

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST

NEW FUNDING BUDGET REQUEST

Submitted by: Health Dept, Human Resources, and Finance

Title: Environmental Health Supervisor and Health Education Manager

	<u>GL #</u>	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
Salaries	1001.44550.612.510501	120,391	31,000	151,391
Salaries	1001.44550.613.510501	110,833	37,000	147,833
Life Insurance	1001.44550.612.520520	186	39	225
Life Insurance	1001.44550.613.520520	147	39	186
Health Insurance	1001.44550.612.520521	17,069	10,000	27,069
Health Insurance	1001.44550.613.520521	27,199	10,000	37,199
Social Security	1001.44550.612.520522	7,625	1,761	9,386
Social Security	1001.44550.613.520522	6,872	2,294	9,166
Medicare	1001.44550.612.520523	1,783	412	2,195
Medicare	1001.44550.612.520523	1,607	537	2,144
IMRF	1001.44550.613.520527	9,648	2,978	12,626
IMRF	1001.44550.613.520527	9,244	3,085	12,329
TOTAL		312,604	99,145	411,749

Account Description → Various
 Budget Page # → 155

** Includes any prior approved amendments

Explanation Below

The Public Health Department currently has eight full-time positions. Director Chapple is seeking additional staff to address current public health service levels by residents. The two new positions are:

- 1) Environmental Health Supervisor
- 2) Health Education Manager

The anticipated midpoint hiring compensation range for the Health Supervisor and Education Manager are \$74,000 and \$89,000, respectively. In addition, all the typical payroll taxes, IMRF employer contributions, and the employer paid health insurance premiums are also included in this amendment. Please note that this amendment is calculated based on five months remaining in the calendar year. Should these positions be filled subsequent to August, the requested appropriations above will not be used in their entirety and therefore, this amendment is a worst case scenario in terms of the additional estimated expense in FY21.

At our current staffing level, we are unable to fully provide all the services local health departments tend to provide. Infectious disease surveillance is delayed, and contact tracing non COVID infectious diseases is delayed. Health education is needed to ensure we have community partners to address issues that impact overall health such as social determinants of physical and mental health. The supervisor would aid in conducting the community health needs assessment, IPLAN, necessary for all certified public health departments. The environmental health supervisor is a position that previously was filled, but cut due to budgetary reductions in 2015.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST
NEW FUNDING BUDGET REQUEST

Submitted by: CFO Drazner

Title: Finance Department Budget Analyst

	GL #	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
Salaries	1001.41300.101.510501	585,308	27,000	612,308
Life Insurance	1001.41300.101.520520	744	39	783
Health Insurance	1001.41300.101.520521	89,109	10,000	99,109
Social Security	1001.41300.101.520522	35,195	2,768	37,963
Medicare	1001.41300.101.520523	8,612	266	8,878
IMRF	1001.41300.101.520527	49,649	1,417	51,066
TOTAL		<u>768,617</u>	<u>41,491</u>	<u>810,108</u>

Account Description → Various
 Budget Page # → 123

** Includes any prior approved amendments

Explanation Below

In order to help balance the FY21 budget, the Finance Department forfeited its budget analyst position after the individual holding that position transferred internally to another village department. The loss of this position could have a negative impact on the performance of various tasks within the department, especially during the height of budget season (August- December) and the Finance Department is requesting that this position be added back to its budget for the remainder of FY21 and beyond. The anticipated starting salary for this position is \$65,000, plus typical benefits. Only five months of expense have been included in the calculation for the remainder of this calendar pertaining to this amendment.

Please note that in the last few years, the Finance Department also forfeited a full time Accountant, a full time Records Coordinator, and a part time cashier. During this same time, the payroll function was brought back in-house (previously outsourced to ADP), saving the Village over \$200,000 per year. This was accomplished by adding many efficiencies within the department and having a very proficient staff.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST

SAME YEAR BUDGET REALLOCATION

Q2 - 1

Submitted by: C. Pavlicek (calculated by CFO Drazner)

Title: Village Manager

	Current Yr Budget		MOVING FROM			MOVING TO		
	From GL #	To GL #	Current Yr Budget**	Requested Amount	Current Yr Amended	Current Yr Budget**	Requested Amount	Recommended Current Yr Amended
General	1001.41300.101.510522	1001.41300.101.510502	(1,500,000)	(473,000)	(1,027,000)	-	473,000	473,000
Motor Fuel	1001.41300.101.510522	2038.43720.101.510501	(1,027,000)	(31,300)	(995,700)	24,726	31,300	56,026
Sustainability	1001.41300.101.510522	2310.41020.101.510501	(995,700)	(2,900)	(992,800)	71,750	2,900	74,650
CIP	1001.41300.101.510522	3095.46260.101.510501	(992,800)	(16,500)	(976,300)	124,932	16,500	141,432
Water	1001.41300.101.510522	5040.41300.101.510501	(976,300)	(47,100)	(929,200)	197,333	47,100	244,433
Environmental Services	1001.41300.101.510522	5055.43760.101.510501	(929,200)	(9,200)	(920,000)	105,977	9,200	115,177
Parking	1001.41300.101.510522	5060.43770.101.510501	(920,000)	(22,300)	(897,700)	158,003	22,300	180,303
Self Insured Retention	1001.41300.101.510522	6026.41071.101.510501	(897,700)	(2,600)	(895,100)	67,247	2,600	69,847
Health	1001.41300.101.510522	6028.41080.133.510501	(895,100)	(4,000)	(891,100)	98,369	4,000	102,369
TOTAL				<u>(608,900)</u>			<u>608,900</u>	

Account Descriptions → Regular Salaries Turnover Savings
 Budget Page # → Various 123

** Includes any prior approved amendments

Explanation Below

This budget amendment would reallocate a portion of the budgeted turnover savings (a contra-expenditure account) to salary accounts, excluding sworn officers in the FOP Police collective bargaining agreement, a cost of living adjustment (COLA) as well as merit. For the purpose of this calculation, a 2.5% percentage was used to calculate COLA and 1.0% for merit based on a full year. However, if any COLA approved by the Board is reduced from 2.5% and/or is approved on a go-forward basis only (not retroactively), the actual additional expense for FY21 will be significantly less than the \$608,900 budget amendment requested above. Please also be aware that this amendment includes an estimated additional cost for FICA, Medicare, and the IMRF employer contribution.