



Agenda Cover Memorandum

Meeting Date: March 19, 2014

Meeting Type: COW (Committee of the Whole) City Council Budget Workshop

Item Title: Shared Services Adjustments

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Kent Oliven, Finance Director Phone #: (847) 318-5216 Email: koliven@parkridge.us

Background:

At the first budget workshop on February 4, 2014 the shared services sheet was presented. Changes to that sheet are detailed below and are detailed on the FY15 Budget Impact on Fund Balance spreadsheet, commonly known as the fund balance scorecard.

1. Move HR Generalist From Administration To HR & Increase To Full Time

In the February 4 budget workshop Alderman Mazzuca suggested that the HR Generalist be moved from the City Administration category to the HR and Payroll category. Additionally, at the March 4 budget workshop for payroll, it was consensus to increase the HR Generalist to full time.

2. Revise Terrorism Insurance and Insurance Consultant Costs

Alderman Mazzuca pointed to the \$75,000 Terrorism Insurance line item as excessive. It was. In double checking every line item, both the Insurance Consultant and Terrorism Insurance line items should have been \$7500 and were incorrectly typed with an extra zero.

3. Allocate City Hall Facilities

City Hall Maintenance and Materials, while mostly belonging to the General Fund, should have been in the shared services spreadsheet and is now included.

The net effect on all funds for the three items above is negligible. For example, the General Fund Transfer In change is a positive \$280 to fund balance. The real impact to fund balance is in the Water Fund and Sewer Fund from item 4. below.

4. Fix Water and Sewer Shared Services Link Error

The Water Fund and the Sewer Fund total shared service contribution correctly flowed through to the transfer page. Unfortunately, they were not properly linked to the Summary document. They are now linked. However, this large transfer out erodes more than half of the FY15 Sewer Fund surplus. The Water Fund had barely shown an FY15 surplus, so this drops the FY15 to a \$818,177 deficit if all budgeted monies are spent.

Recommendation:

None.

Attachment(s), if any:

- Revised Shared Services page
- Revised Transfer page

Interfund Transfers: FY13, FY14, & FY15 Budgets

Fund #	Fund	FY13 In	FY13 Out	FY14 In	FY14 Out	FY15 In	FY15 Out	Reason for Transfer
220	831200 E 911 Fund	\$0		\$0		\$40,000		IT Initial Equipment Purchase for New 911 Center
552	949300 IT Replacement		\$0		\$0		(\$40,000)	IT Initial Equipment Purchase for New 911 Center
220	831200 E 911 Fund	\$925,000		\$1,025,000		\$932,367		Subsidize emergency telephone fund
100	949300 General Fund		(\$925,000)		(\$1,025,000)		(\$932,367)	Subsidize emergency telephone fund
208	880XXX Municipal Waste	\$76,000		\$0		\$0		Subsidize municipal waste fund
100	949300 General Fund		(\$76,000)		\$0		\$0	Subsidize municipal waste fund
100	880XXX General Fund	\$111,864		\$113,939		\$1,158,087		*Overhead costs shared with enterprise funds
501	949300 Parking Fund		(\$111,864)		(\$113,939)		(\$97,819)	*Overhead costs shared with Parking Fund
502	949300 Water Fund		(\$806,472)		(\$821,841)		(\$868,525)	*Overhead costs shared with Parking Fund
503	949300 Sewer Fund		(\$154,062)		(\$157,061)		\$191,742	*Overhead costs shared with Parking Fund
206	880XXX IMRF Fund	\$297,526		\$265,793		\$260,523		IMRF contributions from proprietary funds
501	949300 Parking Fund		(\$48,493)		(\$44,347)		(\$37,970)	IMRF contributions from proprietary funds
502	949300 Water Fund		(\$176,254)		(\$175,283)		(\$157,948)	IMRF contributions from proprietary funds
503	949300 Sewer Fund		(\$72,779)		(\$64,163)		(64,605)	IMRF contributions from proprietary funds
305	880XXX 2004B Debt Service Fund	\$889,116		\$926,354		\$884,554		Debt service transfer
502	949300 Water Fund		(\$889,116)		(\$926,354)		(\$884,554)	Debt service transfer
310	880XXX 2012A Debt Service Fund	\$130,375		\$156,450		\$451,450		Debt service transfer
503	949300 Sewer Fund		(\$130,375)		(\$156,450)		(451,450)	Debt service transfer
311	880XXX 2012B Debt Service Fund	\$269,133		\$0		\$0		Debt service transfer
206	949300 IMRF Fund		(\$269,133)		\$0		\$0	Debt service transfer
304	880XXX 2004A Debt Service Fund	\$1,200,669		\$98,800		\$0		Debt service transfer
306	880XXX 2005A Debt Service Fund	\$421,113		\$417,113		\$0		Debt service transfer
307	880XXX 2006A Debt Service Fund	\$523,500		\$623,500		\$0		Debt service transfer
308	880XXX 2006B Debt Service Fund	\$579,815		\$1,364,815		\$1,819,835		Debt service transfer
204	949300 Uptown TIF Fund		(\$2,725,097)		(\$2,504,228)		(1,819,835)	Debt service transfer
551	880XXX Motor Equip Repl Fund	\$0		\$150,500		\$150,500		MERF Funding
100	949300 General Fund		\$0		\$0		\$0	MERF Funding
201	949300 Library		\$0		(\$2,000)		(\$2,000)	MERF Funding
208	949300 Municipal Waste		\$0		(\$18,700)		(\$18,700)	MERF Funding
501	949300 Parking Fund		\$0		(\$23,300)		(\$23,300)	MERF Funding
502	949300 Water Fund		\$0		(\$82,900)		(\$82,900)	MERF Funding
503	949300 Sewer Fund		\$0		(\$23,600)		(23,600)	MERF Funding
552	880XXX IT Replacement Fund	\$0		\$194,000		\$109,080		IT Replacement Fund
100	949300 General Fund		\$0		(\$100,000)		\$0	IT Replacement Fund
201	949300 Library		\$0		(\$75,000)		(\$45,000)	IT Replacement Fund
220	949300 E911		\$0		(\$7,200)		(\$7,200)	IT Replacement Fund
501	949300 Parking Fund		\$0		(\$8,000)		(\$18,000)	IT Replacement Fund
502	949300 Water Fund		\$0		(\$3,800)		(\$28,880)	IT Replacement Fund
503	949300 Sewer Fund		\$0				(10,000)	IT Replacement Fund
100	880XXX General Fund	\$180,000		\$0		\$0		
501	949300 Parking Fund		(\$180,000)		\$0		\$0	
		\$5,604,111	(\$6,564,645)	\$5,336,264	(\$6,315,166)	\$5,766,396	(\$5,766,396)	

*Overhead costs for shared services are subject to change when healthcare costs are finalized in March

City of Park Ridge
FY15 Budget's Shared Services

		Total Cost	Basis for Allocation	General	Water	Sewer	Parking	Library	Admin	Fleet	Waste	PW Admin & Eng	Total
City Administration	Description		Fund Expenditure Budget	\$30,780,486	\$9,810,847	\$1,628,683	\$530,934						\$42,750,950
				72.00%	22.95%	3.81%	1.24%						100%
Hamilton	City Manager	\$187,407	FY15 Budget	\$134,932	\$43,008	\$7,140	\$2,327						\$187,407
Bostrom	Asst to the City Manager	\$82,177	FY15 Budget	\$59,167	\$18,859	\$3,131	\$1,021						\$82,177
Peterson	Deputy City Clerk	\$80,925	FY15 Budget	\$58,265	\$18,571	\$3,083	\$1,005						\$80,925
VACANT	Economic Development	\$107,873	FY15 Budget	\$77,668	\$24,755	\$4,110	\$1,340						\$107,873
Public Official Bond Insurance	Insurance	\$250	FY15 Budget	\$180	\$57	\$10	\$3						\$250
Clark Baird Smith	Labor Legal	\$85,000	FY15 Budget	\$61,200	\$19,507	\$3,238	\$1,056						
City Council	City Council and City Clerk	\$35,562	FY15 Budget	\$25,604	\$8,161	\$1,355	\$442						\$35,562
Total		\$579,193		\$417,016	\$132,918	\$22,066	\$7,193	\$0	\$0	\$0	\$0	\$0	\$494,193
City Wide Costs	Description		Fund Expenditure Budget	\$30,780,486	\$9,810,847	\$1,628,683	\$530,934	\$4,129,529					\$46,880,479
				65.66%	20.93%	3.47%	1.13%	8.81%					100%
General Liability Insurance	GL Insurance	\$115,000	FY15 Budget	\$75,506	\$24,066	\$3,995	\$1,302	\$10,130					\$115,000
Brokerage Fee	Insurance Broker	\$21,000	FY15 Budget	\$13,788	\$4,395	\$730	\$238	\$1,850					\$21,000
Crime	Insurance	\$4,000	FY15 Budget	\$2,626	\$837	\$139	\$45	\$352					\$4,000
Terrorism	Insurance	\$7,500	FY15 Budget	\$4,924	\$1,570	\$261	\$85	\$661					\$7,500
HELP	Insurance POOL	\$58,000	FY15 Budget	\$38,081	\$12,138	\$2,015	\$657	\$5,109					\$58,000
Nugent	Insurance Consultant	\$7,500	FY15 Budget	\$4,924	\$1,570	\$261	\$85	\$661					\$7,500
Klein, Thorpe, Jenkins	External Attorney	\$200,000	FY15 Budget	\$131,315	\$41,855	\$6,948	\$2,265	\$17,617					\$200,000
Wolf & Company	Auditor	\$35,000	FY15 Budget	\$22,980	\$7,325	\$1,216	\$396	\$3,083					\$35,000
Financial Consulting	Project & Temp Work	\$20,000	FY15 Budget	\$13,131	\$4,185	\$695	\$227	\$1,762					\$20,000
Unemployment (IDES&Sedgwick)		\$50,000	FY15 Budget	\$32,829	\$10,464	\$1,737	\$566	\$4,404					
OPEB Consultant	Audit required	\$0	FY15 Budget	\$0	\$0	\$0	\$0	\$0					\$0
Total		\$518,000		\$340,105	\$108,404	\$17,996	\$5,866	\$45,629	\$0	\$0	\$0	\$0	\$468,000
HR and Payroll	Description		Allocated Headcount	214	14	5	4	98					335
				63.88%	4.18%	1.49%	1.19%	29.25%					100%
Suppan	HR Administrator	\$56,705	FY15 Budget	\$36,224	\$2,370	\$846	\$677	\$16,588					\$56,705
Eriksson	HR Generalist	\$55,269	FY15 Budget	\$35,306	\$2,310	\$825	\$660	\$16,168					\$55,269
Mohr	Payroll Clerk	\$76,238	FY15 Budget	\$48,701	\$3,186	\$1,138	\$910	\$22,302					\$76,238
ADP	External Payroll Vendor	\$125,000	FY15 Budget	\$79,851	\$5,224	\$1,866	\$1,493	\$36,567					\$125,000
Excess Workers Comp	Insurance	\$77,440	FY15 Budget	\$49,469	\$3,236	\$1,156	\$925	\$22,654					\$77,440
Total		\$390,651		\$249,550	\$16,326	\$5,831	\$4,664	\$114,280	\$0	\$0	\$0	\$0	\$390,651
Information Technology	Description		Allocated Headcount	218	12	6	4						240
				91%	5%	3%	2%						100%
Nelson	Director	\$160,257	FY15 Budget	\$145,567	\$8,013	\$4,006	\$2,671						\$160,257
Malkov	Staff	\$96,805	FY15 Budget	\$87,931	\$4,840	\$2,420	\$1,613						\$96,805
Cardenas	Staff	\$113,316	FY15 Budget	\$102,928	\$5,666	\$2,833	\$1,889						\$113,316
Material & Contracting	External Vendors	\$152,286	FY15 Budget	\$138,327	\$7,614	\$3,807	\$2,538						\$152,286
Total		\$522,664		\$474,753	\$26,133	\$13,067	\$8,711	\$0	\$0	\$0	\$0	\$0	\$522,664
Accounts Payable	Description		AP Transaction Count FY2011	8800	1228	408	270				259		10,965
				80.26%	11.20%	3.72%	2.46%				2.36%		100%
Feiereisel	AP review, PO	\$72,832	FY15 Budget	\$58,452	\$8,157	\$2,710	\$1,793				\$1,720		\$72,832
Neill	AP review, PO	\$48,910	FY15 Budget	\$39,253	\$5,478	\$1,820	\$1,204				\$1,155		\$48,910
Total		\$121,742		\$97,705	\$13,634	\$4,530	\$2,998	\$0	\$0	\$0	\$2,876	\$0	\$121,742
Cashier	Description		Receipt Transaction Count	11343	1450	1450	844						15087
				75.18%	9.61%	9.61%	5.59%						100%
Iffland	Cashier	\$40,716	FY15 Budget	\$30,612	\$3,913	\$3,913	\$2,278						\$40,716
Horaitis	Cashier	\$40,716	FY15 Budget	\$30,612	\$3,913	\$3,913	\$2,278						\$40,716

City of Park Ridge
FY15 Budget's Shared Services

		Total Cost	Basis for Allocation	General	Water	Sewer	Parking	Library	Admin	Fleet	Waste	PW Admin & Eng	Total
Fricano	Revenue	\$90,352	FY15 Budget	\$67,931	\$8,684	\$8,684	\$5,055						\$90,352
Total		\$171,785		\$129,154.72	\$16,510.12	\$16,510.12	\$9,610.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$171,785.00
Finance Administration	Description		Fund Expenditure Budget	\$30,780,486	\$9,810,847	\$1,628,683	\$530,934	\$4,129,529					\$46,880,479
				65.66%	20.93%	3.47%	1.13%	8.81%					100%
Oliven	Director	\$144,847	FY15 Budget	\$95,103	\$30,313	\$5,032	\$1,640	\$12,759					\$144,847
Hatcher	Acct. Manager	\$109,180	FY15 Budget	\$71,684	\$22,848	\$3,793	\$1,236	\$9,617					\$109,180
Welz	Budget Analyst	\$90,352	FY15 Budget	\$59,323	\$18,908	\$3,139	\$1,023	\$7,959					\$90,352
Baig	Accountant	\$70,128	FY15 Budget	\$46,044	\$14,676	\$2,436	\$794	\$6,177					\$70,128
Vacant	Buyer	\$97,077	FY15 Budget	\$63,738	\$20,316	\$3,373	\$1,099	\$8,551					\$97,077
Smith	Administrative Assistant	\$59,944	FY15 Budget	\$39,357	\$12,545	\$2,083	\$679	\$5,280					\$59,944
Total		\$571,528		\$375,250	\$119,606	\$19,856	\$6,473	\$50,344	\$0	\$0	\$0	\$0	\$571,528
Finance Software	Description		Fund Expenditure Budget	\$30,780,486	\$9,810,847	\$1,628,683	\$530,934	\$4,129,529					\$46,880,479
				66%	21%	3%	1%	9%					100%
MUNIS	Acctg Software	\$60,000	FY15 Budget	\$39,394	\$12,556	\$2,084	\$680	\$5,285					\$60,000
Total		\$60,000		\$39,394	\$12,556	\$2,084	\$680	\$5,285	\$0	\$0	\$0	\$0	\$60,000
PW Admin & Eng	Description		FY15 General Fund PW (not Admin, Eng, Veh) Sewer, Water, Parking	\$15,924,561	\$9,810,847	\$1,628,683	\$530,934						\$27,895,025
				57.09%	35.17%	5.84%	1.90%						100%
Zingsheim	Director	\$178,606	FY15 Budget	\$101,962	\$62,817	\$10,428	\$3,399						\$178,606
Tedeschi	Asst to Director	\$80,618	FY15 Budget	\$46,023	\$28,354	\$4,707	\$1,534						\$80,618
Mitchell	City Engineer	\$122,527	FY15 Budget	\$69,948	\$43,094	\$7,154	\$2,332						\$122,527
Tomlinson	Admin	\$66,116	FY15 Budget	\$37,744	\$23,253	\$3,860	\$1,258						\$66,116
Alexander	Engineer Staff	\$105,337	FY15 Budget	\$60,134	\$37,048	\$6,150	\$2,005						\$105,337
Webber	Engineer Staff	\$102,382	FY15 Budget	\$58,447	\$36,008	\$5,978	\$1,949						\$102,382
City Hall	Maint. & Materials	\$106,000	FY15 Budget	\$60,513	\$37,281	\$6,189	\$2,018						
Fleet	Vehicles	\$22,026	See below	\$12,574	\$7,747	\$1,286	\$419						\$22,026
Total		\$783,613		\$447,345	\$275,601	\$45,752	\$14,915	\$0	\$0	\$0	\$0	\$0	\$677,613
Fleet Maintenance	Description		Vehicle/Equipment Count	90	20	6	5	1	0	1	1	3	127
				70.87%	15.75%	4.72%	3.94%	0.79%	0.00%	0.79%	0.79%	2.36%	100%
McGrath	Manager	\$120,486	FY15 Budget	\$85,383.74	\$18,974.17	\$5,692.25	\$4,743.54	\$948.71	\$0.00	\$948.71	\$948.71	\$2,846.12	\$120,485.95
Dziwulski	Supervisor	\$117,857	FY15 Budget	\$83,520.77	\$18,560.17	\$5,568.05	\$4,640.04	\$928.01	\$0.00	\$928.01	\$928.01	\$2,784.03	\$117,857.09
Burns	Mechanic	\$113,022	FY15 Budget	\$80,094.63	\$17,798.81	\$5,339.64	\$4,449.70	\$889.94	\$0.00	\$889.94	\$889.94	\$2,669.82	\$113,022.42
Johson, J.	Mechanic	\$112,419	FY15 Budget	\$79,667.22	\$17,703.83	\$5,311.15	\$4,425.96	\$885.19	\$0.00	\$885.19	\$885.19	\$2,655.57	\$112,419.30
Scholz	Mechanic	\$106,480	FY15 Budget	\$75,458.16	\$16,768.48	\$5,030.54	\$4,192.12	\$838.42	\$0.00	\$838.42	\$838.42	\$2,515.27	\$106,479.85
Fleet Maintenance	Vehicle	\$0	FY15 Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property / Auto Insurance	Insurance	\$62,150	FY15 Budget	\$44,043.31	\$9,787.40	\$2,936.22	\$2,446.85	\$489.37	\$0.00	\$489.37	\$489.37	\$1,468.11	\$62,150.00
Fuel Costs	Fuel purchases	\$300,000	FY15 Budget	\$212,598.43	\$47,244.09	\$14,173.23	\$11,811.02	\$2,362.20	\$0.00	\$2,362.20	\$2,362.20	\$7,086.61	\$300,000.00
Total		\$932,415		\$660,766.26	\$146,836.95	\$44,051.08	\$36,709.24	\$7,341.85	\$0.00	\$7,341.85	\$7,341.85	\$22,025.54	\$932,414.61
Grand Total		\$4,651,591		\$3,231,040.04	\$868,525.41	\$191,742.46	\$97,819.03	\$222,879.65	\$0.00	\$7,341.85	\$10,217.48	\$22,025.54	\$4,410,591.46
				69%	19%	4%	2%	5%	0%	0%	0%	0%	\$4,651,591

* For FY15 - \$1,115,087 will be transferred from the Water, Sewer and Parking Funds to the General Fund
 * For FY14 - \$1,092,840.58 will be transferred from the Water, Sewer and Parking Funds to the General Fund
 * For FY13 - \$1,072,397.71 was transferred from the Water Fund to the General Fund