

Office of Administrative Adjudication

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$205,618	\$191,180	\$205,466
Fringe Benefits	55,869	41,215	45,786
Materials & Supplies	94,750	81,100	89,000
Contractual Services	179,268	160,860	173,670
Total	535,505	474,617	513,922

Department Description

Created in 2002, the Office of Administrative Adjudication provides a procedure by which charges of code violations can be heard equitably and efficiently by an Administrative Law Judge. The Adjudication Manager appoints outside attorneys as Administrative Law Judges to preside over these cases. Administrative Law Judges are not Village Employees and are formally trained in code violations, rules of procedure and ethical considerations.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Adjudication Manager	1	1
Administrative Secretary	1	1
Administrative Hearing Clerk	1	1
Administrative Clerk	.5	.5
Total	3.5	3.5

**VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY**

Fund: General
Fund Code: 1001
Department Code: 41030
Department: Office of Administrative
Adjudication

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 148,772	\$ 165,766	\$ 171,686	\$ 167,730	\$ 179,466
Part-Time Salaries	510502	-	2,410	15,000	15,000	15,000
Overtime	510503	1,777	6,049	18,932	8,450	11,000
<i>Personal Services</i>		150,549	174,225	205,618	191,180	205,466
Life Insurance	520520	99	522	522	526	264
Health Insurance	520521	8,422	8,009	26,321	11,184	12,048
Health Insurance Opt. Out	520515	-	2,350	-	-	-
Pension Contributions	520522	17,889	25,951	29,026	29,767	33,474
<i>Fringe Benefits</i>		26,410	36,832	55,869	41,477	45,786
Printing	550601	5,411	6,249	15,000	13,900	20,000
Dues & Subscriptions	550602	-	477	750	800	1,000
Postage	550603	38,091	51,210	70,000	58,000	59,000
Office Supplies	560620	819	2,028	8,000	7,100	9,000
Special Supplies	560622	495	1,004	1,000	1,300	-
<i>Materials & Supplies</i>		44,816	60,968	94,750	81,100	89,000
Conferences & Training	530650	4,956	3,910	5,000	3,300	8,500
Travel and mileage Reim	550605	-	13	-	130	-
Legal Advertisements	550652	-	-	200	110	200
Consultant Fees	530655	74,241	100,881	126,170	149,270	156,170
External Support	530656	3,965	4,326	6,000	7,800	8,000
Equipment Rental	560670	106	-	41,398	-	-
Office Machine Service	550671	344	-	500	250	800
Insurance	550681	-	-	-	-	-
<i>Contractual Services</i>		83,612	109,130	179,268	160,860	173,670
Equipment	570720	-	-	-	-	-
Capital Improvement		-	-	-	-	-
<i>Capital Outlay</i>		-	-	-	-	-
Department Total		\$ 305,387	\$ 381,155	\$ 535,505	\$ 474,617	\$ 513,922

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY

Program No.	Program Name
101	Base
108	Night Adjudication Court

Fund: *General*
Fund Code: *1001*
Department Code: *41030*
Department: *Office of Administrative Adjudication*

Expenditure Title	Program 101	Program 108	Program	Program	Program	Program
Full-Time Salaries	\$ 179,466	\$ -	\$ -	\$ -	\$ -	\$ -
Part-Time Salaries	-	15,000	-	-	-	-
Overtime	-	11,000	-	-	-	-
<i>Personal Services</i>	179,466	26,000	-	-	-	-
Life Insurance	264	-	-	-	-	-
Health Insurance	12,048	-	-	-	-	-
Pension Contributions	33,474	-	-	-	-	-
<i>Fringe Benefits</i>	45,786	-	-	-	-	-
Printing	15,000	5,000	-	-	-	-
Dues & Subscriptions	1,000	-	-	-	-	-
Postage	54,000	5,000	-	-	-	-
Office Supplies	8,000	1,000	-	-	-	-
Special Supplies	-	-	-	-	-	-
<i>Materials & Supplies</i>	78,000	11,000	-	-	-	-
Conferences & Training	8,000	500	-	-	-	-
Legal Advertisements	200	-	-	-	-	-
Consultant Fees	145,000	11,170	-	-	-	-
External Support	8,000	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Office Machine Service	800	-	-	-	-	-
Insurance	-	-	-	-	-	-
<i>Contractual Services</i>	162,000	11,670	-	-	-	-
Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-	-
Department Total	\$ 465,252	\$ 48,670	\$ -	\$ -	\$ -	\$ -

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Office of Administrative Adjudication
PROGRAM: Base
PROGRAM ID: 101

Program Description:

The base program contains costs associated with general administration of the office of adjudication. Included are the salaries and benefits of the Adjudication Director, Executive Secretary, Court Clerk and Administrative Clerk (Permanent Part Time) assoc.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Salaries for Adjudication Manager, Executive Secretary and Administrative Clerk	\$ 179,466
Life Insurance	520520	Village cost for employees' life insurance	264
Health Insurance	520521	Village cost for employees' health insurance	12,048
Pension Contribution	520522	Village cost for employees' pension contribution	33,474
Printing	550601	Miscellaneous department printing	15,000
Dues and Subscriptions	550602	Membership fees and various reference materials	1,000
Postage	550603	Pro-rata share of department postage	54,000
Office Supplies	560620	Central store for department supplies	8,000
Conference and Training	530650	Specific conference and task training for support staff	8,000
Legal Advertisements	550652	Legal notices in local newspapers	200
Consultant Fees	530655	Management support and legal fees	145,000
External Support	530656	Additions to software, etc.	8,000
Office Machine Service	550671	Copier, fax machine maintenance	800
TOTAL			\$ 465,252

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Office of Administrative Adjudication
PROGRAM: Night Adjudication Court
PROGRAM ID: 108

Program Description:

The Night Adjudication Court program contains costs associated with providing an average of one evening every two weeks which accounts for the reduction in budget for 2007.

Account Description	Account No.	Narrative Description	2007 Budget Request
Part-Time Salaries	510502	Part-Time Salaries	\$ 15,000
Overtime	510503	Anticipated overtime for administration	11,000
Printing	550601	Miscellaneous department printing	5,000
Postage	550603	Pro-rata share of department postage	5,000
Office Supplies	560620	Central store for department supplies	1,000
Conferences & Training	530650	Specific conference and task training for support staff	500
Consultant Fees	530655	Management support and legal fees	11,170
TOTAL			\$ 48,670

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