

ADMINISTRATION & ENGINEERING
BUDGET FOOTNOTES

1. **SALARIES: (\$408,000)** - Assumes full staffing of the Administration and Engineering Division including the Public Works Director, Professional Engineer, Civil Engineer, Engineering Technician, Administrative Secretary and part time Secretary. The Assistant to the Public Works Director position has been eliminated. The GIS system, previously under the tutelage of the Assistant to the Public Works Director, will be managed by engineering staff and developed by outside consultants (see Professional Services/Other).
2. **TEMPORARY HELP: (\$5,300)** - Includes one Engineering intern to assist in plan preparation and field inspection.
3. **PROFESSIONAL SERVICES/OTHER: (\$24,000)** – Provides consulting services for the development of our existing GIS system (\$20,000). Also provides for Village Engineer and Village Attorney fees (\$2,000), minor surveying and mapping and other miscellaneous expenses (\$2,000).
4. **IFT / TRANSFER TO HEALTH INSURANCE: (\$22,600)** – The Village maintains a self-insured employee health benefits program. Each Village department contributes an amount annually to the Insurance Fund based on their eligible employees and enrollment status. For FY06, contributions to the Insurance Fund have decreased due to:
 1. Projected total plan cost reductions for the 2005-06 plan year which began on October 1, 2004, and
 2. A “rebate” totaling \$150,000 has been credited against FY06 contributions, reflecting our excellent claims experience for the plan year ended September 30, 2004.

For additional details concerning the Village’s employee health benefits program, please refer to the Insurance Fund budget found in the “Finance” section of this budget.

5. **IFT / TRANSFER TO INSURANCE – GENERAL: (\$16,600)** - This line item represents a transfer to the Insurance Fund for general, property, liability, automobile, and workers compensation insurance coverages provided through the Village’s participation in the Municipal Insurance Cooperative Agency (MICA). Also included are State unemployment taxes paid to the Illinois Department of Employment Security.

In FY06, the amount of these transfers have increased across most departments due to the following:

1. In FY05, the Insurance Fund budgeted the use of cash reserves by using a portion of rebates received from the IRMA to reduce contributions needed from Village departments. No such use of cash is recommended in the FY06 Insurance Fund budget.

2. The Village's required State unemployment tax has risen dramatically over the past few years.

For additional details concerning this line item, please refer to the Insurance Fund budget found in the "Finance" section of this budget.

6. **EQUIPMENT**: **(\$6,000)** - Provides for replacement of chairs for our conference areas (\$1,200), replacement of chairs in our lunch room and meeting room (\$1,200), and the purchase of a color laser printer (\$3,600) for pamphlet and brochure printing.