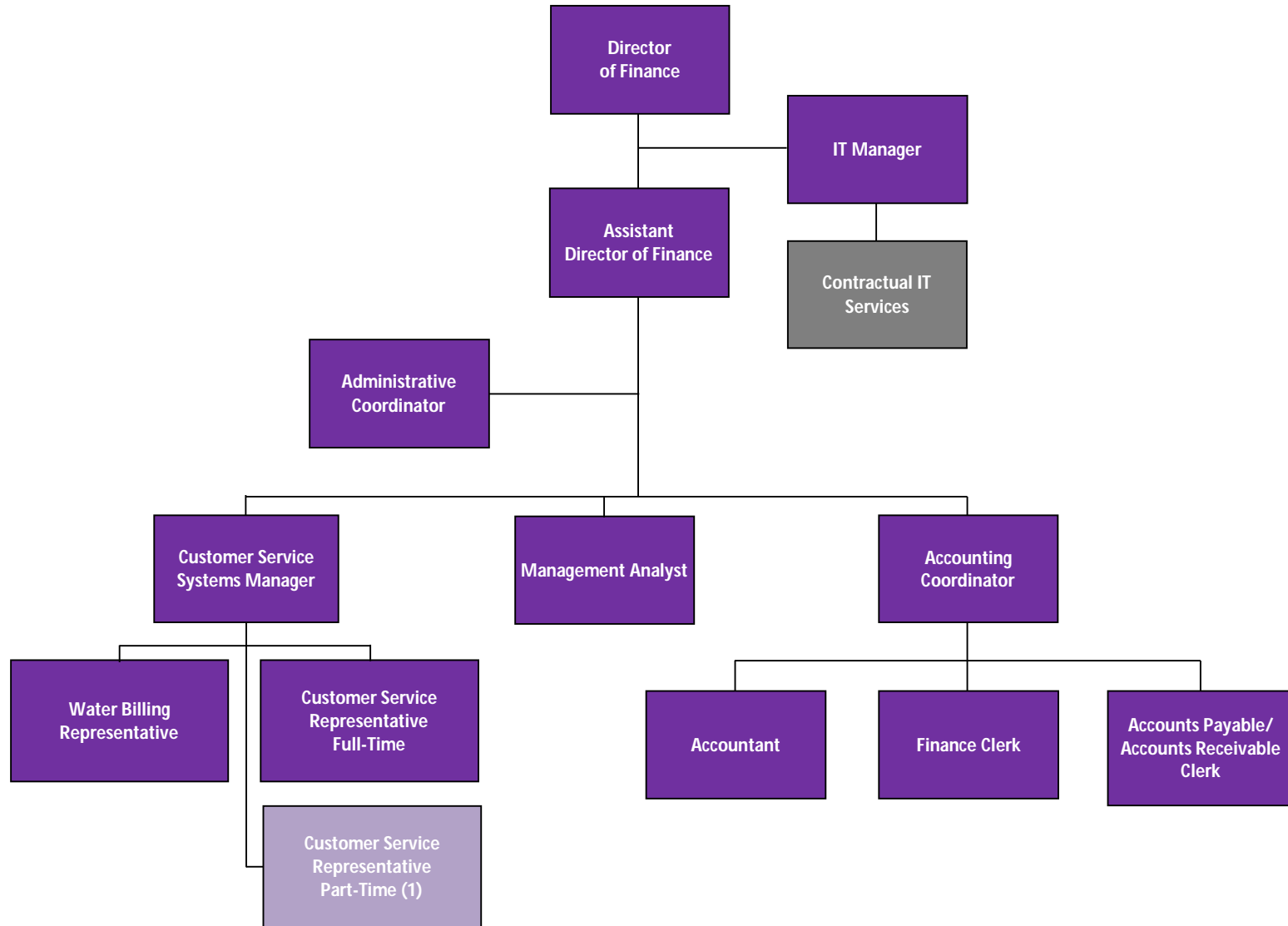




# FINANCE DEPARTMENT



- Full time
- Part time
- Contractual Services

## **Finance Department Description**

The Finance Department is comprised of four (4) primary divisions. Each of these performs functions essential to the financial stability of the Village of Lombard.

*Finance Administration and Treasury Management* division provides the administrative management of the Village's financial affairs. This division is responsible for overall municipal fiscal planning and management. Duties of the division include budgeting, multi-year financial forecasting, risk management, purchasing, financial analysis, management of Village debt service and investments. Risk Management administration cost is allocated to the General Services department for budgetary purposes, although the Finance Administration and Treasury Management division, along with the Village Manager's Office, provide staff for the Risk Management program. This division is also responsible for overseeing financial matters related to the Lombard Public Facilities Corporation.

*Accounting/Financial Services* division provides accounting for the receipt and disbursement of all municipal funds according to Village policies. The division is comprised of accounts payable, which is responsible for processing invoices and preparing vendor payments, and accounts receivable, which is responsible for processing special assessments, coordinating ambulance billing, false alarm fees and all other invoices. The accounting staff maintains accounting records, reconciles bank statements, prepares necessary financial reports, supervises the payroll process, administers the grant programs and oversees the Police and Fire pension payroll function. The accounting staff is also responsible for compiling the Village's Comprehensive Annual Financial Report (CAFR) in accordance with the standards set forth by the Governmental Accounting Standards Board (GASB).

*Information Technology* division provides computerization and management of information for all Village departments. The division manages computer systems, local/wide area networks, cell phones and the telephone system that supports all Village functions. The division is responsible for security and stability of the Village's technology infrastructure. This includes configuring and testing data recovery and back-up procedures, performing general maintenance of systems, coordinating maintenance with outside vendors and monitoring equipment requests to ensure compatibility with other systems. The division is also responsible for the VOIP telephony system. The division assists users with operational problems, assesses and coordinates computer-training needs and develops operating procedures for the Village. The division's management staff evaluates upcoming technology issues, such as E-Government and wireless solutions. They coordinate, plan, purchase and implement new information systems for all departments.

*Customer Service/Licensing* division provides services and staffing of the Village Hall front desk and licensing program. The Village Hall front desk accepts and processes payments for water bills, business licenses, building permits, parking permits, yardwaste and refuse stickers, taxi subsidy coupons, special assessments and other miscellaneous receivables. In addition, the Village Hall front desk staff is responsible for routing, directing and responding to customer inquiries concerning all Village services. Water billing administration cost is allocated to the Water/Sewer Fund for budgetary purposes, although the Finance Customer Service Division provides staff for this purpose. The costs associated with the Village's licensing program are part of the Finance Department's Customer Service division cost center. Under direction of the Village Manager's Office, the *Licensing* division coordinates the commuter parking system and other licensing and permit activities for the Village.

**Finance Department  
Personnel FYE 2019**

Director of Finance	1
Assistant Director of Finance	1
Customer Service Systems Manager	1
Management Analyst	1
Accounting Coordinator	1
Customer Service Representative	1
Water Billing Representative	1
Accountant	1
Accounts Payable/Receivable Clerk	1
IT Manager	1
Administrative Coordinator	1
Finance Clerk	1
<b>Full Time Total</b>	<b>12</b>
Customer Service Representative	1
<b>Part Time Total</b>	<b>1</b>
<b>Department Total</b>	<b>13</b>

**Finance Department Commentary**

The Finance Department FYE 2019 budget seeks to maintain current levels of service by improving operational efficiency and security. The Finance Department continues to focus on its mission of providing responsive and timely information and excellent services to the residents, businesses, elected officials, and employees of the Village of Lombard.

**Finance Department FYE 2019 Goals and Objectives**

- 1) Finalize the Water & Sewer rate study and update billing software with new rate/ rate structure and develop plan for monthly Waterbilling starting in 2020.
- 2) Our goal for registrations for the WaterSmart portal in 2019 is 3,869 or 30% of all accounts.
- 3) Educate Finance Committee and Village Board on revenue options for the future in order to eliminate projected future year deficits.
- 4) Establish Business District #2 and expand TIF District #4
- 5) Continue to implement operational efficiencies that reduce costs.
  - a) CitizenServe
  - b) Cartegraph Workorders
  - c) Public Safety GIS integration and scheduling software
  - d) Replace parking ticket software
  - e) Electronic scheduling/time off
  - f) User awareness email and security training

## **Finance Department FYE 2018 Accomplishments**

- 1) Resolve the Lombard Public Facilities Corporation (LPFC) Debt Issue.

**Resolved and finalized the Lombard Public Facilities Corporation (LPFC) Debt Issue and issued debt.**

- 2) Finalize the Water & Sewer rate study and update billing software with new rate/ rate structure.

**The following steps were taken to accomplish this objective:**

- a) **Held Committee meetings with both Finance & Administration and Public Works and decided to wait until after the water meter change out program is completed.**
  - b) **New goal is to complete the study in 2019.**
- 3) Assist Public Works with a replacement program for residential water meters and implement WaterSmart Portal for residents.

**The project is expected to be completed in March 2019. The project is 82% complete as of 1/15/18.**

- 4) Continue to implement operational efficiencies that reduce costs.

**The following was done to implement operational efficiencies to reduce costs:**

- a) **Implemented the WaterSmart Portal so customers can view their hourly usage online and get information such as leak alert and how to conserve water.**
- b) **Created a new streamlined collections process for both water and ambulance bills.**
- c) **Restructured 3 divisions – Accounting, Customer Service, and IT.**
- d) **Working on website redevelopment in order to streamline customer service.**
- e) **Hired new IT Manager, Customer Service Systems Manager, promoted Accountant to Accounting Coordinator, and hired a new accountant.**
- f) **Assisted with New camera/entry door system, upgraded 40 computers, migrated the Police file server, upgraded Police MDT, Eliminated 2 circuits from fire stations**
- g) **Streamlined fixed asset process**
- h) **Reduced the 2019 budget \$750,000**
- i) **Created a new financial report that is user friendly with a dashboard format**

## Expenditure Detail by Department

**Department: 170 - Finance**

Account		Actual	Amended	Year-End	Department	Board
Number	Account Description	2017	Budget 2018	Estimate 2018	Request 2019	Approved 2019
<i>10 - Personal Services</i>						
71110	Regular Wages	\$632,874	\$630,390	\$658,630	\$688,050	\$688,050
71120	Part-Time Wages	\$13,167	\$13,460	\$13,800	\$13,800	\$13,800
71140	Overtime Wages	\$491	\$5,340	\$1,340	\$1,840	\$1,840
71210	PPO-Health Insurance	\$16,386	\$17,560	\$15,180	\$29,990	\$29,990
71220	PPO Plus-Health Insurance	\$3,657	\$4,120	\$4,120	\$4,410	\$4,410
71240	Blue Advantage-Health Insurance	\$86,452	\$86,730	\$73,910	\$64,900	\$64,900
71410	Life Insurance	\$1,013	\$1,420	\$1,370	\$1,400	\$1,400
71420	Social Security	\$37,126	\$39,060	\$40,350	\$42,420	\$42,420
71430	Medicare	\$8,829	\$9,340	\$9,760	\$10,190	\$10,190
71440	Employer Pension Contribution-IMRF	\$102,733	\$102,500	\$107,050	\$92,080	\$92,080
71520	Tuition Reimbursements	\$575	\$2,750	\$850	\$2,750	\$2,750
71540	Employee Recognition	\$252	\$300	\$400	\$300	\$300
<i>Account Classification Total: 10 - Personal Services</i>		\$903,556	\$912,970	\$926,760	\$952,130	\$952,130
<i>20 - Commodities</i>						
73110	Operating Supplies	\$8,885	\$14,800	\$11,100	\$11,100	\$11,100
73910	Technology Software	\$8,303	\$19,000	\$19,000	\$29,000	\$29,000
73920	Technology Equipment	\$4,192	\$21,350	\$19,000	\$38,350	\$38,350
<i>Account Classification Total: 20 - Commodities</i>		\$21,380	\$55,150	\$49,100	\$78,450	\$78,450
<i>30 - Contractual Services</i>						
75010	Training & Travel	\$3,602	\$20,290	\$12,410	\$15,280	\$15,280
75020	Dues & Subscriptions	\$1,637	\$2,000	\$1,860	\$1,890	\$1,890
75120	Legal Advertising	\$575	\$650	\$650	\$650	\$650
75210	Printing & Binding	\$417	\$910	\$100	\$100	\$100
75310	Auditing Services	\$20,460	\$20,780	\$20,780	\$20,780	\$20,780
75320	Computer Services	\$477,487	\$483,660	\$458,370	\$440,380	\$440,380
75350	Other Prof/Tech Services	\$43,549	\$48,390	\$47,430	\$44,690	\$44,690
75710	Computer Service Contracts	\$126,125	\$168,770	\$157,890	\$140,680	\$140,680
75730	Equipment Service Contracts	\$0	\$3,000	\$2,000	\$2,000	\$2,000
75770	Misc Contractual Obligations	\$1,931	\$2,930	\$2,370	\$2,370	\$2,370
<i>Account Classification Total: 30 - Contractual Services</i>		\$675,782	\$751,380	\$703,860	\$668,820	\$668,820
<b>Department Total: 170 - Finance</b>		<b>\$1,600,719</b>	<b>\$1,719,500</b>	<b>\$1,679,720</b>	<b>\$1,699,400</b>	<b>\$1,699,400</b>

**101.170.110 Finance Administration**

**COST CENTER DESCRIPTION**

This cost center provides for administration of the Village's financial affairs. The Director of Finance is appointed by the Village Manager and is responsible for overall municipal fiscal planning and management. The Director's duties include the selection, training and supervision of accounting, information technology, budget, risk management, purchasing, utility billing and customer service staff. In addition, the Director oversees financial analysis, forecasting, and administration of Village debt service management and investments.

As the Village Treasurer, the Director of Finance is also responsible for analyzing current market conditions in order to select the optimum investments and maturity schedules that will achieve the maximum rate of return while preserving necessary levels of liquidity and safety. Within this cost center, designated staff members perform duties related to budgeting, purchasing, risk management, financial analysis, and other administrative functions.

<b>Fund: 101 - General Fund</b>						
<b>Department: 170 - Finance</b>						
<b>Cost Center: 110 - Administration</b>						
			Amended	Year-End	Department	Board
Account		Actual	Budget	Estimate	Request	Approved
Number	Account Description	2017	2018	2018	2019	2019
71110	Regular Wages	\$318,128	\$315,220	\$327,450	\$326,550	\$326,550
71140	Overtime Wages	\$0	\$4,000	\$500	\$500	\$500
71210	PPO-Health Insurance	\$8,311	\$8,780	\$8,780	\$9,440	\$9,440
71240	Blue Advantage-Health Insurance	\$41,329	\$41,430	\$41,430	\$41,430	\$41,430
71410	Life Insurance	\$424	\$590	\$590	\$590	\$590
71420	Social Security	\$17,897	\$18,680	\$18,960	\$19,150	\$19,150
71430	Medicare	\$4,332	\$4,570	\$4,750	\$4,740	\$4,740
71440	Employer Pension Contribution-IMRF	\$50,419	\$50,180	\$52,130	\$42,840	\$42,840
71540	Employee Recognition	\$252	\$300	\$400	\$300	\$300
73110	Operating Supplies	\$2,234	\$2,000	\$2,500	\$2,500	\$2,500
75010	Training & Travel	\$1,067	\$5,290	\$4,310	\$2,720	\$2,720
75020	Dues & Subscriptions	\$1,137	\$1,200	\$1,360	\$1,390	\$1,390
75120	Legal Advertising	\$0	\$50	\$50	\$50	\$50
75210	Printing & Binding	\$0	\$230	\$100	\$100	\$100
75350	Other Prof/Tech Services	\$800	\$0	\$0	\$0	\$0
75770	Misc Contractual Obligations	\$425	\$480	\$430	\$430	\$430
<b>Cost Center Total: 110 - Administration</b>		\$446,754	\$453,000	\$463,740	\$452,730	\$452,730

**101.170.410 Accounting & Financial Services**

**COST CENTER DESCRIPTION**

This program is responsible for accurately accounting for the receipt and disbursement of all municipal funds on a timely basis. The division is comprised of accounts payable which is responsible for processing invoices and preparing vendor payments, and accounts receivable which is responsible for processing special assessments, coordinating ambulance billing, false alarm fees and all other invoices. The accounting staff maintains accounting records, reconciles bank statements, prepares monthly financial reports, supervises the payroll process, administers the grant programs and oversees the Police and Firefighters' Pension Funds' accounting functions. Additionally the Village's Comprehensive Annual Financial Report (CAFR) is the responsibility of the accounting staff in coordination with the Village's external auditors and in accordance with the standards set forth by the Governmental Accounting Standards Board (GASB).

<b>Fund: 101 - General Fund</b>						
<b>Department: 170 - Finance</b>						
<b>Cost Center: 410 - Accounting &amp; Financial Services</b>						
			Amended	Year-End	Department	Board
Account		Actual	Budget	Estimate	Request	Approved
Number	Account Description	2017	2018	2018	2019	2019
71110	Regular Wages	\$209,638	\$209,970	\$208,920	\$208,920	\$208,920
71140	Overtime Wages	\$171	\$340	\$340	\$340	\$340
71210	PPO-Health Insurance	\$8,075	\$8,780	\$0	\$0	\$0
71240	Blue Advantage-Health Insurance	\$25,308	\$25,490	\$21,670	\$21,670	\$21,670
71410	Life Insurance	\$384	\$540	\$520	\$520	\$520
71420	Social Security	\$12,496	\$13,020	\$12,950	\$12,950	\$12,950
71430	Medicare	\$2,923	\$3,050	\$3,030	\$3,030	\$3,030
71440	Employer Pension Contribution-IMRF	\$33,422	\$33,430	\$33,260	\$27,410	\$27,410
71520	Tuition Reimbursements	\$575	\$2,750	\$850	\$2,750	\$2,750
73110	Operating Supplies	\$580	\$900	\$600	\$600	\$600
75010	Training & Travel	\$2,415	\$3,950	\$3,950	\$3,160	\$3,160
75020	Dues & Subscriptions	\$500	\$500	\$200	\$200	\$200
75120	Legal Advertising	\$575	\$600	\$600	\$600	\$600
75210	Printing & Binding	\$417	\$480	\$0	\$0	\$0
75310	Auditing Services	\$20,460	\$20,780	\$20,780	\$20,780	\$20,780
75350	Other Prof/Tech Services	\$42,749	\$48,390	\$47,430	\$44,690	\$44,690
75770	Misc Contractual Obligations	\$1,506	\$2,250	\$1,940	\$1,940	\$1,940
<b>Cost Center Total: 410 - Accounting &amp; Financial Services</b>		\$362,194	\$375,220	\$357,040	\$349,560	\$349,560

**101.170.415 Customer Service/Licensing**

**COST CENTER DESCRIPTION**

This cost center was established to accurately account for costs associated with the operation of the Village Hall Front Desk and the Village's licensing programs. The Licensing program activities include coordinating the commuter parking system and other business licensing and permit activities for which the Finance Department is primarily responsible.

The Village Hall front desk activities include accepting and processing payments for water bills, business licenses, building permits, parking permits, postage stamps, yardwaste and refuse stickers, taxi subsidy coupons, special assessments and other miscellaneous receivables. Program responsibilities include routing, directing and responding to customer inquiries concerning all Village services.

<b>Fund: 101 - General Fund</b>						
<b>Department: 170 - Finance</b>						
<b>Cost Center: 415 - Customer Service/Licensing</b>						
			Amended	Year-End	Department	Board
Account		Actual	Budget	Estimate	Request	Approved
Number	Account Description	2017	2018	2018	2019	2019
71110	Regular Wages	\$33,842	\$33,930	\$34,850	\$34,840	\$34,840
71120	Part-Time Wages	\$13,167	\$13,460	\$13,800	\$13,800	\$13,800
71140	Overtime Wages	\$320	\$1,000	\$500	\$1,000	\$1,000
71220	PPO Plus-Health Insurance	\$3,657	\$4,120	\$4,120	\$4,410	\$4,410
71240	Blue Advantage-Health Insurance	\$1,802	\$1,800	\$1,800	\$1,800	\$1,800
71410	Life Insurance	\$77	\$110	\$110	\$110	\$110
71420	Social Security	\$2,784	\$2,940	\$3,020	\$3,020	\$3,020
71430	Medicare	\$651	\$690	\$710	\$710	\$710
71440	Employer Pension Contribution-IMRF	\$7,540	\$7,540	\$7,740	\$6,380	\$6,380
73110	Operating Supplies	\$862	\$1,900	\$1,000	\$1,000	\$1,000
75010	Training & Travel	\$95	\$450	\$150	\$300	\$300
75210	Printing & Binding	\$0	\$200	\$0	\$0	\$0
75770	Misc Contractual Obligations	\$0	\$200	\$0	\$0	\$0
<b>Cost Center Total: 415 - Customer Service/Licensing</b>		\$64,797	\$68,340	\$67,800	\$67,370	\$67,370



**101.170.420 Information Technology**

**COST CENTER DESCRIPTION**

This program is responsible for technology infrastructure, computerization, IP telephony system and management of information within the Village. Activities include managing computer systems and local/wide area networks, managing the Village web site, managing the IP telephony system which includes voice mail, adds, moves and changes, managing cell phones, monitoring security, configuring and testing data recovery and back-up procedures, assisting users with operational problems, performing general maintenance of systems, coordinating maintenance with outside vendors, assessing and coordinating computer training needs, monitoring equipment requests to ensure compatibility with other systems, evaluating E-Government and wireless solutions, and coordinating, planning, purchasing and implementing new information systems for all departments. Management of equipment valued at \$5.3 million.

<b>Fund: 101 - General Fund</b>						
<b>Department: 170 - Finance</b>						
<b>Cost Center: 420 - Information Technology</b>						
			Amended	Year-End	Department	Board
Account		Actual	Budget	Estimate	Request	Approved
Number	Account Description	2017	2018	2018	2019	2019
71110	Regular Wages	\$71,266	\$71,270	\$87,410	\$117,740	\$117,740
71210	PPO-Health Insurance	\$0	\$0	\$6,400	\$20,550	\$20,550
71240	Blue Advantage-Health Insurance	\$18,014	\$18,010	\$9,010	\$0	\$0
71410	Life Insurance	\$128	\$180	\$150	\$180	\$180
71420	Social Security	\$3,948	\$4,420	\$5,420	\$7,300	\$7,300
71430	Medicare	\$923	\$1,030	\$1,270	\$1,710	\$1,710
71440	Employer Pension Contribution-IMRF	\$11,353	\$11,350	\$13,920	\$15,450	\$15,450
73110	Operating Supplies	\$5,210	\$10,000	\$7,000	\$7,000	\$7,000
73910	Technology Software	\$8,303	\$19,000	\$19,000	\$29,000	\$29,000
73920	Technology Equipment	\$4,192	\$21,350	\$19,000	\$38,350	\$38,350
75010	Training & Travel	\$25	\$10,600	\$4,000	\$9,100	\$9,100
75020	Dues & Subscriptions	\$0	\$300	\$300	\$300	\$300
75320	Computer Services	\$432,382	\$438,200	\$414,390	\$398,900	\$398,900
75710	Computer Service Contracts	\$126,125	\$168,770	\$157,890	\$140,680	\$140,680
75730	Equipment Service Contracts	\$0	\$3,000	\$2,000	\$2,000	\$2,000
<b>Cost Center Total: 420 - Information Technology</b>		\$681,869	\$777,480	\$747,160	\$788,260	\$788,260