOWANCE	1	200	200	CLOTHING ALLOWANCE/BOOT STIPEND
				<u>200</u>	
430.35.535.2100	<b>FICA</b>				
	FICA	1	5,662	5,662	SEWER UTILITY WORKER
				<u>5,662</u>	
430.35.535.2200	<b>Retirement Contribution</b>				
	FRS CONTRIBUTION	1	10,280	10,280	SEWER UTILITY WORKER
				<u>10,280</u>	
430.35.535.2300	<b>Health, Life, Dental</b>				
	HEALTH, DENTAL,LIFE	1	24,957	24,957	SEWER UTILITY WORKER
				<u>24,957</u>	
430.35.535.2400	<b>Workers Compensation</b>				
	WORKERS COMP	1	3,802	3,802	SEWER UTILITY WORKER
				<u>3,802</u>	
430.35.535.3110	<b>Engineering &amp; Planning</b>				
	ENGINEERING	1	40,000	40,000	SSES CYCLE 4 REPORT & SMOKE TEST
				<u>40,000</u>	
430.35.535.4315	<b>Electric, Gas &amp; Water</b>				
	UTILITIES	1	60,000	60,000	UTILITIES FOR VILLAGE OWNED FACILITIES
				<u>60,000</u>	
430.35.535.4410	<b>Vehicle Lease</b>				
	VEHICLE LEASE	12	708	8,500	(1) PICK-UP TRUCK LEASE PAYMENT
				<u>8,500</u>	
430.35.535.4601	<b>Repair &amp; Maintenance Vehicles</b>				
	R&M OF VEHICLES	1	2,500	2,500	R&M VEHICLES
				<u>2,500</u>	
430.35.535.4602	<b>Repair &amp; Maintenance Equipment</b>				
	R&M OF EQUIPMENT	1	7,500	7,500	MAINTAIN ELEC PANELS & PUMP EQUIP
				<u>7,500</u>	
430.35.535.4607	<b>Repair &amp; Maintenance Lift Stations</b>				
	R&M OF LIFT STATIONS	1	20,000	20,000	R&M LIFT STATION
				<u>20,000</u>	
430.35.535.4608	<b>Repair &amp; Maintenance Sewer Lines</b>				
	R&M OF SEWER LINES	1	10,000	10,000	EMERGENCY REPAIR TO SEWER LINES
				<u>10,000</u>	
430.35.535.5202	<b>Chemicals</b>				
	CHEMICALS	1	500	500	ODOR REDUCTION, LINE CLEANING
				<u>500</u>	
430.35.535.5205	<b>Gas &amp; Oil</b>				
	GAS & OIL	1	10,000	10,000	SEWER TRUCKS GAS & OIL
				<u>10,000</u>	
430.35.535.5220	<b>Minor Tools &amp; Equipment</b>				
	MINOR TOOLS & EQUIPMENT	1	500	500	MINOR TOOLS & EQUIPMENT
				<u>500</u>	
430.35.535.5231	<b>Special Department Supplies</b>				
	OPERATING SUPPLIES	1	500	500	SPECIAL SUPPLIES
				<u>500</u>	
430.35.535.5324	<b>Temporary Personnel</b>				
	TEMP. PERSONEEL	1	1,000	1,000	TO COVER FOR VAC, SICKNESS ETC.
				<u>1,000</u>	
430.35.535.5390	<b>Sewage Disposal</b>				
	SEWAGE DISPOSAL	1	1,063,732	1,063,732	COST TO DISPOSE SEWAGE INCREASE
				<u>1,063,732</u>	
430.35.535.5555	<b>Uniforms</b>				
	UNIFORMS	1	1,500	1,500	UNIF CLEANING SUMMER SHIRTS
				<u>1,500</u>	
430.35.535.9000	<b>Contingency</b>				
	CONTINGENCY	1	25,000	25,000	FUNDS FOR UNUSUAL OR UNEXPECTED NEEDS
				<u>25,000</u>	
	<b>TOTAL</b>			<b>\$ 1,379,945</b>	



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Public Works Superintendent	77,892	3,895	818	-	300	200	11,547	6,358	5,870	24,817	131,696
Customer Service Manager	74,530	3,726	1,866	-	300	200	11,201	6,168	203	17,093	115,286
Public Works Executive Assistant	70,000	-	-	-	-	200	9,749	5,370	177	11,811	97,307
Maintenance Worker	40,269	2,013	1,496	-	-	200	6,097	3,364	3,111	11,597	68,148
Janitorial Services	29,225	-	-	-	-	-	4,070	2,236	1,543	-	37,074
<b>Total Utilities Administration</b>	<b>623,283</b>	<b>20,703</b>	<b>14,610</b>	<b>-</b>	<b>600</b>	<b>1,000</b>	<b>123,061</b>	<b>50,505</b>	<b>29,468</b>	<b>115,800</b>	<b>979,029</b>
<b>Water Department</b>											
Water UT Worker	48,939	2,447	1,186	-	-	200	7,322	4,037	2,764	11,685	78,579
<b>Total Water Department</b>	<b>48,939</b>	<b>2,447</b>	<b>1,186</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>7,322</b>	<b>4,037</b>	<b>2,764</b>	<b>11,685</b>	<b>78,579</b>
<b>Sewer Department</b>											
Sewer UT Worker	68,869	3,443	-	-	1,500	200	10,280	5,662	3,802	24,957	118,713
<b>Total Sewer Department</b>	<b>68,869</b>	<b>3,443</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>200</b>	<b>10,280</b>	<b>5,662</b>	<b>3,802</b>	<b>24,957</b>	<b>118,713</b>
<b>Sanitation Department</b>											
Sanitation UT Worker-Vacant	40,290	-	-	-	-	200	5,611	3,097	3,958	11,635	64,791
Sanitation UT Worker	46,862	2,343	1,968	-	-	5,000	7,796	4,297	5,027	940	74,233
Sanitation Truck Driver	56,659	2,833	-	-	1,500	200	8,495	4,681	5,844	19,209	99,421
Sanitation UT Worker-Vacant	40,269	-	-	-	-	200	5,608	3,096	3,956	11,725	64,854
<b>Total Sanitation Department</b>	<b>184,080</b>	<b>5,176</b>	<b>1,968</b>	<b>-</b>	<b>1,500</b>	<b>5,600</b>	<b>27,510</b>	<b>15,172</b>	<b>18,784</b>	<b>43,508</b>	<b>303,299</b>
<b>Stormwater Department</b>											
Maintenance Worker	40,269	2,013	1,870	-	300	200	6,191	3,416	6,172	11,591	72,022
<b>Total Stormwater Department</b>	<b>40,269</b>	<b>2,013</b>	<b>1,870</b>	<b>-</b>	<b>300</b>	<b>200</b>	<b>6,191</b>	<b>3,416</b>	<b>6,172</b>	<b>11,591</b>	<b>72,022</b>
<b>Sub-Total</b>	<b>1,088,478</b>	<b>38,629</b>	<b>24,331</b>	<b>-</b>	<b>4,500</b>	<b>7,600</b>	<b>192,969</b>	<b>89,011</b>	<b>79,494</b>	<b>230,779</b>	<b>1,755,792</b>
<b>Grand Total</b>	<b>\$ 6,263,284</b>	<b>\$ 263,354</b>	<b>\$ 118,466</b>	<b>\$ 45,773</b>	<b>\$ 32,100</b>	<b>\$ 183,268</b>	<b>\$ 1,704,523</b>	<b>\$ 524,966</b>	<b>\$ 246,586</b>	<b>\$ 1,072,365</b>	<b>\$ 10,454,686</b>
*Retirement includes:	FRS General	FRS Department Head	FRS Police	ICMA REG							
10/1/23-9/30/24	14.29%	35.61%	34.09%	13.50%							
*Additional Benefits Include: Car Allowance, Health Benefit, Educational Incentive, Clothing Allowance											
*Unemployment Compensation and Over Time are not included in this chart.											





# ENTERPRISE FUND-UTILITIES ADMINISTRATION

## Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED BUDGET	FY 2023 6 MONTHS ACTUAL	FY 2023 PROJECTED ACTUAL	FY 2024 ADOPTED BUDGET
Regular Salaries	\$ 311,414	\$ 391,469	\$ 512,171	\$ 197,368	\$ 434,737	\$ 659,196
Overtime	-	395	3,500	1,284	2,567	3,000
Clothing Allowance	400	800	800	800	800	1,000
Compensation Personnel	-	46,756	10,000	-	5,000	10,000
FICA Tax	23,983	33,218	39,242	14,844	33,897	50,505
Retirement Contribution	39,398	70,289	89,612	36,424	72,848	123,061
Life, Dental & Health Insurance	44,415	64,425	88,236	43,466	74,513	115,800
Workers Compensation	2,182	23,663	25,011	19,258	25,678	29,468
Cost Allocation	1,022,633	999,325	1,475,831	737,915	1,475,831	1,486,297
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,444,424</b>	<b>1,630,341</b>	<b>2,244,403</b>	<b>1,051,359</b>	<b>2,125,871</b>	<b>2,478,326</b>
Engineering & Planning	86,561	40,330	40,000	6,455	35,405	40,000
Bank/Merchant fees	26,587	27,350	23,000	15,232	30,465	30,000
Professional Services	118,502	137,173	163,000	75,772	161,544	72,000
Contract Services-Data processing	72,046	109,319	109,050	53,350	106,700	103,904
Contract Services-Pre-Employment	940	381	1,000	-	350	1,000
Contract Services Lighting	-	-	39,000	13,980	27,960	45,000
Accounting and Auditing	18,300	20,700	30,000	25,200	30,000	36,000
Communication Services	-	-	-	-	-	1,222
Postage	6,414	7,757	8,000	1,629	6,629	8,000
Animal Control	-	1,300	2,500	400	1,199	2,000
Building Lease	71,399	116,996	121,682	59,793	119,585	125,269
Vehicle Lease	9,448	13,092	21,785	9,026	21,663	21,785
General Insurance	137,299	180,399	230,224	134,899	220,691	287,780
Depreciation - Equipment	13,124	21,044	-	-	18,000	-
Repairs & Maintenance of Vehicles	2,855	1,840	3,500	1,136	3,271	3,500
Repairs & Maintenance of Building	9,597	6,601	10,000	4,984	10,577	10,000
Repairs & Maintenance of Office Equip.	-	1,537	3,250	-	2,991	2,000
Miscellaneous	-	9,408	10,000	4,693	10,000	7,500
Office Supplies	1,720	1,961	3,000	1,033	2,956	3,000
Gasoline, CNG & Oil	568	5,903	8,000	4,521	9,043	8,000
Special Department Supplies	4,333	7,100	9,000	4,999	9,997	9,000
Telephone	15,470	19,123	20,000	8,838	19,676	20,000
Equipment Rental	1,773	-	3,000	-	3,000	3,000
Dues, Subscriptions & Memberships	2,910	17,063	33,500	6,388	22,776	33,500
Education & Training	(135)	4,691	4,500	849	3,198	4,500
Uniforms	1,295	2,485	3,000	671	2,941	3,000
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>601,006</b>	<b>753,553</b>	<b>899,990</b>	<b>433,846</b>	<b>880,615</b>	<b>880,960</b>
<b>TOTAL OPERATING BUDGET</b>	<b>2,045,430</b>	<b>2,383,894</b>	<b>3,144,393</b>	<b>1,485,205</b>	<b>3,006,486</b>	<b>3,359,286</b>
Machinery & Equipment	1,481	-	48,000	1,449	48,000	8,000
Building Improvements	-	-	50,000	-	50,000	50,000
<b>TOTAL CAPITAL OUTLAYS</b>	<b>1,481</b>	<b>-</b>	<b>98,000</b>	<b>1,449</b>	<b>98,000</b>	<b>58,000</b>
Transfer to General Fund	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES	-	-	-	-	-	-
<b>TOTAL NON-OPERATING BUDGET</b>	<b>1,481</b>	<b>-</b>	<b>98,000</b>	<b>1,449</b>	<b>98,000</b>	<b>58,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,046,911</b>	<b>\$ 2,383,894</b>	<b>\$ 3,242,393</b>	<b>\$ 1,486,654</b>	<b>\$ 3,104,486</b>	<b>\$ 3,417,286</b>



# ENTERPRISE FUND-UTILITIES ADMINISTRATION

## Departmental Budget Worksheet

Type	Description	Qty	Cost	Extended Amount	Comment
<b>430.30.533.1200</b>	<b>Regular Salaries</b>				
	REG SALARY	1	\$ 141,095	\$ 141,095	PUBLIC WORKS DIRECTOR
	REG SALARY	1	78,710	78,710	PUBLIC WORKS SUPERINTENDENT
	REG SALARY	1	76,396	76,396	CUSTOMER SERVICE MANAGER
	REG SALARY	1	90,702	90,702	ENGINEERING OPERATIONS MANAGER
	REG SALARY	1	29,225	29,225	PT CUSTODIAL
	REG SALARY	1	110,000	110,000	PROJECT MANAGER-VACANT
	REG SALARY	1	41,765	41,765	UTILITIES MAINTENANCE WORKER
	REG SALARY	1	70,000	70,000	PUBLIC WORKS EXECUTIVE ASSISTANT
	LONGEVITY	1	300	300	PUBLIC WORKS SUPERINTENDENT
	LONGEVITY	1	300	300	CUSTOMER SERVICE MANAGER
	COLA	1	6,770	6,770	PUBLIC WORKS DIRECTOR
	COLA	1	3,895	3,895	PUBLIC WORKS SUPERINTENDENT
	COLA	1	3,726	3,726	CUSTOMER SERVICE MANAGER
	COLA	1	4,298	4,298	ENGINEERING OPERATIONS MANAGER
	COLA	1	2,013	2,013	UTILITIES MAINTENANCE WORKER
	COLA	1	-	-	PT CUSTODIAL
				<u>659,196</u>	
430.30.533.1400	<b>Overtime</b>				
	OVERTIME	1	3,000	<u>3,000</u>	OVERTIME
				3,000	
430.30.533.1570	<b>Clothing Allowance</b>				
	CLOTHING ALLOWANCE	1	1,000	<u>1,000</u>	CLOTHING ALLOWANCE
				1,000	
430.30.533.1600	<b>Compensation Personnel</b>				
	COMPENSATION PERSONNEL	1	10,000	<u>10,000</u>	COMPENSATED ABSENCES/CASH OUT SICK & VACATION
				10,000	
<b>430.30.533.2100</b>	<b>Fica</b>				
	FICA	1	11,312	11,312	PUBLIC WORKS DIRECTOR
	FICA	1	7,283	7,283	ENGINEERING OPERATIONS MANAGER
	FICA	1	6,358	6,358	PUBLIC WORKS SUPERINTENDENT
	FICA	1	6,168	6,168	CUSTOMER SERVICE MANAGER
	FICA	1	3,364	3,364	UTILITIES MAINTENANCE WORKER
	FICA	1	5,370	5,370	PUBLIC WORKS EXECUTIVE ASSISTANT
	FICA	1	8,415	8,415	PROJECT MANAGER-VACANT
	FICA	1	2,236	<u>2,236</u>	PT CUSTODIAL
				50,505	
<b>430.30.533.2200</b>	<b>Retirement Contributions</b>				
	FRS CONTRIBUTION	1	51,845	51,845	PUBLIC WORKS DIRECTOR
	FRS CONTRIBUTION	1	13,231	13,231	ENGINEERING OPERATIONS MANAGER
	FRS CONTRIBUTION	1	11,547	11,547	PUBLIC WORKS SUPERINTENDENT
	FRS CONTRIBUTION	1	11,201	11,201	CUSTOMER SERVICE MANAGER
	FRS CONTRIBUTION	1	6,097	6,097	UTILITIES MAINTENANCE WORKER
	FRS CONTRIBUTION	1	9,749	9,749	PUBLIC WORKS EXECUTIVE ASSISTANT
	FRS CONTRIBUTION	1	15,320	15,320	PROJECT MANAGER-VACANT
	FRS CONTRIBUTION	1	4,070	<u>4,070</u>	PT CUSTODIAL
				123,061	
430.30.533.2300	<b>Health Life, Dental</b>				
	HEALTH/LIFE/DENTAL/DISABILIT	1	12,371	12,371	PUBLIC WORKS DIRECTOR
	HEALTH/LIFE/DENTAL/DISABILIT	1	12,282	12,282	ENGINEERING OPERATIONS MANAGER
	HEALTH/LIFE/DENTAL/DISABILIT	1	24,817	24,817	PUBLIC WORKS SUPERINTENDENT
	HEALTH/LIFE/DENTAL/DISABILIT	1	17,093	17,093	CUSTOMER SERVICE MANAGER
	HEALTH/LIFE/DENTAL/DISABILIT	1	11,811	11,811	PUBLIC WORKS EXECUTIVE ASSISTANT
	HEALTH/LIFE/DENTAL/DISABILIT	1	25,829	25,829	PROJECT MANAGER-VACANT
	HEALTH/LIFE/DENTAL/DISABILIT	1	11,597	<u>11,597</u>	PT CUSTODIAL
				115,800	
<b>430.30.533.2400</b>	<b>Workers Compensation</b>				
	WORKERS COMP	1	10,507	10,507	PUBLIC WORKS DIRECTOR
	WORKERS COMP	1	240	240	ENGINEERING OPERATIONS MANAGER
	WORKERS COMP	1	5,870	5,870	PUBLIC WORKS SUPERINTENDENT
	WORKERS COMP	1	203	203	CUSTOMER SERVICE MANAGER
	WORKERS COMP	1	1,543	1,543	UTILITIES MAINTENANCE WORKER
	WORKERS COMP	1	177	177	PUBLIC WORKS EXECUTIVE ASSISTANT
	WORKERS COMP	1	7,817	7,817	PROJECT MANAGER-VACANT
	WORKERS COMP	1	3,111	<u>3,111</u>	PT CUSTODIAL
				\$ 29,468	





# ENTERPRISE FUND-SEWER DEPARTMENT

## Departmental Budget Worksheet

Type	Description	Qty	Cost	Extended Amount	Comment
430.35.535.1200	<b>Regular Salaries</b>				
	REGULAR SALARY	1	\$ 68,869	\$ 68,869	SEWER UTILITY WORKER
	LONGEVITY	1	1,500	1,500	SEWER UTILITY WORKER
	COLA	1	3,443	3,443	SEWER UTILITY WORKER
				<u>73,812</u>	
430.35.535.1400	<b>Overtime</b>				
	OVERTIME	1	10,000	10,000	TO COVER VACATION, SICK TIME
				<u>10,000</u>	
430.35.535.1570	<b>Clothing Allowance</b>				
	CLOTHING ALLOWANCE	1	200	200	CLOTHING ALLOWANCE/BOOT STIPEND
				<u>200</u>	
430.35.535.2100	<b>FICA</b>				
	FICA	1	5,662	5,662	SEWER UTILITY WORKER
				<u>5,662</u>	
430.35.535.2200	<b>Retirement Contribution</b>				
	FRS CONTRIBUTION	1	10,280	10,280	SEWER UTILITY WORKER
				<u>10,280</u>	
430.35.535.2300	<b>Health, Life, Dental</b>				
	HEALTH, DENTAL,LIFE	1	24,957	24,957	SEWER UTILITY WORKER
				<u>24,957</u>	
430.35.535.2400	<b>Workers Compensation</b>				
	WORKERS COMP	1	3,802	3,802	SEWER UTILITY WORKER
				<u>3,802</u>	
430.35.535.3110	<b>Engineering &amp; Planning</b>				
	ENGINEERING	1	40,000	40,000	SSES CYCLE 4 REPORT & SMOKE TEST
				<u>40,000</u>	
430.35.535.4315	<b>Electric, Gas &amp; Water</b>				
	UTILITIES	1	60,000	60,000	UTILITIES FOR VILLAGE OWNED FACILITIES
				<u>60,000</u>	
430.35.535.4410	<b>Vehicle Lease</b>				
	VEHICLE LEASE	12	708	8,500	(1) PICK-UP TRUCK LEASE PAYMENT
				<u>8,500</u>	
430.35.535.4601	<b>Repair &amp; Maintenance Vehicles</b>				
	R&M OF VEHICLES	1	2,500	2,500	R&M VEHICLES
				<u>2,500</u>	
430.35.535.4602	<b>Repair &amp; Maintenance Equipment</b>				
	R&M OF EQUIPMENT	1	7,500	7,500	MAINTAIN ELEC PANELS & PUMP EQUIP
				<u>7,500</u>	
430.35.535.4607	<b>Repair &amp; Maintenance Lift Stations</b>				
	R&M OF LIFT STATIONS	1	20,000	20,000	R&M LIFT STATION
				<u>20,000</u>	
430.35.535.4608	<b>Repair &amp; Maintenance Sewer Lines</b>				
	R&M OF SEWER LINES	1	10,000	10,000	EMERGENCY REPAIR TO SEWER LINES
				<u>10,000</u>	
430.35.535.5202	<b>Chemicals</b>				
	CHEMICALS	1	500	500	ODOR REDUCTION, LINE CLEANING
				<u>500</u>	
430.35.535.5205	<b>Gas &amp; Oil</b>				
	GAS & OIL	1	10,000	10,000	SEWER TRUCKS GAS & OIL
				<u>10,000</u>	
430.35.535.5220	<b>Minor Tools &amp; Equipment</b>				
	MINOR TOOLS & EQUIPMENT	1	500	500	MINOR TOOLS & EQUIPMENT
				<u>500</u>	
430.35.535.5231	<b>Special Department Supplies</b>				
	OPERATING SUPPLIES	1	500	500	SPECIAL SUPPLIES
				<u>500</u>	
430.35.535.5324	<b>Temporary Personnel</b>				
	TEMP. PERSONEEL	1	1,000	1,000	TO COVER FOR VAC, SICKNESS ETC.
				<u>1,000</u>	
430.35.535.5390	<b>Sewage Disposal</b>				
	SEWAGE DISPOSAL	1	1,063,732	1,063,732	COST TO DISPOSE SEWAGE INCREASE
				<u>1,063,732</u>	
430.35.535.5555	<b>Uniforms</b>				
	UNIFORMS	1	1,500	1,500	UNIF CLEANING SUMMER SHIRTS
				<u>1,500</u>	
430.35.535.9000	<b>Contingency</b>				
	CONTINGENCY	1	25,000	25,000	FUNDS FOR UNUSUAL OR UNEXPECTED NEEDS
				<u>25,000</u>	
	<b>TOTAL</b>			<b>\$ 1,379,945</b>	





**NORTH BAY VILLAGE**  
EST. 1945

## North Bay Village Recommendation Memorandum

**ITEM NO. 10.G**

**DATE:** November 9, 2023

**TO:** Honorable Mayor, Vice Mayor and Members of the Village Commission

**FROM:** Ralph Rosado, PhD, AICP, Village Manager

**SPONSORED BY:**

**SUBJECT:** **A Resolution Approving a Budget Amendment for the Reclassification of Public Works Superintendent to the Public Works Utilities & Facilities Division Director - Village Manager Ralph Rosado (Human Resources Director Carla Maglio and Chief Financial Officer Angela Atkinson)**

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### **RECOMMENDATION**

**A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024 TO ALLOCATE FUNDS FOR THE RECLASSIFICATION OF THE PUBLIC WORKS SUPERINTENDENT TO THE PUBLIC WORKS UTILITIES & FACILITIES DIVISION DIRECTOR; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

It is recommended that the Village Commission approve the reclassification of the Public Works Superintendent position to Utilities & Facilities Division Director.

### **BACKGROUND AND ANALYSIS**

The proposed resolution is for the Village Commission to consider and approve the reclassification of the Public Work Superintendent to the position of the Public Works Utilities & Facilities Division Director. Ms. Megan Cook has been serving the Village since 2019 and has consistently demonstrated a strong commitment to delivering the highest level of service to North Bay Village residents. This dedication often compels the employee to work extensive hours to address emergency needs within the Village, even without being eligible for overtime pay.

Ms. Cook assumed the role of Public Works Superintendent in 2020. Since her appointment, she has not only elevated the quality of services provided by the Public Works Operations Division but has also taken on numerous responsibilities that go well beyond the typical duties

associated with her Superintendent position. In doing so, she has effectively become one of the Village's key Ambassador in various matters unrelated to Public Works. Given the actual job functions she fulfills and the ever-increasing scope of her responsibilities, it is recommended that Ms. Cook's position be reclassified as Public Works Utilities & Facilities Division Director. A comparative salary analysis conducted by the Village's contractor, LagomHR and is attached for reference. The proposed salary aligns Ms. Cook's position more closely with that of a Division Director. This reclassification will result in a modest impact on the Village's operating budget in the amount of \$14,123.24.

It is recommended that the Village Commission approve the proposed resolution approving the reclassification of the Public Works Superintendent position to Public Works Utilities & Facilities Division Director.

**BUDGETARY/FINANCIAL IMPACT (Finance Dept.)**

In the Enterprise Func - Transfer \$14,123.24 from Contingency in the Sewer Department (430.35.535.9000) to Salaries & Benefits in the Utility Administration Department.

**PERSONNEL IMPACT**

NONE

**ATTACHMENTS**

[Resolution Approving Budget\\_Amendment - PW Reclassification.docx](#)

[Exhibit A Budget Amendment PW Revision.pdf](#)

[2023-11-01 Superintendent Salary Analysis Memorandum.pdf](#)

**RESOLUTION NO. 2023-141**

**A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024 TO ALLOCATE FUNDS FOR THE RECLASSIFICATION OF THE PUBLIC WORKS SUPERINTENDENT TO THE PUBLIC WORKS UTILITIES & FACILITIES DIVISION DIRECTOR; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on September 28, 2023, the North Bay Village (the "Village") Commission adopted Resolution No. 2023-109 approving the budget for fiscal year 2023-2024 (the "Budget"); and

**WHEREAS**, pursuant to Section 166.241, Florida Statutes, the Village Commission may amend a budget at any time within a fiscal year; and

**WHEREAS**, pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the staff memorandum accompanying this resolution by authorizing the line item transfers as further provided in Exhibit "A" attached hereto and incorporated herein; and

**WHEREAS**, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2. Amending Budget.** That the Village Commission hereby approves an amendment to the budget by authorizing the line item transfers as further provided in Exhibit "A" attached hereto and incorporated herein.

**Section 3. Implementation.** That the Village Manager, Village Clerk, and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

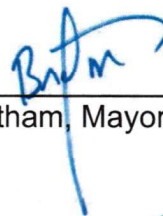
**Section 4. Effective Date.** That this Resolution shall be effective immediately upon adoption.



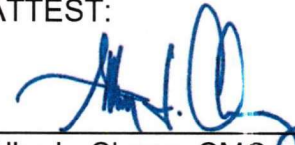
The foregoing Resolution was offered by Vice Mayor Chervony who moved its adoption. The motion was seconded by Commissioner Streitfeld and upon being put to a vote, the vote was as follows:

Mayor Brent Latham	<u>Yes</u>
Vice Mayor Richard Chervony	<u>Yes</u>
Commissioner Goran Cuk	<u>Yes</u>
Commissioner Andy Rotondaro	<u>Yes</u>
Commissioner Rachel Streitfeld	<u>Yes</u>

**PASSED AND ADOPTED** on this 9<sup>th</sup> day of November, 2023.

  
\_\_\_\_\_  
Brent Latham, Mayor

ATTEST:

  
\_\_\_\_\_  
Alba L. Chang, CMC  
Village Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, PL  
Village Attorney

EXHIBIT "A"



Budget Amendment Form

<b>Department</b> Public Works	<b>Date</b> 11/9/2023
<b>Fund(s) to be changed: Enterprise Fund</b>	

GL Account	GL Line Item	Transfer to:	Transfer from:
<a href="#">430.30.533.1200</a>	Regular Salaries	\$ 11,513.00	
<a href="#">430.30.533.2100</a>	FICA	\$ 779.45	
<a href="#">430.30.533.2200</a>	Retirement Contributions	\$ 1,113.81	
<a href="#">430.30.533.2400</a>	Workers Compensation	\$ 716.98	
<a href="#">430.35.535.9000</a>	Contingency		\$ 14,123.24
<b>TOTAL (Columns must be equal)</b>		<b>\$ 14,123.24</b>	<b>\$ 14,123.24</b>

**Description:**

Transfer of Contingency Expense in the Sewer Department to cover the difference in the Salary & Benefits Reclassification of the Public Works Superintendent Position to the Utilities & Facilities Division Director.



## TOTAL PAYROLL COST FY 2024

Occupation	Proposed Earnings	COLA	Ment/Step Increase	Shift Diff	LON	Add'l Benefits	RET	FICA	W/Comp	Insurance	Employee Total
<b>Street Maintenance Fund</b>											
Maintenance UT Worker	\$ 56,659	\$ 2,833	\$ 2,746	\$ -	\$ 300	\$ 200	\$ 8,738	\$ 4,799	\$ 8,688	\$ 11,652	\$ 96,616
Maintenance UT Worker	40,271	2,014	1,952	-	300	200	6,231	3,422	6,183	11,586	72,159
PT Maintenance Worker	26,108	-	-	-	-	-	3,636	1,997	3,633	-	35,375
<b>Total Street Maintenance</b>	<b>123,038</b>	<b>4,847</b>	<b>4,697</b>	<b>-</b>	<b>600</b>	<b>400</b>	<b>18,605</b>	<b>10,219</b>	<b>18,504</b>	<b>23,239</b>	<b>204,149</b>
<b>Utilities Administration</b>											
Public Works Director	135,408	6,770	5,687	-	-	-	51,845	11,312	10,507	12,371	233,901
Enginner & CIP Manager	85,960	4,298	4,742	-	-	200	13,231	7,283	240	12,282	128,236
Project Manager	110,000	-	-	-	-	-	15,320	8,415	7,817	25,829	167,381
Public Works Superintendent	77,892	3,895	818	-	300	200	11,547	6,358	5,870	24,817	131,696
Customer Service Manager	74,530	3,726	1,866	-	300	200	11,201	6,168	203	17,093	115,286
Public Works Executive Assistant	70,000	-	-	-	-	200	9,749	5,370	177	11,811	97,307
Maintenance Worker	40,269	2,013	1,496	-	-	200	6,097	3,364	3,111	11,597	68,148
Janitorial Services	29,225	-	-	-	-	-	4,070	2,236	1,543	-	37,074
<b>Total Utilities Administration</b>	<b>623,283</b>	<b>20,703</b>	<b>14,610</b>	<b>-</b>	<b>600</b>	<b>1,000</b>	<b>123,061</b>	<b>50,505</b>	<b>29,468</b>	<b>115,800</b>	<b>979,029</b>
<b>Water Department</b>											
Water UT Worker	48,939	2,447	1,186	-	-	200	7,322	4,037	2,764	11,685	78,579
<b>Total Water Department</b>	<b>48,939</b>	<b>2,447</b>	<b>1,186</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>7,322</b>	<b>4,037</b>	<b>2,764</b>	<b>11,685</b>	<b>78,579</b>
<b>Sewer Department</b>											
Sewer UT Worker	68,869	3,443	-	-	1,500	200	10,280	5,662	3,802	24,957	118,713
<b>Total Sewer Department</b>	<b>68,869</b>	<b>3,443</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>200</b>	<b>10,280</b>	<b>5,662</b>	<b>3,802</b>	<b>24,957</b>	<b>118,713</b>
<b>Sanitation Department</b>											
Sanitation UT Worker-Vacant	40,290	-	-	-	-	200	5,611	3,097	3,958	11,635	64,791
Sanitation UT Worker	46,862	2,343	1,968	-	-	5,000	7,796	4,297	5,027	940	74,233
Sanitation Truck Driver	56,659	2,833	-	-	1,500	200	8,495	4,681	5,844	19,209	99,421
Sanitation UT Worker-Vacant	40,269	-	-	-	-	200	5,608	3,096	3,956	11,725	64,854
<b>Total Sanitation Department</b>	<b>184,080</b>	<b>5,176</b>	<b>1,968</b>	<b>-</b>	<b>1,500</b>	<b>5,600</b>	<b>27,510</b>	<b>15,172</b>	<b>18,784</b>	<b>43,508</b>	<b>303,299</b>
<b>Stormwater Department</b>											
Maintenance Worker	40,269	2,013	1,870	-	300	200	6,191	3,416	6,172	11,591	72,022
<b>Total Stormwater Department</b>	<b>40,269</b>	<b>2,013</b>	<b>1,870</b>	<b>-</b>	<b>300</b>	<b>200</b>	<b>6,191</b>	<b>3,416</b>	<b>6,172</b>	<b>11,591</b>	<b>72,022</b>
<b>Sub-Total</b>	<b>1,088,478</b>	<b>38,629</b>	<b>24,331</b>	<b>-</b>	<b>4,500</b>	<b>7,600</b>	<b>192,969</b>	<b>89,011</b>	<b>79,494</b>	<b>230,779</b>	<b>1,755,792</b>
<b>Grand Total</b>	<b>\$ 6,263,284</b>	<b>\$ 263,354</b>	<b>\$ 118,466</b>	<b>\$ 45,773</b>	<b>\$ 32,100</b>	<b>\$ 183,268</b>	<b>\$ 1,704,523</b>	<b>\$ 524,966</b>	<b>\$ 246,586</b>	<b>\$ 1,072,365</b>	<b>\$ 10,454,686</b>
*Retirement includes:	FRS General	FRS Department Head	FRS Police	ICMA REG							
10/1/23-9/30/24	4.29%	35.61%	34.09%	13.50%							
*Additional Benefits Include: Car Allowance, Health Benefit, Educational Incentive, Clothing Allowance											
*Unemployment Compensation and Overtime are not included in this chart.											





## ENTERPRISE FUND-UTILITIES ADMINISTRATION

Expenditure Category Detail						
ACCOUNT DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED BUDGET	FY 2023 6 MONTHS ACTUAL	FY 2023 PROJECTED ACTUAL	FY 2024 ADOPTED BUDGET
Regular Salaries	\$ 311,414	\$ 391,469	\$ 512,171	\$ 197,368	\$ 434,737	\$ 659,196
Overtime	-	395	3,500	1,284	2,567	3,000
Clothing Allowance	400	800	800	800	800	1,000
Compensation Personnel	-	46,756	10,000	-	5,000	10,000
FICA Tax	23,983	33,218	39,242	14,844	33,897	50,505
Retirement Contribution	39,398	70,289	89,612	36,424	72,848	123,061
Life, Dental & Health Insurance	44,415	64,425	88,236	43,466	74,513	115,800
Workers Compensation	2,182	23,663	25,011	19,258	25,678	29,468
Cost Allocation	1,022,633	999,325	1,475,831	737,915	1,475,831	1,486,297
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,444,424</b>	<b>1,630,341</b>	<b>2,244,403</b>	<b>1,051,359</b>	<b>2,125,871</b>	<b>2,478,326</b>
Engineering & Planning	86,561	40,330	40,000	6,455	35,405	40,000
Bank/Merchant fees	26,587	27,350	23,000	15,232	30,465	30,000
Professional Services	118,502	137,173	163,000	75,772	161,544	72,000
Contract Services-Data processing	72,046	109,319	109,050	53,350	106,700	103,904
Contract Services-Pre-Employment	940	381	1,000	-	350	1,000
Contract Services Lighting	-	-	39,000	13,980	27,960	45,000
Accounting and Auditing	18,300	20,700	30,000	25,200	30,000	36,000
Communication Services	-	-	-	-	-	1,222
Postage	6,414	7,757	8,000	1,629	6,629	8,000
Animal Control	-	1,300	2,500	400	1,199	2,000
Building Lease	71,399	116,996	121,682	59,793	119,585	125,269
Vehicle Lease	9,448	13,092	21,785	9,026	21,663	21,785
General Insurance	137,299	180,399	230,224	134,899	220,691	287,780
Depreciation - Equipment	13,124	21,044	-	-	18,000	-
Repairs & Maintenance of Vehicles	2,855	1,840	3,500	1,136	3,271	3,500
Repairs & Maintenance of Building	9,597	6,601	10,000	4,984	10,577	10,000
Repairs & Maintenance of Office Equip.	-	1,537	3,250	-	2,991	2,000
Miscellaneous	-	9,408	10,000	4,693	10,000	7,500
Office Supplies	1,720	1,961	3,000	1,033	2,956	3,000
Gasoline, CNG & Oil	568	5,903	8,000	4,521	9,043	8,000
Special Department Supplies	4,333	7,100	9,000	4,999	9,997	9,000
Telephone	15,470	19,123	20,000	8,838	19,676	20,000
Equipment Rental	1,773	-	3,000	-	3,000	3,000
Dues, Subscriptions & Memberships	2,910	17,063	33,500	6,388	22,776	33,500
Education & Training	(135)	4,691	4,500	849	3,198	4,500
Uniforms	1,295	2,485	3,000	671	2,941	3,000
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>601,006</b>	<b>753,553</b>	<b>899,990</b>	<b>433,846</b>	<b>880,615</b>	<b>880,960</b>
<b>TOTAL OPERATING BUDGET</b>	<b>2,045,430</b>	<b>2,383,894</b>	<b>3,144,393</b>	<b>1,485,205</b>	<b>3,006,486</b>	<b>3,359,286</b>
Machinery & Equipment	1,481	-	48,000	1,449	48,000	8,000
Building Improvements	-	-	50,000	-	50,000	50,000
<b>TOTAL CAPITAL OUTLAYS</b>	<b>1,481</b>	<b>-</b>	<b>98,000</b>	<b>1,449</b>	<b>98,000</b>	<b>58,000</b>
Transfer to General Fund	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES	-	-	-	-	-	-
<b>TOTAL NON-OPERATING BUDGET</b>	<b>1,481</b>	<b>-</b>	<b>98,000</b>	<b>1,449</b>	<b>98,000</b>	<b>58,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,046,911</b>	<b>\$ 2,383,894</b>	<b>\$ 3,242,393</b>	<b>\$ 1,486,654</b>	<b>\$ 3,104,486</b>	<b>\$ 3,417,286</b>



# ENTERPRISE FUND-UTILITIES ADMINISTRATION

## Departmental Budget Worksheet

Type	Description	Qty	Cost	Extended Amount	Comment
<b>430.30.533.1200</b>	<b>Regular Salaries</b>				
	REG SALARY	1	\$ 141,095	\$ 141,095	PUBLIC WORKS DIRECTOR
	REG SALARY	1	78,710	78,710	PUBLIC WORKS SUPERINTENDENT
	REG SALARY	1	76,396	76,396	CUSTOMER SERVICE MANAGER
	REG SALARY	1	90,702	90,702	ENGINEERING OPERATIONS MANAGER
	REG SALARY	1	29,225	29,225	PT CUSTODIAL
	REG SALARY	1	110,000	110,000	PROJECT MANAGER-VACANT
	REG SALARY	1	41,765	41,765	UTILITIES MAINTENANCE WORKER
	REG SALARY	1	70,000	70,000	PUBLIC WORKS EXECUTIVE ASSISTANT
	LONGEVITY	1	300	300	PUBLIC WORKS SUPERINTENDENT
	LONGEVITY	1	300	300	CUSTOMER SERVICE MANAGER
	COLA	1	6,770	6,770	PUBLIC WORKS DIRECTOR
	COLA	1	3,895	3,895	PUBLIC WORKS SUPERINTENDENT
	COLA	1	3,726	3,726	CUSTOMER SERVICE MANAGER
	COLA	1	4,298	4,298	ENGINEERING OPERATIONS MANAGER
	COLA	1	2,013	2,013	UTILITIES MAINTENANCE WORKER
	COLA	1	-	-	PT CUSTODIAL
				659,196	
430.30.533.1400	<b>Overtime</b>				
	OVERTIME	1	3,000	3,000	OVERTIME
				3,000	
430.30.533.1570	<b>Clothing Allowance</b>				
	CLOTHING ALLOWANCE	1	1,000	1,000	CLOTHING ALLOWANCE
				1,000	
430.30.533.1600	<b>Compensation Personnel</b>				
	COMPENSATION PERSONNEL	1	10,000	10,000	COMPENSATED ABSENCES/CASH OUT SICK & VACATION
				10,000	
<b>430.30.533.2100</b>	<b>Fica</b>				
	FICA	1	11,312	11,312	PUBLIC WORKS DIRECTOR
	FICA	1	7,283	7,283	ENGINEERING OPERATIONS MANAGER
	FICA	1	6,358	6,358	PUBLIC WORKS SUPERINTENDENT
	FICA	1	6,168	6,168	CUSTOMER SERVICE MANAGER
	FICA	1	3,364	3,364	UTILITIES MAINTENANCE WORKER
	FICA	1	5,370	5,370	PUBLIC WORKS EXECUTIVE ASSISTANT
	FICA	1	8,415	8,415	PROJECT MANAGER-VACANT
	FICA	1	2,236	2,236	PT CUSTODIAL
				50,505	
<b>430.30.533.2200</b>	<b>Retirement Contributions</b>				
	FRS CONTRIBUTION	1	51,845	51,845	PUBLIC WORKS DIRECTOR
	FRS CONTRIBUTION	1	13,231	13,231	ENGINEERING OPERATIONS MANAGER
	FRS CONTRIBUTION	1	11,547	11,547	PUBLIC WORKS SUPERINTENDENT
	FRS CONTRIBUTION	1	11,201	11,201	CUSTOMER SERVICE MANAGER
	FRS CONTRIBUTION	1	6,097	6,097	UTILITIES MAINTENANCE WORKER
	FRS CONTRIBUTION	1	9,749	9,749	PUBLIC WORKS EXECUTIVE ASSISTANT
	FRS CONTRIBUTION	1	15,320	15,320	PROJECT MANAGER-VACANT
	FRS CONTRIBUTION	1	4,070	4,070	PT CUSTODIAL
				123,061	
430.30.533.2300	<b>Health, Life, Dental</b>				
	HEALTH/LIFE/DENTAL/DISABILIT	1	12,371	12,371	PUBLIC WORKS DIRECTOR
	HEALTH/LIFE/DENTAL/DISABILIT	1	12,282	12,282	ENGINEERING OPERATIONS MANAGER
	HEALTH/LIFE/DENTAL/DISABILIT	1	24,817	24,817	PUBLIC WORKS SUPERINTENDENT
	HEALTH/LIFE/DENTAL/DISABILIT	1	17,093	17,093	CUSTOMER SERVICE MANAGER
	HEALTH/LIFE/DENTAL/DISABILIT	1	11,811	11,811	PUBLIC WORKS EXECUTIVE ASSISTANT
	HEALTH/LIFE/DENTAL/DISABILIT	1	25,829	25,829	PROJECT MANAGER-VACANT
	HEALTH/LIFE/DENTAL/DISABILIT	1	11,597	11,597	PT CUSTODIAL
				115,800	
<b>430.30.533.2400</b>	<b>Workers Compensation</b>				
	WORKERS COMP	1	10,507	10,507	PUBLIC WORKS DIRECTOR
	WORKERS COMP	1	240	240	ENGINEERING OPERATIONS MANAGER
	WORKERS COMP	1	5,870	5,870	PUBLIC WORKS SUPERINTENDENT
	WORKERS COMP	1	203	203	CUSTOMER SERVICE MANAGER
	WORKERS COMP	1	1,543	1,543	UTILITIES MAINTENANCE WORKER
	WORKERS COMP	1	177	177	PUBLIC WORKS EXECUTIVE ASSISTANT
	WORKERS COMP	1	7,817	7,817	PROJECT MANAGER-VACANT
	WORKERS COMP	1	3,111	3,111	PT CUSTODIAL
				\$ 29,468	



# ENTERPRISE FUND-SEWER DEPARTMENT

## Departmental Budget Worksheet

Type	Description	Qty	Cost	Extended Amount	Comment
430.35.535.1200	<b>Regular Salaries</b>				
	REGULAR SALARY	1	\$ 68,869	\$ 68,869	SEWER UTILITY WORKER
	LONGEVITY	1	1,500	1,500	SEWER UTILITY WORKER
	COLA	1	3,443	3,443	SEWER UTILITY WORKER
				<u>73,812</u>	
430.35.535.1400	<b>Overtime</b>				
	OVERTIME	1	10,000	10,000	TO COVER VACATION, SICK TIME
				<u>10,000</u>	
430.35.535.1570	<b>Clothing Allowance</b>				
	CLOTHING ALLOWANCE	1	200	200	CLOTHING ALLOWANCE/BOOT STIPEND
				<u>200</u>	
430.35.535.2100	<b>FICA</b>				
	FICA	1	5,662	5,662	SEWER UTILITY WORKER
				<u>5,662</u>	
430.35.535.2200	<b>Retirement Contribution</b>				
	FRS CONTRIBUTION	1	10,280	10,280	SEWER UTILITY WORKER
				<u>10,280</u>	
430.35.535.2300	<b>Health, Life, Dental</b>				
	HEALTH, DENTAL,LIFE	1	24,957	24,957	SEWER UTILITY WORKER
				<u>24,957</u>	
430.35.535.2400	<b>Workers Compensation</b>				
	WORKERS COMP	1	3,802	3,802	SEWER UTILITY WORKER
				<u>3,802</u>	
430.35.535.3110	<b>Engineering &amp; Planning</b>				
	ENGINEERING	1	40,000	40,000	SSES CYCLE 4 REPORT & SMOKE TEST
				<u>40,000</u>	
430.35.535.4315	<b>Electric, Gas &amp; Water</b>				
	UTILITIES	1	60,000	60,000	UTILITIES FOR VILLAGE OWNED FACILITIES
				<u>60,000</u>	
430.35.535.4410	<b>Vehicle Lease</b>				
	VEHICLE LEASE	12	708	8,500	(1) PICK-UP TRUCK LEASE PAYMENT
				<u>8,500</u>	
430.35.535.4601	<b>Repair &amp; Maintenance Vehicles</b>				
	R&M OF VEHICLES	1	2,500	2,500	R&M VEHICLES
				<u>2,500</u>	
430.35.535.4602	<b>Repair &amp; Maintenance Equipment</b>				
	R&M OF EQUIPMENT	1	7,500	7,500	MAINTAIN ELEC PANELS & PUMP EQUIP
				<u>7,500</u>	
430.35.535.4607	<b>Repair &amp; Maintenance Lift Stations</b>				
	R&M OF LIFT STATIONS	1	20,000	20,000	R&M LIFT STATION
				<u>20,000</u>	
430.35.535.4608	<b>Repair &amp; Maintenance Sewer Lines</b>				
	R&M OF SEWER LINES	1	10,000	10,000	EMERGENCY REPAIR TO SEWER LINES
				<u>10,000</u>	
430.35.535.5202	<b>Chemicals</b>				
	CHEMICALS	1	500	500	ODOR REDUCTION, LINE CLEANING
				<u>500</u>	
430.35.535.5205	<b>Gas &amp; Oil</b>				
	GAS & OIL	1	10,000	10,000	SEWER TRUCKS GAS & OIL
				<u>10,000</u>	
430.35.535.5220	<b>Minor Tools &amp; Equipment</b>				
	MINOR TOOLS & EQUIPMENT	1	500	500	MINOR TOOLS & EQUIPMENT
				<u>500</u>	
430.35.535.5231	<b>Special Department Supplies</b>				
	OPERATING SUPPLIES	1	500	500	SPECIAL SUPPLIES
				<u>500</u>	
430.35.535.5324	<b>Temporary Personnel</b>				
	TEMP. PERSONEEL	1	1,000	1,000	TO COVER FOR VAC, SICKNESS ETC.
				<u>1,000</u>	
430.35.535.5390	<b>Sewage Disposal</b>				
	SEWAGE DISPOSAL	1	1,063,732	1,063,732	COST TO DISPOSE SEWAGE INCREASE
				<u>1,063,732</u>	
430.35.535.5555	<b>Uniforms</b>				
	UNIFORMS	1	1,500	1,500	UNIF CLEANING SUMMER SHIRTS
				<u>1,500</u>	
430.35.535.9000	<b>Contingency</b>				
	CONTINGENCY	1	25,000	25,000	FUNDS FOR UNUSUAL OR UNEXPECTED NEEDS
				<u>25,000</u>	
	<b>TOTAL</b>			<u>\$ 1,379,945</u>	