

VILLAGE OF HAWTHORN WOODS, ILLINOIS

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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500

October 19, 2009

Honorable Mayor Joseph Mancino  
Members of the Board of Trustees  
Residents of the Village of Hawthorn Woods:

We are pleased to present to you the Proposed Budget for the fiscal year ended December 31, 2010. This document reflects a Balanced Budget and our determination to allocate available resources in a responsible manner by incorporating best financial management practices into every Village Department. The Budget was prepared in accordance with the goals of improving the quality of Village services provided to the Village's residents and businesses and keeping expenditures and other levies conservative and minimal. We are confident that this Budget provides the means to maintain essential Village programs and services, while re-building the Village's fund balance reserves and initiating planning for capital equipment replacement. Our financial forecast for fiscal year 2010, even during these difficult economic times, is strong.

### **Budget Overview**

The Village's total budget is balanced. General Fund budgeted revenues (\$3,173,038) exceed budgeted expenditures (\$3,121,007) by \$52,496. Of this amount, \$40,000 will be transferred to the newly created Reserve fund, and \$10,000 will be transferred to the newly created Capital Replacement fund, resulting in a net surplus of cash of \$2,031. Activities recorded in the General Fund include Elected Officials, Administration, Building, Human Resources, Technology, Finance, Legal, Engineering, Police, Police Commission, and Public Works.

This is a dramatic improvement from the two prior fiscal years, where the General Fund experienced an operating deficit of \$380,550 for the eight months ended December 31, 2008 and an operating deficit of \$758,600. These operating deficits resulted in the fund balance reserves declining from \$1,309,032 as of April 30, 2007 to \$169,882 as of December 31, 2008. Prudent fiscal policy dictates that the Village should maintain a fund balance reserve equal to 35% of the subsequent year's expenditure budget. Using this formula, the Village's reserves are currently at 5%. Therefore, re-building these reserves is a key initiative for the coming year. Our target is to have a 15% reserve balance by December 31, 2010 and a 19% reserve balance by December 31, 2011.

## **Significant Changes**

This budget document was completely reformatted from the prior year presentation. Significant additions include narrative explanations for each significant line item, departmental summary information with comparative figures from prior years and significant changes from the prior year. In addition, new departments were created and separately displayed for detailed information and immediate transparency. The new departments include: Human Resources, Finance, Legal, and Engineering.

All Department Heads were included in the Budget preparation. The dramatic turn-around of this year's Budget included a new approach to public finance preparation and the inclusion of visionary planning and traditional research and analysis.

New funds were created to provide for a more useful presentation of the Village's key functions. The Parks and Recreation Fund was created to account for all the park maintenance, special recreation and recreation activities. This information had been recorded in various sections of the General Fund in prior years. Creation of this new fund will not only allow for better management of these activities, but will provide documentation of the fact that the Village does offer Parks and Recreation funding as one of its core functions. This documentation is critical as the Village strives to protect its residents from double taxation by neighboring Park Districts that have encroached an overlay park District tax into our municipal boundaries.

The Reserve Fund was created to track the Village's progress to re-building its Fund Balance reserves as noted on the prior page. The Capital Replacement Fund was created to account for funds set aside for replacement of capital items. One of the primary financial goals of 2010 is the development of a comprehensive five year capital plan. This plan will be developed by staff to identify and prioritize capital projects.

## **Local Economy and Finances**

The Village's main revenue stream is based upon the choice location of its land and the premier value of its residential base. Property tax is a key source of revenue, but in recent years, revenue stemming from development in the form of impact fees, annexation fees, building permits and engineering reviews have contributed to a significant portion of the revenue mix.

However, the continued economic recession has contributed significantly to a decline in revenues. To address the budget crisis, the Village made a series of budget cuts, including a reduction in its workforce. In addition, the Village now documents all one-time development related revenue in the Community Development Fund to segregate this revenue from the General Fund operations. In essence, the Village no longer budgets the funding of core services based on anticipated developer donations.

According to the recently released financial indicators from the State of Illinois Department of Revenue, the Village's shared revenues are forecasted to significantly decline during fiscal year 2010. In addition, property tax revenues are forecasted to be flat because the Village is subject to tax caps and limited to an increase equal to CPI, which was .1% for last year. This 2010 budget includes conservative revenue estimates, based upon the most current information available.

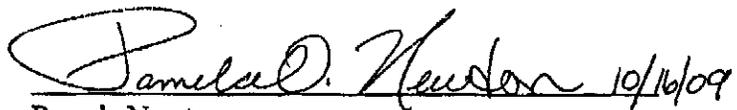
The Village of Hawthorn Woods also took a proactive approach to revenue generating opportunities to increase the local share of collected telecommunications revenues. The Budget reflects the 6% local share allocation, allowing the Village to recover the local distribution of municipal tax collection from its generated source.

### **Major Initiatives**

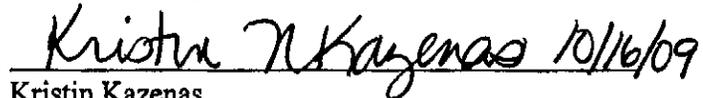
The Village is restructuring its operations to focus on cost savings realized through streamlining governmental contracts, focusing on core business principles, and providing efficient new delivery opportunities for Village services. The Village is also working to expand recreational facilities at no cost to the Village residents through public/private partnerships. In addition, there are several residential and business developments as well as land annexations under consideration that will ensure the Village of Hawthorn Woods a healthy forecast for the future.

### **Summary**

Over the next year, we will continue to closely monitor revenues and expenditures to ensure that the Village remains on course for projections as prepared in this Budget and approved by the Village Board. We also acknowledge that the preparation of this budget document was the result of many hours of dedicated effort by staff, volunteer committees, Mayor Mancino and the Board of Trustees. The preparation of this document was a result of unprecedented collaboration, and we extend our sincere appreciation to all of these dedicated individuals who contributed time and talent to the compilation of the fiscal year December 31, 2010 budget.

 10/16/09

Pamela Newton  
Chief Operating Officer

 10/16/09

Kristin Kazenas  
Chief Financial Officer

# GENERAL FUND

## Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed		
			2010	2011	
			<b>General Government</b>		
2,351,997	2,276,611	2,503,614	Taxes	2,615,293	2,656,239
271,825	97,641	290,800	Licenses	287,100	287,100
59,494	33,595	40,000	Interest Income	12,000	15,000
1,098,220	89,223	29,512	Miscellaneous	40,645	40,645
9,881	(1,271)	-	Building	-	-
318,205	140,176	253,582	Police	218,000	218,000
148,959	120,815	15,000	Pubic Works	-	-
<b>4,258,581</b>	<b>2,756,790</b>	<b>3,132,508</b>	<b>Total Revenue</b>	<b>3,173,038</b>	<b>3,216,984</b>

## Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed		
			2010	2011	
105,879	8,976	3,080	Elected Officials	7,825	8,192
1,817,190	1,388,489	759,888	Administration	582,986	618,667
993,382	56,561	63,496	Building	119,593	121,925
-	-	-	Human Resources	17,129	19,440
70,814	38,399	28,718	Technology	69,731	48,150
-	-	18,831	Finance	146,703	154,834
-	-	131,000	Legal	172,000	143,250
-	-	13,000	Engineering	24,000	22,500
1,806,154	926,761	1,242,408	Police	1,304,793	1,347,246
16,427	3,006	2,500	Police Commission	2,700	2,700
1,125,150	700,379	706,621	Public Works	673,547	679,514
<b>5,934,996</b>	<b>3,122,571</b>	<b>2,969,542</b>	<b>Total Expenditures</b>	<b>3,121,007</b>	<b>3,166,418</b>

### Excess (Deficiency) of Revenues

(1,676,415)	(365,781)	162,966	<b>Over Expenditures</b>	52,031	50,566
			<b>Transfer to Reserve Fund</b>	(40,000)	(25,000)
			<b>Transfer to Capital Repl. Fund</b>	(10,000)	(10,000)
			<b>Net Change in Fund Balance</b>	2,031	15,566

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011 ESTIMATE
		5 MONTHS ACTUAL	BUDGETED	PROJECTED	REQUESTED BUDGET	
<b>GENERAL FUND</b>						
<b>GENERAL GOVERNMENT REVENUES</b>						
<b>TAXES</b>						
01-10-00-1-3010	PROPERTY TAXES	-	1,332,050	1,495,733	1,403,543	1,423,691
01-10-00-1-3012	PROPERTY TAX-INSURANCE	-	54,470	54,470	54,470	55,559
01-10-00-1-3015	PROPERTY TAX-AUDIT	-	14,855	14,855	14,855	15,152
01-10-00-1-3020	PROPERTY TAXES-R&B	-	173,389	15,575	15,575	15,887
01-10-00-1-3030	SALES TAX	31,867	135,000	120,000	120,000	125,000
01-10-00-1-3080	USE TAX	36,628	90,000	100,000	105,000	107,100
01-10-00-1-3090	STATE INCOME TAX	158,237	655,000	655,000	600,000	612,000
01-10-00-1-3095	PERSONAL PROPERTY TAX	639	1,850	1,850	1,850	1,850
01-10-00-1-3098	TELECOM TAX	16,768	47,000	49,000	300,000	300,000
<b>TOTAL TAXES</b>		<b>244,139</b>	<b>2,503,614</b>	<b>2,506,483</b>	<b>2,615,293</b>	<b>2,656,239</b>
<b>LICENSES</b>						
01-10-00-2-3110	LIQUOR LICENSES	7,000	7,700	7,000	7,000	7,000
01-10-00-2-3120	VEHICLE LICENSES	148,622	160,000	152,400	153,000	153,000
01-10-00-2-3125	VEHICLE LICENSES-LATE F	1,429	5,500	4,300	4,500	4,500
01-10-00-2-3130	ANIMAL LICENSES	9,958	11,500	10,900	10,900	10,900
01-10-00-2-3140	FRANCHISE LICENSES	55,084	105,000	109,000	109,000	109,000
01-10-00-2-3150	BUSINESS LICENSES	2,300	1,100	2,700	2,700	2,700
<b>TOTAL LICENSES</b>		<b>224,393</b>	<b>290,800</b>	<b>286,300</b>	<b>287,100</b>	<b>287,100</b>
<b>TOTAL INTERGOVERNMENTAL INTEREST INCOME</b>						
01-10-00-6-3810	INTEREST INCOME	1,674	40,000	10,000	12,000	15,000

VILLAGE OF HAWTHORN WOODS  
 PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
TOTAL INTEREST INCOME		40,000	1,674	10,000	12,000	15,000
MISCELLANEOUS						
01-10-00-7-3820	RENTAL INCOME	2,680	2,320	4,000	4,000	4,000
01-10-00-7-3835	PUBLIC UTILITIES	14,250	14,395	14,395	14,395	14,395
01-10-00-7-3840	YARD STICKERS	9,625	2,956	19,250	19,250	19,250
01-10-00-7-3890	MISCELLANEOUS INCOME	2,957	2,720	3,000	3,000	3,000
TOTAL MISCELLANEOUS		29,512	22,391	40,645	40,645	40,645
TOTAL REVENUES: GENERAL GOVERNMENT		2,863,926	492,597	2,843,428	2,955,038	2,998,984

## ELECTED OFFICIALS

### Department Purpose

The Village of Hawthorn Woods is governed by an elected Mayor and 6-member Board of Trustees. The elected officials are responsible for adopting policies, directives, laws and ordinances.

### Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	7	7	7

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### Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed	
			2010	2011
-	-	-		-
-	-	-	<b>Total Revenue</b>	
				-

### Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
91,196	6,274	-	Personal Services	-	-
14,683	2,701	3,080	Contractual Services	7,825	8,192
105,879	8,976	3,080	<b>Total Expenditures</b>	7,825	8,192

### Use of Cash

(7,825)	(8,192)
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### Significant Changes

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>ELECTED OFFICIALS</b>						
<b>PERSONAL SERVICES</b>						
01-10-12-1-4010	SALARIES	-	-	-	-	-
01-10-12-1-4040	IMRF	-	-	-	-	-
01-10-12-1-4070	HEALTH INSURANCE	-	-	-	-	-
01-10-12-1-4090	FICA MATCHING	-	-	-	-	-
<b>TOTAL PERSONAL SERVICES</b>						
		-	-	-	-	-
<b>CONTRACTUAL SERVICES</b>						
01-10-12-3-4361	DUES	1,430	-	500	2,600	2,730
01-10-12-3-4362	TRAVEL EXPENSE	1,500	-	1,000	2,550	2,678
01-10-12-3-4365	TRAINING	-	(255)	245	2,175	2,284
01-10-12-3-4367	PUBLICATIONS	150	-	100	-	-
01-10-12-3-4390	MISC EXPENSE	-	238	500	500	500
<b>TOTAL CONTRACTUAL SERVICES</b>						
		3,080	(17)	2,345	7,825	8,192
<b>TOTAL ELECTED OFFICIALS</b>						
		3,080	(17)	2,345	7,825	8,192

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** ELECTED OFFICIALS

**Description:** Miscellaneous Expense

**Priority:** High

**Account Number:** 01-10-12-3-4390

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This account is to be used for items not budgeted in any other Elected Official accounts.

Elected Officials request \$500.00 for Fiscal Year 2010. This represents a \$500.00 increase from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** ELECTED OFFICIALS

**Description:** Telephone

**Priority:** Low

**Account Number:** 01-10-12-3-4353

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Elected Officials request \$0.00 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** ELECTED OFFICIALS

**Description:** Printing/Copying

**Priority:** High

**Account Number:** 01-10-12-3-4357

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Historically, this account is used to pay for the printing of the advertising as well as the magnets for the concert series. It also used to pay for the ICSC development brochure Mayor Hunt took to Vegas.

Elected Officials request **\$0.00** for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: ELECTED OFFICIALS**

**Description: Dues**

**Priority: High**

**Account Number: 01-10-12-3-4361**

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This account is used to pay for dues to the International Council of Shopping Centers (ICSC) and the US Conference of Mayors, which is estimated to be \$2,000.00 and CMAP, which is estimated to be \$325.00. Included is an additional \$175.00 for unspecified dues for elected officials.

ICSC	\$100.00
US Conference of Mayors	\$2,000.00
CMAP	\$325.00
Unspecified	\$175.00
Total	\$2,600.00

Elected Officials request **\$2,600.00** for Fiscal Year 2010. This represents an increase of \$1,170.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: ELECTED OFFICIALS**

**Description: Travel Expense**

**Priority: High**

**Account Number: 01-10-12-3-4362**

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This account pays for travel expenses, including airline tickets, hotels, taxis and meals for elected officials.

International Council of Shopping Centers	\$1,050.00
Additional travel (IML, unspecified)	<u>\$1,500.00</u>
	\$2,550.00

Elected Officials request **\$2,550.00** for Fiscal Year 2010. This represents an increase of \$1,050.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** ELECTED OFFICIALS

**Description:** Training

**Priority:** High

**Account Number:** 01-10-12-3-4365

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This account pays for the professional training and attendance at seminars and conferences for elected officials. This does not include airline tickets, hotels, taxis or meals.

Illinois Municipal League Conference (7)	\$1,750.00
International Council of Shopping Centers - Mayor	<u>\$ 425.00</u>
	\$2,175.00

Elected Officials request **\$2,175.00** for Fiscal Year 2010. This represents an increase of \$2,175.00 over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** ELECTED OFFICIALS

**Description:** Publications

**Priority:** High

**Account Number:** 01-10-12-3-4367

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Historically, this accounts paid for the American Planning Association magazine and Pioneer Press.

APA was moved to Building & Zoning  
Pioneer Press was moved to General Government

Elected Officials request \$0.00 for Fiscal Year 2010. This represents a decrease of \$150.00 over Fiscal Year 2009.

# ADMINISTRATION

## Department Purpose

The Administration Department serves as the leader for the local government's organization, coordinating the operations of all municipal departments within the Village. The Administration Department is responsible for the enforcement and administration of all policies, directives, laws and ordinances adopted by the corporate authorities.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	4	4	3
Part-Time	0	0	0

The Chief Operating Officer is responsible for the day to day administrative operations of the Village based on the corporate authorities recommendations. Other responsibilities include the administering of the Village's personnel rules, policies and procedures; preparation and implementation of the annual operation and capital improvement budgets for all municipal departments, preparation of the annual tax levy ordinance, purchasing as provided for in the annual budget not exceeding \$10,000, preparation of long-range capital expenditure programs for the Village, oversees risk management functions, coordinates intergovernmental operations, serves as liaison to various Village committees, assures compliance with federal and state government policies, investigation of all complaints received in relation to matters concerning the administration of the Village, directs communication activities to keep the public informed of Village plans and activities.

## Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed	
			2010	2011
-	-	-	-	-
-	-	-	<b>Total Revenue</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
387,697	242,930	371,950	Personal Services	305,687	316,545
328,644	356,361	381,063	Contractual Services	271,999	296,567
9,850	5,058	6,875	Commodities	5,300	5,555
1,091,000	784,140	-	Other Financing Uses	-	-
<b>1,817,191</b>	<b>1,388,489</b>	<b>759,888</b>	<b>Total Expenditures</b>	<b>582,986</b>	<b>618,667</b>

## Use of Cash

(582,986)	(618,667)
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## Significant Changes

- \* One full time employee was reallocated from Administration to Building and Zoning.
- \* The Finance Department, Legal Department and Engineering Department have been segregated to facilitate improved analysis of these expenses.
- \* Dues to the Northwest Municipal Conference have been eliminated, saving approximately \$5,300.
- \* January 24, 2010 is the final date sales tax rebates are owed to Country Bumpkin, saving approximately \$5,500.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>GENERAL GOVERNMENT EXPENSES</b>							
<b>ADMINISTRATION</b>							
<b>PERSONAL SERVICES</b>							
01-10-10-1-4010	SALARIES	289,656	90,400	220,380	228,710	235,571	
01-10-10-1-4015	PART TIME INTERN	-	-	-	15,000	15,000	
01-10-10-1-4040	IMRF	31,685	10,145	27,308	27,011	27,956	
01-10-10-1-4065	EMPLOYEE ASSISTANCE PROG	-	-	-	600	630	
01-10-10-1-4070	HEALTH INSURANCE	28,450	13,571	31,463	16,520	18,998	
01-10-10-1-4075	UNIFORMS	-	-	-	350	368	
01-10-10-1-4090	FICA MATCHING	22,159	6,790	18,264	17,496	18,021	
<b>TOTAL PERSONAL SERVICES</b>		<b>371,950</b>	<b>120,906</b>	<b>297,415</b>	<b>305,687</b>	<b>316,545</b>	
<b>CONTRACTUAL SERVICES</b>							
01-10-10-3-4130	CONT MAINT-EQUIPMENT	500	-	500	500	500	
01-10-10-3-4327	DATA PROCESSING SERVICE	4,400	-	4,400	5,000	5,250	
01-10-10-3-4329	OTHER PROF SERVICES	110,000	31,721	90,000	1,800	2,000	
01-10-10-3-4345	CREDIT CARD CHARGES	9,240	-	7,000	9,240	9,240	
01-10-10-3-4351	POSTAGE	19,000	4,897	7,500	15,340	16,100	
01-10-10-3-4353	TELEPHONE - CELL PHONE	11,740	2,301	8,400	3,000	3,100	
01-10-10-3-4354	TELEPHONE - LAND LINE	-	-	-	7,992	8,200	
01-10-10-3-4355	PUBLISHING/ADVERTISING	2,500	958	2,000	2,000	2,000	
01-10-10-3-4357	PRINTING/COPYING	7,000	4,140	6,000	6,300	6,615	
01-10-10-3-4361	DUES	8,120	1,568	3,515	4,835	5,077	
01-10-10-3-4362	TRAVEL EXPENSE	3,150	149	3,150	6,170	6,479	
01-10-10-3-4363	MILEAGE REIMBURSEMENT	-	-	-	600	600	
01-10-10-3-4365	TRAINING	2,700	55	2,700	5,325	5,591	
01-10-10-3-4367	PUBLICATIONS	200	-	189	560	560	
01-10-10-3-4370	SALES TAX REBATES	5,500	4,747	8,875	300	-	
01-10-10-3-4373	LIABILITY INSURANCE	107,000	-	122,718	141,127	162,295	
01-10-10-3-4375	LEASED EQUIPMENT	15,613	7,361	16,660	16,660	16,815	

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
01-10-10-3-4377	EMPLOYEE RECOGNITION	1,000	-	-	500	500	
01-10-10-3-4378	VOLUNTEER APPRECIATION EVENT	-	-	-	1,000	1,000	
01-10-10-3-4379	DONATIONS	-	5,125	125	125	125	
01-10-10-3-4380	YARD WASTE STICKERS	14,400	1,950	14,250	14,625	14,920	
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	-	-	3,000	3,100	
01-10-10-3-4390	MISC EXPENSE	2,000	(429)	1,000	1,000	1,500	
01-10-10-3-4399	CONTINGENCY	57,000	-	57,000	25,000	25,000	
	TOTAL CONTRACTUAL SERVICES	381,063	64,543	355,982	271,999	296,567	
	COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	4,500	1,426	3,500	4,000	4,200	
01-10-10-5-4563	MINOR EQUIPMENT	-	-	-	200	200	
01-10-10-5-4595	OTHER CHARGES	2,375	686	2,000	1,100	1,155	
	TOTAL COMMODITIES	6,875	2,112	5,500	5,300	5,555	
	TOTAL ADMINISTRATION	759,888	187,561	658,897	582,986	618,667	

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Salaries

**Priority:** High

**Account Number:** 01-10-10-1-4010

---

This account is used to pay all employees in the Administration Department listed below. This account is also used to pay auto allowances for the Chief Operating Officer and the Chief Administrative Officer.

Salary increases were figured at 3% with the actual distribution based upon 2% COLA plus 1% merit. One full time employee was reallocated to the Building and Zoning department.

Money has been included in the budget for a Village Clerk.

General Government requests \$228,710.00 for Fiscal Year 2010. This represents a decrease of \$60,946.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Part Time Intern

**Priority:** Medium

**Account Number:** 01-10-10-1-4015

---

This account represents the salary for a part time intern. This intern would be a Masters in Public Administration graduate student recruited from a local university. The primary responsibility of this intern would be researching and applying for grants.

General Government requests \$15,000.00 for Fiscal Year 2010. This is a new account in Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** IMRF

**Priority:** High

**Account Number:** 01-10-10-1-4040

---

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in General Government. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2010, the Village's portion will be 11.81%.

General Government requests \$27,011.00 for Fiscal Year 2010. This represents a decrease of \$4,674.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT  
**Description:** Employee Assistance Program  
**Priority:** High  
**Account Number:** 01-10-10-1-4065

---

This account is used to pay the Village's portion of the Employee Assistance Program for all Village employees.

General Government requests \$600.00 for Fiscal Year 2010 and \$630.00 for 2011. In 2010, this represents an increase of \$600.00 from Fiscal Year 2009. This is a new account for 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Health Insurance

**Priority:** High

**Account Number:** 01-10-10-1-4070

---

This account represents the amount paid by the Village towards health, dental and vision insurance for all eligible General Government employees.

Currently, the Village pays 100% for employee coverage and a lesser percentage for dependent coverage.

Department heads have been instructed to figure an increase of 15%. The benefits for one full time employee have been moved to Building and Zoning.

General Government requests \$16,520.00 for Fiscal Year 2010. This represents a decrease of \$11,930.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Uniforms

**Priority:** Medium

**Account Number:** 01-10-10-1-4075

---

This account is used to pay for Village Hall employee uniform shirts for casual Fridays.

General Government requests \$350.00 for Fiscal Year 2010 and \$368.00 for 2011. In 2010, this represents an increase of \$350.00 from Fiscal Year 2009. This is a new account for 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: FICA Matching**

**Priority: High**

**Account Number: 01-10-10-1-4090**

---

This account represents the employers' portion of FICA for all General Government employees. The amount due is 7.65% of salaries.

General Government requests **\$17,496.00** for Fiscal Year 2010. This represents a decrease of \$4,663.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Contract Maintenance -  
Equipment

**Priority:** Medium

**Account Number:** 01-10-10-3-4130

---

This account is used to pay for the cleaning and maintenance of office machines, including printers, computers and fax machines.

General Government recommends \$500.00 for Fiscal Year 2010. There is no increase in this account from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2009 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** ADMINISTRATION  
**Description:** Data Processing Service  
**Priority:** High  
**Account Number:** 01-10-10-3-4327

---

This account pays for the annual administration fee for ADP payroll.

Sandy confirmed that the cost will be \$4,995.22 for 2010.

General Government requests **\$5,000.00** for Fiscal Year 2010. This represents an increase of \$600.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Other Professional Services

**Priority:** High

**Account Number:** 01-10-10-3-4329

---

This account covers the cost of professional services for rodent control as well as fees associated with notary services.

Rodent control	\$1,500.00
Notary	<u>\$ 300.00</u>
	\$1,800.00

General Government requests **\$1,800.00** for Fiscal Year 2010. This represents a decrease of \$108,700.00 from Fiscal Year 2009. The decrease is due to the Finance department staff consultants being budgeted to this account in 2009. Effective January 1, 2010, the Finance Director will become a staff position, rather than consultants.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Credit Card Charges**

**Priority: High**

**Account Number: 01-10-10-3-4345**

---

This account pays for the cost to the Village when a customer uses their credit card for payment of Village services/products.

General Government requests **\$9,240.00** for Fiscal Year 2010. There is no increase in this account from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Postage**

**Priority: High**

**Account Number: 01-10-10-3-4351**

---

This account is used for the postage, shipping fees and bulk mailings utilized by all departments.

Each bulk mailing averages \$800.00 in postage. It is estimated that bulk mailings will account for \$7,200.00 in Fiscal Year 2010. It is anticipated that there will be 9 bulk mailings in Fiscal Year 2010 (four newsletters, one tree lighting, two Parks mailings and one miscellaneous mailing).

Bulk mailings	\$ 7,200.00
Postage (average \$500.00/month)	\$ 6,000.00
FedEX	\$ 340.00
Colony Press (vehicle sticker mailing)	<u>\$ 1,800.00</u>
Total	\$15,340.00

General Government requests **\$15,340.00** for Fiscal Year 2010. This represents a decrease of \$3,660.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Telephone - Cell Phone

**Priority:** High

**Account Number:** 01-10-10-3-4353

---

It also includes cellular telephones for the COO and CAO.

Cell phone - Pam	\$1,500.00 - Nextel
Cell phone - Donna	<u>\$1,500.00</u> - Nextel
	\$3,000.00

General Government requests **\$3,000.00** for Fiscal Year 2010. This represents a decrease of \$8,640.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Telephone - Landline

**Priority:** High

**Account Number:** 01-10-10-3-4354

---

This account is used to pay for local and long distance phone costs associated with all departments.

Local cost	\$6,552.00 - Globalcom
Long Distance	<u>\$1,440.00</u> - AT&T
Total	\$7,992.00

General Government requests **\$7,992.00** for Fiscal Year 2010. This is a new account number for 2010; previously both the cell phone and land lines were combined into one account.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Publishing/Advertising

**Priority:** High

**Account Number:** 01-10-10-3-4355

---

This account covers the cost associated with publishing of various legal publications in the local newspaper. Fees associated with the recordation of ordinances, easements, resolutions, final plats, plats of annexation and covenants are paid for out of this account.

General Government requests \$2,000.00 for Fiscal Year 2010. This represents a decrease of \$500.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Printing/Copying**

**Priority: High**

**Account Number: 01-10-10-3-4357**

---

This account is used to pay for the printing of various forms, envelopes, business cards, special mailings, Village newsletter, motor vehicle stickers, and house plan copies for residents and engraving on nameplates for committee members.

Printing costs	\$6,000.00
5% increase	<u>\$300.00</u>
Total	\$6,300.00

General Government requests **\$6,300.00** for Fiscal Year 2010. This represents a decrease of \$700.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Dues**

**Priority: Medium**

**Account Number: 01-10-10-3-4361**

This account is used to pay for dues/membership in the following professional associations and organizations:

<del>Municipal Treasurer's Assoc. - Sandy</del>	<del>\$ 35.00</del>
<del>Municipal Treasurer's Assoc. - Treasurer</del>	<del>\$ 70.00</del>
Municipal Clerk's of Lake Co.	\$ 25.00
Illinois Municipal League	\$ 680.00
Lake Zurich Chamber of Commerce	\$ 325.00
ICSC	\$ 100.00
International City/County Managers Assoc.	\$ 850.00
ICMA - Donna	\$ 570.00
Illinois City Management Assoc.	\$ 260.00
Illinois City Management Assoc. - Donna	\$ 145.00
<del>Northwest Municipal Conference (5% incr.)</del>	<del>\$5,300.00</del>
Internat'l. Institute of Mun. Clerk's	\$ 150.00
<del>Chicago Bicycle Federation</del>	<del>\$ 25.00</del>
GFOA	\$ 550.00
Municipal Clerk's of Illinois	\$ 80.00
Lake County Municipal League Popul. Asmt.	\$1,000.00
Additional amount to cover increases	<u>\$ 100.00</u>
<b>Total</b>	<b>\$4,835.00</b>

General Government requests **\$4,835.00** for Fiscal Year 2010. This represents a decrease of \$3,285.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Travel Expense**

**Priority: High**

**Account Number: 01-10-10-3-4362**

---

This account is also used by the Chief Operating Officer and the Chief Administrative Officer for hotel rooms, airline tickets, taxi expenses and parking associated with training seminars.

ICSC - COO	\$1,050.00
ICMA - COO	\$2,060.00
ICMA - CAO	\$2,060.00
ILCMA - COO	\$ 500.00
ILCMA - CAO	<u>\$ 500.00</u>
	\$6,170.00

General Government requests \$6,170.00 for Fiscal Year 2010. This represents an increase of \$3,020.00 over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Mileage Reimbursement**

**Priority: High**

**Account Number: 01-10-10-3-4363**

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This account is also used by other administrative staff other than the Chief Operating Officer and the Chief Administrative Officer for travel expenses. The current standard mileage reimbursement is \$.55 per mile.

Mileage	<u>\$600.00</u>
	\$600.00

General Government requests **\$600.00** for Fiscal Year 2010 and **\$630.00** in 2011. In 2010, this represents an increase of \$600.00 over Fiscal Year 2009. This is a new account number for 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Training**

**Priority: High**

**Account Number: 01-10-10-3-4365**

---

This account is used to pay for the professional training and attendance at seminars and conferences for administrative employees. This does not include airlines tickets, hotels, taxis or meals.

ICMA Conference - COO	\$600.00
ICMA Conference - CAO	\$600.00
ICSC Conference - COO	\$425.00
ILCMA Conference - COO	\$200.00
ILCMA Conference - CAO	\$200.00
IML Conference - COO	\$300.00
LZ Chamber luncheons	\$200.00
Administrative meals	\$1,200.00
Additional training - Not specified	<u>\$1,600.00</u>
Total	\$5,325.00

General Government requests \$5,325.00 for Fiscal Year 2010. This represents an increase of \$2,625.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Publications**

**Priority: Low**

**Account Number: 01-10-10-3-4367**

---

This account pays for the various publications used by the administrative staff. Included in this account are the Illinois Compiled Statutes and newspaper subscriptions.

Daily Herald (from Other Charges)	\$300.00
Pioneer Press (from Elect. Off.)	\$ 60.00
State Statutes	<u>\$200.00</u>
	\$560.00

General Government requests \$560.00 for Fiscal Year 2010. This represents an increase of \$360.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Sales Tax Rebate**

**Priority: High**

**Account Number: 01-10-10-3-4370**

---

This account pays for the sales tax rebate owed to Country Bumpkin. This arrangement ends January 24, 2010; therefore, the Village will make one payment to Country Bumpkin in FY10.

General Government requests \$300.00 for Fiscal Year 2010. This represents a decrease of \$5,200.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Liability Insurance**

**Priority: High**

**Account Number: 01-10-10-3-4373**

---

This account pays for the liability and workers' compensation insurance for the Village. We saw a large increase this year primarily due to the amount of workers' comp claims.

Figures 15% increase for 2010 and 2011. May be high.

General Government recommends **\$141,127.00** for Fiscal Year 2010. This represents an increase of \$34,127.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Leased Equipment**

**Formerly: Rental/Lease**

**Priority: High**

**Account Number: 01-10-10-3-4375**

---

This account is used to pay for the lease of the postage meter, Village Hall copy machines and phone system. Currently, the Village has a lease for the copiers through the Lake County contract.

The Village pays \$1,553.00 annually for the lease on the postage meter. The lease is up April 2010. It is anticipated there will be a 7% increase in the lease after that. We also pay for chip updates when the USPS increases rates - additional \$300.00.

With the lease on the copy machine, the Village is paying \$.022 per copy.

Avaya phone lease for the entire village is \$707.50 per month. Lease expires June, 2012.

Upstairs copier is \$2,651.00 annually.

Downstairs copier: \$3,666.00 annually.

Copier costs - upstairs	\$2,651.00
Copier costs - downstairs	\$3,666.00
Postal meter	\$1,853.00
Avaya phones	<u>\$8,490.00</u>
Total	\$16,660.00

General Government requests \$16,660.00 for Fiscal Year 2010. This represents an increase of \$1,047.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Employee Recognition

**Formerly:** Recognition Dinner

**Priority:** Medium

**Account Number:** 01-10-10-3-4377

---

Historically, this account pays for the annual Village Recognition Dinner and for the annual employee Christmas luncheon, which this year it was held at the Hawthorn Woods Country Club. The past two years, the elected officials have split the cost of the Christmas luncheon.

In 2010, this account will be used to pay for employee shirts and flowers for special occasions.

General Government requests \$500.00 for Fiscal Year 2010. This represents a decrease of \$500.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Volunteer Appreciation Event

**Formerly:** 50<sup>th</sup> Anniversary

**Priority:** High

**Account Number:** 01-10-10-3-4378

---

In the past, this account was used to pay for expenses associated with the Village's 50<sup>th</sup> Anniversary celebration in 2008.

In 2010, this account will be used for volunteer appreciation items.

General Government requests \$1,000.00 for Fiscal Year 2010. This represents an increase of \$1,000.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Donations**

**Priority: Low**

**Account Number: 01-10-10-3-4379**

---

Historically, this account pays for donations to various government units and non-profit organizations that provide services to Hawthorn Woods residents. The annual Village scholarship, Omni House and the LZ after prom used to be a part of this account.

Tree lighting entertainment	<u>\$ 125.00</u>
Total	\$ 125.00

General Government requests **\$125.00** for Fiscal Year 2010. This represents an increase of \$125.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Yard Waste Stickers**

**Priority: High**

**Account Number: 01-10-10-3-4380**

---

This account pays for yard waste stickers sold to the public. Presently, we are paying \$1.90 per sticker and selling them for \$3.00 each or 10 for \$25.00. Residents are informed they can purchase them at cost through Waste Management.

It is anticipated we will end fiscal year 2009 with an expenditure of \$14,250.00. I am projecting a price increase of 2%; therefore, I am budgeting \$14,625.00 for fiscal year 2010.

The Administration Department requests **\$14,625.00** for Fiscal Year 2010. This represents an increase of \$225.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT  
**Description:** Mortgage Default Property Maintenance  
**Priority:** High  
**Account Number:** 01-10-10-3-4381

---

This account covers the costs associated with the mowing of property in foreclosure. Once mowed, the property owner is invoiced and if the invoice is not paid, a lien is placed on the property.

In 2009, we are experiences far less occasions to mow property than 2008.

General Government requests \$3,000.00 for Fiscal Year 2010 and \$3,000.00 in 2011. This represents an increase of \$3,000.00 from Fiscal Year 2009. This is a new account number for 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Miscellaneous Expense**

**Priority: Low**

**Account Number: 01-10-10-3-4390**

---

Expenditures to this account will include retirement gifts, and other miscellaneous items.

Miscellaneous items	<u>\$ 1,000.00</u>
	\$ 1,000.00

General Government requests \$1,000.00 for Fiscal Year 2010. This represents a decrease of \$1,000.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Contingency

**Priority:** High

**Account Number:** 01-10-10-3-4399

---

This account is to pay for unbudgeted, unexpected expenses within the General Government accounts.

General Government requests \$25,000.00 for Fiscal Year 2010. This represents a decrease of \$32,000.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Office Supplies

**Priority:** High

**New Account Number:** 01-10-10-5-4561

---

This account represents the amount paid for various office supplies.

General Government requests **\$4,000.00** for Fiscal Year 2010. This represents a decrease of \$500.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Minor Equipment

**Priority:** Low

**New Account Number:** 01-10-10-5-4563

---

This account is used to purchase minor office equipment such as an adding machine.

General Government recommends **\$200.00** for Fiscal Year 2010. This represents a \$200.00 increase from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** GENERAL GOVERNMENT

**Description:** Meeting Supplies

**Formerly:** Other Charges

**Priority:** Medium

**Account Number:** 01-10-10-5-4595

---

This account represents the amount paid for other expenses not previously charged to any other accounts. Historically, this includes insurance bonds, water, coffee, pop, newspaper subscriptions and candy.

The 2010 request will be just for tree lighting ceremony supplies and various fees and other minor items for meetings.

Tree lighting supplies	\$ 400.00
Various-fees, donuts	<u>\$ 700.00</u>
Total	\$1,100.00

General Government requests \$1,100.00 for Fiscal Year 2010. This represents a decrease of \$1,275.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: GENERAL GOVERNMENT**

**Description: Other Improvements**

**Priority: Low**

**Account Number: 01-10-10-8-4895**

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General Government recommends \$0.00 for Fiscal Year 2010. There is no increase in this account from Fiscal Year 2009.

## BUILDING & ZONING

### Department Purpose

The primary responsibility of the Building Department is to promote the health, safety and general welfare of the community as it relates to building codes and construction standards. The Building Department's function ensures safe construction practices through the enforcement of the Village's building, electrical, plumbing and mechanical codes.

### Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	1	1	2
Part-Time	1	0	0

The primary responsibility of the Building Department is to promote the health, safety and general welfare of the community as it relates to building codes and construction standards. The Building Department's function ensures safe construction practices through the enforcement of the Village's building, electrical, plumbing and mechanical codes.

The Building Department issues permits for the construction of new homes, decks, additions, in-ground pools, new roofs, remodeling, driveway replacement and other home improvement projects. The Building Department has prepared guidelines for each home improvement project with information on building code regulations, what to submit with the building permit application, fees and contact information to assist the builders and homeowners through the application and approval process.

The department also provides general customer service functions such as vehicle sticker and dog tag processing, handicapped placard issuance, complaint processing, scanning functions, and general inquiry processing.

### Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
9,881	(1,271)	-	Miscellaneous		-
<b>9,881</b>	<b>(1,271)</b>	<b>-</b>	<b>Total Revenue</b>		<b>-</b>

### Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
123,912	29,530	50,746	Personal Services	111,490	115,322
868,840	27,121	12,750	Contractual Services	8,003	6,503
631	-	-	Commodities	100	100
<b>993,383</b>	<b>56,651</b>	<b>63,496</b>	<b>Total Expenditures</b>	<b>119,593</b>	<b>121,925</b>

### Use of Cash

<b>(119,593)</b>	<b>(121,925)</b>
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### Significant Changes

- \* The 2010 budget reflects the salary and benefits for two full time employees.
- \* Staff figured a 15% increase for health/dental/vision benefits.
- \* The Comprehensive Plan will be updated in this fiscal year.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED	BUDGET	ESTIMATE
<b>BUILDING &amp; ZONING EXPENSES</b>							
<b>PERSONAL SERVICES</b>							
01-60-65-1-4010	SALARIES	37,440	12,624	34,384	73,000	75,190	
01-60-65-1-4040	IMRF	4,242	1,422	3,872	8,621	8,880	
01-60-65-1-4070	HEALTH INSURANCE	6,200	3,387	7,611	24,284	25,500	
01-60-65-1-4090	FICA MATCHING	2,864	924	2,518	5,585	5,752	
	<b>TOTAL PERSONAL SERVICES</b>	<b>50,746</b>	<b>18,357</b>	<b>48,385</b>	<b>111,490</b>	<b>115,322</b>	
<b>CONTRACTUAL SERVICES</b>							
01-60-65-3-4240	PLANNING SERVICES	10,500	1,705	3,500	5,000	3,500	
01-60-65-3-4329	OTHER PROFESSIONAL SERV	1,000	240	500	500	500	
01-60-65-3-4331	LANDSCAPE REVIEW	1,250	-	-	-	-	
01-60-65-3-4355	PUBLISHING/ADVERTISING	-	410	820	820	820	
01-60-65-3-4357	PRINTING/COPYING	-	168	500	500	500	
01-60-65-3-4361	DUES	-	100	100	1,183	1,183	
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>12,750</b>	<b>2,623</b>	<b>5,420</b>	<b>8,003</b>	<b>6,503</b>	
<b>COMMODITIES</b>							
01-60-65-5-4595	OTHER CHARGES	-	46	100	100	100	
	<b>TOTAL COMMODITIES</b>	<b>-</b>	<b>46</b>	<b>100</b>	<b>100</b>	<b>100</b>	
	<b>TOTAL B &amp; Z ADMINISTRATION</b>	<b>63,496</b>	<b>21,026</b>	<b>53,905</b>	<b>119,593</b>	<b>121,925</b>	
	<b>TOTAL BUILDING &amp; ZONING</b>	<b>63,496</b>	<b>21,026</b>	<b>53,905</b>	<b>119,593</b>	<b>121,925</b>	

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** BUILDING & ZONING

**Description:** Salaries

**Priority:** High

**Account Number:** 01-60-65-1-4010

---

This account is used for the salaries of the Building Department employees. Presently there is one employee in this department. New: In FY10, an additional full-time employee will be allocated to this department. This employee is currently being charged to administration.

Raises were figured at 3% for 2010.

Building & Zoning requests \$73,000 for Fiscal Year 2010. This represents an increase of \$35,560.00 from Fiscal Year 2009. The increase is due to the reallocation of staff, to more appropriately reflect the job responsibilities.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** BUILDING & ZONING

**Description:** IMRF

**Priority:** High

**Account Number:** 01-60-65-1-4040

---

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in Building & Zoning. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2010, the Village's portion will be 11.81%.

Building & Zoning requests **\$8,621.00** for Fiscal Year 2010. This represents an increase of \$4,382.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: BUILDING & ZONING**

**Description: Health Insurance**

**Priority: High**

**Account Number: 01-60-65-1-4070**

---

This account represents the amount paid by the Village towards health, dental and vision insurance for all eligible Building & Zoning employees.

Currently, the Village pays 100% for employee coverage and a lesser percentage for dependent coverage.

Department heads have been instructed to figure an increase of 15%.

Building & Zoning requests **\$24,284.00** for Fiscal Year 2010. This represents an increase of **\$18,084.00** from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** BUILDING & ZONING

**Description:** FICA Matching

**Priority:** High

**Account Number:** 01-60-65-1-4090

---

This account represents the employers' portion of FICA for all Building & Zoning employees. The amount due is 7.65% of salaries.

Building & Zoning requests \$5,585.00 for Fiscal Year 2010. This represents an increase of \$2,721.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: BUILDING & ZONING**

**Description: Planning Services**

**Priority: High**

**Account Number: 01-60-65-3-4240**

---

This account is used to pay for outside non-reimbursable planning services to the Village. It is anticipated there will be costs associated with the update to the Comprehensive Plan.

Building & Zoning requests \$5,000.00 for Fiscal Year 2010. This represents a decrease of \$5,500.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** BUILDING & ZONING  
**Description:** Other Professional Services  
**Priority:** High  
**Account Number:** 01-60-65-3-4329

---

This account is used to pay for court reporting services not attributed to a development.

Building & Zoning requests **\$500.00** for Fiscal Year 2010. This represents a decrease of \$500.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** BUILDING & ZONING

**Description:** Publishing/Advertising

**Priority:** High

**Account Number:** 01-60-65-3-4355

---

This account is used to pay for recording of documents associated with developments or other reimbursable activities.

Building & Zoning requests **\$820.00** for Fiscal Year 2010. This represents an increase of \$820.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: BUILDING & ZONING**

**Description: Printing/Copying**

**Priority: High**

**Account Number: 01-60-65-3-4357**

---

This account is used to pay for the printing of inspection forms.

Building & Zoning requests \$500.00 for Fiscal Year 2010. This represents an increase of \$500.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** BUILDING & ZONING

**Description:** Dues

**Priority:** Low

**Account Number:** 01-60-65-3-4361

---

This account is used to pay dues to the following:

International Code Council	\$100.00
American Planning Association	\$1,083.00

Building & Zoning requests **\$1,183.00** for Fiscal Year 2010. This is a new account for Fiscal Year 2010.

# HUMAN RESOURCES

## Department Purpose

The primary responsibility of the Human Resources Department is to oversee the human resources of the Village. This includes all staffing related issues such as monitoring compliance with the employee handbook, union contracts, pay plans, etc. In addition, the Human Resources Department supports the Village staff development and employee morale.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0.1
Part-Time	0	0	0

## Revenue

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended	Proposed	
4/30/2008	12/31/2008	12/31/2009	2010	2011
-	-	-		
-	-	-	<b>Total Revenue</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended	Proposed	
4/30/2008	12/31/2008	12/31/2009	2010	2011
-	-	-		
-	-	-		
-	-	-		
			11,629	13,940
			5,500	5,500
			<b>Total Expenditures</b>	
			17,129	19,440

## Use of Cash

(17,129)	(19,440)
----------	----------

## Significant Changes

- \* The Human Resources Department is reported in the current budget as a separate department. In prior years, the this function was combined with the Administration Department.
- \* The Human Resources function will be staffed by the new Finance Director. 10% of this position is allocated to the Human Resources Department.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
HUMAN RESOURCES							
PERSONAL SERVICES							
01-10-16-1-4010	SALARIES	-	-	-	9,750	10,043	
01-10-16-1-4040	IMRF	-	-	-	115	1,186	
01-10-16-1-4070	HEALTH INSURANCE	-	-	-	1,690	1,943	
01-10-16-1-4090	FICA MATCHING	-	-	-	75	768	
TOTAL PERSONAL SERVICES		-	-	-	11,629	13,940	
CONTRACTUAL SERVICES							
01-10-16-3-4365	TRAINING	-	-	-	500	500	
01-10-16-3-4399	CONTINGENCY	-	-	-	5,000	5,000	
TOTAL CONTRACTUAL SERVICES		-	-	-	5,500	5,500	
TOTAL HUMAN RESOURCES		-	-	-	17,129	19,440	

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** HUMAN RESOURCES

**Description:** Salaries

**Priority:** High

**Account Number:** 01-10-16-1-4010

---

This account is used for the salary of the Human Resources Department employee. Presently this function is included in the Administration Department. New: In FY10, the Human Resources Department will be discretely presented and a new full time Human Resources Director will be hired. In 2009, the Human Resources Director position was contractual. 10% of the new Human Resources Director Salary is paid from this account.

The Human Resources Department requests \$9,750 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: HUMAN RESOURCES**

**Description: IMRF**

**Priority: High**

**Account Number: 01-10-16-1-4040**

---

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in the Human Resources Department. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2010, the Village's portion will be 11.81%.

The Human Resources Department requests **\$115** for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** HUMAN RESOURCES

**Description:** Health Insurance

**Priority:** High

**Account Number:** 01-10-16-1-4070

---

This account represents the amount paid by the Village towards health, dental and vision insurance for all eligible Human Resources Department employees.

Currently, the Village pays 100% for employee coverage and a lesser percentage for dependent coverage.

Department heads have been instructed to figure an increase of 15%.

The Human Resources Department requests \$1,690 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: HUMAN RESOURCES**

**Description: FICA Matching**

**Priority: High**

**Account Number: 01-10-18-1-4090**

---

This account represents the employers' portion of FICA for all Human Resources Department employees. The amount due is 7.65% of salaries.

The Human Resources Department requests \$6,042 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** HUMAN RESOURCES

**Description:** Training

**Priority:** High

**Account Number:** 01-10-16-3-4365

---

This account is used to pay for Human Resources related training classes. This class is to be determined and will be attended by the new Human Resources Director.

The Human Resources Department requests \$500 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** HUMAN RESOURCES

**Description:** Contingency

**Priority:** High

**Account Number:** 01-10-16-3-4399

---

This account is used to pay for unanticipated Human Resources related expenses.

The Human Resources Department requests \$5,000 for Fiscal Year 2010.

# TECHNOLOGY

## Department Purpose

The Technology Department provides the information services to all employees of the Village. Although there are no employees allocated to this department, one staff member serves as the primary contact and liaison to our outside IT provider for information needs.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

## Revenue

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended	Proposed	
4/30/2008	12/31/2008	12/31/2009	2010	2011
-	-	-		
-	-	-	<b>Total Revenue</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended		Proposed	
4/30/2008	12/31/2008	12/31/2009		2010	2011
28,329	11,722	18,460	Contractual Services	51,593	34,355
34,035	24,499	9,780	Commodities	-	-
8,450	2,178	478	Capital Outlay	18,138	13,795
<b>70,814</b>	<b>38,399</b>	<b>28,718</b>	<b>Total Expenditures</b>	<b>69,731</b>	<b>48,150</b>

## Use of Cash

<b>(69,731)</b>	<b>(48,150)</b>
-----------------	-----------------

## Significant Changes

- \* Additional accounts have been added to Technology for clarity.
- \* Software Support & Maintenance - Anti-virus software, Remotely Anywhere, network patching software. MSI maintenance & laser-fiche maintenance.
- \* Technology Support - To pay for contractual information technology support. This account was formerly named Other Professional Services.
- \* The budget includes the replacement of 8 (out of a total of 18) computers, battery back-ups and Microsoft Office licenses.
- \* The budget includes \$18,000 for a website upgrade to facilitate improved information for residents.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>TECHNOLOGY</b>						
<b>CONTRACTUAL SERVICES</b>						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	2,261	-	2,661	15,233	15,995
01-10-17-3-4329	TECHNOLOGY SUPPORT	16,199	7,845	17,655	16,800	16,800
01-10-17-3-4330	WEBSITE	-	-	-	600	600
01-10-17-3-4331	INTERNET ACCESS	-	-	-	960	960
01-10-17-3-4332	WEBSITE UPGRADE	-	-	-	18,000	-
<b>TOTAL CONTRACTUAL SERVICES</b>						
		18,460	7,845	20,316	51,593	34,355
<b>COMMODITIES</b>						
01-10-17-5-4595	OTHER CHARGES	9,780	10,156	9,656	-	-
<b>TOTAL COMMODITIES</b>						
		9,780	10,156	9,656	-	-
<b>CAPITAL OUTLAY</b>						
01-10-17-8-4893	SOFTWARE	-	-	-	4,500	-
01-10-17-8-4894	EQUIPMENT	478	274	752	13,638	13,795
<b>TOTAL CAPITAL OUTLAY</b>						
		478	274	752	18,138	13,795
<b>TOTAL TECHNOLOGY</b>						
		28,718	18,275	30,724	69,731	48,150

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** TECHNOLOGY  
**Description:** Software Support and Maintenance  
**Formerly:** Contract Maintenance - Equipment  
**Priority:** High  
**Account Number:** 01-10-17-3-4130

---

This account is used for expenses related to the upkeep of the Village's computer system.

AVG anti-virus 2 yr. subscrip.	\$ 2,565.00 (Incl. \$1,200 labor per CHK)
Anti-spam ORF software	\$ 125.00
Remotely Anywhere update (2)	\$ 200.00
Shavlik Netwk Patching Soft. (40)	\$ 1,900.00
MSI maintenance	\$10,138.00
Laserfiche maintenance	\$ 855.00
IACP - PD	\$ 500.00
Critical Reach - PD	\$ 250.00
In Time - PD	\$ 200.00
Additional - increases	<u>\$ 400.00</u>
	\$15,233.00

Technology requests **\$15,233.00** for Fiscal Year 2010. This represents an increase of \$12,972.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** TECHNOLOGY  
**Description:** Technology Support  
**Formerly:** Other Professional Services  
**Priority:** High  
**Account Number:** 01-10-17-3-4329

---

This account is used for paying the monthly technology consulting fee to Computer Help Key.

Computer Help Key	<u>\$16,800.00</u>
	\$16,800.00

Technology requests \$16,800.00 for Fiscal Year 2010. This represents an increase of \$601.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:**           **TECHNOLOGY**

**Description:**       **Website Hosting and Maintenance**

**Formerly:**           **Other Professional Services**

**Priority:**             **High**

**Account Number:** **01-10-17-3-4330**

---

This account is used for paying the monthly website hosting fee through XO Communications. This is a new account in 2010.

XO Communications	<u>\$600.00</u>
	\$600.00

Technology requests \$600.00 for Fiscal Year 2010. This represents an increase of \$600.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** TECHNOLOGY  
**Description:** Internet Access  
**Formerly:** Other Professional Services  
**Priority:** High  
**Account Number:** 01-10-17-3-4331

---

This account is used for paying the monthly internet access fee to Comcast Cable.

Comcast Cable - high speed internet	<u>\$960.00</u>
	\$960.00

Technology requests \$960.00 for Fiscal Year 2010. This represents an increase of \$960.00 from Fiscal Year 2009. This is a new account in 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** TECHNOLOGY  
**Description:** Website Upgrade  
**Priority:** High  
**Account Number:** 01-10-17-3-4332

---

This account is a new account in fiscal year 2010. This account will be used to fund a major upgrade to the Village's website to allow easier access for residents and improved functionality.

Technology requests \$18,000.00 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:        TECHNOLOGY**

**Description:        Software**

**Priority:             High**

**Account Number: 01-10-17-8-4893**

---

2 Adobe Licenses	\$1,000.00
MSI Purchase Order module	<u>\$3,500.00</u>
	\$4,500.00

Technology requests **\$4,500.00** for Fiscal Year 2010. This represents an increase of \$4,500.00 from Fiscal Year 2009. This is a new account in 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:           TECHNOLOGY**

**Description:           Equipment**

**Priority:                High**

**Account Number: 01-10-17-8-4894**

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Computer replacement (8 of 18)	\$9,800.00	(\$1,222.00 ea. Per CHK)
Battery Backups (8 of 18)	\$ 367.00	(\$45.81 ea. Per CHK)
Microsoft Office Licen. (8 of 18)	\$1,975.00	(\$246.55 ea. Per CHK)
Back-up tapes	\$ 400.00	- ok per CHK
Cleaning tapes	\$ 96.00	-ok per CHK
Color printers	<u>\$ 1,000.00</u>	
	\$13,638.00	

Technology requests **\$13,638.00** for Fiscal Year 2010. This represents an increase of \$12,660.00 from Fiscal Year 2009.

# FINANCE

## Department Purpose

The primary responsibility of the Finance Department is to oversee the finances of the Village. Governmental accounting and financial reporting are intended to provide assurances that governmental "available spendable resources" are controlled and spent in accordance with externally influenced organizational spending and service delivery decisions and a variety of finance related, legal, and contractual provisions.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	2	1	0.9
Part-Time	0	0	0

The purpose of governmental accounting lies in the ability of an organization to supply information about a governmental entity's finance to interested groups. These groups are diverse and may consist of state agencies, federal agencies, personnel, public managers, legislative bodies and the general public as well. Most often, these groups desire an array of information. Therefore, the main purpose of governmental accounting can be viewed as producing financial information in a cohesive form that is readily accessible, easy to comprehend, and beneficial to all parties concerned.

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## Revenue

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended	Proposed	
4/30/2008	12/31/2008	12/31/2009	2010	2011
-	-	-		-
-	-	-	<b>Total Revenue</b>	
				-

## Expenditures

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended		Proposed	
4/30/2008	12/31/2008	12/31/2009		2010	2011
-	-	-	Personal Services	118,325	125,458
-	-	18,831	Contractual Services	28,378	29,376
-	-	18,831	<b>Total Expenditures</b>	<b>146,703</b>	<b>154,834</b>

## Use of Cash

(146,703)	(154,834)
-----------	-----------

## Significant Changes

- \* The Finance Department is reported in the current budget as a separate department. In prior years, the Finance function was combined with the Administration Department.
- \* The Finance Director position was a part-time contractual consultant in Fiscal Year 2008 and 2009. In Fiscal Year 2010, the Finance Director will be a full time employee position, allocated 90% to Finance & 10% to Human Resources.
- \* Included is a bond financial advisor retainer fee of \$6,000 (\$500 per month) to assist with debt management issues related to the SSA Bonds, Aquatic Center Bonds, and future financing needs of the Village.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
FINANCE						
PERSONAL SERVICES						
01-10-18-1-4010	SALARIES	-	-	87,750	90,383	
01-10-18-1-4040	IMRF	-	-	9,327	10,674	
01-10-18-1-4070	HEALTH INSURANCE	-	-	15,206	17,487	
01-10-18-1-4090	FICA MATCHING	-	-	6,042	6,914	
TOTAL PERSONAL SERVICES		-	-	118,325	125,458	
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	18,831	18,831	19,773	20,761	
01-10-18-3-4329	BOND FINANCIAL ADVISOR	-	-	6,000	6,000	
01-10-18-3-4355	PUBLISHING/ADVERTISING	-	-	1,500	1,500	
01-10-18-3-4351	POSTAGE	-	-	100	100	
01-10-18-3-4361	DUES	-	-	1,005	1,015	
TOTAL CONTRACTUAL SERVICES		18,831	18,831	28,378	29,376	
TOTAL FINANCE		18,831	18,831	146,703	154,834	

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** Salaries  
**Priority:** High  
**Account Number:** 01-10-18-1-4010

---

This account is used for the salary of the Finance Department employee. Presently this department is included in the Administration Department. New: In FY10, the Finance Department will be discretely presented and a new full time Finance Director will be hired. In 2009, the Finance Director position was contractual.

The Finance Department requests \$87,750 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** IMRF  
**Priority:** High  
**Account Number:** 01-10-18-1-4040

---

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in the Finance Department. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2010, the Village's portion will be 11.81%.

The Finance Department requests \$9,327 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: FINANCE**  
**Description: Health Insurance**  
**Priority: High**  
**Account Number: 01-10-18-1-4070**

---

This account represents the amount paid by the Village towards health, dental and vision insurance for all eligible Finance Department employees.

Currently, the Village pays 100% for employee coverage and a lesser percentage for dependent coverage.

Department heads have been instructed to figure an increase of 15%.

The Finance Department requests \$15,206 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** FICA Matching  
**Priority:** High  
**Account Number:** 01-10-18-1-4090

---

This account represents the employers' portion of FICA for all Finance Department employees. The amount due is 7.65% of salaries.

The Finance Department requests \$6,042 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** Annual Audit  
**Priority:** High  
**Account Number:** 01-10-18-3-4210

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Audit services are paid for out of this account. Currently, the Village has a contract with Sikich.

5% increase from 2009 to 2010.

General Government recommends \$19,773.00 for Fiscal Year 2010. This represents an increase of \$942.00 in this account from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** Bond Financial Advisor  
**Priority:** High  
**Account Number:** 01-10-18-3-4329

---

The Village is faced with many challenges related to debt management of the four SSA bond issues, and the Aquatic Center Revenue Bonds. This account would provide for a \$500 monthly retainer fee for Mesirow Financial.

The Finance Department recommends \$6,000.00 for Fiscal Year 2010. This is a new account in Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** Publishing/Advertising  
**Priority:** Medium  
**Account Number:** 01-10-18-3-4355

---

This account is used to pay for publishing the annual treasurer's report and printing the budget document.

The Finance Department requests \$1,500 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** Postage  
**Priority:** Medium  
**Account Number:** 01-10-18-3-4351

---

This account is used to pay for postage related to the filing of the Comprehensive Annual Financial Reports to comply with State and Bond - related requirements.

The Finance Department requests \$100.00 for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** FINANCE  
**Description:** Dues  
**Priority:** High  
**Account Number:** 01-10-18-3-4361

---

This account is used to pay for the following dues:

Government Finance Officers Association Membership	\$170
Certificate of Achievement in Financial Reporting Application Fee	\$370
Illinois CPA Society	\$265
AICPA	\$200

The Finance Department requests **\$1,005** for Fiscal Year 2010.

# LEGAL

## Department Purpose

The primary responsibility of the Legal Department is to manage the various contractual legal expenses of the Village. The Chief Operating Officer is responsible for the Legal Department.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

---

## Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed	
			2010	2011
-	-	-		-
<b>Total Revenue</b>				-

## Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed	
			2010	2011
-	-	-	-	-
-	-	131,000	172,000	143,250
<b>Total Expenditures</b>			172,000	143,250

## Use of Cash

(172,000)	(143,250)
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## Significant Changes

\* The Legal Department is reported in the current budget as a separate department. In prior years, the Legal function was reported in the Administration Department, Police Department, Police Commission, and Building Department. All reimbursable legal fees are recorded in the Community Development Fund.

\* New this fiscal year - \$26,000 is included to have a monthly legal retainer to attend Village meetings and address routine legal matters.

\* Staff is projecting a decline in legal fees for 2011, as pending litigation is resolved.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
LEGAL						
CONTRACTUAL SERVICES						
01-10-10-3-4230	LEGAL SERVICES-GENERAL	56,000	24,089	88,000	60,000	40,000
01-10-10-3-4231	LEGAL-RETAINER	-	-	-	24,000	24,000
01-20-20-3-4230	LEGAL SERVICES-POLICE	42,000	11,179	30,000	40,000	40,000
01-20-20-3-4233	LEGAL-LABOR ISSUES	15,000	20,601	40,000	20,000	10,000
01-20-20-3-4237	LEGAL-ADJUDICATION	3,000	1,094	3,000	3,000	3,000
01-60-65-3-4230	LEGAL SERVICES-BUILDING & ZONING	15,000	11,463	25,000	25,000	26,250
TOTAL LEGAL		131,000	68,426	186,000	172,000	143,250

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** LEGAL  
**Description:** Legal Services - General  
**Priority:** High  
**Account Number:** 01-10-10-3-4230

---

This account represents fees paid for legal counsel. The present agreement with the Village Attorney provides for a rate of \$180.00 per hour.

This account covers the cost of legal counsel to General Government for various lawsuits.

The Legal Department requests \$60,000.00 for Fiscal Year 2010. This represents an increase of \$4,000.00 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** LEGAL  
**Description:** Legal Services - Retainer  
**Priority:** High  
**Account Number:** 01-10-10-3-4231

---

This account represents a monthly retainer fee paid for legal counsel. This would provide a monthly retainer of \$2,000 per month for on-site legal counsel to provide cost-effective routine legal services.

The Legal Department requests \$24,000.00 for Fiscal Year 2010. This is a new account in fiscal year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:           LEGAL**

**Description:           Legal Service - Police**

**Priority:                High**

**Account Number: 01-20-20-3-4230**

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This account is the amount paid for prosecution of village ordinance, traffic and driving under the influence (DUI) violations. The present agreement with the Village Prosecutor provides for a \$95.00 per hour rate for ordinance and traffic cases and a flat fee of \$400.00 per DUI case.

This account also covers the amount paid the Village Attorney for advice and counsel on matters related to agreements, ordinances, pensions, referenda and other legal issues involving the overall Department operations.

The Legal Department requests **\$40,000** for Fiscal Year 2010. This represents a \$2,000 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:       LEGAL**

**Description:      Legal - Labor Issues**

**Priority:           High**

**Account Number:  01-20-20-3-4233**

---

This account is the amount paid for Village and management representation in all matters relating to Labor Relations and the Police Officer's Labor Union.

The Legal Department requests \$20,000 for Fiscal Year 2010. This represents a \$5,000 increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** LEGAL  
**Description:** Legal - Adjudication  
**Priority:** High  
**Account Number:** 01-20-20-3-4237

---

This account is the amount paid to the Village's Administrative Adjudication Hearing Officer for preparation and attendance at the Village Administrative Adjudication Hearings. The current agreement provides for at \$175/hr rate. Administrative Hearings are generally held monthly.

The Legal Department requests \$3,000 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** LEGAL  
**Description:** Legal Services - Building and Zoning  
**Priority:** High  
**Account Number:** 01-60-65-3-4230

---

This account is used to pay for outside non-reimbursable legal services to the Village, related to building and zoning issues.

The Legal Department requests \$25,000.00 for Fiscal Year 2010. This represents an increase of \$10,000.00 from Fiscal Year 2009.

# ENGINEERING

## Department Purpose

The primary responsibility of the Engineering Department is to provide engineering services related to the construction projects of the Village. The Public Works Director is responsible for the Engineering Department. Currently, all engineering services are provided by a contractual consultant.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

## Revenue

2007 Actual	2008 Actual	2009 Budget	2010 Proposed	
-	-	-		
-	-	-	<b>Total Revenue</b>	
			-	-

## Expenditures

2007 Actual	2008 Actual	2009 Budget	Proposed	
			2010	2011
-	-	-		-
-	-	13,000	24,000	22,500
-	-	13,000	<b>Total Expenditures</b>	
			24,000	22,500

## Use of Cash

(24,000)	(22,500)
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## Significant Changes

\* The Engineering Department is reported in the current budget as a separate department. In prior years, the Engineering function was reported in the Public Works Department, and the Special Service Area Construction Funds. All reimburseable engineering fees are recorded in the Community Development Fund.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
ENGINEERING							
CONTRACTUAL SERVICES							
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	-	-	-	12,000	12,000	12,000
01-10-19-3-4220	ENGINEERING SERVICES - CONTRACT	13,000	-	-	12,000	10,500	10,500
TOTAL ENGINEERING		13,000	-	-	24,000	22,500	
TOTAL GENERAL GOVERNMENT		957,017	291,119	899,497	1,023,074	1,017,733	

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:**        **ENGINEERING**  
**Description:**       **Engineering Services - General**  
**Priority:**           **High**  
**Account Number:** **01-10-19-3-4219**

---

This account is used to pay for outside non-reimbursable engineering services to the Village.

The Engineering Department requests **\$12,000.00** for Fiscal Year 2010. This represents a decrease of **\$1,000.00** from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:**           **ENGINEERING**  
**Description:**       **Engineering Services - Contract**  
**Priority:**           **High**  
**Account Number:** **01-10-19-3-4220**

---

Staff is looking into hiring an engineering consultant for 20 hours per month at a rate of \$1,000.00 per month. This individual would have office time in the Village Hall and attend Village Board meetings.

The Engineering Department requests \$12,000.00 for Fiscal Year 2010. This is a new account in fiscal year 2010.

# POLICE

## Department Purpose

The Police Department provides law enforcement of State and local laws, public safety services and solves community concerns and problems through education and enforcement. The Police Department provides patrol coverage, response to both emergency and non-emergency calls for service, provides crime prevention services and conducts investigations. Administratively, the Police Department manages the fiscal responsibilities of the Department and processes and maintains police and court records.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	10	9	9
Part-Time	0	0	4

Officers of the Hawthorn Woods Police Department believe in a philosophy of community policing that promotes and supports organizational strategies, addresses root causes of crime, reduces the fear of crime, and minimizes social disorder through problem solving and partnerships between the police department and the community. We believe that the citizens of Hawthorn Woods are receptive to this philosophy, and appreciate the change in thinking regarding the delivery of police services. As part of this philosophy we make ourselves available to the community and the different organizations and groups by attending homeowner's meetings, block parties, school events, etc. Officers consider themselves part of the community, work for the community and owe their loyalty to the community.

## Revenue

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended		Proposed	
4/30/2008	12/31/2008	12/31/2009		2010	2011
250,504	121,431	217,582	Fees	211,000	211,000
29,101	6,452	5,000	Intergovernmental	5,000	5,000
38,599	12,293	31,000	Miscellaneous	2,000	2,000
<b>318,204</b>	<b>140,176</b>	<b>253,582</b>	<b>Total Revenue</b>	<b>218,000</b>	<b>218,000</b>

## Expenditures

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended		Proposed	
4/30/2008	12/31/2008	12/31/2009		2010	2011
1,312,419	710,618	1,011,636	Personal Services	1,093,193	1,132,646
327,336	182,833	159,722	Contractual Services	146,500	149,500
57,607	33,310	66,050	Commodities	60,100	60,100
26,907	-	-	Debt Service	-	-
81,884	-	5,000	Capital Outlay	5,000	5,000
<b>1,806,153</b>	<b>926,761</b>	<b>1,242,408</b>	<b>Total Expenditures</b>	<b>1,304,793</b>	<b>1,347,246</b>

## Use of Cash

(1,086,793)	(1,129,246)
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## Significant Changes

- \* Addition of 4 part-time officers for shift coverage at \$16.50/hour, a total of 2,080 hrs per year. Total salary and uniform = \$36,320
- \* Cut Overtime from 8% of eligible salaries to 6% of eligible salaries. Savings = \$10,322
- \* Add Longevity Pay for union officers per contract = \$1,750

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011 ESTIMATE
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	
POLICE REVENUES FEES						
01-20-00-4-3710	COURT FINES	175,000	55,163	150,000	150,000	150,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	39,000	6,900	25,000	25,000	25,000
01-20-00-4-3733	ADJUDICATION FINES	2,000	3,850	8,000	8,000	8,000
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	-	-	-	25,000	25,000
01-20-00-4-3735	POLICE PROTECTION FEES	900	1,575	2,512	2,500	2,500
01-20-00-4-3750	RECORDS REQUESTS	682	163	500	500	500
TOTAL FEES		217,582	67,651	186,012	211,000	211,000
INTERGOVERNMENTAL GRANTS						
01-20-00-5-3805	GRANTS	5,000	2,981	5,000	5,000	5,000
TOTAL INTERGOVERNMENTAL		5,000	2,981	5,000	5,000	5,000
MISCELLANEOUS						
01-20-00-7-3830	DONATIONS	3,000	2,325	2,325	2,000	2,000
01-20-00-7-3860	INSURANCE REIMB	-	20,866	20,866	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	-	239	239	-	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	18,000	-	18,000	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV	10,000	-	-	-	-
TOTAL MISCELLANEOUS		31,000	23,430	41,430	2,000	2,000
TOTAL REVENUES: POLICE		253,582	94,062	232,442	218,000	218,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
POLICE							
POLICE ADMIN/OPERATIONS							
PERSONAL SERVICES							
01-20-20-1-4010	SALARIES	697,920	263,143	702,664	735,708	757,356	
01-20-20-1-4020	OVERTIME	45,410	21,249	42,000	30,997	31,963	
01-20-20-1-4040	IMRF	4,650	-	-	-	-	
01-20-20-1-4050	POLICE PENSION	163,992	68,325	163,992	163,992	163,992	
01-20-20-1-4060	457 BENEFIT PLAN	-	-	-	-	-	
01-20-20-1-4070	HEALTH INSURANCE	87,000	31,357	80,736	100,050	115,060	
01-20-20-1-4090	FICA MATCHING	12,664	4,038	10,700	10,700	11,014	
		1,011,636	388,112	1,000,092	1,041,447	1,079,385	
TOTAL PERSONAL SERVICES							
CONTRACTUAL SERVICES							
01-20-20-3-4120	CONT MAINT-VEHICLES	5,000	9,462	13,500	10,000	10,000	
01-20-20-3-4130	CONT MAINT-EQUIPMENT	3,200	385	3,200	3,200	3,200	
01-20-20-3-4329	OTHER PROFESSIONAL SERV	3,300	712	2,750	3,000	3,000	
01-20-20-3-4351	POSTAGE	100	19	100	100	100	
01-20-20-3-4353	TELEPHONE - CELL PHONE	9,720	1,021	4,100	4,100	4,100	
01-20-20-3-4355	PUBLISHING/ADVERTISING	500	-	500	500	500	
01-20-20-3-4357	PRINTING/COPYING	3,600	512	2,100	2,500	2,500	
01-20-20-3-4359	DISPATCH SERVICES	102,792	25,699	88,638	92,000	95,000	
01-20-20-3-4361	DUES	16,410	11,040	15,700	16,000	16,000	
01-20-20-3-4362	TRAVEL EXPENSE	500	25	150	500	500	
01-20-20-3-4365	TRAINING	5,500	80	5,500	5,500	5,500	
01-20-20-3-4367	PUBLICATIONS	500	-	150	500	500	
01-20-20-3-4379	DONATIONS	100	-	100	100	100	
01-20-20-3-4381	COMMUNITY RELATIONS	3,500	1,765	3,000	3,500	3,500	
01-20-20-3-4383	EMERGENCY SERVICES	5,000	2,132	5,000	5,000	5,000	
		159,722	52,852	144,488	146,500	149,500	
TOTAL CONTRACTUAL SERVICES							

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		ESTIMATE
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET		
COMMODITIES							
01-20-20-5-4561	OFFICE SUPPLIES	3,000	844	1,900	2,500	2,500	2,500
01-20-20-5-4562	AUTO FUEL & OIL	40,800	12,511	32,000	40,000	40,000	40,000
01-20-20-5-4563	MINOR EQUIPMENT	1,000	147	1,000	3,000	3,000	3,000
01-20-20-5-4569	VEHICLE SUPPLIES	6,600	1,072	3,000	3,000	3,000	3,000
01-20-20-5-4570	MAINT SUPPLIES	100	-	100	100	100	100
01-20-20-5-4578	UNIFORMS	12,550	7,496	12,550	9,500	9,500	9,500
01-20-20-5-4595	OTHER CHARGES	2,000	412	1,200	2,000	2,000	2,000
TOTAL COMMODITIES		66,050	22,482	51,750	60,100	60,100	60,100
CAPITAL OUTLAY							
01-20-20-8-4894	EQUIPMENT	5,000	-	2,000	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		5,000	-	2,000	5,000	5,000	5,000
TOTAL POLICE ADMIN/OPERATIONS		1,242,408	463,446	1,198,330	1,253,047	1,293,985	1,293,985
POLICE/RECORDS SUPERVISOR							
PERSONAL SERVICES							
01-20-21-1-4010	SALARIES	-	14,657	41,038	42,312	43,538	43,538
01-20-21-1-4040	IMRF ER MATCH	-	1,650	4,367	4,997	5,142	5,142
01-20-21-1-4070	HEALTH INSURANCE	-	578	1,156	1,200	1,250	1,250
01-20-21-1-4090	FICA MATCHING	-	1,121	2,967	3,237	3,331	3,331
TOTAL PERSONAL SERVICES		-	18,006	49,528	51,746	53,261	53,261
TOTAL POLICE		1,242,408	481,452	1,247,858	1,304,793	1,347,246	1,347,246

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: Salaries**

**Priority: High**

**Account Number: 01-20-20-1-4010**

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This account is the amount paid sworn full-time officers and the Chief of Police for regular personnel services. This also includes longevity pay awarded to officers per labor agreement (\$1,750).

This request includes the reclassification of positions (approx. savings \$11,352) and the addition of 4 part-time officers at \$16.50/hour, a total of 2080 hours per year (\$34,320).

The Police Department requests \$735,708 for Fiscal Year 2010. This represents a \$54,512 decrease from the adjusted Fiscal Year 2009 figures.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Overtime

**Priority:** High

**Account Number:** 01-20-20-1-4020

---

This account is the amount paid to eligible full-time sworn officers for overtime hours worked in excess of regularly scheduled shifts and includes hire back, special details and Holiday Double Time pay. Generally accepted practice calculates this figure at 8% of the total budget for eligible sworn salaries. This request was calculated at 6% of eligible salaries based on the addition of part-time officers to fill shifts as opposed to hire-back pay.

The Police Department requests \$30,997 for Fiscal Year 2010. This represents a \$14,413 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Pension

**Priority:** High

**Account Number:** 01-20-20-1-4050

---

This account is the amount paid to the Downstate Pension Fund for sworn Police Department employees.

This request is not based on any actuarial figures provided by the IL Dept. of Insurance or the Police Pension Board.

The Police Department requests \$163,992 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Health Insurance

**Priority:** High

**Account Number:** 01-20-20-1-4070

---

This account is the amount paid for Village plan health insurance for Police Department Employees. Calculations are based 15% increase.

The Police Department requests \$100,050 for Fiscal Year 2010. This represents an increase of \$13,050 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: FICA Matching**

**Priority: High**

**Account Number: 01-20-20-1-4090**

---

This account is the amount paid for FICA and Medicare matching for sworn Police Department employees.

The Police Department requests **\$10,700** for Fiscal Year 2010. This represents a decrease of **\$1,964** from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: Contract Maint-Vehicles**

**Priority: High**

**Account Number: 01-20-20-3-4120**

---

This account is the amount paid for contract maintenance performed on the Police Department fleet by outside vendors. This account covers services such as tire repair and balancing and other worked performed by dealerships as well as the annual contract costs for vehicle washes.

The Police Department requests **\$10,000** for Fiscal Year 2010. This represents an increase of **\$5,000** over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT  
**Description:** Contract Maint-Equipment  
**Priority:** High  
**Account Number:** 01-20-20-3-4130

---

This account is the amount paid for maintenance of equipment such as office machines, copiers, computers, printers, scanners, fans, video and still cameras, audio and video recorders and players, mobile and two-way radios, cellular communication devices, radar units and other related costs, including labor and materials.

This account also covers the annual certification of the truck scales by the State of IL.

The Police Department requests \$3,200 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT  
**Description:** Other Professional Services  
**Priority:** High  
**Account Number:** 01-20-20-3-4329

---

This account is the amount paid for animal control services for ill and injured animals not covered under Village Ordinance. Calls for this type of service range from \$35.00 to \$150.00 depending on the nature of the call and number of animals involved. Most charges for these types of calls are reimbursed to the Village by the affected resident.

This account also covers the cost of fax and copier lease and maintenance agreements, towing charges and document management and destruction fees.

The Police Department requests \$3,000 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Postage

**Priority:** High

**Account Number:** 01-20-20-3-4351

---

This account is the amount paid for postal and shipping related services to the USPS, FedEx, UPS and other ground and air shippers.

The Police Department requests **\$100** for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Telephone - Cell Phone

**Priority:** High

**Account Number:** 01-20-20-3-4353

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This account is the amount paid for wireless communications used by the Police Department.

Telephones are used to communicate between officers, the dispatch center, the Department of Public Works, the Police Department Desk, Village staff, neighboring police and fire departments during incidents and citizens in a secure manner. Nextel telephones in the squad cars allow for immediate response from officers, inter-agency secure communication, and uninterrupted communication that allow use of the police network radio for higher priority communications.

The decrease represents transfer of ownership of the radio repeater system to the Village of Lake Zurich.

The Police Department requests \$4,100 for Fiscal Year 2010. This represents a \$5,620 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Publishing/Advertising

**Priority:** High

**Account Number:** 01-20-20-3-4355

---

This account is the amount paid for public notices, ads, ordinance publication, etc. This account pays for civilian employee applicant advertising. This account will cover advertising for part-time officers if necessary.

The Police Department requests \$500 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Printing/Copying

**Priority:** High

**Account Number:** 01-20-20-3-4357

---

This account is the amount paid for printing forms, notices, pamphlets, letterheads, bulletins, books, cards, envelopes, manuals, overweight and traffic tickets, arrest and warning books, crash reports, and internally created forms and ID cards.

The Police Department requests \$2,500 for Fiscal Year 2010. This represents a \$1,100 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Dispatch Service

**Priority:** High

**Account Number:** 01-20-20-3-4359

---

This account is the amount paid for police dispatching services to the Village of Lake Zurich.

Fees are based on the calendar year's usage under the agreement and are billed quarterly.

The Police Department requests \$92,000 for Fiscal Year 2010. This represents a \$7,792 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Dues

**Priority:** High

**Account Number:** 01-20-20-3-4361

---

This account is the amount paid for the Police Department membership in the following professional associations and organizations:

International Chiefs of Police Association	\$100
Illinois Chiefs of Police Association	\$200
Illinois Law Enforcement Alarm System	\$50
Lake County Chiefs of Police Association	\$450
Lake County Emergency Management Agency	\$60
Lake County Juvenile Officer's Association	\$200
Major Crash Assistance Team	\$100
Lake County Major Crimes Task Force	\$4,250
Northeast IL Crime Lab	\$10,800
Safe Kids Car Seat Certification (5)	\$200

The Police Department requests \$16,000 for Fiscal Year 2010. This represents a \$410 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: Travel Expense**

**Priority: High**

**Account Number: 01-20-20-3-4362**

---

This account is the amount paid for Police Department employees on official travel status. This account includes airfare, mileage, car rental, meals, lodging, and per diem.

All conference travel and training have been cut, including those provided for by contract with the Chief of Police. The remaining request will be used for reimbursement of mileage costs per labor contract only if necessary.

The Police Department requests \$500 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Training

**Priority:** High

**Account Number:** 01-20-20-3-4365

---

This account is the amount paid for training and seminar related costs such as registration, fees and tuition by Police Department employees for professional development.

This request does not include academy training for new hires. Basic training for 1 officer requires approximately \$4,000, a portion of which may be reimbursed by the State.

In the past, the Department's training goals have been to send each officer to a minimum 2-3 day or full week course of interest to the officer which also met the operational needs of the Department. This request has limited that training to \$350 per officer, and \$300 for firearms training range fees.

Training will be kept at a minimum, only allowing officers to attend required training to keep their certifications and any additional training as required by the State statute. Minimum training that would be beneficial to the operational needs of the Department would be allowed if appropriate.

Training per officer	\$500	10 Officers	Total \$3850
Range Dues			\$500

The Police Department requests \$5,500 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Publications

**Priority:** High

**Account Number:** 01-20-20-3-4367

---

This account is the amount paid for books, magazines, periodicals, pamphlets, resource materials and maps. Included in this account are annual updates of the Criminal and Vehicle Codes, Complaint Books, ID Manuals, law bulletins.

This request has been limited to two important law bulletins which are distributed to all officers and the IL Compiled Statute update.

The Police Department requests \$500 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Donations

**Priority:** High

**Account Number:** 01-20-20-3-4379

---

This account is the amount paid for contributions to other governmental units, not-for-profit organizations and other related organizations that provide services to Hawthorn Woods residents and / or the Hawthorn Woods Police Department. These programs and organizations include Special Olympics, IL/WI Search and Rescue Dogs, and Lake Zurich Police Explorers.

This request has been limited to the IL/WI Search and Rescue Dog donation for an annual presentation given at Spencer Loomis and St. Matthew's for the Adopt-A-Cop program. The Special Olympics Torch Run donation was cut and the Lake Zurich Explorers donation for McGruff the Crime Dog will be absorbed in the Bike Rodeo expenditures.

The Police Department requests \$100 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Community Relations

**Priority:** High

**Account Number:** 01-20-20-3-4381

---

This account is the amount paid for items relating to community education, events and information such as the annual Bicycle Rodeo, annual Law Enforcement Expo, informational pamphlets, promotional products and Adopt-A-Cop materials.

This request has eliminated participation in the Law Enforcement Expo and Adopt-A-Cop material costs. The bicycle rodeo materials are offset by donations. The Department will continue the Adopt-a-Cop program but will not participate in the Law Enforcement Expo. The remaining funds, if any will purchase kid badges and candy for Halloween.

The Police Department requests **\$3,500** for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT  
**Description:** Emergency Services and Disaster Management  
**Priority:** High  
**Account Number:** 01-20-20-3-4383

---

This account is the amount paid for the improvement and operation of the Hawthorn Woods Emergency Management Program. Funds will be used to develop and equip an Incident Operations Center to be used in the event of a natural or man-made disaster. This account also covers the cost of improving communications interoperability and CERT related costs.

This account will only be used for the CERT expenditures. All of these expenses are reimbursed at 100% from State of IL citizen corps funding. The radio interoperability program was cut.

The Police Department requests \$5,000 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: Office Supplies**

**Priority: High**

**Account Number: 01-20-20-5-4561**

---

This account is the amount paid for envelopes, pens, pencils, paper, tape, fasteners, computer disks, furniture and the miscellaneous office supplies and equipment necessary for the daily operation of the Hawthorn Woods Police Department.

The Police Department requests **\$2,500** for Fiscal Year 2010. This represents a **\$500** decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Automotive Fuel and Oil

**Priority:** High

**Account Number:** 01-20-20-5-4562

---

This is the amount paid for gas and oil for squad cars. Greatly fluctuating prices require an adequate balance in this account. The Department monitors price comparisons between the Village of Lake Zurich and commercial vendors to purchase fuel at the lowest possible price at any given times.

The Department has adopted a vehicle engine idling policy in an effort to reduce fuel costs.

The Police Department requests \$40,000 for Fiscal Year 2010. This represents an \$800 decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: Minor Equipment**

**Priority: High**

**Account Number: 01-20-20-5-4563**

---

This account is the amount paid for new and replacement equipment with an individual purchase price of under \$1,000. Included in this account are radio and telephone batteries, antennas, gun racks, cameras, mobile and portable radio parts, flashlights and parts, firing range supplies, ammunition, and first aid supplies, etc.

In the past this amount had been reduced to a minimum in anticipation that most minor equipment replacement costs can be covered by the DUI account. The amount has been increased slightly due to the DUI funds being dedicated to the Department's vehicle replacement program. The remaining request is for ammunition to be used for Department firearms training and qualification.

The Police Department requests \$3,000 for Fiscal Year 2010. This represents a \$2,000 increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Vehicle Supplies

**Priority:** High

**Account Number:** 01-20-20-5-4569

---

This is the amount paid for supplies used to perform maintenance and repair functions of the Police Department's squad car fleet by the Public Works Department.

The Police Department requests **\$3,000** for Fiscal Year 2010. This represents a **\$3,600** decrease over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Maintenance Supplies

**Priority:** Low

**Account Number:** 01-20-20-5-4570

---

This is the amount paid for supplies used to perform maintenance and repair functions. This account includes the costs of hardware, bolts, screws, nuts, nails and like materials.

The Police Department requests **\$100** for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Uniform

**Priority:** High

**Account Number:** 01-20-20-5-4578

---

This account is the amount allocated Police Department personnel as a uniform allowance of \$550 per full-time sworn officer and civilian personnel for distribution throughout the year.

Based on the above established allowances, the cost for the anticipated headcount of the Chief of Police, 9 full-time officers, 4 part-time officers and one (1) full-time civilian is \$7,700.

The purchase of new badges for part-time officers has been included.

The Police Department requests **\$9,500** for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE DEPARTMENT

**Description:** Other Charges

**Priority:** High

**Account Number:** 01-20-20-5-4595

---

This account is the amount paid for other expenses not previously charged to any other account. This includes institutional supplies, floor mats, rugs, bottled water, coffee, prisoner meals and other supplies and articles that are consumed or materially altered when used. Secretary of State License and Title fees are also included in this account.

This request includes only bottled water, coffee, IL SOS fees, prisoner meals and an additional \$500.00.

The Police Department requests \$2,000 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE DEPARTMENT**

**Description: Equipment**

**Priority: High**

**Account Number: 01-20-20-8-4894**

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This account is the amount paid for the acquisition of initial equipment, additional equipment, and replacement equipment. Assets acquired will have an anticipated life span of two or more years. Included in this account are speed detection devices, emergency vehicle lights, sirens and public address systems (including components to render these items operational), vehicle push bumpers, in-car video systems, prisoner cages for squads, alcohol breath testing units and mobile and portable radios.

The Police Department requests \$5,000 for Fiscal Year 2010. This represents no increase over Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE RECORDS SUPERVISOR**

**Description: Salaries**

**Priority: High**

**Account Number: 01-20-21-1-4010**

---

This account is the amount paid for non-sworn full time civilian staff. Currently there is 1 full-time Records Supervisor who is also serves as the Chief's Administrative Assistant and as Traffic Compliance Administrator.

This is a new account number.

The Police Department requests **\$42,312** for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE RECORDS SUPERVISOR**

**Description: IMRF/ER Match**

**Priority: High**

**Account Number: 01-20-21-1-4040**

---

This account is the amount paid to the Illinois Municipal Retirement Fund for the Department's non-sworn personnel.

This is a new account number.

The Police Department requests **\$4,997** for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** POLICE RECORDS SUPERVISOR

**Description:** Health Insurance

**Priority:** High

**Account Number:** 01-20-21-1-4070

---

This account is the amount paid for health insurance and unemployment insurance for the Department's non-sworn personnel.

This is a new account number.

The Police Department requests **\$1,200** for Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: POLICE RECORDS SUPERVISOR**

**Description: FICA Matching**

**Priority: High**

**Account Number: 01-20-21-1-4090**

---

This account is the amount paid for FICA and Medicare matching for non-sworn Police Department employees.

This is a new account number.

The Police Department requests **\$3,237** for Fiscal Year 2010.

# BOARD OF POLICE COMMISSIONERS

## Department Purpose

The Board of Police Commissioners, representing the citizens of Hawthorn Woods and the Village government, appoints all full-time sworn police officers of the Village, except for the Chief of Police. Appointments are made from a certified list of candidates prepared in accordance with procedures set forth in state statute.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

The Board of Police Commissioners also provides a certified list of promotional candidates using procedures set forth in state statute. The Board is responsible for the removal of officers brought before it in disciplinary actions. The Board is responsible for all recruitment, testing, certification, background investigations, administrative hearings, promotional examinations and interviews for the Hawthorn Woods Police Department

## Revenue

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended	Proposed	
4/30/2008	12/31/2008	12/31/2009	2010	2011
-	-	-	-	-
<b>Total Revenue</b>			-	-

## Expenditures

Actual Fiscal Year Ended	Actual Eight Months Ended	Budget Fiscal Year Ended	Proposed	
4/30/2008	12/31/2008	12/31/2009	2010	2011
16,427	3,006	2,500	2,700	2,700
<b>Total Expenditures</b>			2,700	2,700

## Use of Cash

(2,700)	(2,700)
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## Significant Changes

\* Legal expenses budgeted to the Police Commission were re-allocated to the Legal Department.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>BOARD OF POLICE COMMISSION</b>						
<b>CONTRACTUAL SERVICES</b>						
01-10-15-3-4329	OTHER PROFESSIONAL SERV	2,500	-	2,500	2,500	2,500
01-10-15-3-4361	DUES	-	200	200	200	200
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>2,500</b>	<b>200</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>
<b>TOTAL BOARD OF POLICE COMMISSION</b>		<b>2,500</b>	<b>200</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>

## Public Works

### Department Purpose

The purpose of the Department of Public Works is to maintain all public buildings, grounds, parks and the right-of-way areas in the Village. Additionally, the Department cares for 52 miles of roads, 22 Village owned vehicles and 35 miles of storm sewer. The Department oversees all public construction and improvement projects and participates in all programs that improve or maintain the quality of life in Hawthorn Woods.

### Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	4	4	5
Part-Time	5	5	7

### Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
46,150	15,932	-	Miscellaneous	-	-
102,809	104,883	-	Other Financing Services	-	-
<b>148,959</b>	<b>120,815</b>	<b>-</b>	<b>Total Revenue</b>	<b>-</b>	<b>-</b>

### Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
506,357	227,488	414,261	Personal Services	489,187	503,154
355,439	308,303	201,950	Contractual Services	79,875	81,375
74,496	50,507	67,000	Commodities	76,000	76,500
-	114,082	23,410	Debt Service	18,485	18,485
188,858	-	-	Capital Outlay	10,000	-
<b>1,125,150</b>	<b>700,380</b>	<b>706,621</b>	<b>Total Expenditures</b>	<b>673,547</b>	<b>679,514</b>

### Use of Cash

<b>(673,547)</b>	<b>(679,514)</b>
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### Significant Changes

- \* New F.T.E. 1 funded in General fund
- \* Up grade 3 existing positions - 1 General Foreman, 2 Maintenance Worker II's
- \* New part-time positions (2) 1 for custodial duties. 1 for park maintenance
- \* Assume in-house all park maintenance activities
- \* Assume in-house all building cleaning activities
- \* Assume in-house mosquito control program

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011 ESTIMATE
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	
<b>PUBLIC WORKS REVENUES</b>						
<b>INTERGOVERNMENTAL GRANTS</b>						
01-40-00-5-3805		-	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL</b>						
<b>MISCELLANEOUS</b>						
01-40-00-7-3830	DONATIONS	-	460	-	-	-
01-40-00-7-3860	INSURANCE REIMB	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	15,000	6,205	-	-	-
<b>TOTAL MISCELLANEOUS</b>						
		15,000	6,665	-	-	-
<b>OTHER FINANCING SOURCES</b>						
01-40-00-9-3997	INSTALLMENT CONTRACT PROCEEDS	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>						
		-	-	-	-	-
<b>TOTAL REVENUES: PUBLIC WORKS</b>		<b>15,000</b>	<b>6,665</b>	<b>-</b>	<b>-</b>	<b>-</b>

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
	PUBLIC WORKS EXPENSES						
	PUBLIC WORKS ADMIN/OPERATIONS						
	PERSONAL SERVICES						
01-40-40-1-4010	SALARIES	286,992	100,205	276,992	344,638	354,977	
01-40-40-1-4020	OVERTIME	20,000	10,181	20,000	20,000	20,000	
01-40-40-1-4040	IMRF	30,784	9,547	30,784	37,466	43,000	
01-40-40-1-4070	HEALTH INSURANCE	53,000	23,949	53,000	61,312	59,513	
01-40-40-1-4090	FICA MATCHING	23,485	8,058	23,485	25,771	25,664	
	TOTAL PERSONAL SERVICES	414,261	151,940	404,261	489,187	503,154	
	CONTRACTUAL SERVICES						
01-40-40-3-4100	CONT MAINT-SIGNALS	5,000	5,422	5,422	6,000	6,000	
01-40-40-3-4120	CONT MAINT-VEHICLE	14,000	8,364	14,000	14,000	15,000	
01-40-40-3-4130	CONT MAINT-EQUIPMENT	3,000	933	3,000	3,000	3,000	
01-40-40-3-4140	CONT MAINT-PATCHING	1,000	829	829	2,000	2,000	
01-40-40-3-4150	CONT MAINT-STREETS	100,000	67,805	96,000	5,000	5,000	
01-40-40-3-4160	CONT MAINT-DRAINAGE	17,000	3,441	12,000	2,000	2,000	
01-40-40-3-4190	CONT MAINT-OTHER	10,000	738	10,000	8,000	8,000	
01-40-40-3-4329	OTHER PROF SERVICES	3,000	672	3,000	3,000	3,000	
01-40-40-3-4353	TELEPHONE - CELL PHONE	2,000	707	2,000	2,000	2,500	
01-40-40-3-4355	PUBLISHING/ADVERTISING	600	-	-	600	600	
01-40-40-3-4357	PRINTING/COPYING	125	-	-	125	125	
01-40-40-3-4361	DUES	1,225	-	-	1,000	1,000	
01-40-40-3-4362	TRAVEL EXPENSE	200	-	-	200	200	
01-40-40-3-4365	TRAINING	750	20	20	750	750	
01-40-40-3-4367	PUBLICATIONS	200	-	-	200	200	
01-40-40-3-4371	PUBLIC UTILITIES	12,500	1,762	12,500	12,500	12,500	
01-40-40-3-4375	RENTAL/LEASE	3,000	121	2,500	3,000	3,000	
	TOTAL CONTRACTUAL SERVICES	173,600	90,814	161,271	63,375	64,875	

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
COMMODITIES							
01-40-40-5-4561	OFFICE SUPPLIES	1,500	221	1,500	1,500	1,500	1,500
01-40-40-5-4562	AUTO FUEL & OIL	25,000	8,473	24,000	26,000	26,000	26,000
01-40-40-5-4563	MINOR EQUIPMENT	1,500	-	1,500	2,500	2,500	2,500
01-40-40-5-4564	SMALL TOOLS	1,000	-	1,000	2,000	2,000	2,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	2,500	64	2,500	2,500	2,500	2,500
01-40-40-5-4569	VEHICLE SUPPLIES	18,000	14,291	18,000	18,000	18,000	18,000
01-40-40-5-4570	MAINT SUPPLIES	5,000	2,124	5,000	5,000	5,000	5,000
01-40-40-5-4578	UNIFORMS	7,000	1,579	4,500	7,500	7,500	7,500
01-40-40-5-4595	OTHER CHARGES	3,500	-	3,000	4,000	4,000	4,000
TOTAL COMMODITIES		65,000	26,752	61,000	69,000	69,000	69,000
DEBT SERVICE							
01-40-40-7-4737	PRINCIPAL	17,776	3,100	17,776	12,404	12,404	12,404
01-40-40-7-4738	INTEREST	5,634	1,528	5,634	6,081	6,081	6,081
TOTAL DEBT SERVICE		23,410	4,628	23,410	18,485	18,485	18,485
TOTAL PUBLIC WORKS ADMINISTRATION/OPERATIONS		676,271	274,134	649,942	640,047	655,514	655,514

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>PUBLIC WORKS</b>							
<b>BUILDING &amp; GROUNDS</b>							
<b>CONTRACTUAL SERVICES</b>							
01-40-45-3-4110	CONT MAINT-BUILDING	13,150	8,213	10,150	14,000	14,000	
01-40-45-3-4170	CONT MAINT-GROUNDS	200	751	-	-	-	
01-40-45-3-4329	OTHER PROFESSIONAL SERV	15,000	647	15,000	2,500	2,500	
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>28,350</b>	<b>9,611</b>	<b>25,150</b>	<b>16,500</b>	<b>16,500</b>	
<b>COMMODITIES</b>							
01-40-45-5-4570	MAINT SUPPLIES	2,000	1,696	2,000	7,000	7,500	
	<b>TOTAL COMMODITIES</b>	<b>2,000</b>	<b>1,696</b>	<b>2,000</b>	<b>7,000</b>	<b>7,500</b>	
<b>CAPITAL OUTLAY</b>							
01-40-45-8-4895	OTHER IMPROVEMENTS	-	-	-	10,000	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	
	<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>30,350</b>	<b>11,307</b>	<b>27,150</b>	<b>33,500</b>	<b>24,000</b>	
	<b>TOTAL PUBLIC WORKS</b>	<b>706,621</b>	<b>285,441</b>	<b>677,092</b>	<b>673,547</b>	<b>679,514</b>	

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS

**Description:** Salaries

**Priority:** High

**Account Number:** 01-40-40-1-4010

---

Proposed for the budget year 2010 is a reorganization of Public Works. As a part of the reorganization the position of General Foreman is being funded as well as position upgrades from Maintenance Worker I to Maintenance Worker II. This structural reorganization is being done to create a chain of command and to allow a more efficient use of manpower.

Also, as a part of this budget, the Department is proposing adding one new fulltime employees in the Maintenance Worker I position. This employee is funded thru the General Fund and is using the budgeted monies that supported the park maintenance contract.

The Department is also funding two (2) new part-time seasonal positions in the areas of park maintenance and as a custodian.

The salary line item also pays for the existing four (4) full-time employees, one (1) part-time mechanic, four (4) summer seasonal and ten (10) to twelve (12) part-time snow plow drives.

The budget request for 2010 is \$344,638. This represents an increase of \$57,646 from last years budget request. The proposed increase in salaries is, in fact, an offset from the savings in contracted services, estimated at \$105,000.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Contractual Maintenance Signals  
**Priority:** High  
**Account Number:** 01-40-40-3-4100

---

This account is used to pay the County our portion of the fees associated with maintaining the signals at Quentin and Old McHenry Road and Schwerman and Gilmer.

This is a one time annual expense.

The Budget request for 2010 is \$6,000. This is an increase of \$1,000 from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Contractual Maintenance Vehicles  
**Priority:** High  
**Account Number:** 01-40-40-3-4120

---

This account pays for all of the external repairs, towing, and services that the Department needs to contract. These services include, transmission rebuilds, tires, towing, safety inspections and other repairs.

The requested funding for 2010 is \$14,000, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Contractual Maintenance Equipment**

**Priority: High**

**Account Number: 01-40-40-3-4130**

---

This account is used to pay external repairs and service on small engine items and non-licensed vehicles such as mowers and our roller.

The budget request for 2010 is \$3,000, which is the same as last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Contractual Maintenance Patching  
**Priority:** High  
**Account Number:** 01-40-40-3-4140

---

This account is used to pay for cold patch used for emergency asphalt repairs such as filling potholes.

\$2,000 is requested for 2010 and is an increase of \$1,000 from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Contractual Maintenance Streets  
**Priority:** High  
**Account Number:** 01-40-40-3-4150

---

This account pays for all of the commodities purchases of items related to road and right of way maintenance. Items such as salt, hot mix asphalt, soil, traffic signs, liquid de-icers and grass seed are all purchased out of this account.

The requested funding for 2010 is \$95,000, which is a decrease of \$90,000 from last year's budget.

The reason for the decrease is that the price of salt is significantly less than last year and the department is requesting \$90,000 be used from MFT funds to purchase salt. In addition, the contracted rate for salt purchases is less than last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Contractual Maintenance Drainage**

**Priority: High**

**Account Number: 01-40-40-3-4160**

---

This account is used to pay for commodities purchases related to drainage projects and maintenance that we would do in-house.

The budget request for 2010 is \$2,000, which is a decrease from last year's budget of \$15,000.

This decrease is due to the fact that a grant from a drainage project was an off setting revenue.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Contractual Maintenance Other  
**Priority:** High  
**Account Number:** 01-40-40-3-4190

---

This account pays for maintenance activities that have not been planned for as a part of the Departments work plan. Items that have been previously charged to this account were hazardous tree trimming, emergency snow removal, alarm services and NPDES costs.

The budget request for 2010 is \$8,000 and is \$2,000 less than last years request.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Other Professional Services  
**Priority:** High  
**Account Number:** 01-40-40-3-4329

---

This account covers the cost of professional services not budgeted for in other accounts. This account pays such things as JULIE locating service; IEPA NPDES permit fees and other service needs that arise.

The requested funding for 2010 is \$3,000, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Telephone - Cell Phone**

**Priority: High**

**Account Number: 01-40-40-3-4353**

---

This account is used to pay for the cell phone service for all the full-time employees in Public Works. This service is the only reliable means of field communication for the Department.

\$2,000 is requested for 2010 and is the same as last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Public Utilities**

**Priority: High**

**Account Number: 01-40-40-3-4371**

---

This account is used to pay for rate 23 and rate 25 street lights from Com Ed. This account also pays for sewer service from the County at Public Works and Village Hall.

The budget request for 2010 is \$12,500, which is the same as last years request.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Equipment Rental of Lease  
**Priority:** High  
**Account Number:** 01-40-40-3-4375

---

This account pays for the rental of tools and equipment that are of occasional use or not currently owned by the Department. Items that fall into that category are high pressure power washer, rototiller, scaffolding, power lifts and lift trucks.

The budget request for 2010 is \$3,000 and is the same as last years request.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Fuel and Lubricants  
**Priority:** High  
**Account Number:** 01-40-40-5-4562

---

This account is used to pay for gasoline, diesel fuel and lubricants that are used to power the Departments vehicles and equipment.

The budget request for 2010 is \$26,000, which is an increase of \$2,000.

The increase is expected to cover any increases in the cost of fuel or equipment added to the Department.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Minor Equipment**

**Priority: High**

**Account Number: 01-40-40-5-4563**

---

This account is used to purchase small equipment such as string line trimmers, drills, pumps and portable generators.

\$2,500 is requested for 2010 and is an increase of \$1,000 from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Small Tools**

**Priority: High**

**Account Number: 01-40-40-5-4564**

---

This account pays for the purchase of small hand tools such as shovels, rakes, wheel barrows, hammers, drills, and other small items.

The budget request for 201 is \$2,000 and is an increase of \$1,000 from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Equipment Supplies  
**Priority:** High  
**Account Number:** 01-40-40-5-4568

---

This account is used to purchase supplies that repair equipment that is non-licensed such as mowers, rollers and loaders.

The budget request for 2010 is \$2,500, which is the same as last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Vehicle Supplies**

**Priority: High**

**Account Number: 01-40-40-5-4569**

---

This account is used to purchase all of the items to fix and repair all of the vehicles in Public Works. Examples of items purchased are spark plugs, cables, brake pads, bolts and gaskets.

\$18,000 is requested for 2010 and is the same as last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Maintenance Supplies  
**Priority:** High  
**Account Number:** 01-40-40-5-4570

---

This account pays for the purchase of materials and components related to the maintenance of the facility at Public Works and other areas. Examples of items purchased are lumber, steel, HVAC products and other small items.

The budget request for the 2010 is \$5,000 and is the same as last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Uniforms**

**Priority: High**

**Account Number: 01-40-40-5-4578**

---

This account is used to fund the uniform contract that we have with Cintas and the purchase of T-shirts, sweatshirts and boot reimbursements.

The budget request for 2010 is \$7,500, which is an increase of \$500.

This increase is expected to cover the cost of new employees.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: PUBLIC WORKS**

**Description: Other Charges**

**Priority: High**

**Account Number: 01-40-40-5-4569**

---

This account is used to purchase those items that do not fit into any of the other categories. Examples of "other purchases" are JULIE locates CDL substance testing, toilet paper dispensers and paint.

\$4,000 is requested for 2010 and is \$1,000 increase from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Contracted Maintenance - Buildings  
**Priority:** High  
**Account Number:** 01-40-45-3-4110

---

As in the past, this account is used to pay for cleaning services at Village Hall and the Police Department.

\$14,000 is requested for 2010. This request is an \$850 increase from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Other Professional Services - Buildings  
**Priority:** High  
**Account Number:** 01-40-45-3-4329

---

In the past this account has been used for the Villages Mosquito Abatement Program. Starting in 2010 the Department of Public Works will be providing these services in-house.

\$2,500 is requested for 2010 and is a \$12,500 decrease from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Building Maintenance Supplies  
**Priority:** High  
**Account Number:** 01-40-45-3-4570

---

This account is used to pay for all building maintenance materials that are necessary to clean and maintain Village Hall and the Police Department.

The budget request for 2010 is \$7,000, which represents an increase of \$5,000 to cover additional supply needs.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PUBLIC WORKS  
**Description:** Other Improvements  
**Priority:** High  
**Account Number:** 01-40-45-8-4895

---

This is a new line item in fiscal year 2010. This account will be used to fund renovations at the Village Hall.

The budget request for 2010 is \$10,000. This represents a \$10,000 increase over the prior fiscal year.

# MOTOR FUEL TAX FUND

## Department Purpose

The purpose of the Motor Fuel Tax Fund is to account for restricted revenues and expenses related to the State Motor Fuel Tax Allotment.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

## Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
182,670	137,290	195,000	Taxes	167,896	167,896
17,130	8,082	12,000	Interest	5,000	5,000
<b>199,800</b>	<b>145,372</b>	<b>207,000</b>	<b>Total Revenue</b>	<b>172,896</b>	<b>172,896</b>

## Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
-	-	-	Contractual Services	165,965	120,000
8,000	-	-	Capital Outlay	-	-
-	-	830,000	Other Financing Uses	-	-
<b>8,000</b>	<b>-</b>	<b>830,000</b>	<b>Total Expenditures</b>	<b>165,965</b>	<b>120,000</b>

## Use of Cash

6,931	52,896
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## Significant Changes

\* The MFT revenues have been designated to fund the nine year SSA road program through April 2010.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>MOTOR FUEL TAX FUND</b>							
<b>REVENUES</b>							
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	195,000	69,957	206,523	167,896	167,896	167,896
<b>TOTAL TAXES</b>		195,000	69,957	206,523	167,896	167,896	167,896
<b>INTEREST INCOME</b>							
28-00-00-6-3810	INTEREST INCOME	12,000	778	6,200	5,000	5,000	5,000
<b>TOTAL INTEREST INCOME</b>		12,000	778	6,200	5,000	5,000	5,000
<b>TOTAL REVENUES:</b>		207,000	70,735	212,723	172,896	172,896	172,896
<b>EXPENSES</b>							
<b>CONTRACTUAL SERVICES</b>							
28-00-00-3-4150	CONT MAINT-STREETS	-	-	-	165,965	120,000	120,000
<b>TOTAL CONTRACTUAL SERVICES</b>		-	-	-	165,965	120,000	120,000
<b>OTHER FINANCING USES</b>							
28-00-00-9-4910	INTERFUND TRANSFER	830,000	-	830,000	-	-	-
<b>TOTAL OTHER FINANCING USES</b>		830,000	-	830,000	-	-	-
<b>TOTAL EXPENSES</b>		830,000	-	830,000	165,965	120,000	120,000

# M.F.T. FUNDS PROJECTED BUDGET

PROJECTED ROAD MAINT. PROGRAM	TIMELINE											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	
CRACK SEALING	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$22,000	\$24,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
SKIN PATCHING	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$12,000	\$14,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
MICROSURFACING	0	0	0	0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<u>OTHER COSTS</u>												
SSA COMMITMENT	\$55,965	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
SALT	\$90,000	\$90,000	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>REVENUES</u>												
MFT ALLOTMENT	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896	\$167,896
FUND BALANCE	\$1,931	\$49,827	\$97,723	\$145,619	\$183,515	\$217,411	\$237,307	\$255,203	\$273,099	\$290,995	\$308,891	\$308,891

# PARKS AND RECREATION FUND

## Department Purpose

## Personnel

The purpose of the Parks and Recreation Fund is to provide beautiful parks and the recreational facilities in Hawthorn Woods to enhance the quality of life for all residents - to provide open space and aesthetically pleasing landscapes and state-of-the-art community gathering places.

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0.25	0.25	1
Part-Time	0	0	0

## Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
-	-	64,374	Special Recreation	64,374	65,661
-	-	5,000	Administration	112,190	114,434
-	-	33,500	Programs	32,500	32,500
-	-	23,000	Park Maintenance	25,000	25,000
-	-	125,874	<b>Total Revenue</b>	234,064	237,595

## Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
-	-	62,750	Special Recreation	60,481	63,000
-	-	22,929	Administration	55,676	58,523
-	-	21,250	Programs	17,230	17,230
-	-	111,000	Park Maintenance	100,535	94,386
-	-	217,929	<b>Total Expenditures</b>	233,923	233,139

## Use of Cash

	141	4,457
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## Significant Changes

- \* This is a new fund created in the fiscal year 2010 budget to account for all park & recreation functions other than the Aquatic Center.
- \* The Property Taxes related to the Special Recreation tax levy have been reallocated to the Recreation Dept. to match the revenues with the expenses for the Special Recreation programs.
- \* Property Tax revenues from the General Fund were reallocated to this fund to provide justification for the Park and Recreation tax levy. This tax levy allocation is necessary to protect Village residents from encroachment from other Park Districts.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>PARKS AND RECREATION FUND</b>						
REVENUES						
SPECIAL RECREATION DEPARTMENT						
TAXES						
11-70-10-1-3017	PROPERTY TAX-SRACL	64,374	-	64,374	64,374	65,661
TOTAL TAXES		64,374	-	64,374	64,374	65,661
TOTAL REVENUES - SPECIAL RECREATION		64,374	-	64,374	64,374	65,661
EXPENSES						
SPECIAL RECREATION DEPARTMENT						
CONTRACTUAL SERVICES						
11-70-47-3-4361	SRACL DUES	52,750	-	50,481	50,481	53,000
TOTAL CONTRACTUAL SERVICES		52,750	-	50,481	50,481	53,000
CAPITAL OUTLAY						
11-70-72-8-4893	SRACL ACCESSIBILITY GRANT	10,000	-	10,000	10,000	10,000
TOTAL CAPITAL OUTLAY		10,000	-	10,000	10,000	10,000
TOTAL EXPENSES - SPECIAL RECREATION		62,750	-	60,481	60,481	63,000
NET SURPLUS OF CASH		1,624	-	3,893	3,893	2,661

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Special Recreation

**Description:** SRACLC Dues

**Priority:** High

**Account Number:** 11-70-47-3-4361

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This account is used to pay for the Village's dues to the Special Recreation Association of Central Lake County. The Special Recreation Association of Central Lake County provides recreation programs and services to individuals with special needs and disabilities, and their families, who reside within the boundaries of Member Agency communities.

The Parks and Recreation Department requests \$50,481 for SRACLA dues, as the Association has forecasted no increase in the member agency dues for fiscal year 2010.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:**       Parks and Recreation  
**Description:**       SRACLC Accessibility Grant  
**Account #:**         11-70-72-3-4893

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This account is a new account in fiscal year 2010. In prior years, the SRACLC Accessibility Grant was offset against the dues account 01-70-47-3-4361. This account will be used to fund accessibility park improvements funded by the SRACLC Accessibility Grant.

<u>2009 Expense</u>	<u>2010 Projection</u>
\$ 10,000	\$ 10,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
REVENUES							
ADMINISTRATION DEPARTMENT							
TAXES							
11-70-72-1-3017	PROPERTY TAX-PARKS & RECREATION	-	-	-	112,190	-	114,434
TOTAL TAXES		-	-	-	112,190	-	114,434
MISCELLANEOUS							
11-70-72-7-3830	DONATIONS	5,000	-	-	-	-	-
TOTAL MISCELLANEOUS		5,000	-	-	-	-	-
TOTAL REVENUES - ADMINISTRATION		5,000	-	-	112,190	-	114,434
EXPENSES							
ADMINISTRATION							
PERSONAL SERVICES							
11-70-72-1-4010	SALARIES	12,500	4,464	12,500	35,366	-	36,427
11-70-72-1-4040	IMRF	1,387	567	1,387	4,177	-	4,302
11-70-72-1-4070	HEALTH INSURANCE	3,100	663	3,100	7,192	-	8,271
11-70-72-1-4090	FICA MATCHING	956	342	956	2,705	-	2,787
TOTAL PERSONAL SERVICES		17,943	6,036	17,943	49,440	-	51,787
CONTRACTUAL SERVICES							
11-70-72-3-4353	TELEPHONE	500	111	450	500	-	500
11-70-72-3-4357	PRINTING/COPYING	3,000	1,768	3,500	4,000	-	4,500
11-70-72-3-4365	TRAINING	500	-	500	500	-	500
11-70-72-3-4367	PUBLICATIONS	36	-	36	36	-	36
TOTAL CONTRACTUAL SERVICES		4,036	1,879	4,486	5,036	-	5,536

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	ESTIMATE
COMMODITIES							
11-70-72-5-4561	OFFICE SUPPLIES	250	14	350	350	350	350
11-70-72-5-4595	OTHER CHARGES	200	253	250	250	250	250
TOTAL COMMODITIES		450	267	600	600	600	600
11-70-72-8-4894	EQUIPMENT	500	524	600	600	600	600
TOTAL CAPITAL OUTLAY		500	524	600	600	600	600
TOTAL EXPENSES - ADMINISTRATION		22,929	8,706	23,629	55,676	58,523	58,523
NET USE OF CASH		(17,929)	(8,706)	(23,629)	56,514	55,911	55,911

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: Administration**

**Description: Salaries**

**Priority: High**

**Account Number: 01-70-72-1-4010**

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Salary increases were figured at 3% with the actual distribution based upon 2% COLA plus 1% merit.

The Parks and Recreation department requests \$35,366.00 for Fiscal Year 2010. This represents a increase of \$22,866.00 from Fiscal Year 2009. This increase relates to a change in the allocation of staff.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: Administration**

**Description: IMRF**

**Priority: High**

**Account Number: 01-70-72-1-4040**

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This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in Parks and Recreation. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2010, the Village's portion will be 11.81%.

The Parks and Recreation Department requests **\$4,177.00** for Fiscal Year 2010. This represents an increase of \$2,790.00 from Fiscal Year 2009. This increase relates to a change in the allocation of staff.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: Administration**  
**Description: Health Insurance**  
**Priority: High**  
**Account Number: 01-70-72-1-4070**

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This account represents the amount paid by the Village towards health, dental and vision insurance for all eligible General Government employees.

Currently, the Village pays 100% for employee coverage and a lesser percentage for dependent coverage.

Department heads have been instructed to figure an increase of 15%.

The Parks and Recreation Department requests \$7,192.00 for Fiscal Year 2010. This represents an increase of \$4,092.00 from Fiscal Year 2009. This increase relates to a change in the allocation of staff.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: Administration**

**Description: FICA Matching**

**Priority: High**

**Account Number: 01-70-72-1-4090**

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This account represents the employers' portion of FICA for all General Government employees. The amount due is 7.65% of salaries.

Parks and Recreation requests \$2,705.00 for Fiscal Year 2010. This represents an increase of \$1,749.00 from Fiscal Year 2009. This increase relates to a change in the allocation of staff.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Administration  
**Description:** Printing/Copying  
**Account #:** 01-70-72-3-4357

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One third of the spring summer brochure mailing is budgeted for Parks and Recreation programming. This line item includes postage, layout, design and printing.

<u>2009 Expense</u>	<u>2010 Projection</u>
\$ 3,500	\$ 4,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
PROGRAM DEPARTMENT							
REVENUE							
11-70-82-4-3630	SOCCER	5,000	1,300	2,000	3,000	3,000	3,000
EXPENSE							
11-70-82-3-4340	SOCCER	3,750	-	500	750	750	750
NET SURPLUS OF CASH		1,250	1,300	1,500	2,250	2,250	2,250
REVENUE							
11-70-86-4-3630	LACROSSE	3,000	300	925	1,000	1,000	1,000
EXPENSE							
11-70-86-3-4340	LACROSSE	2,250	-	250	250	250	250
NET SURPLUS OF CASH		750	300	675	750	750	750
REVENUE							
11-70-90-4-3630	YOGA	5,000	1,040	3,000	3,000	3,000	3,000
EXPENSE							
11-70-90-3-4340	YOGA	3,750	1,351	2,500	2,500	2,500	2,500
NET SURPLUS OF CASH		1,250	(311)	500	500	500	500
REVENUE							
11-70-91-4-3630	FITNESS	7,500	1,919	4,000	4,500	4,500	4,500
EXPENSE							
11-70-91-3-4340	FITNESS	5,625	1,115	3,500	3,500	3,500	3,500
NET SURPLUS OF CASH		1,875	804	500	1,000	1,000	1,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
REVENUE							
11-70-92-4-3630	TAEKWONDO	3,000	695	1,000	1,000	1,000	1,000
EXPENSE							
11-70-92-3-4340	TAEKWONDO	2,250	645	2,000	2,000	2,000	2,000
NET USE OF CASH		750	50	(1,000)	(1,000)	(1,000)	(1,000)
REVENUE							
11-70-93-4-3630	MUSIC	500	-	-	-	-	-
EXPENSE							
11-70-93-3-4340	MUSIC	250	-	-	-	-	-
NET USE OF CASH		250	-	-	-	-	-
REVENUE							
11-70-94-4-3630	WOODCHUCKS	3,000	8,935	8,935	10,000	10,000	10,000
EXPENSE							
11-70-94-1-4010	WOODCHUCKS CAMP-SALARIES	-	-	6,210	5,000	5,000	5,000
11-70-94-1-4090	WOODCHUCKS CAMP-FICA	-	-	475	480	480	480
11-70-94-3-4340	WOODCHUCKS	1,500	-	1,000	1,000	1,000	1,000
TOTAL EXPENSE - WOODCHUCKS		1,500	-	7,685	6,480	6,480	6,480
NET USE OF CASH		1,500	8,935	1,250	3,520	3,520	3,520

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
REVENUE 11-70-96-4-3630	FOOTBALL & BASEBALL	3,500	6,150	6,000	8,000	8,000
EXPENSE 11-70-96-3-4340	FOOTBALL & BASEBALL	750	-	250	250	250
NET SURPLUS OF CASH		2,750	6,150	5,750	7,750	7,750
REVENUE 11-70-97-4-3630	TENNIS	3,000	1,450	1,800	2,000	2,000
EXPENSE 11-70-97-3-4340	TENNIS	1,125	-	1,500	1,500	1,500
NET SURPLUS OF CASH		1,875	1,450	300	500	500

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>PARK MAINTENANCE DEPARTMENT</b>							
<b>REVENUES</b>							
	FIELD LEASE						
11-70-75-4-3630	FIELD LEASE	23,000	1,400	23,000	25,000	25,000	25,000
	<b>TOTAL FIELD LEASE</b>	<b>23,000</b>	<b>1,400</b>	<b>23,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>TOTAL REVENUES - PARK MAINTENANCE</b>	<b>23,000</b>	<b>1,400</b>	<b>23,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>EXPENSES</b>							
<b>PERSONAL SERVICES</b>							
11-40-40-1-4010	SALARIES	-	-	-	43,805	45,119	45,119
11-40-40-1-4020	OVERTIME	-	-	-	-	-	-
11-40-40-1-4040	IMRF	-	-	-	5,173	5,329	5,329
11-40-40-1-4070	HEALTH INSURANCE	-	-	-	15,206	17,487	17,487
11-40-40-1-4090	FICA MATCHING	-	-	-	3,351	3,452	3,452
	<b>TOTAL PERSONAL SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,535</b>	<b>71,386</b>	<b>71,386</b>
<b>CONTRACTUAL SERVICES</b>							
11-40-47-3-4170	CONT MAINT-GROUNDS	88,000	3,118	55,079	-	-	-
11-40-47-3-4371	PARK PUBLIC UTILITIES	15,000	1,553	12,000	8,000	8,000	8,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>103,000</b>	<b>4,671</b>	<b>67,079</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>PUBLIC WORKS</b>							
<b>PARK MAINTENANCE COMMODITIES</b>							
11-40-47-5-4570	MAINT SUPPLIES	5,000	838	5,000	12,000	12,000	12,000
	<b>TOTAL COMMODITIES</b>	<b>5,000</b>	<b>838</b>	<b>5,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	ESTIMATE
CAPITAL OUTLAY 11-40-47-8-4895	OTHER IMPROVEMENTS	3,000	-	-	13,000	3,000	3,000
TOTAL CAPITAL OUTLAY		3,000	-	-	13,000	3,000	3,000
TOTAL PARK MAINTENANCE		111,000	5,509	72,079	100,535	94,386	94,386
NET USE OF CASH		(88,000)	(4,109)	(49,079)	(75,535)	(69,386)	(69,386)

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:**        **PARKS MAINTENANCE**  
**Description:**      **Park Contracted Maintenance**  
**Priority:**            **High**  
**Account Number:** **11-40-47-3-4110**

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In the past this account code was used to pay for the contract that mowed and maintained all of the Village owned park property.

Starting in 2010 all park maintenance will be handled in-house by Parks Maintenance crews.

The budget request for 2010 is \$0. This represents a decrease of \$88,000 from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** PARKS MAINTENANCE  
**Description:** Park Maintenance Supplies  
**Priority:** High  
**Account Number:** 11-40-47-5-4570

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This account is used to purchase all maintenance supplies and materials that are needed to maintain the Villages park system.

\$12,000 is requested for 2010 and is a \$7,000 increase from last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:       PARKS MAINTENANCE**

**Description:       Park Public Utilities**

**Priority:            High**

**Account Number:  11-40-47-3-4371**

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This account is used to pay for the electric bill for the pavilions at Heritage Oaks Parks (2) and Community Park (1).

The budget request for 2010 is \$8,000, which is a decrease of \$7,000 from last year's budget.

This decrease is possible as the Village will be closing the pavilions for the winter and shutting off all of the electric heaters that heated the buildings.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:           PARKS MAINTENANCE**

**Description:           Other Park Improvements**

**Priority:                High**

**Account Number:   11-40-47-8-4895**

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This line item is used for any capital improvements that are to be funded in the parks. Included in this account are tree, shrub and herbaceous plant replacements. In addition, new in fiscal year 2010, \$10,000 is allocated to implement improvement plans from the Park and Recreation Committee improvement list. These funds will be allocated by the Parks and Recreation committee.

The budget request for 2010 is \$13,000. This represents a \$10,000 increase over the prior fiscal year.

## PARK DONATION FUND

### Department Purpose

This fund accounts for Park Donations and capital improvements at the parks. The Park Donation revenues are pledged for payment of the Aquatic Center Revenue Bonds.

### Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

### Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
7,754	3,649	6,750	Interest	-	-
139,677	65,954	-	Miscellaneous	-	-
<b>147,431</b>	<b>69,603</b>	<b>6,750</b>	<b>Total Revenue</b>	<b>-</b>	<b>-</b>

### Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
18,194	4,435	5,000	Contractual Services	-	-
66	74	-	Commodities	-	-
183,351	2,284	1,750	Capital Outlay	-	-
-	-	191,620	Other Financing Uses	-	-
<b>201,611</b>	<b>6,793</b>	<b>198,370</b>	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>

### Use of Cash

-	-
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### Significant Changes

\* There is zero activity budgeted in this fund for the next two fiscal years. There are prospective developments being pursued by the Village, but the park donations are assumed to be zero for the next two years to be fiscally conservative.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>PARK DONATION FUND</b>							
<b>REVENUES</b>							
10-00-00-6-3810	INTEREST INCOME	6,750	1,353	2,200	-	-	-
	TOTAL INTEREST INCOME	6,750	1,353	2,200	-	-	-
<b>MISCELLANEOUS</b>							
10-00-00-7-3830	PARK DONATIONS	-	-	-	-	-	-
	TOTAL MISCELLANEOUS	-	-	-	-	-	-
	TOTAL REVENUES:	6,750	1,353	2,200	-	-	-
<b>EXPENSES</b>							
<b>CONTRACTUAL SERVICES</b>							
10-00-00-3-4170	CONT MAINT-GROUNDS	5,000	-	-	-	-	-
	TOTAL CONTRACTUAL SERVICES	5,000	-	-	-	-	-
<b>CAPITAL OUTLAY</b>							
10-00-00-8-4894	EQUIPMENT	1,750	481	481	-	-	-
	TOTAL CAPITAL OUTLAY	1,750	481	481	-	-	-
<b>OTHER FINANCING USES</b>							
10-00-00-9-4910	INTERFUND TRANSFER	191,620	-	191,620	-	-	-
	TOTAL OTHER FINANCING USES	191,620	-	191,620	-	-	-
	TOTAL EXPENSES	198,370	481	192,101	-	-	-

# AQUATIC CENTER

## Department Purpose

The Hawthorn Woods Aquatic Center features a six lane 25 yard competition pool with a five foot depth, a separate diving well with a depth of 12 feet with a one and a three meter diving board, a zero depth pool with two water slides and various spray features for toddlers. The pool has a seating capacity of 200.

## Personnel

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0.75	0.75	0.75
Part-Time	54	54	54

The bathhouse features a concession stand with an outdoor picnic area seating for over 75. Also included in the bathhouse are men's and women's locker rooms, a community room available for groups such as homeowners associations and rentals for private functions. The paved parking lot has 176 spaces. The grounds of the Hawthorn Woods Aquatic Center are adorned with trees, natural grasses and flowers.

## Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
243,291	240,828	358,000	Fees	341,000	359,500
1,207	889	2,100	Interest	2,100	2,200
5,326	2,528,927	5,000	Miscellaneous	11,000	11,000
<b>249,824</b>	<b>2,770,644</b>	<b>365,100</b>	<b>Total Revenue</b>	<b>354,100</b>	<b>372,700</b>

## Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
109,515	219,231	125,743	Personal Services	135,300	143,032
94,408	110,031	124,750	Contractual Services	104,000	109,950
39,713	18,326	25,200	Commodities	26,500	26,500
-	-	75,000	Capital Outlay Reserve	75,000	75,000
<b>243,636</b>	<b>347,588</b>	<b>350,693</b>	<b>Total Expenditures</b>	<b>340,800</b>	<b>354,482</b>

## Surplus of Cash

13,300	18,218
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## Significant Changes

\* During fiscal year 2009, seasonal maintenance at the Aquatic Center was performed by seasonal staff, rather than by an outside contractor. This resulted in savings to the Village of approximately \$4,000.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>AQUATIC CENTER OPERATIONS</b>						
<b>REVENUES</b>						
<b>FEES</b>						
40-00-00-4-3632	SEASON PASSES	147,513	185,000	200,000	210,000	
40-00-00-4-3635	DAILY ADMISSIONS	582	80,000	80,000	85,000	
40-00-00-4-3636	SWIM TEAM	6,050	11,325	12,000	15,000	
40-00-00-4-3637	SWIM LESSON REVENUE	12,360	30,000	30,000	30,000	
40-00-00-4-3638	SWIM CAMP	-	-	1,000	1,000	
40-00-00-4-3639	DIVE CAMP	1,000	3,000	3,000	3,000	
40-00-00-4-3640	CONCESSION ROYALTY	3,530	9,000	10,000	10,000	
40-00-00-4-3645	BIRTHDAY PARTY REV	-	5,000	5,000	5,500	
<b>TOTAL FEES</b>		<b>171,035</b>	<b>323,325</b>	<b>341,000</b>	<b>359,500</b>	
<b>INTEREST INCOME</b>						
40-00-00-6-3810	INTEREST INCOME	262	2,100	2,100	2,200	
<b>TOTAL INTEREST INCOME</b>		<b>262</b>	<b>2,100</b>	<b>2,100</b>	<b>2,200</b>	
<b>MISCELLANEOUS INCOME</b>						
40-00-00-7-3820	RENTAL INCOME	1,050	5,000	6,000	6,000	
40-00-00-7-3825	GIFT SHOP REVENUE	-	-	5,000	5,000	
<b>TOTAL MISCELLANEOUS INCOME</b>		<b>1,050</b>	<b>5,000</b>	<b>11,000</b>	<b>11,000</b>	
<b>TOTAL REVENUES:</b>		<b>172,347</b>	<b>330,425</b>	<b>354,100</b>	<b>372,700</b>	

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		5 MONTHS ACTUAL	BUDGETED	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>EXPENSES</b>							
<b>PERSONAL SERVICES</b>							
40-00-00-1-4010	SALARIES	14,548	97,500	100,000	90,000	95,000	
40-00-00-1-4015	SWIM INSTRUCTORS	-	7,500	7,500	8,500	9,000	
40-00-00-1-4020	PART TIME SEASONAL-MAINTENANCE	-	-	-	14,400	14,832	
40-00-00-1-4040	IMRF	1,508	3,787	3,787	4,000	4,500	
40-00-00-1-4070	HEALTH INSURANCE	2,860	8,500	8,500	9,000	9,500	
40-00-00-1-4090	FICA MATCHING	1,075	8,456	8,456	9,400	10,200	
	<b>TOTAL PERSONAL SERVICES</b>	<b>19,991</b>	<b>125,743</b>	<b>128,243</b>	<b>135,300</b>	<b>143,032</b>	
<b>CONTRACTUAL SERVICES</b>							
40-00-00-3-4110	SEASONAL MAINT-BUILDING	1,405	13,100	6,850	7,000	7,000	
40-00-00-3-4130	SEASONAL MAINT-EQUIPMENT	2,004	3,000	3,000	3,000	3,500	
40-00-00-3-4170	SEASONAL MAINT-GROUNDS	-	15,500	1,000	-	-	
40-00-00-3-4329	OTHER PROFESSIONAL SERV	510	2,500	3,100	3,500	3,750	
40-00-00-3-4342	SWIM TEAM EXP	(200)	650	2,100	2,650	2,750	
40-00-00-3-4351	MARKETING	8,375	9,750	9,289	12,000	12,000	
40-00-00-3-4353	TELEPHONE	1,662	2,500	4,000	4,100	4,200	
40-00-00-3-4361	DUES	-	250	250	250	250	
40-00-00-3-4365	TRAINING	1,296	500	1,296	500	500	
40-00-00-3-4371	UTILITIES	11,903	65,000	55,000	40,000	45,000	
40-00-00-3-4372	WASTE HAULING	-	-	-	20,000	20,000	
40-00-00-3-4373	LIABILITY INSURANCE	-	10,000	10,000	10,000	10,000	
40-00-00-3-4390	MISC EXPENSES	21	2,000	1,000	1,000	1,000	
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>26,976</b>	<b>124,750</b>	<b>96,885</b>	<b>104,000</b>	<b>109,950</b>	

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
COMMODITIES						
40-00-00-5-4561	OFFICE SUPPLIES	2,000	2,000	2,000	2,000	2,000
40-00-00-5-4566	CHEMICAL SUPPLIES	13,000	13,000	13,000	13,000	13,000
40-00-00-5-4570	MAINTENANCE SUPPLIES	750	1,000	1,000	1,000	1,000
40-00-00-5-4575	FIRST AID SUPPLIES	750	750	750	750	750
40-00-00-5-4578	UNIFORMS	3,500	3,500	1,500	1,500	1,500
40-00-00-5-4580	BIRTHDAY PARTY EXP	700	750	750	750	750
40-00-00-5-4585	GIFT SHOP EXPENSES	-	-	-	2,500	2,500
40-00-00-5-4894	EQUIPMENT	4,500	5,000	5,000	5,000	5,000
TOTAL COMMODITIES		25,200	6,600	26,000	26,500	26,500
CAPITAL OUTLAY						
40-00-00-8-4899	CAPITAL REPLACEMENT RESERVE	75,000	-	75,000	75,000	75,000
TOTAL CAPITAL OUTLAY		75,000	-	75,000	75,000	75,000
TOTAL EXPENSES		350,693	53,567	326,128	340,800	354,482

VILLAGE OF HAWTHORN WOODS  
 PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>AQUATIC CENTER DEPRECIATION RESERVE FUND</b>							
REVENUES							
41-00-00-6-3810	INTEREST INCOME	-	-	1,900	2,000	2,000	2,000
	TOTAL INTEREST INCOME	-	-	1,900	2,000	2,000	2,000
MISCELLANEOUS							
41-00-00-7-4899	INTERFUND TRANSFER	-	-	75,000	75,000	75,000	75,000
	TOTAL MISCELLANEOUS	-	-	75,000	75,000	75,000	75,000
	TOTAL REVENUES:	-	-	76,900	77,000	77,000	77,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>AQUATIC CENTER BOND &amp; INTEREST FUND</b>							
REVENUES							
22-00-00-6-3810	INTEREST INCOME	3,000	399	500	500	500	500
TOTAL INTEREST INCOME							
MISCELLANEOUS		3,000	399	500	500	500	500
22-00-00-7-3990	INTERFUND TRANSFER	191,620	-	191,620	-	-	-
TOTAL MISCELLANEOUS							
		191,620	-	191,620	-	-	-
TOTAL REVENUES:							
		194,620	399	192,120	500	500	500
EXPENSES							
DEBT SERVICE							
22-00-00-7-4737	PRINCIPAL	125,000	-	125,000	110,000	105,000	105,000
22-00-00-7-4738	INTEREST EXPENSE	133,238	-	133,238	127,300	122,076	122,076
TOTAL DEBT SERVICE							
		258,238	-	258,238	237,300	227,076	227,076
TOTAL EXPENSES							
		258,238	-	258,238	237,300	227,076	227,076
<b>BOND RESERVE FUND</b>							
REVENUES							
25-00-00-6-3810	INTEREST INCOME	7,838	1,621	4,200	4,200	4,200	4,200
TOTAL INTEREST INCOME							
		7,838	1,621	4,200	4,200	4,200	4,200
TOTAL REVENUES:							
		7,838	1,621	4,200	4,200	4,200	4,200

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Season Pass Revenue  
**Priority:** High  
**Account Number:** 40-00-00-4-3632

---

This account considers season pass revenue for the 2010 season. 2009 was the first season that every resident and non-resident was required to buy a pass. There were no "free passes" given. Projections for 2009 were based on the 2008 revenue assuming that each free pass was purchased. I adjusted this figure downward by 20% with no increase in pass costs. Due to the rising cost of utilities and minimum wage coupled with the need to raise additional revenue, we will be raising the price of a pass for 2010 by 5%.

<u>2009 Expense</u>	<u>2010 Projection</u>
\$185,000	\$200,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL REVENUES  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Daily Admissions  
**Priority:** High  
**Account Number:** 40-00-00-4-3635

---

This account considers daily admissions only. The 2009 season has shown a slight decrease in daily admissions at the current time, but our projections appear to be right on target. Weather has not helped this season. Our daily pass rates are currently the highest in the area and a rate increase would not be advisable. Projections for 2010 will remain the same.

**2009 Revenue (through July 31, 2009)**

\$43,450

**2010 Projections**

\$80,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Swim Team

**Priority:** High

**Account Number:** 40-00-00-4-3636

---

Swim team revenues have risen dramatically over the past 3 seasons. We plan on retaining the same numbers as last year with a slight increase in fees with a reduction in the discount for multiple family members. These changes will generate an increase in revenue.

<u>2008 Revenue</u>	<u>2009 Revenue</u>	<u>2010 Projected Revenue</u>
\$4,850	\$11,525	\$12,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Swim Lesson Revenue  
**Priority:** High  
**Account Number:** 40-00-00-4-3637

---

Swim lesson revenue has been fairly consistent, but relatively inexpensive. Due to an increase in minimum wage, we will increase our rates by 5%. We will also increase our private and semi-private lessons rates to account for this increase.

<u>2009 Revenue</u>	<u>2010 Projected Revenue</u>
\$29,000	\$30,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: Aquatic Center**

**Description: Swim Camp**

**Priority: High**

**Account Number: 40-00-00-4-3638**

---

We did not budget for this item last year due to the lack of interest in the prior year. Due to the interest in stroke instruction after swim season, I think this would be a great addition to our swim program.

**2009 Revenue**

0

**2010 Revenue**

\$ 1,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Dive Camp

**Priority:** High

**Account Number:** 40-00-00-4-3639

---

This has been an incredibly successful program for us. We would like to continue to develop this program and even try to add a competitive dive team next season. Revenues exceeded our projections for this year,

**2009 Revenue**

\$3,200

**2010 Projections**

\$3,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Concession Royalty  
**Priority:** High  
**Account Number:** 40-00-00-4-3640

---

Culver's continues to operate our concession stand and this year appears to be a turn around year. After struggling with revenues last year, it appears that we are back on track. We keep daily records of revenue and attendance and are receiving monthly checks from Culver's. We are very pleased with their operations, staff and general assistance with the concession stand.

**2009 Revenues**

\$ 9,000

**2010 Projected Revenue**

\$10,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Birthday Party Revenue

**Priority:** High

**Account Number:** 40-00-00-4-3645

---

Birthday parties are offered at the Aquatic Center every day and are very well received. We need to market this package to local pre-schools and elementary schools. Revenue is good, but could be better. Prices per package need to be increased due to increase in food costs and wages.

**2009 Revenue**

\$5,000

**2010 Projected Revenue**

\$5,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Rental Income

**Priority:** High

**Account Number:** 40-00-00-7-3820

---

Rental income for the pool and Aquatic Center has been steady. We are reviewing the cost to rent everything. Revenues should increase on this basis.

**2009 Revenue**

\$5,000

**2010 Projections**

\$6,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Gift Shop Revenue

**Priority:** High

**Account Number:** 40-00-00-7-3825

We have not fully utilized our gift shop due to the fact that we lack a proper storage location and display case. We are going to attempt to sell items at the end of this season and build a display case over the winter.

<u>2009 Revenue</u>	<u>2010 Projections</u>
0	\$5,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL EXPENSES  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Salaries

**Priority:** High

**Account Number:** 40-00-00-1-4010

---

This account contemplates 75% of the Director of Receptions salary and lifeguards. In the past, we have not broken out other pay codes from the aquatic center salary line item. This year we will break out these pay codes in order to give a more accurate depiction of the payroll necessary to operate the aquatic center.

**2009 Expense**

\$ 97,500

**2010 Projections**

\$90,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Swim Instructors  
**Priority:** High  
**Account Number:** 40-00-00-1-4015

---

Swim instructors are paid for group lessons and private and semi-private lessons. Based on the fact that we are offering more lessons and teaching more private and semi-privates lessons, we need to adjust our expense upward to account for this increase.

<u>2009 Expense</u>	<u>2010 Projection</u>
\$ 7,500	\$ 8,500

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Part Time Seasonal Maintenance  
**Priority:** High  
**Account Number:** 40-00-00-3-4170

---

This account includes the wages for seasonal workers for maintenance of the grounds at the Aquatic Center. This is a new account in fiscal year 2010, in fiscal year 2009; these salaries were recorded in the 40-00-00-1-4010 Salaries line item.

<u>2009 Expense</u>	<u>2010 Projection</u>
\$0	\$ 14,400

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** IMRF

**Priority:** High

**Account Number:** 40-00-00-1-4070

---

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees at the Aquatic Center. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2010, the Village's portion will be 11.81%.

**2009 Expense**

\$ 3,787

**2010 Projection**

\$ 4,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Health Insurance  
**Priority:** High  
**Account Number:** 40-00-00-1-4070

---

This account represents the amount paid by the Village towards health, dental and vision insurance for all eligible Aquatic Center employees.

Currently, the Village pays 100% for employee coverage and a lesser percentage for dependent coverage.

Department heads have been instructed to figure an increase of 15%.

<u>2009 Expense</u>	<u>2010 Projections</u>
\$8,456	\$ 9,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** FICA Matching

**Priority:** High

**Account Number:** 40-00-00-1-4090

---

This account represents the employers' portion of FICA for all Aquatic Center employees. The amount due is 7.65% of salaries.

2009 Expense

2010 Projection

\$ 8,456

\$ 9,400

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Seasonal Maintenance Building  
**Priority:** High  
**Account Number:** 40-00-00-3-4110

---

This account includes the following items:

Security Surveillance - Advanced Technology	6 X \$220 = \$1,320
Fire Alarm Maintenance (annually)	\$ 500
General costs associated with maintaining the building - I.e. plumbing, opening/closing pool	\$ 5,000

**2009 Expense**

\$ 12,000

**2010 Projection**

\$7,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Seasonal Maintenance Equipment  
**Priority:** High  
**Account Number:** 40-00-00-3-4130

---

This account includes the following items:

General maintenance costs - Rec Trac and equipment \$ 3,000

<u>2009 Expense</u>	<u>2010 Projection</u>
\$3,000	\$3,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Other Professional Services  
**Priority:** High  
**Account Number:** 40-00-00-3-4329

---

This account includes professional services that enhance the operation of the facility

Upgrades related to Virginia Graehme Baker act compliance  
Pest Control

**2009 Expense**

\$ 3,100

**2010 Projection**

\$ 3,500

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Marketing

**Priority:** High

**Account Number:** 40-00-00-3-4351

---

In fiscal year 2009, this line item was named postage, but we are amending it to include postage, publishing, printing, copying and advertising for a spring mailing for season passes and another mailing for the Spring/Summer brochure. Currently the mailings go to 60047 only. Postage costs have escalated and we are looking at ways to get this information out electronically as well. We currently send confirmations to participants via e-mail and have a database of existing customers to draw from, but need to extend our reach to a wider customer base without adding huge additional costs.

**2009 Expense**

\$9,289

**2010 Projection**

\$12,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Telephone

**Priority:** High

**Account Number:** 40-00-00-3-4353

---

This covers the telephone charges and charges for the T-1 line at the Aquatic Center. The T-1 line is necessary to expedite the registration process.

**2009 Expense**

\$ 4,000

**2010 Projection**

\$ 4,100

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Dues

**Priority:** High

**Account Number:** 40-00-00-3-4361

---

We anticipate joining either NPRA and/or IPRA in order to begin receiving the benefits for joining. The benefits can include joint purchasing agreements for chemicals, maintenance supplies etc.

**2009 Expense**

**2010 Projection**

\$ 250

\$250

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Training

**Priority:** High

**Account Number:** 40-00-00-3-4365

---

This account covers costs associated with maintaining my AFO and CFO certification. Last year included Rec Trac Training for computer upgrade which is not necessary for this year.

**2009 Expense**

**2010 Projection**

\$ 1,300

\$ 500

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Utilities

**Priority:** High

**Account Number:** 40-00-00-3-4371

---

This account includes year round gas and electric for the aquatic center. Waste Hauling will be reallocated to a new account number 40-00-00-3-4372. High speed internet and XM radio are being added to this category.

Electricity	\$25,000
Gas	\$12,000
Internet	\$ 900
XM Radio	<u>\$ 900</u>
Total Requested	\$40,000

**2009 Expense**

\$ 65,000 (with waste hauling)

**2010 Projection**

\$ 40,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department: Aquatic Center**

**Description: Waste Hauling**

**Priority: High**

**Account Number: 40-00-00-3-4372**

---

This account includes waste hauling at the Aquatic Center. In fiscal year 2009, these charges were paid from the Utilities account number 40-00-00-3-4371. The cost has remained the same for the last three years.

**2009 Expense**

\$20,000

**2010 Projection**

\$ 20,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Liability Insurance

**Priority:** High

**Account Number:** 40-00-00-3-4373

---

This number comes from our insurance carrier and at this point we will be going with the same amount as last year.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Misc. Expenses

**Priority:** High

**Account Number:** 40-00-00-3-4390

---

This account allows for various little fixes or issues at the pool.

**2009 Expense**

\$ 1,000

**2010 Projection**

\$ 1,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Commodities

**Priority:** High

**Account Number:** See Below

---

**Commodities**

The majority of these line items remain at or below budgeted figures. Therefore, they will remain the same as last year. The descriptions are pretty self explanatory.

<u>Account #</u>	<u>Name</u>	<u>2009 Expense</u>	<u>2010 Projections</u>
40-00-00-5-4561	Office Supplies	\$ 2,000	\$ 2,000
40-00-00-5-4570	Maint. Supplies	\$1,000	\$ 1,000
40-00-00-5-4575	First Aid Supplies	\$ 750	\$ 750
40-00-00-5-4580	Birthday Party Exp.	\$ 750	\$ 750
40-00-00-5-4585	Gift Shop Expense	\$ 0	\$ 2,500
40-00-00-5-4894	Equipment	\$ 5,000	\$ 5,000

There are a few categories that need further explanation and they are listed below.

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Chemical Supplies  
**Priority:** High  
**Account Number:** 40-00-00-5-4566

---

In the past, we have relied on automatic chemical feeders to maintain the chemicals in the pool. This season we found that they were slightly unreliable and went to a manual feeding system which worked great. I am investigating several options to this that may be cheaper and more efficient. I do think we will be able to save on our chemical supplies in 2 ways. If we purchase the chemicals in bulk at the beginning of the season we should be able to save on the cost of the supplies and if we install erosion feeders or something similar, we should be able to preserve the chemicals that we do add. My analysis is not complete for this season, but my projections are that we will spend less in chemicals next year.

**2009 Expense**

\$13,000

**2010 Projection**

\$ 13,000

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center

**Description:** Uniforms

**Priority:** High

**Account Number:** 40-00-00-5-4578

---

In the past, we have purchased the uniforms for the guards. This has become a large expense. Therefore, next year we will charge each employee a \$50 uniform allotment on their first paycheck to offset the cost of the uniforms.

**2009 Expense**

\$ 3,500

**2010 Projections**

\$ 1,500

**MAINTENANCE AND OPERATIONS BUDGET  
2010 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Department:** Aquatic Center  
**Description:** Capital Reserve Payment  
**Priority:** High  
**Account Number:** 40-00-00-8-4899

---

We have allocated \$75,000 annually to the capital reserve account and I foresee us doing the same for 2010. This payment is required by the Aquatic Center Revenue Bond covenants.

## COMMUNITY DEVELOPMENT FUND

<b>Revenue</b>				
Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed	
			2010	2011
<b>General Government</b>				
-	300	700	800	800
-	4,700	2,200	65,000	65,000
-	1,120,557	30,000	5,200	5,200
<b>Building and Zoning</b>				
-	21,875	30,100	22,500	22,500
-	70,934	68,400	64,100	69,600
-	187,323	216,936	93,100	101,600
-	750	941	-	-
-	1,406,439	349,277	250,700	264,700
<b>Total Revenue</b>				

### Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009	Proposed	
			2010	2011
<b>General Government</b>				
-	10,000	44,625	22,000	22,000
-	890,469	-	-	-
<b>Building and Zoning</b>				
-	149,167	151,125	103,500	115,890
-	1,049,636	195,750	125,500	137,890
<b>Total Expenditures</b>				

<b>Surplus of Cash Before Transfers</b>	125,200	126,810
<b>Transfer to Reserve Fund</b>	(300,000)	(100,000)
<b>Transfer to Capital Replacement Fund</b>	(25,000)	(25,000)
<b>Net Surplus (Deficit) of Cash</b>	(199,800)	1,810
	(See Note)	

\* The purpose of this fund is to isolate one time developer related revenues and reimburseable revenues and expenses. Any surplus of cash will be transferred to the Reserve Fund and the Capital Replacement Fund at the beginning of the following year.

Note: The Community Development Fund has an audited fund balance of \$356,806 as of December 31, 2008. This transfer is a planned draw down of a portion of that fund balance, as dictated by the above fund purpose.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>COMMUNITY DEVELOPMENT FUND</b>						
GENERAL GOVERNMENT						
REVENUES						
PERMITS						
02-10-00-3-3240	SPECIAL USE PERMITS	700	-	-	-	-
02-10-00-3-3250	VARIANCE PERMITS	-	-	-	-	-
02-10-00-3-3270	SUBDIVISION REVIEWS	-	-	500	500	500
02-10-00-3-3275	ARCHITECTURAL REVIEWS	-	-	280	300	300
TOTAL PERMITS						
		700	-	780	800	800
FEES						
02-10-00-4-3670	ANNEXATION FEES	2,200	5,000	45,000	60,000	60,000
02-10-00-4-3675	MANAGEMENT FEES	-	-	5,400	5,000	5,000
02-10-00-4-3790	RECAPTURE FEES	-	-	-	-	-
TOTAL FEES						
		2,200	5,000	50,400	65,000	65,000
MISCELLANEOUS						
02-00-00-7-3990	INTERFUND TRANSFER	-	-	-	-	-
02-10-00-6-3810	INTEREST INCOME	-	2,350	3,200	3,200	3,200
02-10-00-7-3830	G/F DONATIONS	30,000	-	2,000	2,000	2,000
TOTAL MISCELLANEOUS						
		30,000	2,350	5,200	5,200	5,200
TOTAL REVENUES: GENERAL GOVERNMENT						
		32,900	7,350	56,380	71,000	71,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009			2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
	BUILDING & ZONING REVENUES LICENSES						
02-60-00-2-3180	CONTRACTOR LICENSES	30,100	9,250	22,500	22,500	22,500	22,500
	TOTAL LICENSES	30,100	9,250	22,500	22,500	22,500	22,500
	PERMITS						
02-60-00-3-3210	BUILDING PERMITS	63,000	36,580	56,000	60,000	65,000	65,000
02-60-00-3-3260	USE & OCCUPANCY	5,100	1,500	3,750	4,000	4,500	4,500
02-60-00-3-3290	OTHER PERMITS	300	25	75	100	100	100
	TOTAL PERMITS	68,400	38,105	59,825	64,100	69,600	69,600
	FEES						
02-60-00-4-3620	ENGINEERING REVIEW FEES	3,100	1,125	1,250	1,300	1,400	1,400
02-60-00-4-3650	ARCHITECT PLAN REVIEW F	17,000	665	7,080	8,000	9,000	9,000
02-60-00-4-3660	INSPECTION FEES	39,250	14,040	32,000	33,000	34,000	34,000
02-60-00-4-3665	PLUMBING FIXTURES	5,000	3,010	3,900	4,000	4,100	4,100
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENT	91,950	20,408	25,000	30,000	35,000	35,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENT	6,100	1,583	3,750	4,000	4,250	4,250
02-60-00-4-3784	PLANNING REIMBURSEMENTS	3,000	291	1,000	1,500	2,000	2,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	8,950	2,514	3,200	3,500	3,750	3,750
02-60-00-4-3787	LANDSCAPE REIMBURSEMENT	481	-	-	-	-	-
02-60-00-4-3788	OTHER REIMBURSEMENTS	200	-	1,503	1,600	1,700	1,700
02-60-00-4-3789	FIRE SUPPRESSION FEES	450	2,599	6,000	6,200	6,400	6,400
02-60-00-4-3791	DARTMOOR-QUENTIN ROAD W	41,455	-	-	-	-	-
	TOTAL FEES	216,936	46,235	84,683	93,100	101,600	101,600
	MISCELLANEOUS						
02-60-00-7-3890	MISCELLANEOUS INCOME	941	-	-	-	-	-

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011	
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
TOTAL MISCELLANEOUS		941	-	-	-	-	-
TOTAL REVENUES: BUILDING & ZONING		316,377	93,590	167,008	179,700	193,700	
TOTAL REVENUES		349,277	100,940	223,388	250,700	264,700	
GENERAL GOVERNMENT EXPENSES							
CONTRACTUAL SERVICES							
02-10-10-3-4335	CONCERTS IN THE PARK	30,000	-	18,200	20,000	20,000	20,000
02-10-10-3-4336	FALL FESTIVAL	-	-	2,000	2,000	2,000	2,000
02-10-10-3-4361	DUES	2,125	-	-	-	-	-
02-10-10-3-4362	BUSINESS DEVELOPMENT/TR	4,500	-	-	-	-	-
02-10-10-3-4363	B BUSINESS DEVELOPMENT/LO	8,000	-	-	-	-	-
02-10-10-3-4379	DONATIONS	-	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		44,625	-	20,200	22,000	22,000	22,000
MISCELLANEOUS							
02-00-00-9-4910	INTERFUND TRANSFER	-	55,000	55,000	-	-	-
TOTAL MISCELLANEOUS		-	55,000	55,000	-	-	-
TOTAL GENERAL GOVERNMENT		44,625	55,000	75,200	22,000	22,000	22,000
BUILDING & ZONING EXPENSES							
B & Z ADMINISTRATION							
CONTRACTUAL SERVICES							
02-60-65-3-4225	ENGINEERING SERVICES-RE	92,000	3,342	5,600	40,000	50,000	50,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	13,350	288	5,800	10,000	10,000	10,000

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		BUDGETED	5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
02-60-65-3-4245	PLANNING SERVICES-REIMB	6,550	1,647	1,650	5,000	5,000
02-60-65-3-4260	OTHER REIMB	2,500	1,493	1,563	1,500	1,500
02-60-65-3-4325	ARCHITECT SERVICES-REIM	11,550	-	2,875	7,200	8,100
02-60-65-3-4326	ELECTRIC INSPECTIONS-RE	6,700	720	4,830	5,000	5,500
02-60-65-3-4328	PLUMBING INSPECTIONS-RE	17,775	3,660	8,450	3,600	3,690
02-60-65-3-4333	BUILDING INSPECTIONS-RE	-	3,845	13,771	29,700	30,600
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	-	1,335	1,625	1,500	1,500
02-60-65-3-4337	DARTMOOR-QUENTIN RD WAT	700	666	700	-	-
TOTAL CONTRACTUAL SERVICES		151,125	16,996	46,864	103,500	115,890
TOTAL BUILDING & ZONING		151,125	16,996	46,864	103,500	115,890
TOTAL EXPENSES		195,750	71,996	122,064	125,500	137,890

## RESERVE FUND

### Revenue

Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Actual 2009	Proposed	
			2010	2011	
-	-	Transfer from General Fund	-	40,000	25,000
-	-	Transfer from Community Dev	-	300,000	100,000
-	-	Interest	-	1,000	1,000
-	-	<b>Total Revenue</b>	-	341,000	126,000

### Expenditures

Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
			2010	2011
-	-		-	-
-	-	<b>Total Expenditures</b>	-	-

### Use of Cash

-	341,000	126,000
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### Reserve Fund Balance as of December 31

169,882	510,882	636,882
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### Significant Changes

\* The reserve fund is a newly created fund in fiscal year 2010. The purpose of this fund is to accumulate a cash reserve to provide financial stability to the Village. Prudent financial practice suggests that the Village should maintain 35% of the next years' operating budget in reserves. Currently, the Village has 5% in reserves. By December 31, 2010, the goal is 15% or \$510,882; by December 31, 2011, 19% or \$636,882.

## CAPITAL REPLACEMENT FUND

### Revenue

Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Actual 2009	Proposed	
				2010	2011
-	-	Transfer from General Fund	-	10,000	10,000
		Transfer from Community Dev	-	25,000	25,000
-	-	Interest	-	1,000	1,000
-	-	<b>Total Revenue</b>	-	36,000	36,000

### Expenditures

Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
			2010	2011
-	-		-	-
-	-	<b>Total Expenditures</b>	-	-

### Use of Cash

-	36,000	36,000
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### Reserve Fund Balance as of December 31

-	36,000	72,000
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### Significant Changes

## SPECIAL SERVICE AREA #4 FUND

### Department Purpose

### Personnel

The purpose of the Special Service Area #4 Fund is to account for a sewer construction project.

	Year End Actual		Proposed
	2008	2009	2010
Full-Time	0	0	0
Part-Time	0	0	0

### Revenue

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
122,787	52,681	66,000	Interest	5,000	5,000
122,787	52,681	66,000	<b>Total Revenue</b>	5,000	5,000

### Expenditures

Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Budget Fiscal Year Ended 12/31/2009		Proposed	
				2010	2011
259,546	57,952	-	Contractual Services	-	-
-	-	-	Capital Outlay	2,736,324	-
259,546	57,952	-	<b>Total Expenditures</b>	2,736,324	-

### Use of Cash

(2,731,324)	5,000
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### Significant Changes

- \* Lake County approved the permit in October, and staff anticipates that construction will be completed during 2010.
- \* This project was funded through a bond issue. The revenue from the bond proceeds were recorded in a prior fiscal year. This use of cash is a planned draw down of fund balance.

VILLAGE OF HAWTHORN WOODS  
PROPOSED BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009		2010		2011
		5 MONTHS ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE	
<b>SSA #4 OPERATING REVENUES</b>						
INTEREST INCOME						
30-00-00-6-3810	INTEREST INCOME	17,940	47,600	5,000		5,000
	TOTAL INTEREST INCOME	17,940	47,600	5,000		5,000
	TOTAL REVENUES:	17,940	47,600	5,000		5,000
<b>EXPENSES</b>						
CONTRACTUAL SERVICES						
30-00-00-3-4220	ENGINEERING SERVICES	-	10,322	-		-
30-00-00-3-4230	LEGAL SERVICES	-	9,150	-		-
30-00-00-3-4329	OTHER PROF SERVICES	1,007	1,307	-		-
	TOTAL CONTRACTUAL SERVICES	1,007	20,779	-		-
CAPITAL OUTLAY						
30-00-00-8-4899	SEWER CONSTRUCTION	-	-	2,736,324		-
	TOTAL CAPITAL OUTLAY	-	-	2,736,324		-
	TOTAL	1,007	20,779	2,736,324		-