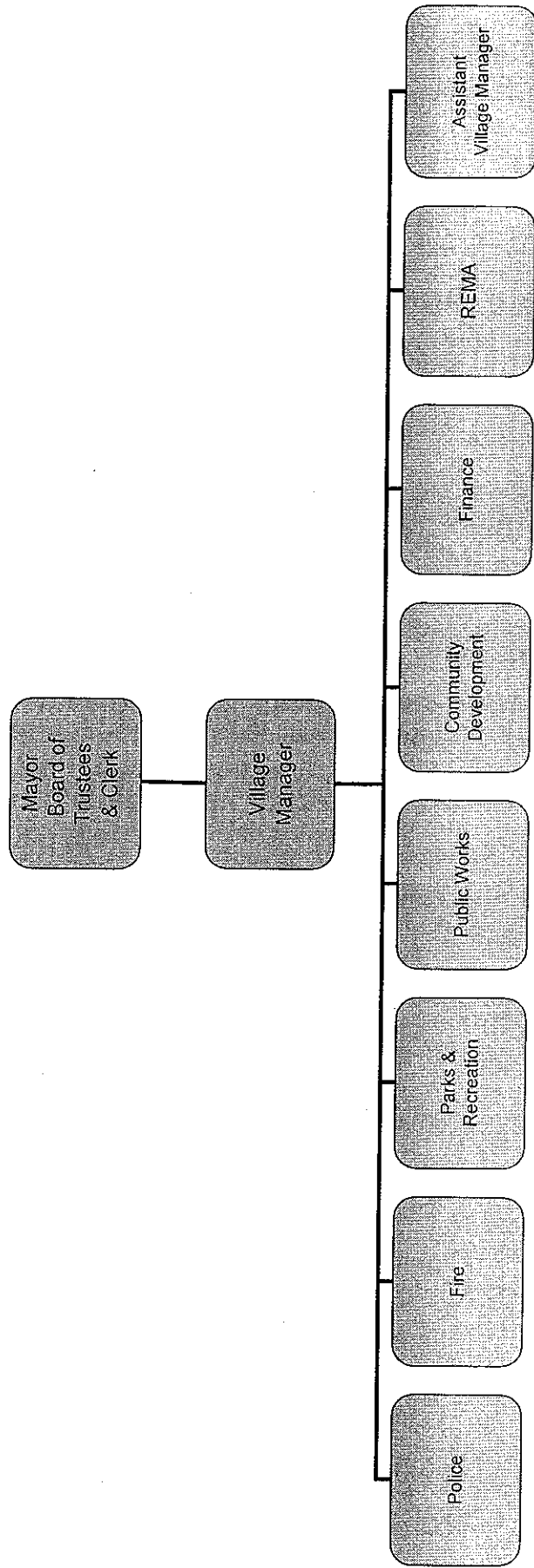


VILLAGE OF ROMEDEVILLE
VILLAGE - WIDE

FY 2010-11 ORGANIZATIONAL CHART



COST CENTER NARRATIVE

FUND: GENERAL CORPORATE FUND
DEPARTMENT: ADMINISTRATION
COST CENTER: MAYOR'S OFFICE/VILLAGE BOARD

PROGRAM DESCRIPTION:

Romeoville operates, as defined by Illinois State Statute, under the Village form of government. The legislative body consists of a Mayor and 6 trustees. The Mayor and Trustees are each elected by the entire Village ("at large") for four year terms. The terms are staggered, with elections held every two years in April. The Village Board meets twice a month to discuss and vote upon matters presented for their consideration. Matters include promulgating and promoting local laws and regulations, public safety, purchasing, budgeting, finance, economic development, planning and zoning, infrastructure, personnel, and legal issues.

The Mayor, along with the Village Board, set policies and procedures to be carried out by the Village Manager along with each individual Department Manager and general oversight of all Village operations. The common goal of the Board is to enhance the quality of life for the residents.

OBJECTIVES:

CURRENT FISCAL YEAR:

LONG TERM:

BUDGET HIGHLIGHT:

VILLAGE OF ROMEOVILLE
MAYOR CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2010-11

| <u>ACCOUNT NUMBER</u> | <u>CAPITAL PROJECT</u> | <u>DEPARTMENT</u> | <u>DEPT RANK</u> | <u>2010-11</u> | <u>FUNDING</u> |
|---------------------------|----------------------------|-------------------|----------------------|----------------|----------------|
|---------------------------|----------------------------|-------------------|----------------------|----------------|----------------|

TOTAL MAYOR CAPITAL REQUESTS

\$0

VILLAGE OF ROMEOVILLE
MAYOR CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2010-11 TO 2014-15

| ACCOUNT NUMBER | CAPITAL PROJECT | DEPARTMENT | DEPT RANK | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | TOTAL | FUNDING |
|------------------------------|-----------------|------------|-----------|---------|---------|---------|---------|---------|-------|---------|
| TOTAL MAYOR CAPITAL REQUESTS | | | | | | | | | | |
| | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

VILLAGE OF ROMEVILLE
MAYOR DEPARTMENT PERSONNEL PLAN
FISCAL YEAR 2010-11

| DEPARTMENT | COST CENTER | POSITION | GRADE/STEP | QUANTITY | DEPT PRIORITY RANK | 2010-11 | ADDITIONAL COSTS | TOTAL |
|---|-------------|----------|------------|----------|--------------------|---------|------------------|-------|
| TOTAL MAYOR DEPARTMENT PERSONNEL REQUESTS | | | | | | | | |
| | | | | | | - | - | - |
| | | | | | | \$ - | \$ - | \$ - |

VILLAGE OF ROMEVILLE
MAYOR DEPARTMENT PERSONNEL PLAN
FISCAL YEARS 2010-11 TO 2014-15

| DEPARTMENT | COST CENTER | POSITION | GRADE/STEP | QUANTITY | DEPT PRIORITY RANK | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | ADDITIONAL COSTS | TOTAL |
|---|-------------|----------------------|-------------|----------|--------------------|---------|-----------|---------|---------|---------|------------------|---------|
| MAYOR | 01.01.01.05 | P/T Office Assistant | 4 Non-Union | 1 | 1 | | 23,744 | - | - | - | - | 23,7 |
| TOTAL MAYOR DEPARTMENT PERSONNEL REQUESTS | | | | | | \$ - | \$ 23,744 | \$ - | \$ - | \$ - | \$ - | \$ 23,7 |

Budget Request

Original Request

MAYOR'S OFFICE

SALARIES

| | | | | |
|--------------|---|------|---------|---------|
| 01.01.01.102 | OFFICIAL'S SALARY Mayor's Salary | Noak | 72,800 | 72,800 |
| 01.01.01.105 | PART TIME SALARY | | - | - |
| 01.01.01.109 | COMMISSIONER SALARY Liquor Commissioner | | - | - |
| 01.01.01.111 | GROUP INSURANCE | | 21,400 | 21,400 |
| 01.01.01.121 | IMRF | | 8,100 | 8,100 |
| 01.01.01.122 | FICA | | 4,600 | 4,600 |
| 01.01.01.123 | MEDICARE | | 1,100 | 1,100 |
| | TOTAL SALARIES | | 108,000 | 108,000 |

CONTRACTUAL

| | | | | |
|--------------|---|--|-------|-------|
| 01.01.01.202 | TRAINING & CONFERENCES ICSC Conference US Conference of Mayor's IML Conference Computer Training | | 7,500 | 5,000 |
| 01.01.01.205 | POSTAGE | | - | - |
| 01.01.01.210 | COMMUNICATIONS | | - | - |
| 01.01.01.221 | EXPENSE ALLOWANCE Mileage, Misc. expenses | | 1,000 | 3,000 |

| | | <u>Budget Request</u> | <u>Original Request</u> |
|--------------------|---|-----------------------|-------------------------|
| 01.01.230 | PRINTING SERVICE | - | - |
| | TOTAL CONTRACTUAL | 8,500 | 8,000 |
| COMMODITIES | | | |
| 01.01.01.301 | DUES U. S. Conf. Of Mayor's ICSC | 5,000 | 5,000 |
| 01.01.01.303 | PUBLICATIONS | 500 | 1,000 |
| 01.01.01.399 | OTHER SUPPLIES Liquor Commissioner TIPS Training | 3,000 | 3,000 |
| | TOTAL COMMODITIES | 8,500 | 9,000 |
| | TOTAL MAYOR'S OFFICE | 125,000 | 125,000 |

2010-2011 Expense History - Budget Worksheet Report

2011 Adopted Budget

2010 Adopted Budget

2010 Estimated Amount

2009 Actual Amount

2008 Actual Amount

2007 Actual Amount

2006 Actual Amount

Account Number Description Fund

General Corporate Fund

Expenses

Department 01

Mayor's Office

Administration

Cost Center 01

Salaries

| Account Number | Description | 2006 Actual Amount | 2007 Actual Amount | 2008 Actual Amount | 2009 Actual Amount | 2010 Estimated Amount | 2010 Adopted Budget | 2011 Adopted Budget |
|----------------|----------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------------|
| 102 | Official Salary | \$28,999.96 | \$29,111.88 | \$28,253.62 | \$25,095.94 | \$67,700.00 | \$65,000.00 | \$72,800.00 |
| 105 | Salaries - Part Time | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 109 | Commission Salaries | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 |
| 111 | Group Insurance | \$15,584.38 | \$15,834.63 | \$16,553.18 | \$18,136.40 | \$20,200.00 | \$19,700.00 | \$21,400.00 |
| 121 | IMRF | \$2,750.96 | \$2,865.34 | \$2,683.08 | \$2,395.62 | \$6,800.00 | \$7,000.00 | \$8,100.00 |
| 122 | FICA | \$1,798.00 | \$1,824.19 | \$1,751.69 | \$1,556.04 | \$4,200.00 | \$4,400.00 | \$4,600.00 |
| 123 | Medicare | \$420.51 | \$426.99 | \$409.47 | \$363.90 | \$1,000.00 | \$1,100.00 | \$1,100.00 |
| | | \$49,553.81 | \$50,063.03 | \$49,651.04 | \$47,547.90 | \$99,900.00 | \$102,200.00 | \$108,000.00 |

Total: Salaries

Contractual

| | | | | | | | | |
|-----|------------------------------|-------------|------------|------------|------------|-------------|------------|------------|
| 202 | Training and Conferences | \$8,316.43 | \$4,311.70 | \$4,763.22 | \$7,278.96 | \$10,000.00 | \$5,000.00 | \$7,500.00 |
| 205 | Postage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 207 | Appreciation Dinner & Awards | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 210 | Communications | \$598.09 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | \$3,000.00 | \$1,000.00 |
| 221 | Expense Allowance | \$4,545.96 | \$5,155.46 | \$836.86 | \$252.67 | \$0.00 | \$0.00 | \$0.00 |
| 230 | Printing Services | \$10,494.38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 282 | Rental/Lease | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | \$23,954.86 | \$9,467.16 | \$5,600.08 | \$7,531.63 | \$10,500.00 | \$8,000.00 | \$8,500.00 |

Total: Contractual

Commodities

| | | | | | | | | |
|-----|--------------------------|------------|------------|------------|------------|------------|------------|------------|
| 301 | Dues | \$5,098.00 | \$4,671.81 | \$3,609.00 | \$3,104.14 | \$4,900.00 | \$5,000.00 | \$5,000.00 |
| 303 | Publications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$500.00 |
| 311 | Program Supplies | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 |
| 312 | Donations | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 317 | Office Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 399 | Operating/Other Supplies | \$422.20 | \$2,131.98 | \$1,075.77 | \$1,780.65 | \$2,200.00 | \$3,000.00 | \$3,000.00 |
| | | \$5,620.20 | \$6,803.79 | \$4,684.77 | \$4,884.79 | \$7,300.00 | \$9,000.00 | \$8,500.00 |

Total: Commodities

2010-2011 Expense History - Budget Worksheet Report

| Account Number | Description | 2006 Actual Amount | 2007 Actual Amount | 2008 Actual Amount | 2009 Actual Amount | 2010 Estimated Amount | 2010 Adopted Budget | 2011 Adopted Budget |
|----------------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------------|
| Fund | 01 | | | | | | | |
| Department | 01 | | | | | | | |
| Cost Center | 01 | | | | | | | |
| Fixed Assets | | | | | | | | |
| 401 | Capital Outlay | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Total: Fixed Assets | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Cost Center Total: Administration | \$79,128.87 | \$66,333.98 | \$59,935.89 | \$59,964.32 | \$117,700.00 | \$119,200.00 | \$125,000.00 |
| | Department Total: Mayor's Office | \$79,128.87 | \$66,333.98 | \$59,935.89 | \$59,964.32 | \$117,700.00 | \$119,200.00 | \$125,000.00 |