

2011
Recommended
Budget
Village of Hawthorn Woods



VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2011
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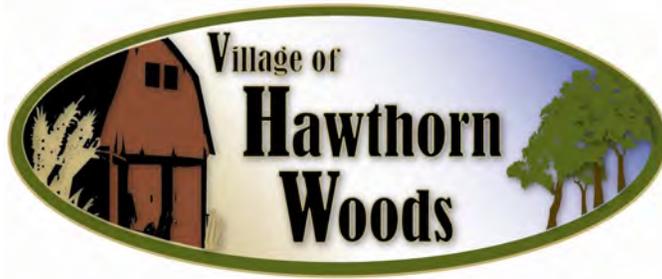
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 15, 2010

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, 2011. 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. This 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. 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 securing our financial stability.

Fiscal year 2010 has presented many challenges to the Village's financial future. The State of Illinois has been delinquent in payment of the shared sales tax revenues, the economic recession has continued to impede planned development, the unfunded police pension liability increased significantly and the park donation revenue pledged for repayment of Aquatic Center revenue bonds was non-existent. We have addressed each of these financial challenges in this proposed budget and our financial forecast for fiscal year 2011 is strong.

Budget Overview

The Village's total budget is balanced. General Fund budgeted revenues (\$3,554,900) exceed budgeted expenditures (\$3,280,162) by \$274,738. Of this amount, \$40,000 will be transferred to the Reserve Fund, \$10,000 will be transferred to the Capital Replacement Fund, and \$200,000 will be transferred to the Debt Service Fund, resulting in a net change in fund balance of \$24,738. Activities recorded in the General Fund include Elected Officials, Administration, Legal, Village Clerk, Risk Management, Human Resources, Technology, Finance, Engineering, Police, Police Pension Contribution, Police Commission, Public Works, and Building.

Budget Overview - Continued

This is a dramatic improvement as shown in the following three year trend information for the General Fund:

	Fiscal Year Ended 4/30/2008	Eight Months Ended 12/31/2008	Fiscal Year Ended 12/31/2009
Net Change in Fund Balance	(758,600)	(380,550)	125,326
Fund Balance	550,432	179,353	304,679
Fund Balance/Expenditure Budget %	22.4%	5.9%	9.8%

Source: Audited Financial Statements

Prudent financial policy dictates that the Village should maintain a fund balance reserve equal to 35% if the subsequent year's expenditure budget. As shown above, this ratio improved from the low point of 5.9% as of December 31, 2008 to 9.8% as of December 31, 2009. Our target is to have a 15% ratio by December 31, 2010 and a 20% ratio by December 31, 2011.

Significant Changes

The Village Board approved a utility tax on natural gas and electricity that was effective October 1, 2010. The Village was diligent in monitoring its revenues and expenses during the first six months of the 2010 fiscal year. While many of our neighboring communities have imposed a utility tax for years or passed a utility tax during their budget process last year, the Village had considered, but never secured municipal utility tax revenue. The implementation of this tax was critical to the long term financial health of the Village. The primary use of this revenue will be as follows:

1. **Provide funding to repay the aquatic center bonds.** These bonds were structured to be repaid by developer donation revenue. However, that revenue did not materialize due to the economic downturn. Without a municipal utility surcharge, the Village will be in default and will be unable to make the bond payments this year and each year hereafter.
2. **Provide funding for the police pension plan unfunded liability.** By state statute, the Village is responsible for funding the pension plan and must find a sustainable revenue source. The Village has tried in the past to fund this obligation by referendum but was unsuccessful in 2009.
3. **Provide funding for cash flow due to the State of Illinois being six months late in its required payments of shared income tax revenues.** The State of Illinois currently owes the Village more than \$200,000. Our budget will not balance if the State of Illinois continues this trend.
4. **Provide funding for rebuilding the Village's reserves,** as discussed above.
5. **Provide funding for capital improvements.** Due to the State of Illinois' late payments, the Village has deferred expenditures for any capital improvements.

Significant Changes - Continued

There were two new departments created in the General Fund: Village Clerk and Risk Management. In the prior years, these functions were primarily recorded in the Administration Department and in the case of Risk Management - Health Insurance, allocated to the various operational Departments within the General Fund. The creation of these new departments will facilitate better transparency and monitoring of these critical expenditures.

The Community Development Fund was further defined to reflect the three main functions of this fund. This new presentation segregates the revenues and expenditures into three departments: Community Events, Economic Development, and Building & Zoning. The Community Events Department oversees special events sponsored by the Village. The Economic Development department is designed to initiate and manage planned growth opportunities within the Village. The Building and Zoning department records all of the one-time developer related revenues and the reimbursable developer related expenses.

The proposed budget includes funding for 2 new full-time positions in the Public Works Department: a full-time administrative assistant and a maintenance worker. The Public Works facility has been closed to the public for the last two years as a result of the 40% reduction in the Village workforce in 2008 (see chart below). The full-time administrative assistant to the Public Works Director will enable the re-opening of the Public Works facility to better service our residents. The maintenance worker will be assigned to the Parks maintenance function to improve the turf and field conditions as well as general facility improvements in our Village parks. These two new employees are critical to the Village's ongoing mission to provide excellent service to our residents and improve response time.

The following chart demonstrates the change in the Village's Full-Time Employees over the last five fiscal years:

Function/Program	Actual					Proposed
	4/30/07	4/30/08	12/31/08	12/31/09	12/31/10	12/31/11
GENERAL GOVERNMENT						
Administration	3.0	3.0	3.0	3.0	3.0	2.0
Finance	2.0	1.0			1.0	1.0
Building and zoning	3.0	1.0	2.0	2.0	2.0	2.0
PARKS AND RECREATION	1.0	1.0	1.0	1.0	1.0	1.0
PUBLIC SAFETY						
Administration	1.0	1.0	1.0	1.0	1.0	1.0
Officers	15.0	11.0	11.0	8.0	9.0	9.0
HIGHWAYS AND STREETS						
Administration	2.0	1.0	1.0	1.0	1.0	2.0
Maintenance	5.0	3.0	3.0	3.0	4.0	5.0
TOTAL	32.0	22.0	22.0	19.0	22.0	23.0

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. However, the continued economic recession has contributed significantly to a decline in revenues. To mitigate the impact of these revenue declines, the Village has been carefully monitoring its expenditures. All purchases in excess of \$1,000 require three quotes to ensure the best possible pricing is obtained. Department heads followed a zero-based budgeting strategy in the last two fiscal years, critically examining the most cost-effective way to provide the highest quality services to our residents.

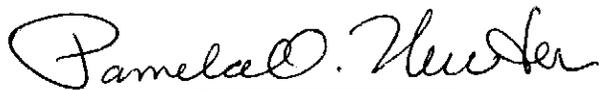
According to the recently released financial indicators from the State of Illinois Department of Revenue, the Village's shared revenues are forecasted to decline in 2011. In addition, property tax revenues are forecasted with a minimal increase because the Village is subject to tax caps and limited to an increase equal to the CPI which was .1% for last year. This 2011 budget includes conservative revenue estimates, based upon the most current information available.

Summary

The Village finances have improved considerably during the last two fiscal years, but there is still significant work to be done to achieve our goal of financial stability. We will continue to closely monitor revenues and expenses to ensure that the Village remains on course for projections prepared in this Budget and approved by the Village Board.

We are pleased to present you a balanced budget for the fiscal year ended December 31, 2011. Collectively, we appreciate the fiscally conservative planning that took place over the past several months during unprecedented economic conditions.

We acknowledge that the preparation of this budget document was the work of numerous hours of dedicated effort by staff, volunteer committee members, Mayor Mancino and the Board of Trustees. We extend our sincere appreciation to all of these dedicated individuals who contributed time and talent to the compilation of the fiscal year ended December 31, 2011 budget.



Pamela O. Newton
Chief Operating Officer



Kristin N. Kazenas CPA
Chief Financial Officer

GENERAL FUND

				Revenue		
Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed		
				2011	2012	
				General Government		
2,351,997	2,276,611	2,521,996	2,615,293	2,958,350	3,001,900	
271,825	97,641	293,553	287,100	292,400	292,400	
-	-	736	-	250	250	
59,494	33,595	8,913	12,000	5,000	5,000	
1,098,220	89,223	48,503	40,645	83,750	85,000	
9,881	(1,271)	-	-	-	-	
318,205	140,176	250,869	218,000	210,150	215,150	
148,959	120,815	8,190	-	5,000	5,000	
4,258,581	2,756,790	3,132,760	3,173,038	3,554,900	3,604,700	

				Expenditures		
Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed		
				2011	2012	
105,879	8,976	2,212	7,825	3,775	3,800	
1,494,251	1,187,810	522,443	424,739	411,237	415,086	
322,939	200,679	151,720	172,000	168,200	168,200	
-	-	-	-	6,510	6,510	
-	-	311,955	362,226	456,590	489,840	
-	-	-	15,439	38,945	40,310	
70,814	38,399	31,989	69,731	70,828	71,471	
-	-	-	131,497	125,530	130,425	
-	-	-	24,000	15,000	15,000	
1,615,028	816,713	993,971	1,039,551	1,081,491	1,087,074	
191,126	110,048	163,992	163,992	211,652	211,652	
16,427	3,006	1,628	2,700	2,700	4,550	
1,125,150	700,379	660,070	612,035	582,183	599,374	
993,382	56,561	46,381	95,272	105,520	106,717	
5,934,996	3,122,571	2,886,361	3,121,007	3,280,162	3,350,009	

				Excess (Deficiency) of Revenues		
(1,676,415)	(365,781)	246,399	52,031	Over Expenditures		
-	-	-	(40,000)	274,738	254,691	
-	-	-	(10,000)	(40,000)	(25,000)	
-	-	-	-	(10,000)	(10,000)	
-	-	-	-	(200,000)	(200,000)	
(1,676,415)	(365,781)	246,399	2,031	Net Change in Fund Balance		
				304,679	306,710	Fund Balance as of 12/31
				331,448	351,139	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,510,632	1,403,543	667,928	1,335,855	1,435,000
01-10-00-1-3012	PROPERTY TAX-INSURANCE	54,470	54,470	27,235	54,470	55,500
01-10-00-1-3015	PROPERTY TAX-AUDIT	14,855	14,855	7,428	14,855	15,150
01-10-00-1-3017	PROPERTYTAX-SRACLC	64,374	-	-	-	-
01-10-00-1-3020	PROPERTY TAXES-R&B	15,573	15,575	22,383	44,765	45,500
01-10-00-1-3030	SALES TAX	112,426	120,000	44,522	89,044	105,000
01-10-00-1-3080	USE TAX	87,123	105,000	44,727	89,455	82,750
01-10-00-1-3090	STATE INCOME TAX	611,462	600,000	180,689	576,494	575,000
01-10-00-1-3095	PERSONNEL PROPERTY TAX	1,621	1,850	767	1,534	1,500
01-10-00-1-3097	UTILITY TAX	-	-	-	-	384,000
01-10-00-1-3098	TELECOM TAX	49,460	300,000	86,041	236,000	297,600
01-10-00-1-3099	AMUSEMENT TAX	-	-	-	2,300	2,500
TOTAL TAXES		2,521,996	2,615,293	1,081,720	2,444,772	2,958,350
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	9,000	7,000	7,000	7,000	7,000
01-10-00-2-3120	VEHICLE LICENSES	157,777	153,000	148,517	154,352	155,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	6,313	4,500	2,135	5,130	5,000
01-10-00-2-3130	ANIMAL LICENSES	10,593	10,900	10,025	10,345	10,400
01-10-00-2-3140	FRANCHISE LICENSES	107,070	109,000	53,022	106,043	106,000
01-10-00-2-3150	BUSINESS LICENSES	2,800	2,700	8,925	8,925	9,000
TOTAL LICENSES		293,553	287,100	229,624	291,795	292,400

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PERMITS						
01-10-00-3-3250	VARIANCE PERMITS	736	-	125	250	250
01-10-00-3-3260	OVERWEIGHT TRUCK PERMIT	-	-	1,870	1,870	-
TOTAL PERMITS		736	-	1,995	2,120	250
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	8,913	12,000	1,386	5,000	5,000
TOTAL INTEREST INCOME		8,913	12,000	1,386	5,000	5,000
MISCELLANEOUS						
01-10-00-7-3820	RENTAL INCOME	4,094	4,000	780	1,560	1,500
01-10-00-7-3825	SECURITY FEE	-	-	525	1,050	1,000
01-10-00-7-3830	G/F DONATIONS	500	-	-	-	-
01-10-00-7-3835	SWALCO RECYCLING	15,393	14,395	2,380	14,850	15,000
01-10-00-7-3840	YARD STICKERS	10,820	19,250	4,099	15,000	15,000
01-10-00-7-3860	INSURANCE REIMB	-	-	-	-	-
01-10-00-7-3890	MISCELLANEOUS INCOME	17,696	3,000	20,621	20,621	15,000
01-10-00-7-3990	TRF FROM OTHER FUNDS	-	-	-	-	36,250
TOTAL MISCELLANEOUS		48,503	40,645	28,405	53,081	83,750
TOTAL GENERAL FUND REVENUES		2,873,701	2,955,038	1,343,130	2,796,768	3,339,750

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
	2009	2010	2011
Full-Time	0	0	0
Part-Time	7	7	7

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-		-
-	-	-	Total Revenue	
				-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
6,274	-	-	Personal Services	-	-
2,701	2,212	7,825	Contractual Services	3,775	3,800
8,975	2,212	7,825	Total Expenditures	3,775	3,800

Use of Cash

(3,775)	(3,800)
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ELECTED OFFICIALS						
PERSONNEL SERVICES						
01-10-12-1-4010	SALARIES	-	-	-	-	-
01-10-12-1-4040	IMRF	-	-	-	-	-
01-10-12-1-4090	FICA MATCHING	-	-	-	-	-
<hr/>						
TOTAL PERSONNEL SERVICES		-	-	-	-	-
CONTRACTUAL SERVICES						
01-10-12-3-4357	PRINTING/COPYING	113	-	-	-	-
01-10-12-3-4361	DUES	331	2,600	-	2,325	300
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	1,230	4,725	20	3,000	3,000
01-10-12-3-4390	MISC EXPENSE	538	500	170	500	500
<hr/>						
TOTAL CONTRACTUAL SERVICES		2,212	7,825	190	4,085	3,800
TOTAL ELECTED OFFICIALS		2,212	7,825	190	4,085	3,800

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS

Description: Dues

Priority: High

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

This account is used to pay for dues to the International Council of Shopping Centers (ICSC), and other unspecified dues for elected officials.

CMAP has informed us that they bill the Lake County Municipal League directly for municipal membership; therefore, this line item is being removed from the 2011 budget request.

ICSC	\$100.
US Conference of Mayors	\$2,000
CMAP	\$325
Unspecified	<u>\$175</u>
Total	\$275

Elected Officials request **\$275** for Fiscal Year 2011. This represents a decrease of \$2,325 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS
Description: Professional Development
Priority: High
Account Number: 01-10-12-3-4365

This account pays for the professional development, training and attendance at seminars and conferences for elected officials.

Illinois Municipal League Conference (3)	\$1,850
International Council of Shopping Centers - Mayor	<u>1,150</u>
	\$3,000

Elected Officials request **\$3,000** for Fiscal Year 2011. This represents a decrease of \$1,725 over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS

Description: Miscellaneous Expense

Priority: High

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

This account is to be used for items not budgeted in any other Elected Official accounts, such as attendance at the Evening of Excellence Chamber dinner.

Elected Officials request **\$500** for Fiscal Year 2011. There is no change from Fiscal Year 2010.

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
	2009	2010	2011
Full-Time	4	3	2
Part-Time	0	0.5	1.25

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 Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
242,930	305,479	288,567	Personal Services	303,910	308,546
356,361	203,883	130,872	Contractual Services	102,427	101,440
5,058	13,081	5,300	Commodities	4,900	5,100
784,140	-	-	Other Financing Uses	-	-
1,388,489	522,443	424,739	Total Expenditures	411,237	415,086

Use of Cash

(411,237)	(415,086)
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Significant Changes

- * The risk management function and the Village clerk function have been discretely presented this year.
- * New this year - funding for part-time clerical support to assist the Chief Operating Officer

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
ADMINISTRATION							
PERSONNEL SERVICES							
01-10-10-1-4010	SALARIES	257,309	228,710	78,303	156,607	220,730	237,500
01-10-10-1-4015	PART TIME INTERN	-	15,000	4,620	9,240	27,900	15,000
01-10-10-1-4040	IMRF	28,791	27,011	9,104	18,208	30,410	30,880
01-10-10-1-4060	457 BENEFIT PLAN	-	-	-	-	5,500	5,500
01-10-10-1-4075	UNIFORMS	-	350	-	-	350	350
01-10-10-1-4090	FICA MATCHING	19,379	17,496	6,283	12,565	19,020	19,316
TOTAL PERSONNEL SERVICES		305,479	288,567	98,310	196,620	303,910	308,546
CONTRACTUAL SERVICES							
01-10-10-3-4130	CONT MAINT-EQUIPMENT	-	500	488	900	1,000	1,000
01-10-10-3-4210	ACCOUNTING SERVICES	36,911	-	-	-	-	-
01-10-10-3-4327	DATA PROCESSING SERVICE	-	5,000	719	719	-	-
01-10-10-3-4329	OTHER PROF SERVICES	87,897	1,800	(40)	1,800	-	-
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	7,250	9,240	5,377	8,250	3,000	3,000
01-10-10-3-4351	POSTAGE	4,450	15,340	3,453	6,906	13,100	9,900
01-10-10-3-4353	TELEPHONE - CELL PHONE	10,216	3,000	1,157	1,805	1,320	1,390
01-10-10-3-4354	TELEPHONE - LAND LINE	-	7,992	2,167	7,992	8,200	8,600
01-10-10-3-4355	PUBLISHING/ADVERTISING	1,063	2,000	615	858	1,100	1,100
01-10-10-3-4357	PRINTING/COPYING	5,823	6,300	6,210	6,300	6,600	6,900
01-10-10-3-4361	DUES	8,731	4,835	2,084	4,835	4,190	4,515
01-10-10-3-4363	MILEAGE REIMBURSEMENT	-	600	284	569	300	300
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	1,214	11,495	1,119	3,900	9,905	10,000
01-10-10-3-4367	PUBLICATIONS	221	560	32	560	605	635
01-10-10-3-4370	SALES TAX REBATES	7,718	300	-	-	-	-
01-10-10-3-4375	RENTAL/LEASE	16,303	16,660	5,962	15,150	14,807	15,500
01-10-10-3-4377	EMPLOYEE RECOGNITION	534	500	-	500	500	500
01-10-10-3-4378	VOLUNTEER APPRECIATION	50	1,000	-	800	800	800
01-10-10-3-4379	DONATIONS	5,125	125	100	100	-	-
01-10-10-3-4380	YARD WASTE STICKERS	8,775	14,625	1,020	10,200	10,500	10,800
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	3,000	1,680	2,200	500	500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-10-10-3-4390	MISC EXPENSE	1,602	1,000	238	1,000	1,000
01-10-10-3-4399	CONTINGENCY	-	25,000	-	-	25,000
TOTAL CONTRACTUAL SERVICES		203,883	130,872	32,665	75,344	102,427
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	4,044	4,000	1,220	4,000	4,200
01-10-10-5-4563	MINOR EQUIPMENT	-	200	-	200	200
01-10-10-5-4595	MEETING SUPPLIES	9,037	1,100	397	1,100	700
TOTAL COMMODITIES		13,081	5,300	1,617	5,300	4,900
TOTAL ADMINISTRATION		522,443	424,739	132,592	277,264	415,086

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Salaries

Priority: High

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

This account is used to pay all employees in the Administration Department. This year, funding is provided for a part-time administrative assistant for the Chief Operating Officer.

Administration requests **\$220,730** for Fiscal Year 2011. This represents a decrease of \$7,980 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

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 is a Masters in Public Administration graduate student recruited from a local university. The primary responsibility of this intern is researching and applying for grants.

Administration requests **\$27,900** for Fiscal Year 2011. This represents a \$12,900 increase from Fiscal Year 2010. The intern position will be increasing from 1,000 hours annually to 1,395 hours annually.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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 Administration. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2011, the Village's portion will be 12.23%.

Administration requests **\$30,410** for Fiscal Year 2011. This represents an increase of \$3,399 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **457 Benefit Plan**

Priority: **High**

Account Number: **01-10-10-1-4060**

This account represents the employers' portion of the 457 Benefit Plan for the Administration employees.

The Administration Department requests **\$5,500** for Fiscal Year 2011. This is a new account in Fiscal Year 2011. In prior years, this line item was included in the Salaries expense.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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.

Administration requests **\$350** for Fiscal Year 2011. This represents no increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: FICA Matching

Priority: High

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

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

Administration requests **\$19,020** for Fiscal Year 2011. This represents an increase of \$1,524 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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 as well as re-programming of the phone system for the Village.

Administration recommends **\$1,000** for Fiscal Year 2011. This represents a \$500 increase from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

Formerly, this account paid for the annual administration fee for ADP payroll.

Payroll is now being processed in-house.

Administration requests **\$0** for Fiscal Year 2011. This represents a decrease of \$5,000 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Other Professional Services
Priority: High
Account Number: 01-10-10-3-4329

This account covers the cost of professional services for fees associated with notary services. This expense will be funded from the newly created Village Clerk Department.

Administration requests **\$0** for Fiscal Year 2011. This represents a \$1,800 decrease from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Credit Card Processing Fees
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.

Administration requests **\$3,000** for Fiscal Year 2011. This represents a decrease of \$6,240 from Fiscal Year 2010. The primary reason for the decrease is that in 2011, the credit card processing fees related to the Aquatic Center will be recorded in the Aquatic Center Operating Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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 in postage. It is anticipated that there will be 6 bulk mailings in Fiscal Year 2011 (four newsletters, one tree lighting, and one miscellaneous mailing).

Bulk mailings (6 mailings @ \$800 ea)	\$ 4,800
Postage (average \$500/month)	\$ 6,000
FedEX	\$ 300
Colony Press (vehicle sticker mailing)	<u>\$ 2,000</u>
Total	\$13,100

Administration requests **\$13,100** for Fiscal Year 2011. This represents a decrease of \$2,240 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Telephone - Cell Phone
Priority: High
Account Number: 01-10-10-3-4353

This account is used for the following business-related cellular telephone services:

Cell phone - Chief Operating Officer - payment of business-related usage from the Chief Operating Officer's personal cellular telephone

Cell phone - Chief Administrative Officer - payment of business-related usage from a Village owned cellular phone assigned to the Chief Administrative Officer

Administration requests **\$1,320** for Fiscal Year 2011. This represents a decrease of \$1,680 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

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.

Administration requests **\$8,200** for Fiscal Year 2011. This represents an increase of \$208 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Publishing/Advertising
Priority: High
Account Number: 01-10-10-3-4355

This account covers the cost associated with publishing of various non-reimbursable 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.

Administration requests **\$1,100** for Fiscal Year 2011. This represents a decrease of \$900 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

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 \$6,600

Administration requests **\$6,600** for Fiscal Year 2011. This represents an increase of \$300 from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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:

Illinois Municipal League	\$ 750
Lake Zurich Chamber of Commerce	\$ 320
International City/County Managers Assoc.	\$ 800
ICMA - Donna	\$ 575
Illinois City Management Assoc.	\$ 275
Illinois City Management Assoc. - Donna	\$ 170
Lake County Municipal League Popul. Asmt.	\$1,200
Additional amount to cover increases	<u>\$ 100</u>
Total	\$4,190

Administration requests **\$4,190** for Fiscal Year 2011. This represents a decrease of \$645 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Mileage Reimbursement
Priority: High
Account Number: 01-10-10-3-4363

This account is also used by other administrative staff other than the Chief Operating Officer for travel expenses. Building Department personnel will utilize the newly acquired vehicle for business related travel, with use of personal cars kept to a minimum. The current standard mileage reimbursement is \$.50 per mile.

Mileage \$300

Administration requests **\$300** for Fiscal Year 2011. This represents a decrease of \$300 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Professional Development
Priority: High
Account Number: 01-10-10-3-4365

This account is used to pay for professional development, including training classes, attendance at seminars and conferences for administrative employees' continuing professional education credits.

ICMA Conference - COO	\$2,600
ICMA Conference - CAO	\$2,600
ILCMA Conference - COO	\$700
ILCMA Conference - CAO	\$700
IML Conference - COO	\$130
IML Conference - CAO	\$275
LZ Chamber luncheons	\$200
Business expenses	\$1,200
Additional training - Not specified	<u>\$1,500</u>
Total	\$9,905

Administration requests **\$9,905** for Fiscal Year 2011. This represents a decrease of \$1,590 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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)	\$315
Pioneer Press (from Elect. Off.)	\$ 65
State Statutes	<u>\$225</u>
	\$605

Administration requests **\$605** for Fiscal Year 2011. This represents an increase of \$45 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Sales Tax Rebate**

Priority: **High**

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

This account paid for the sales tax rebate owed to Country Bumpkin. This arrangement ended January 24, 2010.

Administration requests **\$0** for Fiscal Year 2011. This represents a decrease of \$300 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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 is paying \$.022 per copy.

Upstairs copier is \$2,651 annually.

Downstairs copier: \$3,666 annually.

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

Copier costs - upstairs	\$2,651
Copier costs - downstairs	\$3,666
Avaya phones	<u>\$8,490</u>
Total	\$14,807

Administration requests **\$14,807** for Fiscal Year 2011. This represents a decrease of \$1,853 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Employee Recognition
Priority: Medium
Account Number: 01-10-10-3-4377

This account is used to pay for employee recognition to reward excellence in the workplace.

Administration requests **\$500** for Fiscal Year 2011. There is no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Volunteer Appreciation
Priority: High
Account Number: 01-10-10-3-4378

This account is used for volunteer appreciation items.

Administration requests **\$800** for Fiscal Year 2011. This represents a decrease of \$200 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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 \$2.04 per sticker and selling them for \$3 each or 10 for \$25. Residents are informed they can purchase them at cost through Waste Management.

The Administration Department requests **\$10,500** for Fiscal Year 2011. This represents a decrease of \$4,125 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

In 2010, this account covered the costs associated with the mowing of property in foreclosure. Once mowed, the property owner was invoiced and if the invoice was not paid, a lien was placed on the property.

By June, 2010, we were on track to expending the entire budget by July due to the number of foreclosures. Staff conducted research of some neighboring communities and found that mowing is rarely conducted by the Villages. The preferred means of addressing tall grass/weeds is to notify the property owner of the violation, then ticket if the mowing does not take place. Most communities stated budgetary reasons as well as the increased volume of foreclosures for their decision not to mow.

Mowing will only be considered if a health/safety issue arises.

Administration requests **\$500** for Fiscal Year 2011. This represents a decrease of \$2,500 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Miscellaneous Expense
Priority: Low
Account Number: 01-10-10-3-4390

Expenditures to this account will include retirement recognition, bereavement memorials, and other miscellaneous items.

Miscellaneous items	<u>\$ 1,000</u>
	\$ 1,000

Administration requests **\$1,000** for Fiscal Year 2011. There is no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Contingency**

Priority: **High**

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

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

Administration requests **\$25,000** for Fiscal Year 2011. There is no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Office Supplies**

Priority: **High**

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

This account represents the amount paid for various office supplies.

Administration requests **\$4,000** for Fiscal Year 2011. There is no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

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.

Administration recommends **\$200** for Fiscal Year 2011. There is no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Meeting Supplies**

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, etc.

Administration requests **\$700** for Fiscal Year 2011. This represents a \$400 decrease from the prior year.

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

	<u>Year End Actual</u>		<u>Proposed</u>
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	<u>Proposed</u>	
			2011	2012
-	-	-		-
-	-	-	Total Revenue	
				-

Expenditures

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	<u>Proposed</u>	
			2011	2012
-	-			
200,679	151,720	172,000		
			-	-
			168,200	168,200
200,679	151,720	172,000	Total Expenditures	
			168,200	168,200

Use of Cash

(168,200)	(168,200)
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-GENERAL	72,381	60,000	32,133	80,330	103,200
01-10-11-3-4231	RETAINER	-	24,000	-	13,000	26,000
01-10-11-3-4232	LEGAL SERVICES-POLICE	26,289	40,000	5,900	11,800	20,000
01-10-11-3-4233	POLICE LABOR ISSUES	24,638	20,000	3,388	6,775	5,000
01-10-11-3-4234	ADJUDICATION	3,106	3,000	1,330	2,660	3,000
01-10-11-3-4235	LEGAL-BUILDING & ZONING	25,306	25,000	-	-	5,000
01-10-11-3-4236	CONSULTING - VILLAGE CLERK (FOIA)	-	-	-	-	6,000
TOTAL CONTRACTUAL SERVICES		151,720	172,000	42,751	114,565	168,200
TOTAL LEGAL		151,720	172,000	42,751	114,565	168,200

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL

Description: Legal Services - General

Priority: High

Account Number: 01-10-11-3-4230

This account represents fees paid for legal counsel. The present agreement with the Village Attorney provides for a rate of \$310 per hour for work outside the scope of the retainer.

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

The Legal Department requests **\$103,200** for Fiscal Year 2011. This represents an increase of **\$43,200** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Legal Services - Retainer
Priority: High
Account Number: 01-10-11-3-4231

This account represents a monthly retainer fee paid for legal counsel. The retainer covers legal fees for on-site legal counsel and answering various inquiries by staff.

The Legal Department requests **\$26,000** for Fiscal Year 2011. This represents an increase of **\$2,000** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Legal Service - Police
Priority: High
Account Number: 01-10-11-3-4232

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 per hour rate for ordinance and traffic cases and a flat fee of \$400 per DUI case.

Costs in this account have declined due to fewer officers on patrol resulting in fewer DUI arrests.

The Legal Department requests **\$20,000** for Fiscal Year 2011. This represents a **\$20,000** decrease over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Legal - Labor Issues
Priority: High
Account Number: 01-10-11-3-4233

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.

A wage re-opener is scheduled for October 2010 which will likely be resolved prior to the start of FY 2011 and the current contract runs through the end of 2011.

Village legal staff on retainer will likely assist with any labor issues that arise so the requested budget would only be necessary if outside legal assistance is required.

The Legal Department requests **\$5,000** for Fiscal Year 2011. This represents a **\$15,000** decrease over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL

Description: Legal - Adjudication

Priority: High

Account Number: 01-10-11-3-4234

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 held monthly.

The Legal Department requests **\$3,000** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **LEGAL**

Description: **Legal Services - Building and Zoning**

Priority: **High**

Account Number: **01-10-11-3-4235**

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 **\$5,000** for Fiscal Year 2011. This represents a decrease of **\$20,000** from Fiscal Year 2009.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL

Description: Consulting - Village Clerk (FOIA)

Priority: High

Account Number: 01-10-11-3-4236

This account is used to pay for outside consultants and special counsel to assist the Village with compliance with the new Freedom of Information Act requirements.

The Legal Department requests **\$6,000** for Fiscal Year 2011. This is a new account in Fiscal Year 2011.

VILLAGE CLERK

Department Purpose

The Village Clerk is responsible for attending all official meetings of the Board of Trustees and preparing the official minutes and providing the Village Seal and attest for all ordinances, resolutions, contracts and bonds of the Village, and such licenses, permits and other documents as required.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

In addition, the Village Clerk acts as the keeper of the Village Seal, gives proper notice of meetings as required by statute, ordinance or direction of the Village Board and act as the keeper of all documents belonging to the Village. The Village Clerk serves as the primary Freedom of Information Act (FOIA) Officer of the Village.

Revenue

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	Proposed	
			2011	2012
-	-	-		-
-	-	-	Total Revenue	
				-

Expenditures

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	Proposed		
			2011	2012	
-	-	-	Personal Services	5,990	5,990
-	-	-	Contractual Services	520	520
-	-	-	Total Expenditures		
			6,510	6,510	

Use of Cash

(6,510)	(6,510)
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Significant Changes

* The Village Clerk Department is newly created in the 2011 Budget. This position was funded in the Administration Department in prior fiscal years.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
EXPENSES						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	-	-	-	5,000	5,000
01-10-13-1-4040	IMRF	-	-	-	610	610
01-10-13-1-4090	FICA MATCHING	-	-	-	380	380
TOTAL PERSONNEL SERVICES		-	-	-	5,990	5,990
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	-	-	-	300	300
01-10-13-3-4361	DUES	-	-	-	220	220
TOTAL CONTRACTUAL SERVICES		-	-	-	520	520
TOTAL EXPENSES		-	-	-	6,510	6,510

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: VILLAGE CLERK

Description: Salaries

Priority: High

Account Number: 01-10-13-1-4010

This account is used to pay the Village Clerk stipend.

Village Clerk stipend	\$5,000
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Village Clerk requests **\$5,000** for Fiscal Year 2011. This is a new account for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: VILLAGE CLERK
Description: Other Professional Services
Priority: High
Account Number: 01-10-13-3-4329

This account is used by the Village Clerk for notary expenses associated with application fees, insurance and stamp purchases.

Notary	\$300
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Village Clerk requests **\$300** for Fiscal Year 2011. This is a new account for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: VILLAGE CLERK

Description: Dues

Priority: Medium

Account Number: 01-10-13-3-4361

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

Municipal Clerk's of Lake Co.	\$ 25
Internat'l. Institute of Mun. Clerk's	\$ 125
Municipal Clerk's of Illinois	<u>\$ 70</u>
Total	\$ 220

Village Clerk requests **\$220** for Fiscal Year 2011. This is a new account for Fiscal Year 2011.

RISK MANAGEMENT

Department Purpose

The primary responsibility of the Risk Management Department is to manage the various risk exposures of the Village. Included in this department are expenses related to employee medical, dental, and vision premiums; general liability and workers' compensation premiums, and unemployment premiums payable to the Illinois Department of Employment Security. The Risk Management Coordinator is responsible for the Risk Management Department.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-		-
-	-	-	Total Revenue	
				-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	-	Personal Services	-	-
-	311,955	362,226	Contractual Services	456,590	489,840
-	311,955	362,226	Total Expenditures	456,590	489,840

Use of Cash

(456,590)	(489,840)
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Significant Changes

- * The Risk Management Department is reported in the current budget as a separate department. In prior years, this function was reported in the Administration Department, Human Resources Department, Finance Department, Police Department, Public Works Department and Building Department.
- * New this fiscal year - the premiums for medical coverage, dental & vision coverage and the unemployment premiums are discretely displayed for better transparency and monitoring these expenditures.
- * New this fiscal year - the Village has implemented a safety committee to review accidents, conduct safety inspections, make safety improvements and mitigate the Village's loss exposure.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
RISK MANAGEMENT							
EXPENSES							
PERSONNEL SERVICES							
01-10-14-1-4010	SALARIES	-	-	-	-	5,000	5,000
01-10-14-1-4040	IMRF	-	-	-	-	610	610
01-10-14-1-4090	FICA MATCHING	-	-	-	-	380	380
TOTAL PERSONNEL SERVICES		-	-	-	-	5,990	5,990
CONTRACTUAL SERVICES							
01-10-14-1-4070	MEDICAL INSURANCE PREMIUMS	205,243	220,499	122,232	245,231	225,000	236,250
01-10-14-1-4071	DENTAL & VISION PREMIUMS	-	-	-	-	25,000	30,000
01-10-14-1-4072	EMPLOYEE ASSISTANCE PROGRAM	-	600	-	-	600	600
01-10-14-1-4080	UNEMPLOYMENT PREMIUM	-	-	-	28,000	30,000	30,000
01-10-14-3-4373	LIABILITY INSURANCE	106,712	141,127	66,544	141,127	170,000	187,000
TOTAL CONTRACTUAL SERVICES		311,955	362,226	188,776	414,358	450,600	483,850
TOTAL EXPENSES		311,955	362,226	188,776	414,358	456,590	489,840

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Salaries

Priority: High

Account Number: 01-10-14-1-4010

This account includes the annual stipend for the Risk Management Coordinator. This account is a newly created account in 2010.

The Risk Management Department requests **\$5,000** for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: IMRF

Priority: High

Account Number: 01-10-14-1-4040

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for the Risk Management Coordinator's stipend. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2011, the Village's portion will be 12.23%.

Risk Management requests \$610 for Fiscal Year 2011. This is a newly created account in Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: FICA Matching

Priority: High

Account Number: 01-10-14-1-4090

This account represents the employers' portion of FICA for the Risk Management Coordinator. The amount due is 7.65% of salaries.

Risk Management requests \$380 for Fiscal Year 2011. This is a newly created account in Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT
Description: Medical Insurance Premiums
Priority: High
Account Number: 01-10-18-1-4070

This account represents the amount paid by the Village towards health insurance for all eligible full time employees. In prior years, these expenses were allocated to the individual employee departments. To facilitate better transparency and monitoring of this expenditure, this line item has been consolidated in the newly created Risk Management department. In addition, this presentation will protect employee privacy and facilitate better compliance with the HIPPA laws concerning the safeguarding of employee medical information.

The Village pays 100% of the premium for employee HMO coverage. Employees contribute a portion of the premium for dependent coverage and for the PPO option.

The Village's insurance broker, the Linden Group, is working with the Village's medical provider, Blue Cross Blue Shield to obtain renewal quotes. In addition, alternate providers will be asked to provide quotes. The increases in the medical premiums have been forecasted at 15% over the prior year.

The Risk Management department requests **\$225,000** for the 2011 Fiscal Year.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Dental and Vision Insurance Premiums

Priority: High

Account Number: 01-10-18-1-4071

This account represents the amount paid by the Village towards dental and vision insurance for all eligible full time employees. In prior years, these expenses were allocated to the individual employee departments and included in the same account as the health insurance premium. To facilitate better transparency and monitoring of this expenditure, this line item has been consolidated in the newly created Risk Management department. In addition, this presentation will protect employee privacy and facilitate better compliance with the HIPPA laws concerning the safeguarding of employee medical information.

The Village pays 100% of the premium for employee dental and vision coverage.

The Village's insurance broker, the Linden Group, is working with the Village's medical provider, Guardian to obtain renewal quotes. In addition, alternate providers will be asked to provide quotes. The increase in the dental and vision premiums have been forecasted at 15% over the prior year.

The Risk Management department requests **\$25,000** for the 2011 Fiscal Year.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Employee Assistance Program

Priority: High

Account Number: 01-10-14-1-4072

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

The Risk Management department requests \$600 for Fiscal Year 2011. This represents no increase over the prior fiscal year.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT
Description: Unemployment Premium
Priority: High
Account Number: 01-10-14-1-4080

This account is used to pay the Village's unemployment premium due to the Illinois Department of Employment Security. This premium was recorded in the Health Insurance expense line item in prior years. For better transparency and monitoring, this account has been discretely presented in the current year.

The Village's unemployment premium is based on a ratio, called the benefit ratio, which is determined in such a way that the greater the unemployment caused by the employer, the higher the rate. This premium is payable quarterly and is calculated as the benefit ration times the first \$12,520 of an employee's annual wages. The Village's current benefit ratio is 5.8%. This ratio is projected to increase to 6.2% in 2011.

The Risk Management department requests **\$30,000** for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Liability Insurance

Priority: High

Account Number: 01-10-14-3-4373

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

A 20% increase is forecasted for Fiscal Year 2011 as the Village is on the Risk Management Association watch-list. The watch-list is comprised of municipalities in the risk pool whose claims have consistently exceeded the premiums contributed. The Village has been assigned a Loss Control specialist and has agreed to work with the pool to implement suggested safety improvements, such as the implementation of a safety committee and mandatory employee safety training initiatives.

The Risk Management department recommends **\$170,000** for Fiscal Year 2011. This represents an increase of \$28,873 from 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
	2009	2010	2011
Full-Time	0	0.1	0.25
Part-Time	0	0	0

Revenue

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	Proposed	
			2011	2012
-	-	-		-
-	-	-	Total Revenue	
				-

Expenditures

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>		Proposed	
				2011	2012
-	-	9,939	Personal Services	29,095	29,960
-	-	5,500	Contractual Services	9,850	10,350
-	-	15,439	Total Expenditures	38,945	40,310

Use of Cash

(38,945)	(40,310)
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Significant Changes

- * The allocation of the Human Resources Director position was increased from 10% to 25% in the current fiscal year. The revised allocation more accurately depicts the job responsibilities of the CFO/HR Director.
- * A wellness program is funded for the first time in the 2011 budget. The Village plans to apply for Federal Funding to implement a new wellness program that complies with the federal guidelines.
- * A tuition reimbursement program for non-union employees is funded for the first time in the 2011 budget. This program will encourage staff to enroll in post-secondary education programs that provide a direct benefit to the Village and its employees.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	-	9,750	3,450	6,900	24,475
01-10-16-1-4040	IMRF	-	115	391	781	2,990
01-10-16-1-4060	457 BENEFIT PLAN	-	-	-	625	625
01-10-16-1-4090	FICA MATCHING	-	74	243	486	1,870
TOTAL PERSONNEL SERVICES		-	9,939	4,084	8,167	29,960
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	-	-	-	145	350
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	-	500	220	440	1,000
01-10-16-3-4366	WELLNESS PROGRAM	-	-	-	-	1,500
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	-	-	-	5,000	5,000
01-10-16-3-4399	CONTINGENCY	-	5,000	1,127	2,254	2,500
TOTAL CONTRACTUAL SERVICES		-	5,500	1,347	2,839	9,850
TOTAL HUMAN RESOURCES		-	15,439	5,431	11,006	38,945

**MAINTENANCE AND OPERATIONS BUDGET
2011 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. In Fiscal Year 2011, the allocation of the Human Resources position was increased from 10% to 25%. The revised allocation more accurately depicts the job responsibilities of the Chief Financial Officer/Human Resources Director.

The Human Resources Department requests **\$23,750** for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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, 2011, the Village's portion will be 12.23%.

The Human Resources Department requests **\$2,900** for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: 457 Benefit Plan

Priority: High

Account Number: 01-10-18-1-4060

This account represents the employers' portion of the 457 Benefit Plan for the Human Resources Department employee.

The Human Resources Department requests **\$625** for Fiscal Year 2011. This is a new account in Fiscal Year 2011. In prior years, this line item was included in the Salaries expense.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$1,825** for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Dues

Priority: High

Account Number: 01-10-16-3-4361

This account is used to pay for annual dues to Human Resources related professional associations. This line item includes the dues for the Human Resources Director:

Illinois Public Employer Labor Relations Association	\$200
International Public Management Association for Human Resources	\$150

The Human Resources Department requests **\$350** for Fiscal Year 2011, this represents a new line item; thus a **\$350** increase from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Professional Development

Priority: High

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

This account is used to pay for Human Resources related professional development classes. This line item includes the following continuing education opportunities for the Human Resources Director:

Illinois Public Employer Labor Relations Association	
Annual Employment Law Update	\$250
Performance Evaluation Web Training	\$ 50
International Public Management Association for	
Human Resources Annual Conference	\$700

The Human Resources Department requests **\$1,000** for Fiscal Year 2011, this represents a **\$500** increase from Fiscal Year 2010.

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

Department: HUMAN RESOURCES

Description: Wellness Program

Priority: High

Account Number: 01-10-16-3-4366

This account is a new line item in Fiscal Year 2011 to provide funding for a new Wellness Program. The Village intends to apply for new Federal grants available in early 2011 from the Department of Health and Human Services. The Village Wellness Program will comply with the Federal Requirements as follows:

A comprehensive workplace wellness program must be made available to all employees and include:

- *Health awareness initiatives (including health education, preventive screenings and health risk assessments)*
- *Efforts to maximize employee engagement (including mechanisms to encourage employee participation)*
- *Initiatives to change unhealthy behaviors and lifestyle choices (including counseling, seminars, online programs and self-help materials)*
- *Supportive environment efforts (including workplace policies to encourage healthy lifestyles, healthy eating, increased physical activity and improved mental health)*

The Human Resources Department requests **\$1,000** for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES
Description: Tuition Reimbursement
Priority: High
Account Number: 01-10-16-3-4370

This account is a new account in Fiscal Year 2011. Continuing education is vital for professional development. To further the goal of attracting and retaining highly qualified, professional staff, the Human Resources department is recommending the implementation of a formal tuition reimbursement policy for non-union Village staff. The tuition reimbursement plan for the Village's union employees is included in the collective bargaining agreement.

The Human Resources Department requests **\$5,000** for Fiscal Year 2011.

**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 **\$2,500** for Fiscal Year 2011; this request represents a \$2,500 decrease from 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
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-		
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
11,722	31,621	51,593	34,828	35,471
24,499	-	-	-	-
2,178	368	18,138	36,000	36,000
38,399	31,989	69,731	Total Expenditures	
			70,828	71,471

Use of Cash

(70,828)	(71,471)
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Significant Changes

* Includes funding to upgrade the Village's computer system to improve efficiency and service to residents.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	11,647	15,233	12,265	14,247	13,511
01-10-17-3-4329	OTHER PROFESSIONAL SERVICES	19,974	16,800	6,340	12,680	18,000
01-10-17-3-4330	WEBSITE	-	600	515	1,031	3,000
01-10-17-3-4331	INTERNET ACCESS	-	960	480	960	960
01-10-17-3-4332	WEBSITE UPGRADE	-	18,000	-	18,000	-
TOTAL CONTRACTUAL SERVICES		31,621	51,593	19,600	46,918	35,471
CAPITAL OUTLAY						
01-10-17-8-4893	SOFTWARE	-	4,500	1,065	1,065	-
01-10-17-8-4894	EQUIPMENT	368	13,638	2,005	4,011	36,000
TOTAL CAPITAL OUTLAY		368	18,138	3,070	5,076	36,000
TOTAL TECHNOLOGY		31,989	69,731	22,670	51,994	71,471

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: TECHNOLOGY
Description: Software Support and Maintenance
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.

Anti-spam ORF software	\$ 125
Remotely Anywhere update (4)	\$ 400
MSI maintenance	\$10,138
Laserfiche maintenance	\$ 855
IACP - PD	\$ 500
Critical Reach - PD	\$ 250
In Time - PD	\$ 200
Additional - increases	<u>\$ 400</u>
	\$12,868

Technology requests **\$12,868** for Fiscal Year 2011. This represents a decrease of **\$2,365** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: TECHNOLOGY
Description: Technology Support
Priority: High
Account Number: 01-10-17-3-4329

This account is used for paying the monthly technology consulting fee to provide support to the Village's computer network.

Technology requests **\$18,000** for Fiscal Year 2011. This represents an increase of **\$1,200** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: TECHNOLOGY
Description: Website Hosting and Maintenance
Priority: High
Account Number: 01-10-17-3-4330

This account is used for paying the website hosting and maintenance fee through Civic Plus. This is a new account in 2011.

Technology requests **\$3,000** for Fiscal Year 2011. This represents an increase of **\$2,400** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **TECHNOLOGY**

Description: **Internet Access**

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</u>
	\$960

Technology requests **\$960** for Fiscal Year 2011. This represents no increase from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **TECHNOLOGY**

Description: **Software**

Priority: **High**

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

Technology requests \$0 for Fiscal Year 2011. This represents a decrease of \$4,500 from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: TECHNOLOGY

Description: Equipment

Priority: High

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

Technology is currently evaluating options to upgrade the Village's computer system. Due to budgetary constraints, many of the Village's computers are in excess of 5 years old and reaching the end of the useful life. An upgrade to the computer system would improve efficiency and service to the residents.

Technology requests **\$36,000** for Fiscal Year 2011. This represents an increase of **\$22,362** from Fiscal Year 2010.

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
	2009	2010	2011
Full-Time	2	0.9	0.75
Part-Time	0	0	0.25

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.

Revenue

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	Proposed	
			2011	2012
-	-	-	-	
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Eight Months Ended <u>12/31/2008</u>	Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>	Proposed	
			2011	2012
-	-	103,119	97,355	100,225
-	-	28,378	27,925	29,950
-	-	-	250	250
-	-	131,497	Total Expenditures	
			125,530	130,425

Use of Cash

(125,530)	(130,425)
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Significant Changes

* The allocation of the Chief Financial Officer position was decreased from 90% to 75% in the current fiscal year. The revised allocation more accurately depicts the job responsibilities of the CFO/HR Director.

* There is funding provided in the Fiscal Year 2011 budget for .25 Seasonal FTE to provide clerical support.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FINANCE						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	-	87,750	31,050	62,100	82,040
01-10-18-1-4040	IMRF	-	9,327	3,517	7,034	10,030
01-10-18-1-4060	457 BENEFIT PLAN	-	-	-	1,875	1,875
01-10-18-1-4090	FICA MATCHING	-	6,042	2,186	4,372	6,280
TOTAL PERSONNEL SERVICES		-	103,119	36,753	73,506	100,225
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	-	19,773	18,639	18,639	19,500
01-10-18-3-4211	ACTUARY SERVICES	-	1,500	-	1,500	1,500
01-10-18-3-4329	BOND FINANCIAL ADVISOR	-	4,500	1,000	4,500	6,000
01-10-18-3-4351	POSTAGE	-	100	-	25	-
01-10-18-3-4355	PUBLISHING/ADVERTISING	-	1,500	100	500	1,000
01-10-18-3-4361	DUES	-	1,005	540	1,270	1,350
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	-	-	111	200	600
TOTAL CONTRACTUAL SERVICES		-	28,378	20,390	26,634	29,950
COMMODITIES						
01-10-18-5-4561	OFFICE SUPPLIES	-	-	13	250	250
TOTAL COMMODITIES		-	-	13	250	250
TOTAL FINANCE		-	131,497	57,156	100,390	130,425

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 employees. In Fiscal Year 2011, the allocation of the Chief Financial Officer position was decreased from 90% to 75%. The revised allocation more accurately depicts the job responsibilities of the Chief Financial Officer/Human Resources Director. In addition, this line item includes funding for part-time (.25 FTE) seasonal staff to assist with clerical responsibilities.

The Finance Department requests **\$79,650** for Fiscal Year 2011. This represents a **\$1,800** decrease from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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, 2011, the Village's portion will be 12.23%.

The Finance Department requests **\$9,740** for Fiscal Year 2011. This represents a **\$413** increase from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: FINANCE
Description: 457 Benefit Plan
Priority: High
Account Number: 01-10-18-1-4060

This account represents the employers' portion of the 457 Benefit Plan for the Finance Department employee.

The Finance Department requests **\$1,875** for Fiscal Year 2011. This is a new account in Fiscal Year 2011. In prior years, this line item was included in the Salaries expense.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$6,090** for Fiscal Year 2011. This represents a **\$48** increase from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

Audit services are paid for out of this account. The Village completed a three-year audit contract with Sikich, LLP for the Fiscal Year 2009 audit. Therefore, a request for proposal will be issued to qualified audit firms for the audit of Fiscal Years 2010, 2011 and 2012.

The Finance Department requests **\$19,000** for Fiscal Year 2011. This represents a decrease of **\$773** over Fiscal Year 2010. The primary reason for the decrease is a change in services from the prior year. The Chief Financial Officer will prepare the Police Pension Illinois Division of Insurance report, resulting in a savings compared to the current audit contract.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: FINANCE
Description: Actuary Services
Priority: High
Account Number: 01-10-18-3-4211

This account is used for the professional actuary who calculates the post-employment benefit required by Governmental Accounting Standards Board Statement #50. Due to the Village's size and the fact that the Village does not have any retirees, this calculation will be performed every other year.

The Finance Department recommends \$0 for Fiscal Year 2011. This is a decrease of \$1,500 compared to the prior fiscal year.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 provides for a \$500 monthly retainer fee for Bridgeport Financial.

The Finance Department recommends **\$6,000** for Fiscal Year 2011. This represents an increase of **\$1,500** over the prior year due to a full year of services.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$1,000** for Fiscal Year 2011. This represents a **\$500** decrease compared to the prior fiscal year. The primary reason for the decrease is twofold: the publication of the annual treasurer's report was less costly than anticipated and the donation of a color printer will allow the color pages of the budget to be printed in-house.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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	\$175
Illinois Government Finance Officers Association	\$275
Certificate of Achievement in Financial Reporting Application Fee	\$375
Illinois CPA Society	\$250
AICPA	\$250

The Finance Department requests **\$1,325** for Fiscal Year 2011. This represents an increase of **\$320** over the prior fiscal year. The primary reason for the increase is the addition of the Illinois Government Finance Officers Association membership.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: FINANCE
Description: Professional Development
Priority: High
Account Number: 01-10-18-3-4365

This account is used to pay for Finance related professional development classes. This line item includes the following continuing education opportunities for the Chief Financial Officer

Illinois Government Finance Officers Association	
Annual Conference	\$500
2 Local Training Classes	\$100

The Finance Department requests **\$600** for Fiscal Year 2011; since this is a new account, this represents a **\$600** increase from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: FINANCE
Description: Office Supplies
Priority: Medium
Account Number: 01-10-18-5-4561

This account is used to pay for office supplies for the Finance Department.

The Finance Department requests **\$250** for Fiscal Year 2011; since this is a new account, this represents a **\$250** increase from Fiscal Year 2010.

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
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-		-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-		-
-	-	24,000	15,000	15,000
-	-	24,000	Total Expenditures	
			15,000	15,000

Use of Cash

(15,000)	(15,000)
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ENGINEERING						
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	-	12,000	1,334	7,000	3,000
01-10-19-3-4220	ENGINEERING SERVICES-CONTRACT	-	12,000	545	-	12,000
TOTAL CONTRACTUAL SERVICES		-	24,000	1,879	7,000	15,000
TOTAL ENGINEERING		-	24,000	1,879	7,000	15,000

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$3,000** for Fiscal Year 2011. This represents a decrease of **\$9,000** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 per month. This individual would have office time in the Village Hall and attend Village Board meetings.

The Engineering Department requests **\$12,000** for Fiscal Year 2011. There is no change from 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
	2009	2010	2011
Full-Time	10	9	9
Part-Time	0	4	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 Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
121,431	174,493	211,000	Fees	204,950	209,950
6,452	4,691	5,000	Intergovernmental	4,500	4,500
12,293	71,685	2,000	Miscellaneous	700	700
140,176	250,869	218,000	Total Revenue	210,150	215,150

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
710,618	764,589	827,951	Personal Services	849,991	855,874
182,833	141,847	146,500	Contractual Services	151,900	149,100
33,310	42,990	60,100	Commodities	50,600	53,100
-	-	-	Debt Service	-	-
-	44,545	5,000	Capital Outlay	29,000	29,000
926,761	993,971	1,039,551	Total Expenditures	1,081,491	1,087,074

191,126	163,992	163,992	Police Pension Contribution	211,652	211,652
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Use of Cash

(1,082,993)	(871,924)
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
POLICE							
REVENUES							
FEES							
01-20-00-4-3710	COURT FINES	127,328	150,000	57,220	108,256	115,000	120,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	34,265	25,000	13,675	32,331	35,000	35,000
01-20-00-4-3733	ADJUDICATION FINES	9,325	8,000	1,835	5,257	5,000	5,000
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	-	25,000	15,500	38,000	45,000	45,000
01-20-00-4-3735	POLICE PROTECTION FEES	2,963	2,500	-	4,400	4,500	4,500
01-20-00-4-3750	RECORDS REQUESTS	612	500	195	440	450	450
TOTAL FEES		174,493	211,000	88,425	188,684	204,950	209,950
INTERGOVERNMENTAL							
01-20-00-5-3805	GRANTS	4,691	5,000	2,183	4,500	4,500	4,500
TOTAL INTERGOVERNMENTAL		4,691	5,000	2,183	4,500	4,500	4,500
MISCELLANEOUS							
01-20-00-7-3830	DONATIONS	2,325	2,000	1,450	1,550	-	-
01-20-00-7-3860	INSURANCE REIMB	24,130	-	2,668	3,400	-	-
01-20-00-7-3865	COLLECTION AGENCY REVENUE	400	-	550	700	700	700
01-20-00-7-3890	MISCELLANEOUS INCOME	284	-	730	755	-	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	22,273	-	-	26,775	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	22,273	-	-	20,197	-	-
TOTAL MISCELLANEOUS		71,685	2,000	5,398	53,377	700	700
TOTAL REVENUES: POLICE		250,869	218,000	96,006	246,561	210,150	215,150

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
EXPENSES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	708,711	778,020	264,930	745,000	802,855
01-20-20-1-4020	OVERTIME	36,203	30,997	18,208	38,691	32,000
01-20-20-1-4040	IMRF	4,673	4,997	2,107	5,000	5,914
01-20-20-1-4090	FICA MATCHING	15,002	13,937	6,571	13,608	15,105
TOTAL PERSONNEL SERVICES		764,589	827,951	291,816	802,299	855,874
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	14,591	10,000	7,749	11,898	10,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	2,331	3,200	2,451	3,700	4,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	2,433	3,000	815	1,680	2,000
01-20-20-3-4351	POSTAGE	69	100	11	100	100
01-20-20-3-4353	TELEPHONE	2,992	4,100	2,018	4,036	4,000
01-20-20-3-4355	PUBLISHING/ADVERTISING	298	500	-	-	500
01-20-20-3-4357	PRINTING/COPYING	2,397	2,500	567	2,546	2,500
01-20-20-3-4359	DISPATCH SERVICE	90,212	92,000	77,158	105,247	87,550
01-20-20-3-4361	DUES	15,485	16,000	15,196	16,000	17,500
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	2,700	6,000	1,098	4,150	9,000
01-20-20-3-4367	PUBLICATIONS	311	500	137	350	500
01-20-20-3-4379	DONATIONS	100	100	-	-	-
01-20-20-3-4381	COMMUNITY RELATIONS	2,691	3,500	3,151	3,500	3,500
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	5,237	5,000	807	4,500	4,500
TOTAL CONTRACTUAL SERVICES		141,847	146,500	111,158	157,707	149,100
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	2,385	2,500	1,302	2,500	2,500
01-20-20-5-4562	AUTO FUEL & OIL	26,296	40,000	10,230	28,000	30,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 6 MONTHS		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	ACTUAL		
01-20-20-5-4563	MINOR EQUIPMENT	1,041	3,000	1,688	3,000	3,000
01-20-20-5-4569	VEHICLE SUPPLIES	3,398	3,000	2,409	5,617	5,000
01-20-20-5-4570	MAINT SUPPLIES	76	100	-	-	100
01-20-20-5-4578	UNIFORMS	8,319	9,500	2,429	7,600	10,500
01-20-20-5-4595	OTHER CHARGES	1,475	2,000	627	1,700	2,000
TOTAL COMMODITIES		42,990	60,100	18,685	48,417	53,100
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	44,545	-	46,972	46,972	24,000
01-20-20-8-4894	EQUIPMENT	-	5,000	1,227	5,000	5,000
TOTAL CAPITAL OUTLAY		44,545	5,000	48,199	51,972	29,000
TOTAL POLICE		993,971	1,039,551	469,858	1,060,395	1,087,074
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	163,992	163,992	81,996	163,992	211,652

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Salaries

Priority: High

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

This account is the amount paid sworn full-time and part-time officers, 1 administrative civilian and the Chief of Police for regular personnel services. This also includes longevity pay awarded to officers per labor agreement.

The Police Department requests **\$794,906** for Fiscal Year 2011. This represents a **\$16,886** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 7.5% of eligible salaries based on the addition of part-time officers to fill shifts as opposed to hire-back pay.

The Police Department requests **\$35,500** for Fiscal Year 2011. This represents a **\$4,503** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 based on the independent actuarial figures provided by the Police Pension Board. In prior years, the Village had contributed to the Police Pension Fund based upon the State of Illinois actuarial valuation.

The Police Department requests **\$211,652** for Fiscal Year 2011. This represents a **\$47,660** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$14,255** for Fiscal Year 2011. This represents an increase of **\$318** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$4,000** for Fiscal Year 2011. This represents an **\$800** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 to \$150 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 **\$2,000** for Fiscal Year 2011. This represents a **\$1,000** decrease over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Telephone - Cell Phone

Priority: High

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

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 Police Department requests **\$4,000** for Fiscal Year 2011. This represents a **\$100** decrease over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 (all calls from 2010) under the agreement and are billed annually in May.

The proposed budget is based on an estimated call volume as well as a 3% increase in per call fees.

The Police Department requests **\$87,550** for Fiscal Year 2011. This represents a **\$4,450** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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	\$120
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	\$3,750
Northeast IL Crime Lab	\$10,623
Safe Kids Car Seat Certification (5)	\$200
Reverse 911 System	\$1,500

The Police Department requests **\$17,500** for Fiscal Year 2011. This represents a **\$1,500** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT
Description: Professional Development
Priority: High
Account Number: 01-20-20-3-4365

This account is the amount paid for professional development 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 \$5,000
Range Dues			\$500
Tuition Reimbursement			\$2,500

The Police Department requests **\$8,500** for Fiscal Year 2011. This represents a **\$2,500** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 the IL Compiled Statute updates.

The Police Department requests **\$500** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 and the Lake Zurich Explorers donation for McGruff the Crime Dog will be absorbed into the community relations line item.

The Police Department requests **\$0** for Fiscal Year 2011. This represents a **\$100** decrease over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 Law Enforcement Expo, informational pamphlets, promotional products and Adopt-A-Cop materials.

This request has eliminated participation in the Law Enforcement Expo and some Adopt-A-Cop material costs. 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 as well as miscellaneous "officer friendly" items to be given out at different village events.

The Police Department requests **\$3,500** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 that was cut in 2010 must be reinstated to comply with upcoming FCC regulations regarding the narrow banding of all emergency network radio systems. The Police Department will need to replace the radios in 5 squad cars (\$1,250/car) and reprogram 20 portable radios (\$25/ea) for a total cost of \$6,750.

The Police Department requests **\$11,250** for Fiscal Year 2011. This represents a **\$6,250** increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$30,000** for Fiscal Year 2011. This represents a **\$10,000** decrease over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 Police Department requests **\$3,000** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$4,000** for Fiscal Year 2011. This represents a **\$1,000** increase over Fiscal Year 2010.

**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 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 Police Department requests **\$9,000** for Fiscal Year 2011. This represents a decrease of **\$500** over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The Police Department requests **\$2,000** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Equipment

Priority: High

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

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 2011. This represents no increase over 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
	2009	2010	2011
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 Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
-	-	-	-	1,200.00
-	-	-	Total Revenue	
			-	1,200.00

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
3,006	1,628	2,700	2,700	4,550
3,006	1,628	2,700	Total Expenditures	
			2,700	4,550

Use of Cash

(2,700)	(3,350)
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
EXPENSES						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	1,053	2,500	3,792	3,792	4,000
01-10-15-3-4355	PUBLISHING/ADVERTISING	-	-	-	-	350
01-10-15-3-4361	DUES	575	200	200	200	200
TOTAL CONTRACTUAL SERVICES		1,628	2,700	3,992	3,992	4,550
COMMODITIES						
01-10-15-5-4561	OFFICE SUPPLIES	-	-	-	-	-
01-10-15-5-4595	OTHER CHARGES	-	-	-	-	-
TOTAL COMMODITIES		-	-	-	-	-
TOTAL EXPENSES		1,628	2,700	3,992	3,992	4,550

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BOARD OF POLICE COMMISSIONERS

Description: Application Fees

Priority: High

Account Number: 01-10-15-4-3751

This account is the amount collected from applicants (\$25/ea) applying for the position of police officer. Charging this fee is commonly accepted practice and offsets the costs of the testing process which is required every two years.

A hiring list was completed in 2010 and another test should not be needed until late 2012.

The Police Department requests \$0 for Fiscal Year 2011. This was a newly created account in 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BOARD OF POLICE COMMISSIONERS

Description: Other Professional Services

Priority: High

Account Number: 01-10-15-3-4329

This account is the amount paid for physical and psychological testing of new police officer candidates and any other charges as it relates to the hiring and/or termination of police officers.

The Police Department requests **\$2,500** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BOARD OF POLICE COMMISSIONERS

Description: Dues

Priority: High

Account Number: 01-10-15-3-4361

This account is the amount paid for the public official bonding of the Board of Police Commissioners and the Police Chief.

The Police Department requests **\$200** for Fiscal Year 2011. This represents no increase over Fiscal Year 2010.

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
	2009	2010	2011
Full-Time	4	5	7
Part-Time	5	4	4
Summer	0	5	5
Snow	10	10	10

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
15,932	8,190	-	Miscellaneous	5,000	5,000
104,883	-	-	Other Financing Services	-	-
120,815	8,190	-	Total Revenue	5,000	5,000

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
			Administration/Operations		
227,488	368,907	427,875	Personal Services	396,047	400,949
308,303	62,639	54,175	Contractual Services	51,125	54,425
50,507	169,346	78,000	Commodities	77,000	84,000
114,082	18,511	18,485	Debt Service	18,511	19,000
-	-	-	Capital Outlay	6,000	6,000
			Buildings/Grounds		
	35,823	16,500	Contractual Services	16,500	18,000
	4,844	7,000	Commodities	7,000	7,000
	-	10,000	Capital Outlay	10,000	10,000
700,380	660,070	612,035	Total Expenditures	582,183	599,374

Use of Cash

(577,183)	(594,374)
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Significant Changes

* Public Works staff have been allocated to three functional divisions: Administration/Operations; Building/Grounds and Parks. The Parks staff are funded by the Parks and Recreation Fund. In the Fiscal Year 2011 budget, funding has been provided for a full time administrative assistant. This new position will allow the public works facility to be re-opened to the public and facilitate better service to the residents.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	-	-	-	-	-
TOTAL INTERGOVERNMENTAL						
		-	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	1,960	-	5,000	5,000	-
01-40-00-7-3840	50%/50% DRAINAGE PROGRAM	-	-	-	-	5,000
01-40-00-7-3860	INSURANCE REIMB	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	6,230	-	610	610	-
TOTAL MISCELLANEOUS						
		8,190	-	5,610	5,610	5,000
TOTAL REVENUES: PUBLIC WORKS						
		8,190	-	5,610	5,610	5,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
PUBLIC WORKS							
EXPENSES							
PUBLIC WORKS ADMINISTRATION/OPERATIONS							
PERSONNEL SERVICES							
01-40-40-1-4010	SALARIES	289,883	344,638	107,645	215,290	311,491	314,606
01-40-40-1-4020	OVERTIME	28,747	20,000	9,523	19,046	25,000	25,000
01-40-40-1-4040	IMRF	27,036	37,466	10,073	20,146	33,815	34,829
01-40-40-1-4090	FICA MATCHING	23,241	25,771	8,570	17,139	25,742	26,514
TOTAL PERSONNEL SERVICES		368,907	427,875	135,811	271,621	396,047	400,949
CONTRACTUAL SERVICES							
01-40-40-3-4100	CONT MAINT-SIGNALS	11,838	6,000	-	7,200	-	-
01-40-40-3-4120	CONT MAINT-VEHICLE	19,036	14,000	3,776	14,000	14,000	16,000
01-40-40-3-4130	CONT MAINT-EQUIPMENT	2,666	3,000	-	3,000	3,000	4,000
01-40-40-3-4190	CONT MAINT-OTHER	9,917	8,000	946	2,000	10,000	10,000
01-40-40-3-4329	OTHER PROF SERVICES	3,243	3,000	1,721	3,443	4,000	4,000
01-40-40-3-4353	TELEPHONE	2,310	2,000	966	1,933	2,000	2,000
01-40-40-3-4355	PUBLISHING/ADVERTISING	-	600	-	-	600	600
01-40-40-3-4357	PRINTING/COPYING	-	125	75	151	125	125
01-40-40-3-4361	DUES	366	1,000	372	744	1,000	1,000
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	245	750	541	1,083	1,700	2,000
01-40-40-3-4367	PUBLICATIONS	-	200	-	-	200	200
01-40-40-3-4371	PUBLIC UTILITIES	11,794	12,500	4,286	12,500	12,500	12,500
01-40-40-3-4375	RENTAL/LEASE	1,224	3,000	821	1,641	2,000	2,000
TOTAL CONTRACTUAL SERVICES		62,639	54,175	13,504	47,695	51,125	54,425

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
COMMODITIES							
01-40-40-5-4561	OFFICE SUPPLIES	1,208	1,500	1,193	2,386	2,500	2,500
01-40-40-5-4562	AUTO FUEL & OIL	24,755	26,000	9,927	23,000	23,000	25,000
01-40-40-5-4563	MINOR EQUIPMENT	1,321	2,500	619	1,238	5,500	5,000
01-40-40-5-4564	SMALL TOOLS	256	2,000	179	358	3,000	3,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	2,475	2,500	572	18,000	4,000	4,500
01-40-40-5-4569	VEHICLE SUPPLIES	21,114	18,000	8,180	16,360	22,000	22,000
01-40-40-5-4570	MAINT SUPPLIES	3,750	5,000	59	119	5,000	5,000
01-40-40-5-4571	ROAD PATCH MATERIALS	1,646	2,000	-	-	2,000	3,000
01-40-40-5-4572	STREET MAINT SUPPLIES	90,033	5,000	3,622	3,622	-	-
01-40-40-5-4573	DRAINAGE SUPPLIES	15,021	2,000	99	197	2,000	4,000
01-40-40-5-4578	UNIFORMS	5,558	7,500	1,394	2,788	4,000	5,000
01-40-40-5-4595	OTHER CHARGES	2,209	4,000	2,622	5,244	4,000	5,000
TOTAL COMMODITIES		169,346	78,000	28,466	73,312	77,000	84,000
DEBT SERVICE							
01-40-40-7-4737	PRINCIPAL	12,592	12,404	6,391	12,783	12,783	13,000
01-40-40-7-4738	INTEREST	5,919	6,081	2,864	5,728	5,728	6,000
TOTAL DEBT SERVICE		18,511	18,485	9,255	18,511	18,511	19,000
CAPITAL OUTLAY							
01-40-40-8-4892	50%/50% DRAINAGE PROGRAM	-	-	-	-	6,000	6,000
01-40-40-8-4893	VEHICLE	-	-	2,000	2,000	-	-
01-40-40-8-4894	EQUIPMENT	-	-	-	-	-	-
01-40-40-8-4895	OTHER IMPROVEMENTS	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	2,000	2,000	6,000	6,000
TOTAL PUBLIC WORKS ADMIN/OPERATIONS		619,403	578,535	189,036	413,139	548,683	564,374

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS BUILDING & GROUNDS						
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONT MAINT-BUILDING	11,426	14,000	2,871	5,741	18,000
01-40-45-3-4329	OTHER PROFESSIONAL SERVICES	24,397	2,500	-	-	-
TOTAL CONTRACTUAL SERVICES		35,823	16,500	2,871	5,741	18,000
COMMODITIES						
01-40-45-5-4570	MAINT SUPPLIES	4,844	7,000	1,670	7,000	7,000
01-40-45-5-4595	OTHER CHARGES	-	-	-	-	-
TOTAL COMMODITIES		4,844	7,000	1,670	7,000	7,000
CAPITAL OUTLAY						
01-40-45-8-4892	BUILDING	-	-	-	-	-
01-40-45-8-4894	EQUIPMENT	-	-	-	-	-
01-40-45-8-4895	OTHER IMPROVEMENTS	-	10,000	4,058	8,117	10,000
TOTAL CAPITAL OUTLAY		-	10,000	4,058	8,117	10,000
TOTAL PUBLIC WORKS BUILDING & GROUNDS		40,667	33,500	8,599	20,858	35,000
TOTAL PUBLIC WORKS		660,070	612,035	197,635	433,997	599,374

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Salaries

Priority: High

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

Proposed for the budget year 2011 is the continued reconstruction of Public Works. As a part of this reconstruction, restaffing with two additional fulltime positions is being requested. A fulltime administrative assistant is being proposed so that the Department can once again, open its doors to the public and improve its communication with the residents.

Therefore, the Public Works Department is funding the following positions in 2011:

- five (5) full-time employees
- one (1) part-time seasonal position in the roads and drainage function
- one (1) part-time mechanic
- three (3) summer seasonal positions (two (2) in buildings maintenance and one (1) in road and drainage function)
- ten (10) to twelve (12) snow plow drivers as needed

The budget request for 2011 is **\$311,491**, which is a decrease of **\$33,147** from last year's budget request. The primary reason for the decrease is the allocation of two (2) part time seasonal positions and two (2) summer seasonal positions to the Parks Maintenance Department in the Parks and Recreation Fund. In addition, a portion of the Public Works salaries are being allocated to the Motor Fuel Tax fund.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Overtime

Priority: High

Account Number: 01-40-40-1-4020

This account represents the overtime expenses of the Public Works Department. The primary source of Overtime is related to snow events, weather, related clean up and holiday event staffing.(such as The Fourth of July fireworks and The Fall Family Fun Fest).

The budget request for 2011 is **\$25,000**, which is an increase of **\$5,000** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: IMRF

Priority: High

Account Number: 01-40-40-1-4040

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

Effective January 1, 2011, the Village's portion will be 12.23%.

The budget request for 2011 is **\$33,815**, which is a decrease of **\$3,651** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: FICA Matching

Priority: High

Account Number: 01-40-40-1-4090

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

The budget request for 2011 is **\$25,742**, which is a decrease of **\$29** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The budget request for 2011 is \$0, which is a decrease of \$6,000 from last year's budget.

These materials have been allocated to the MFT Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 budget request for 2011 is **\$14,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$3,000** which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$10,000** and is a **\$2,000** increase from last year's budget.

The increase is necessary because more hazardous dead tree removal is expected.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 budget request for 2011 is **\$4,000**, which is a **\$1,000** increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The budget request for 2011 is **\$2,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Publishing and Advertising
Priority: High
Account Number: 01-40-40-3-4355

This account is used to pay for the cost of advertising bid specifications for projects or advertisements for filling positions.

The budget request for 2011 is **\$600**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Printing and Copying

Priority: High

Account Number: 01-40-40-3-4357

This account is used to pay for any contracted costs associated with making large amounts of copies.

The budget request for 2011 is **\$125**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Dues

Priority: High

Account Number: 01-40-40-3-4361

This account pays for association dues such as APWA or MIPE.

The budget request for 2011 is **\$1,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Professional Development
Priority: High
Account Number: 01-40-40-3-4365

This account is used to pay for professional development for the public works staff.

The budget request for 2011 is **\$1,700**, which is a **\$950** increase from last year's budget.

The increase will pay for continuing education classes and attendance at several conferences this year such as the Illinois Park and Recreation conference in February.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Publications

Priority: High

Account Number: 01-40-40-3-4367

This account is used to pay for periodicals and subscriptions that are pertinent to the field of Public Works and Parks.

The budget request for 2011 is **\$200**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$12,500**, which is the same as last year's budget

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Equipment Rental/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, roto tiller, scaffolding, power lifts and lift trucks.

The budget request for 2011 is **\$2,000**, which is a **\$1,000** decrease from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Office Supplies

Priority: High

Account Number: 01-40-40-5-4561

This account is used to pay for office supplies for the Public Works Department.

The budget request for 2011 is **\$2,500**, which is an increase of **\$1,000** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Auto Fuel & Oil

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 2011 is **\$23,000**, which is a decrease of **\$3,000** from last year's budget.

The decrease is expected as the department seeks to create its own fueling station for Village Vehicles which will lower the cost to us.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The budget request for 2011 is **\$5,500**, which is an increase of **\$3,000** from last year's budget.

Public Works will be seeking to purchase items that we have previously rented thus lowering the long term costs.

Some of the items we wish to purchase are a roto tiller, sod cutter, chain saws and various shop tools.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$3,000**, which is an increase of **\$1,000** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$4,000**, which is an increase of **\$1,500** from last year's budget.

More of our equipment such as the Bunton mowers and asphalt roller are older and require more maintenance.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The budget request for 2011 is **\$22,000**, which is an increase of **\$4,000** from last year's budget.

The increase is due to the fact that our fleet is aging and more significant repairs need to be made.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$5,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Road Patch Materials
Priority: High
Account Number: 01-40-40-5-4571

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

The budget request for 2011 is **\$2,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Street Maintenance Supplies
Priority: High
Account Number: 01-40-40-5-4572

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 budget request for 2011 is \$0, which is a decrease of \$5,000 from last year's budget.

These materials have been allocated to the MFT Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Drainage Supplies
Priority: High
Account Number: 01-40-40-5-4573

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 2011 is **\$2,000**, which is the same as last year.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Uniforms

Priority: High

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

This account is used to fund uniform for the PW employees and the purchase of T-shirts, sweatshirts and boot reimbursements.

The budget request for 2011 is **\$4,000**, which is a decrease of **\$3,500** from last year's budget.

This decrease is because Public Works will be eliminating the uniform contract and moving to a direct purchase and replacement only program.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Other Charges

Priority: High

Account Number: 01-40-40-5-4595

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

The budget request for 2011 is **\$4,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: 50%/50% Drainage Program
Priority: High
Account Number: 01-40-40-8-4892

This is a new account in Fiscal Year 2011. The Public Works Department will be implementing a new 50%/50% resident participation drainage improvement program. The parameters of this program are still being defined; however, the goal is to provide residents with cost-sharing assistance in improving drainage issues in the Village right of way.

The budget request for 2011 is **\$6,000**. This is a new account in Fiscal year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 and any HVAC service that would be required.

The budget request for 2011 is **\$16,500**, which is a **\$2,500** increase from last year's budget.

This increase is being funded by combining the "other professional services fund" with contracted maintenance.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The budget request for 2011 is \$0, which is a decrease of \$2,500 from last year's budget

This account is being combined with contracted maintenance.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2011 is **\$7,000**, which is the same as last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This was a new line item in fiscal year 2010. This account was to be used to fund renovations at the Village Hall and will be used again to continue building improvements at Village Hall and the Police Department. Improvements to the stage and dais area are proposed.

The budget request for 2011 is **\$10,000**, which is the same as last year's budget.

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
	2009	2010	2011
Full-Time	1	2	2
Part-Time	1	0	0.25

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 Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
(1,271)		-		-
				-
(1,271)	-	-	Total Revenue	
				-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010	Proposed	
			2011	2012
29,530	43,425	87,206	94,970	97,817
27,121	2,893	8,003	9,250	7,000
-	63	63	1,300	1,900
56,651	46,381	95,272	Total Expenditures	
			105,520	106,717

Use of Cash

(105,520)	(106,717)
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Significant Changes

* During Fiscal Year 2010, a Ford Explorer was retired from the Police fleet and transferred to the Building Department for Code Enforcement. Expenses related to the fuel and maintenance of this vehicle are included

* A new part-time .25 FTE position has been allocated to the Building Department to provide admin. support

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BUILDING & ZONING						
PERSONNEL SERVICES						
01-60-65-1-4010	SALARIES	36,663	73,000	23,654	47,308	81,597
01-60-65-1-4040	IMRF	4,070	8,621	2,786	5,572	9,980
01-60-65-1-4090	FICA MATCHING	2,692	5,585	1,677	3,355	6,240
TOTAL PERSONNEL SERVICES		43,425	87,206	28,117	56,235	97,817
CONTRACTUAL SERVICES						
01-60-65-3-4120	CONTRACT MAINT-VEHICLES	-	-	-	-	1,500
01-60-65-3-4240	PLANNING SERVICES	1,750	5,000	844	1,687	2,000
01-60-65-3-4329	OTHER PROFESSIONAL SERVICES	240	500	-	500	500
01-60-65-3-4355	PUBLISHING/ADVERTISING	515	820	149	298	700
01-60-65-3-4357	PRINTING/COPYING	288	500	130	600	500
01-60-65-3-4361	DUES	100	1,183	-	764	800
01-60-65-3-4365	PROFESSIONAL DEVELOPMENT	-	-	295	590	1,000
TOTAL CONTRACTUAL SERVICES		2,893	8,003	1,418	4,439	7,000
COMMODITIES						
01-60-65-5-4562	AUTO FUEL & OIL	-	-	-	-	1,600
01-60-65-5-4578	UNIFORMS	-	-	-	-	100
01-60-65-5-4595	OTHER CHARGES	63	100	158	200	200
TOTAL COMMODITIES		63	100	158	200	1,900
VEHICLES						
01-60-65-8-4893	VEHICLES	-	-	2,000	2,000	-
TOTAL VEHICLES		-	-	2,000	2,000	-
TOTAL BUILDING & ZONING		46,381	95,309	31,693	62,874	106,717

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 2 full-time Building Department employees. New for Fiscal Year 2011 is the addition of .25 part-time FTE staff. This staff will assist with clerical responsibilities.

Building & Zoning requests **\$79,220** for Fiscal Year 2011. This represents an increase of **\$6,220** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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, 2011, the Village's portion will be 12.23%.

Building & Zoning requests **\$9,690** for Fiscal Year 2011. This represents an increase of **\$1,069** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$6,060** for Fiscal Year 2011. This represents an increase of **\$475** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING
Description: Contract Maintenance - Vehicle
Priority: High
Account Number: 01-60-65-3-4120

This account is used to pay for maintenance of the Building Department vehicle.

General maintenance \$1,800

Building & Zoning requests **\$1,800** for Fiscal Year 2011. This is a new account for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 **\$4,000** for Fiscal Year 2011. This represents a decrease of **\$1,000** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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** for Fiscal Year 2011. This represents no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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 at the Lake County Clerk's office.

Building & Zoning requests **\$700** for Fiscal Year 2011. This represents a decrease of **\$120** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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** for Fiscal Year 2011. This represents no change from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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
American Planning Association (COO and CAO)	\$664

Building & Zoning requests **\$850** for Fiscal Year 2011. This represents a decrease of **\$419** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING
Description: Professional Development
Priority: High
Account Number: 01-60-65-3-4365

This account is used to pay for seminars and other training opportunities by the Building Department staff (excluding the CAO).

Dan Thake will be pursuing building inspection certifications to assist with the inspection workload. This is beneficial to the Village in that the inspection revenues would then be retained 100% by the Village.

Building & Zoning requests **\$900** for Fiscal Year 2011. This is a new account number for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Auto Fuel & Oil

Priority: High

Account Number: 01-60-65-5-4562

This account is used to pay for fuel and oil for the Building Department vehicle.

Building & Zoning requests **\$1,000** for Fiscal Year 2011. This is a new account number for Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Other Charges

Priority: High

Account Number: 01-60-65-5-4595

This account is used to pay for recording fees, uniform shirts and other miscellaneous expenses.

Building & Zoning requests **\$200** for Fiscal Year 2011. This is a new account number for Fiscal Year 2011.

COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	2,000	2,000	Community Events	35,200	40,200
-	50,400	68,200	Economic Development	17,500	22,500
1,406,439	214,901	180,500	Building and Zoning	188,100	199,675
1,406,439	267,301	250,700	Total Revenue	240,800	262,375

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	76,196	22,000	Community Events	34,025	34,025
-	-	-	Economic Development	33,744	32,744
1,049,636	108,704	103,500	Building and Zoning	76,000	81,000
1,049,636	184,900	125,500	Total Expenditures	143,769	147,769

Excess (Deficiency) of Revenues

356,803	82,401	125,200	Over Expenditures	97,031	114,606
	-	(300,000)	Transfer to Reserve Fund	(75,000)	(75,000)
	-	(25,000)	Transfer to Capital Replace Fund	(20,000)	(30,000)
	82,401	(199,800)	Net Change in Fund Balance	2,031	9,606
	450,843	251,043	Fund Balance as of 12/31	253,074	262,680

* This fund has three main divisions: Community Events, Economic Development and Building & Zoning.

* Any surplus of cash will be transferred to the Reserve Fund and Capital Replacement Fund the following year.

COMMUNITY EVENTS

Department Purpose

The Community Events Department is a newly created department that oversees the special events sponsored by the Village such as the Annual Golf Outing, Earth Day/Arbor Day Planting, Outdoor Movies, Community Blood Drive, Concerts in the Park, Fireworks, Annual July 4th Parade, Family Fall Fun Festival and Holiday Tree Lighting.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

The Community Events are funded by generous donations from our community partners and residents who attend the annual Village Golf Outing. In difficult economic times, this funding mechanism is an innovative approach to provide an opportunity for neighbors to gather together and strengthen the sense of community.

Revenue

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
2,000	2,000	Donations	10,000	15,000
-	-	Golf Outing	25,000	25,000
-	-	Concession Vendor Fee	200	200
2,000	2,000	Total Revenue	35,200	40,200

Expenditures

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
21,196	22,000	Contractual Services	34,025	34,025
55,000	-	Interfund Transfer	-	-
76,196	22,000	Total Expenditures	34,025	34,025

Surplus of Cash

1,175	6,175
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Significant Changes

* Community events is a newly created department within the Community Development fund in Fiscal Year 2011.

* The annual Golf Outing revenues and expenses are budgeted in Fiscal Year 2011. The activity of the Golf Outing had been recorded in a liability account in prior years.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
REVENUES						
MISCELLANEOUS						
02-10-00-7-3830	DONATIONS	2,000	2,000	5,881	6,000	15,000
02-10-00-7-3832	GOLF OUTING	-	-	-	25,000	25,000
02-10-00-7-3835	CONCESSION VENDOR FEE	-	-	200	200	200
TOTAL MISCELLANEOUS		2,000	2,000	6,081	35,200	40,200
TOTAL REVENUES		2,000	2,000	6,081	35,200	40,200

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
EXPENSES						
CONTRACTUAL SERVICES						
02-10-10-3-4333	FIREWORKS/PARADE	-	-	-	-	10,200
02-10-10-3-4334	OUTDOOR SUMMER MOVIES	-	-	1,021	2,042	2,000
02-10-10-3-4335	CONCERTS IN THE PARK	18,200	20,000	4,250	4,650	5,000
02-10-10-3-4336	FALL FESTIVAL	1,771	2,000	-	1,200	2,000
02-10-10-3-4337	TREE LIGHTING	1,225	-	115	230	2,000
02-10-10-3-4338	GOLF OUTING	-	-	-	-	12,000
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	-	-	-	-	500
02-10-10-3-4361	DUES (ASCAP MUSIC LICENSING)	-	-	305	305	325
02-10-10-3-4379	DONATIONS	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		21,196	22,000	5,691	8,427	34,025
INTERFUND TRANSFERS						
02-00-00-9-4910	INTERFUND TRANSFER	55,000	-	-	-	-
TOTAL INTERFUND TRANSFERS		55,000	-	-	-	-
TOTAL COMMUNITY EVENTS		76,196	22,000	5,691	8,427	34,025

ECONOMIC DEVELOPMENT

Department Purpose

The Economic Development Department is a newly created department designed to initiate and manage planned growth opportunities within the Village of Hawthorn Woods. With a median household income greater than \$172,000 and a location 32 miles northwest of Chicago, Hawthorn Woods is a highly desirable place to live.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

In addition, the Village is a vibrant location for commercial business and boasts natural resource open space recreational areas as preserved amenities. With more than 600 acres of undeveloped land adjacent to state and county highways, this department within the Village will offer concierge service to prospective residents, business speculators, or developers who are interested in bringing their projects to Hawthorn Woods. The surrounding region is home to more than 55,000 people, and located in the center of this hub is an oasis of 8,000 Village residents who desire services and amenities that fit in with the character of this upscale community.

Revenue

Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>		Proposed	
			2011	2012
45,000	60,000	Annexation Fees	10,000	15,000
5,400	5,000	Management Fees	5,000	5,000
-	3,200	Interest Income	2,500	2,500
50,400	68,200	Total Revenue	17,500	22,500

Expenditures

Actual Fiscal Year Ended <u>12/31/2009</u>	Budget Fiscal Year Ended <u>12/31/2010</u>		Proposed	
			2011	2012
		Personnel Services	5,994	5,994
		Contractual Services	27,750	26,750
-	-	Total Expenditures	33,744	32,744

Use of Cash

(16,244)	(10,244)
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Significant Changes

The Economic Development department will be working on the following projects in 2011 and 2012:

- * Pursue annexations and incorporation of land into the Village of Hawthorn Woods
- * Create the Hawthorn Woods water walk downtown pedestrian area plan
- * Create Midlothian Road Town Center Corridor plan
- * Explore expansion of infrastructure and village services
- * Create Northern Commercial Area development plan
- * Research Route 22/Quentin Road intersection opportunities
- * Attract residential home development infill projects
- * Create attractive incentives and timely assistance through departmental approval process
- * Develop Village signage program for corporate boundaries, parks, Aquatic Center
- * Pursue donation of trails and trail easements by developers
- * Pursue grant opportunities where available for village development amenities

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-10-00-4-3670	ANNEXATION FEES	45,000	60,000	18,000	18,000	15,000
02-10-00-4-3675	MANAGEMENT FEES	5,400	5,000	2,700	5,400	5,000
02-10-00-4-3790	RECAPTURE FEES	-	-	-	-	-
TOTAL FEES		50,400	65,000	20,700	23,400	20,000
INTEREST INCOME						
02-10-00-6-3810	INTEREST INCOME	12,336	3,200	1,088	2,177	2,500
TOTAL INTEREST INCOME		12,336	3,200	1,088	2,177	2,500
TOTAL REVENUES		62,736	68,200	21,788	25,577	22,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
EXPENSES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	-	-	-	5,000	5,000
02-30-00-1-4040	IMRF	-	-	-	612	612
02-30-00-1-4090	FICA MATCHING	-	-	-	383	383
TOTAL PERSONNEL SERVICES		-	-	-	5,994	5,994
CONTRACTUAL SERVICES						
02-30-00-3-4240	PLANNING SERVICES	-	-	-	15,000	14,000
02-30-00-3-4355	PUBLISHING/ADVERTISING	-	-	-	7,000	7,000
02-30-00-3-4361	DUES	-	-	-	100	100
02-30-00-3-4365	BUSINESS DEVELOPMENT	-	-	-	5,650	5,650
TOTAL CONTRACTUAL SERVICES		-	-	-	27,750	26,750
TOTAL ECONOMIC DEVELOPMENT		-	-	-	33,744	32,744

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Salaries

Priority: High

Account Number: 02-30-00-1-4010

This account is used to fund the part-time annual stipend for the Director of Economic Development.

The Economic Development Department requests **\$5,000** for Fiscal Year 2011. This is a newly created account in 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: IMRF

Priority: High

Account Number: 02-30-00-1-4040

This account is used to fund the IMRF expense related to the part-time annual stipend for the Director of Economic Development.

The Economic Development Department requests **\$612** for Fiscal Year 2011. This is a newly created account in 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: FICA Matching

Priority: High

Account Number: 02-30-00-1-4090

This account is used to fund the FICA employer expense related to the part-time annual stipend for the Director of Economic Development.

The Economic Development Department requests **\$383** for Fiscal Year 2011. This is a newly created account in 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Planning Services

Priority: High

Account Number: 02-30-00-3-4240

This account is used to fund the following Economic Development initiatives:

	<u>2011</u>	<u>2012</u>
Hire planning group to design downtown Water Walk pedestrian path (Phase 1)	\$10,000	
Integrate three corner parks at Midlothian into downtown center (Phase 2)		\$9,000
Create town center identity (Phase 1 and Phase 2)	\$5,000	
Create Northern Planning Area identity		\$5,000
Total	\$15,000	\$14,000

The Economic Development Department requests **\$15,000** for Fiscal Year 2011 and is forecasting \$14,000 for Fiscal Year 2012. This is a newly created account in 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Publishing/Advertising

Priority: High

Account Number: 02-30-00-3-4355

This account is used to fund the following Economic Development initiatives:

Create marketing brochure highlighting community development opportunities for trade shows, prospective developers, land investors, and national vendors seeking expansion opportunities	\$5,000
Promotional materials needed for show booth/ conference materials	\$2,000

The Economic Development Department requests **\$7,000** for Fiscal Year 2011. This is a newly created account in 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Dues

Priority: Medium

Account Number: 02-30-00-3-4361

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

ICSC	\$ 100
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**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Professional Development

Priority: High

Account Number: 02-30-00-3-4365

This account is used to fund the following Economic Development initiatives:

Business trade show expenses for conference fees travel and entry fee registrations	\$3,500
Attendance at the ICSC Conference - COO	\$1,500
Expenses related to hosting prospective groups touring sites	\$650

The Economic Development Department requests **\$5,650** for Fiscal Year 2011. This is a newly created account in 2011.

BUILDING & ZONING

Department Purpose

The Building and Zoning Department of the Community Development Fund records all of the one-time developer related revenues and the reimbursable developer related expenses. This department was created to insulate the General Fund from reliance upon these one-time revenues adversely impacted by the downturn in the economy.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
27,250	22,500	Licenses	32,000	33,000
80,006	64,900	Permits	64,600	70,600
107,645	93,100	Fees	91,500	96,075
214,901	180,500	Total Revenue	188,100	199,675

Expenditures

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
108,704	103,500	Contractual Services	76,000	81,000
108,704	103,500	Total Expenditures	76,000	81,000

Surplus of Cash

112,100	118,675
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BUILDING & ZONING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR LICENSES	27,250	22,500	19,100	30,000	33,000
02-60-00-2-3190	OTHER LICENSES	-	-	-	-	-
TOTAL LICENSES		27,250	22,500	19,100	30,000	33,000
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	74,101	60,000	30,857	58,500	65,000
02-60-00-3-3240	SPECIAL USE PERMITS	250	-	800	800	-
02-60-00-3-3260	USE & OCCUPANCY	4,425	4,000	2,900	3,500	5,000
02-60-00-3-3270	SUBDIVISION REVIEWS	750	500	500	500	500
02-60-00-3-3275	ARCHITECTURAL REVIEWS	280	300	-	-	-
02-60-00-3-3290	OTHER PERMITS	200	100	300	300	100
TOTAL PERMITS		80,006	64,900	35,357	63,600	70,600
FEES						
02-60-00-4-3610	ADMINISTRATION FEE	-	-	-	-	-
02-60-00-4-3620	ENGINEERING REVIEW FEES	1,625	1,300	250	500	525
02-60-00-4-3650	ARCHITECT PLAN REVIEW FEES	9,965	8,000	11,485	22,970	26,250
02-60-00-4-3660	INSPECTION FEES	41,579	33,000	23,170	46,340	52,500
02-60-00-4-3665	PLUMBING FIXTURES	5,051	4,000	1,770	3,540	-
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	27,025	30,000	2,644	5,288	10,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	4,050	4,000	167	334	1,000
02-60-00-4-3784	PLANNING REIMBURSEMENTS	1,029	1,500	-	-	1,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	5,774	3,500	978	1,956	2,000
02-60-00-4-3787	LANDSCAPE REIMBURSEMENTS	-	-	-	-	-
02-60-00-4-3788	OTHER REIMBURSEMENTS	6,913	1,600	73	145	1,050

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
02-60-00-4-3789	FIRE SUPPRESSION FEES	1,934	6,200	261	522	1,050
02-60-00-4-3791	DARTMOOR-QUENTIN ROAD WATER	2,700	-	-	-	-
02-60-00-4-3793	FIRE CONNECTION FEES	-	-	-	-	-
TOTAL FEES		107,645	93,100	40,798	81,595	96,075
TOTAL REVENUES		214,901	180,500	95,255	175,195	199,675

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BUILDING & ZONING						
EXPENSES						
CONTRACTUAL SERVICES						
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	9,272	40,000	1,137	4,000	5,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	5,976	10,000	-	5,000	10,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	1,647	5,000	-	600	5,000
02-60-65-3-4250	ADMIN-REIMB	-	-	-	-	-
02-60-65-3-4260	OTHER REIMBURSEMENT	-	1,500	109	9,800	5,000
02-60-65-3-4325	ARCHITECT SERVICES-REIMB	8,064	7,200	7,524	15,048	15,000
02-60-65-3-4326	ELECTRIC INSPECTIONS-REIMB	5,076	5,000	1,800	3,600	5,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	13,222	3,600	3,035	6,070	5,000
02-60-65-3-4332	LANDSCAPE REVIEW-REIMB	-	-	-	-	-
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	23,176	29,700	6,572	20,000	25,000
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	1,625	1,500	261	522	1,000
02-60-65-3-4337	DARTMOOR-QUENTIN RD WATER	666	-	-	-	-
02-60-65-3-4338	LAKE MICHIGAN WATER PLANNING	39,980	-	-	-	-
TOTAL CONTRACTUAL SERVICES		108,704	103,500	20,438	64,640	76,000
TOTAL BUILDING & ZONING		108,704	103,500	20,438	64,640	81,000

PARKS AND RECREATION FUND

Department Purpose

The purpose of the Parks and Recreation Fund is to provide park amenities and recreational programs and facilities for the residents of Hawthorn Woods. The Parks and Recreation funds will be utilized to support programs for all ages and interests and will also be allocated to providing park amenities and community facilities up keep.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0.25	2	3
Seasonal	0	10	12

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	64,374	Special Recreation	200,990	203,000
-	-	112,190	Administration	113,312	116,711
-	-	32,500	Programs	49,698	49,698
-	-	25,000	Park Maintenance	20,000	20,000
-	-	234,064	Total Revenue	384,000	389,409

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	60,481	Special Recreation	108,731	97,981
-	-	47,884	Administration	51,580	52,830
-	-	17,230	Programs	26,294	26,294
-	-	85,329	Park Maintenance	179,810	188,274
-	-	210,924	Total Expenditures	366,415	365,379

23,140	Excess (Deficiency) of Revenues		
	Over Expenditures	17,585	24,030
23,140	Fund Balance as of 12/31	40,725	24,030

Significant Changes

- * New full-time parks maintenance specialist position funded in the Fiscal Year 2011 budget
- * New Program offerings including dance, fencing and music classes.
- * Detailed program revenues and expenditures demonstrate financial success of each class offering.
- * A senior program newly created with a funding line item for senior luncheons and related expenses for programming and field trips.
- * New special events added include Farmers' Market and Craft Fair

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
PARKS AND RECREATION FUND							
SPECIAL RECREATION							
REVENUES							
TAXES							
11-70-00-1-3017	PROPERTY TAXES-SRACLC	-	64,374	99,500	199,000	200,990	203,000
TOTAL TAXES		-	64,374	99,500	199,000	200,990	203,000
EXPENSES							
CONTRACTUAL SERVICES							
11-70-00-3-4361	SRACLC DUES	-	50,481	50,481	50,481	50,481	50,481
TOTAL CONTRACTUAL SERVICES		-	50,481	50,481	50,481	50,481	50,481
MISCELLANEOUS							
11-70-00-9-4910	TRANSFER TO OTHER FUNDS	-	-	-	-	36,250	37,500
TOTAL TRANSFER TO OTHER FUNDS		-	-	-	-	36,250	37,500
CAPITAL OUTLAY							
11-70-00-8-4893	SRACLC ACCESSIBILITY GRANT	-	10,000	-	10,400	22,000	10,000
TOTAL CAPITAL OUTLAY		-	10,000	-	10,400	22,000	10,000
TOTAL EXPENSES		-	60,481	50,481	60,881	108,731	97,981

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Special Recreation

Description: SRACLC Dues

Priority: High

Account Number: 11-70-00-3-4361

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 Special Recreation Department requests \$50,481 for SRACLA dues, as the Association has forecasted no increase in the member agency dues for fiscal year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Special Recreation
Description: Transfer to Other Funds
Account #: 11-70-00-9-4910

This account will be used to transfer funds to the General Fund to account for the staff time incurred with the administration of the special recreation tax levy and related special recreation programs and accessibility projects.

The Special Recreation Department requests **\$36,250** for transfer to other funds. This is a new account in Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Special Recreation
Description: SRACLC Accessibility Grant
Account #: 11-70-00-3-4893

This account will be used to fund accessibility improvements funded by the SRACLC Accessibility Grant.

The Special Recreation Department requests **\$22,000** for accessibility improvements in Fiscal Year 2011. This represents a **\$12,000** increase from last year's budget. The primary reason for the increase is to install accessible chair lifts at the Aquatic Center to comply with the new Federal Standards for Accessible Design which will be effective March 31, 2011.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
ADMINISTRATION							
REVENUES							
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	-	112,190	56,095	112,190	113,312	116,711
TOTAL REVENUES		-	112,190	56,095	112,190	113,312	116,711
EXPENSES							
PERSONNEL SERVICES							
11-10-00-1-4010	SALARIES	-	35,366	8,000	16,000	34,960	36,000
11-10-00-1-4040	IMRF	-	4,177	945	1,890	4,280	4,400
11-10-00-1-4090	FICA MATCHING	-	2,705	5,286	10,572	2,670	2,750
TOTAL PERSONNEL SERVICES		-	42,248	14,231	28,462	41,910	43,150
CONTRACTUAL SERVICES							
11-10-00-3-4353	TELEPHONE	-	500	-	480	500	500
11-10-00-3-4357	PRINTING/COPYING	-	4,000	-	-	6,000	6,000
11-10-00-3-4361	DUES	-	-	110	220	870	880
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	-	500	454	908	800	800
11-10-00-3-4367	PUBLICATIONS	-	36	-	-	-	-
TOTAL CONTRACTUAL SERVICES		-	5,036	564	1,608	8,170	8,180
COMMODITIES							
11-10-00-5-4561	OFFICE SUPPLIES	-	350	772	900	1,000	1,000
11-10-00-5-4595	OTHER CHARGES	-	250	315	629	500	500
TOTAL COMMODITIES		-	600	1,087	1,529	1,500	1,500
TOTAL EXPENSES		-	47,884	15,882	31,599	51,580	52,830

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

Department: Administration

Description: Salaries

Priority: High

Account Number: 11-10-00-1-4010

This account is used for the salary of the Parks and Recreation department employee.

The Administration department requests **\$34,960** for Fiscal Year 2011. This represents a decrease of **\$706** from Fiscal Year 2010.

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

Department: Administration

Description: IMRF

Priority: High

Account Number: 11-10-00-1-4040

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 12.23%.

The Administration Department requests **\$4,280** for Fiscal Year 2011. This represents an increase of **\$103** from Fiscal Year 2010.

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

Department: Administration

Description: FICA Matching

Priority: High

Account Number: 11-10-00-1-4090

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 **\$2,670** for Fiscal Year 2010. This represents a decrease of **\$35** from Fiscal Year 2010.

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

Department: Administration
Description: Printing/Copying
Account #: 11-10-00-3-4357

This line item is used to fund the printing, copying, and postage associated with the Parks and Recreation program brochures. The following brochures are planned for Fiscal Year 2011:

Winter Brochure	\$2,500
Summer Brochure	\$1,000
Fall Brochure	\$2,500

The Administration department requests **\$6,000** for printing and copying for Fiscal Year 2011. This represents a **\$2,000** increase over Fiscal Year 2010.

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

Department: Administration

Description: Dues

Account #: 11-10-00-3-4361

This line item is used to fund dues to professional organizations in the Parks and Recreation field. This is a new account in Fiscal Year 2011. Memberships in professional organizations are essential as the Village expands and improves its recreational programming. The following dues are requested for Fiscal Year 2011

IAPD	\$500
IPRA	\$260
Red Cross	\$110

The Administration department requests **\$870** for dues for Fiscal Year 2011. This represents a new line item in Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Administration
Description: Professional Development
Account Number: 11-10-00-3-4365

This account is used to pay for professional development classes and conferences for the Parks and Recreation staff. This line item includes the following continuing education opportunities:

Illinois Parks and Recreation Association Annual Conference	
Director of Recreation	\$305
Recreation Coordinator	\$305
Web Training via Illinois Parks and Recreation Assn.	\$190

The Administration department requests **\$800** for Fiscal Year 2011. This represents a **\$300** increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Administration

Description: Office Supplies

Account Number: 11-10-00-5-4561

This account is used to pay for offices supplies to support all departments of the Parks and Recreation Fund.

The Administration department requests **\$1,000** for Fiscal Year 2011. This represents a **\$650** increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Administration

Description: Other Charges

Account Number: 11-10-00-5-4595

This account is used to pay for other miscellaneous charges to support all departments of the Parks and Recreation Fund.

The Administration department requests **\$250** for Fiscal Year 2011. This represents a **\$250** increase from last year's budget.

PROGRAMS				
Class/Information	(sessions x # of sessions x class fee)	Revenue	Expense	Net Source (Use) of Cash
ADULT				
Couponing	2 sessions X 2 = 4 participants X \$12	48	36	12
Jewelry making		200	150	50
Gardening		200	150	50
FUTURE PROGRAMMING			100	(100)
AMERICAN RED CROSS CLASSES				
Babysitter's Training	5 sessions X 10 = 50 participants X \$75 =	3,750	1,000	2,750
Babysitter's Training w/ CPR 1st Aid	5 sessions X 10 = 50 participants X \$115 =	5,750	1,500	4,250
1st Aid for Kids	3 sessions X 3 = 9 participants X \$30 =	270	65	205
Home Alone Safety	3 sessions X 3 = 9 participants X \$30 =	270	65	205
BIRTHDAY PARTIES				
Birthday Parties	8 sessions X \$150 =	1,200	700	500

PROGRAMS				
Class/Information	(sessions x # of sessions x class fee)	Revenue	Expense	Net Source (Use) of Cash
DANCE				
PreBallet/Jazz	6 sessions X 3 = 18 participants X \$65 =	1,170	878	292
Tumbling/Jazz	6 sessions X 3 = 18 participants X \$65 =	1,170	878	292
Ballet Level 1	6 sessions X 3 = 18 participants X \$65 =	1,170	878	292
Ballet Level 2	6 sessions X 3 = 18 participants X \$65 =	1,170	878	292
EARLY CHILDHOOD EDUCATION				
Bookin' It	4 sessions X 3 = 12 participants X \$65 =	780	100	680
Wee Workout	4 sessions X 3 = 12 participants X \$65 =	780	100	680
Messes are Marvelous!	4 sessions X 3 = 12 participants X \$65 =	780	100	680
Kids in the Kitchen	4 sessions X 3 = 12 participants X \$65 =	780	100	680
Parent's Morning Out	4 sessions X 3 = 12 participants X \$65 =	780	100	680
Spanish Lessons	6 sessions X 3 = 18 participants X \$65 =	1,170	878	292
FUTURE PROGRAMMING			100	(100)

PROGRAMS				
Class/Information	(sessions x # of sessions x class fee)	Revenue	Expense	Net Source (Use) of Cash
FOOTBALL	1 session X 15 = 15 participants X \$105 =	1,575	395	1,180
LACROSSE	1 session X 15 = 15 participants X \$105 =	1,575	395	1,180
MUSIC LESSONS				
Violin Lessons	6 sessions X 3 = 18 participants X \$65 =	1,170	878	292
Guitar Lessons	2 sessions X 2 = 4 participants X \$220 =	880	660	220
Mini-Mozarts	2 sessions X 3 = 6 participants X \$145 =	870	653	217
SENIOR				
Potluck Luncheons	<i>FREE</i> ***We have grant from HWWC from 2010 - \$500***	500	480	20
Monthly Outings:	12 sessions X 6 = 72 participants X \$20 =	1,440	1,152	288

PROGRAMS				
Class/Information	(sessions x # of sessions x class fee)	Revenue	Expense	Net Source (Use) of Cash
SPECIAL EVENTS				
Farmer's Market		500	1,000	(500)
Daddy/Daughter Dance	1 session X 15 = 15 participants X \$20 =	300	500	(200)
Mother/Son Outing	1 session X 15 = 15 participants X \$25 =	375	250	125
Movies in the Barn	<i>FREE EVENT</i>	-	50	(50)
Picnics in the Parks	<i>FREE EVENT</i>	-	100	(100)
Jr. High Dance/Pool Party	1 session X 20 = 20 participants X \$5 =	100	500	(400)
Craft Fair	1 sessions X \$30.00 per table	300	250	50
FUTURE PROGRAMMING			500	(500)

PROGRAMS				
Class/Information	(sessions x # of sessions x class fee)	Revenue	Expense	Net Source (Use) of Cash
SPORTS & FITNESS				
Fencing	8 sessions X 4 = 32 participants X \$50 =	1,600	1,200	400
Tennis (6-8 years)	8 sessions X 2 = 16 participants X \$50 =	800	360	440
Tennis (9+ years)	8 sessions X 2 = 16 participants X \$100 =	1,600	720	880
Soccer	8 sessions X 2 = 16 participants X \$50 =	800	600	200
T-Ball	2 sessions X 3 = 6 participants X \$50 =	300	30	270
Mini-Cheerleading	1 session X 3 = 3 participants X \$50 =	150	40	110
Personal Training	10 sessions X 2 = 20 participants X \$35	700	525	175
FUTURE PROGRAMMING			100	(100)
SUMMER CAMP				
Woodchucks		6,000	3,000	3,000
Advanced Woodchucks		6,000	3,000	3,000
TEEN				
Garage Band	15 sessions X 3 = 45 participants X \$5 =	225	-	225
FUTURE PROGRAMMING			100	(100)

PROGRAMS				
Class/Information	(sessions x # of sessions x class fee)	Revenue	Expense	Net Source (Use) of Cash
YOUTH				
FUTURE PROGRAMMING			100	(100)
FACILITIES RENTAL REVENUE				
Gazebo/Park Revenue		500		500
TOTAL PROGRAMS		49,698	26,294	23,404

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-7-3630	FIELD LEASE	-	25,000	4,300	19,300	20,000
TOTAL REVENUES		-	25,000	4,300	19,300	20,000
EXPENSES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	-	43,805	-	-	124,130
11-40-00-1-4040	IMRF	-	5,173	-	-	15,180
11-40-00-1-4090	FICA MATCHING	-	3,351	-	-	9,500
TOTAL PERSONNEL SERVICES		-	52,329	-	-	148,810
CONTRACTUAL SERVICES						
11-40-00-3-4170	CONTRACT MAINT-GROUNDS	59,498	-	-	-	-
11-40-00-3-4371	PUBLIC PARK UTILITIES	5,386	8,000	1,269	2,538	2,000
TOTAL CONTRACTUAL SERVICES		64,884	8,000	1,269	2,538	2,000
COMMODITIES						
11-40-00-5-4570	MAINTENANCE SUPPLIES	4,403	12,000	7,202	14,403	18,000
TOTAL COMMODITIES		4,403	12,000	7,202	14,403	18,000
CAPITAL OUTLAY						
11-40-00-8-4895	OTHER IMPROVEMENTS	3,282	13,000	260	520	13,000
TOTAL CAPITAL OUTLAY		3,282	13,000	260	520	15,000
TOTAL PARK MAINTENANCE		72,569	85,329	8,731	17,461	188,274

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

Department: Park Maintenance

Description: Salaries

Priority: High

Account Number: 11-40-00-1-4010

This account is used for the salaries of the Park Maintenance employees. This line item includes funding for two (2) full time Park Maintenance specialists; one (1) part-time seasonal employee and two (2) summer seasonal employees.

The Administration department requests **\$124,130** for Fiscal Year 2011. This represents an increase of **\$80,325** from Fiscal Year 2010. The primary reason for the increase is the addition of a new full time Park Maintenance specialist. In addition, the three seasonal employees were assigned to the park maintenance function for Fiscal Year 2010, however they were paid from the Public Works department in the General Fund. This reallocation in the Fiscal Year 2011 budget provides for a more accurate allocation based upon the job responsibilities of the positions.

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

Department: Park Maintenance

Description: IMRF

Priority: High

Account Number: 11-40-00-1-4040

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in Parks Maintenance. 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 12.23%.

The Parks Maintenance Department requests **\$15,180** for Fiscal Year 2011. This represents an increase of **\$10,007** from Fiscal Year 2009.

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

Department: **Parks Maintenance**

Description: **FICA Matching**

Priority: **High**

Account Number: **11-10-00-1-4090**

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

The Parks Maintenance Department requests **\$9,500** for Fiscal Year 2010. This represents an increase of **\$6,149** from Fiscal Year 2010.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Parks Maintenance
Description: Park Public Utilities
Priority: High
Account Number: 11-40-00-3-4371

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

The budget request for 2011 is \$2,000, which is a decrease of \$6,000 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 and that the daily cost of running the pavilions are now on ordinance consideration and operate at no cost to the Village.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Parks Maintenance
Description: Park Maintenance Supplies
Priority: High
Account Number: 11-40-00-5-4570

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Villages park system. As Public Works continues to elevate the maintenance of our park systems additional funds will be required to purchase materials

\$16,000 is requested for 2011 and is a \$4,000 increase from last year.

This account pays for all materials associated with maintaining all elements of the park system such as;

- Weed control chemicals
- Fertilizers
- Parts for playground repairs
- Mulch and playground safety surfacing
- Cleaning supplies for bathrooms
- Repair parts for the bathrooms
- Asphalt for parking lot repairs
- Grass seed
- Turf
- Penn mulch
- Topsoil

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS MAINTENANCE**

Description: **Other Park Improvements**

Priority: **High**

Account Number: **11-40-00-8-4895**

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 as well as any improvements such as paving paths and new signs.

The budget request for 2011 is \$13,000. This is the same amount as requested last fiscal year.

PARK DONATION FUND

Department Purpose

Personnel

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.

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
3,649	3,083	-	Interest	-	-
65,954	-	-	Miscellaneous	-	-
69,603	3,083	-	Total Revenue	-	-

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
4,435	-	-	Contractual Services	-	-
74	-	-	Commodities	-	-
2,284	481	-	Capital Outlay	-	-
-	191,620	-	Other Financing Uses	-	-
6,793	192,101	-	Total Expenditures	-	-

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.

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
	2009	2010	2011
Full-Time	0	0	0
Part-Time	0	0	0

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
137,290	199,918	167,896	Taxes	189,000	190,250
8,082	5,403	5,000	Interest	2,500	2,500
145,372	205,321	172,896	Total Revenue	191,500	192,750

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	-	Personnel Services	17,130	17,358
-	-	-	Contractual Services	28,000	-
-	-	165,965	Commodities	145,000	173,000
-	-	-	Capital Outlay	-	-
-	727,667	-	Other Financing Uses	-	-
-	727,667	165,965	Total Expenditures	190,130	190,358

Excess (Deficiency) of Revenues

(522,346)	6,931	Over Expenditures	1,370	2,392
147,288	154,219	Fund Balance as of 12/31	155,589	157,982

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
MOTOR FUEL TAX FUND							
REVENUES							
TAXES							
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	199,918	167,896	95,164	190,328	189,000	190,250
TOTAL TAXES		199,918	167,896	95,164	190,328	189,000	190,250
INTEREST INCOME							
28-00-00-6-3810	INTEREST INCOME	5,403	5,000	814	1,629	2,500	2,500
TOTAL INTEREST INCOME		5,403	5,000	814	1,629	2,500	2,500
TOTAL REVENUES: MOTOR FUEL TAX FUND		205,321	172,896	95,978	191,957	191,500	192,750

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
MOTOR FUEL TAX FUND							
EXPENSES							
PERSONNEL SERVICES							
28-00-00-1-4010	SALARIES	-	-	-	-	14,289	14,432
28-00-00-1-4040	IMRF	-	-	-	-	1,748	1,800
28-00-00-1-4090	FICA MATCHING	-	-	-	-	1,093	1,126
TOTAL PERSONNEL SERVICES		-	-	-	-	17,130	17,358
CONTRACTUAL SERVICES							
28-00-00-3-4150	CONT MAINT-STREETS	-	-	-	-	28,000	-
28-00-00-3-4220	ENGINEERING SERVICES	-	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		-	-	-	-	28,000	-
COMMODITIES							
28-00-00-5-4571	ROAD PATCH MATERIALS	-	-	-	-	45,000	45,000
28-00-00-5-4572	STREET MAINT SUPPLIES	-	165,965	44,267	88,535	100,000	128,000
TOTAL COMMODITIES		-	165,965	44,267	88,535	145,000	173,000
OTHER FINANCING USES							
28-00-00-9-4910	INTERFUND TRANSFER	727,667	-	36,318	36,318	-	-
TOTAL OTHER FINANCING USES		727,667	-	36,318	36,318	-	-
TOTAL EXPENSES: MOTOR FUEL TAX FUND		727,667	165,965	80,585	124,853	190,130	190,358

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 two diving boards, 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
	2009	2010	2011
Full-Time	0.75	0	0
Seasonal	54	55	55

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. The Aquatic Center has become the central feature of the Villages Park And Recreation programming

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
240,828	311,924	341,000	Fees	279,500	287,885
889	1,511	2,100	Interest	1,000	1,030
2,528,927	5,775	11,000	Miscellaneous	2,000	2,060
2,770,644	319,210	354,100	Total Revenue	282,500	290,975

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
139,254	139,254	135,300	Personnel Services	171,350	176,491
96,325	96,325	104,000	Contractual Services	73,525	75,731
26,808	26,808	26,500	Commodities	27,450	28,274
75,000	75,000	75,000	Capital Outlay Reserve	10,000	10,000
337,387	337,387	340,800	Total Expenditures	282,325	290,495

13,300	Change in Net Assets	175	480
2,749,848	Net Assets as of 12/31	2,763,323	2,763,803

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER OPERATIONS FUND						
REVENUES						
FEES						
40-00-00-4-3632	SEASON PASSES	184,298	200,000	137,119	140,269	144,715
40-00-00-4-3635	DAILY ADMISSIONS	69,844	80,000	26,176	81,342	82,400
40-00-00-4-3636	SWIM TEAM REVENUE	11,585	12,000	4,280	9,015	10,300
40-00-00-4-3637	SWIM LESSON REVENUE	28,055	30,000	17,150	23,242	25,750
40-00-00-4-3638	SWIM CAMP	100	1,000	-	-	-
40-00-00-4-3639	DIVE CAMP	3,200	3,000	750	1,520	1,545
40-00-00-4-3640	CONCESSIONS	9,569	10,000	-	7,927	3,605
40-00-00-4-3641	SCUBA	-	-	-	-	-
40-00-00-4-3642	WATER FITNESS CLASS	-	-	956	1,515	1,545
40-00-00-4-3643	LIFEGUARD TRAINING	-	-	1,460	2,260	2,575
40-00-00-4-3645	BIRTHDAY PARTY REV	5,273	5,000	1,771	4,928	5,150
40-00-00-4-3646	POOL RENTAL	-	-	3,150	9,467	10,300
TOTAL FEES		311,924	341,000	192,812	281,485	287,885
INTEREST INCOME						
40-00-00-6-3810	INTEREST INCOME	1,511	2,100	415	778	1,030
TOTAL INTEREST INCOME		1,511	2,100	415	778	1,030
MISCELLANEOUS INCOME						
40-00-00-7-3820	RENTAL INCOME	5,470	6,000	425	675	1,030
40-00-00-7-3825	GIFT SHOP REVENUE	-	5,000	48	226	1,030
40-00-00-7-3830	DONATIONS	305	-	21	21	-
40-00-00-7-3990	TFR FROM OTHER FUNDS	-	-	125,000	125,000	-
TOTAL MISCELLANEOUS INCOME		5,775	11,000	125,494	125,922	2,060
TOTAL REVENUES:		319,210	354,100	318,721	408,185	290,975

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENSES						
PERSONNEL SERVICES						
40-00-00-1-4010	SALARIES	113,945	90,000	26,200	128,928	50,976
40-00-00-1-4011	LIFEGUARDS	-	-	-	56,850	58,556
40-00-00-1-4012	CASHIER/ATTENDANT	-	-	-	19,176	19,751
40-00-00-1-4013	SWIM TEAM	-	-	-	6,000	6,180
40-00-00-1-4014	BIRTHDAY PARTY ATTENDANT	-	-	-	1,660	1,710
40-00-00-1-4015	SWIM LESSON INSTRUCTORS	-	8,500	94	13,836	14,251
40-00-00-1-4016	FITNESS INSTRUCTORS	-	-	-	1,500	1,545
40-00-00-1-4017	POOL RENTALS - STAFFING	-	-	-	4,175	4,300
40-00-00-1-4020	OVERTIME	-	14,400	224	3,702	3,090
40-00-00-1-4040	IMRF	4,324	4,000	2,028	4,536	4,101
40-00-00-1-4070	HEALTH INSURANCE	12,414	9,000	9,824	-	-
40-00-00-1-4090	FICA MATCHING	8,571	9,400	1,953	11,680	12,030
TOTAL PERSONNEL SERVICES		139,254	135,300	40,323	159,940	176,491
CONTRACTUAL SERVICES						
40-00-00-3-1430	INSPECTIONS	567	-	743	743	1,442
40-00-00-3-4110	SECURITY	5,218	7,000	593	1,460	3,008
40-00-00-3-4130	EQUIPMENT RENTAL	2,004	3,000	179	179	721
40-00-00-3-4170	CONT MAINT-GROUNDS	720	-	-	-	-
40-00-00-3-4329	INTERNET SERVICE	2,705	3,500	944	1,256	979
40-00-00-3-4342	SWIM TEAM EXP	2,741	2,650	290	1,183	1,360
40-00-00-3-4351	MARKETING	6,116	12,000	11,646	11,966	12,360
40-00-00-3-4353	TELEPHONE	4,245	4,100	1,842	2,939	4,614
40-00-00-3-4357	PRINTING/COPYING	6,086	-	-	-	-
40-00-00-3-4361	DUES	-	250	115	115	695
40-00-00-3-4365	PROFESSIONAL DEVELOPMENT	1,296	500	528	1,078	1,473
40-00-00-3-4371	UTILITIES	54,213	40,000	8,435	34,700	36,359

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
40-00-00-3-4372	WASTE HAULING	-	20,000	12,350	21,687	-
40-00-00-3-4373	LIABILITY INSURANCE	10,000	10,000	5,000	10,000	12,360
40-00-00-3-4377	EMPLOYEE RECOGNITION	-	-	-	-	100
40-00-00-3-4390	MISC EXPENSES	414	1,000	138	1,410	250
TOTAL CONTRACTUAL SERVICES		96,325	104,000	42,803	88,716	73,525
COMMODITIES						
40-00-00-5-4561	OFFICE SUPPLIES	1,108	2,000	1,039	1,929	2,000
40-00-00-5-4563	EQUIPMENT	6,657	5,000	1,874	3,186	6,100
40-00-00-5-4566	CHEMICAL SUPPLIES	10,192	13,000	3,983	9,581	10,000
40-00-00-5-4567	CLEANING SUPPLIES	-	-	-	-	-
40-00-00-5-4570	MAINTENANCE SUPPLIES	1,079	1,000	2,746	3,930	4,000
40-00-00-5-4575	FIRST AID SUPPLIES	616	750	128	225	300
40-00-00-5-4578	UNIFORMS	5,534	1,500	3,975	2,895	2,500
40-00-00-5-4580	BIRTHDAY PARTY EXP	862	750	522	2,028	2,000
40-00-00-5-4585	GIFT SHOP EXPENSES	-	2,500	593	785	550
40-00-00-5-4595	OTHER CHARGES	760	-	1,360	4,456	-
TOTAL COMMODITIES		26,808	26,500	16,220	29,015	27,450
CAPITAL OUTLAY						
40-00-00-8-4899	CAPITAL REPLACEMENT RESERVE	75,000	75,000	-	-	10,000
TOTAL CAPITAL OUTLAY		75,000	75,000	-	-	10,000
TOTAL EXPENSES		337,387	340,800	99,346	277,671	282,325
						290,495

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Season Pass Revenue
Priority: High
Account Number: 40-00-00-4-3632

In Fiscal Year 2011, there was a 30% decline in season pass revenue. This decline was due to several factors.

1. The average temperatures during the summer of 2009 were cooler than normal. This resulted in numerous days where the pool did not open or closed early due to unseasonably cool weather. Therefore, many 2009 season pass holders elected to pay the daily fee rather than renew their season pass based on their usage of the pool for that year.
2. The 5% increase in the season pass fee from 2009 to 2011 resulted in the Aquatic Center charging the highest season pass fee of any pool in the surrounding area. Therefore, there was feedback from patrons that the season pass fee was cost prohibitive, and resulted in these pass holders electing to pay the daily fee rather than renew their season pass.
3. The 2011 season pass fee for a family included 5 family members, with no additional pricing structure based upon varying family sizes. Therefore, a family of 5 paid the same price for a season pass as a family of 3. This resulted in patrons electing to pay the daily fee rather than purchase a season pass.

As a result of this feedback from the Aquatic Center patrons and a survey of surrounding Aquatic Center season pass fee structures, the following is the proposed 2011 season pass fee schedule:

	<u>2010</u>	<u>2011</u>
Resident - Individual	\$ 160	\$100
Non-Resident - Individual	\$ 210	\$150
Resident - Senior 60+	N/A	\$75
Non-Resident - Senior 60+	N/A	\$125
Resident - Family - 2 person	\$ 265	\$150
Resident - Family - 3 person	\$ 265	\$185
Resident - Family - 4 person	\$ 265	\$225
Resident - Family - 5 person	\$ 265	\$265
Additional Person Resident	\$ 55	\$60
Non-Resident - Family - 2 person	\$ 395	\$250
Non-Resident - Family - 3 person	\$ 395	\$300
Non-Resident - Family - 4 person	\$ 395	\$350
Non-Resident - Family - 5 person	\$ 395	\$400
Additional Person Non-Resident	\$ 55	\$80
Nanny Pass-Resident	\$ 55	\$75
Nanny Pass-Non-Resident	\$ 55	\$125

The proposed fee schedule will result in increased purchases of season passes. Included in this budget is a 10% increase in the number of season passes sold. In addition, this fee structure is more comparable to the surrounding Aquatic Center fee structures. Finally, this structure provides more flexibility for varying family sizes in our community.

The Aquatic Center forecasts **\$140,500** in Season Pass revenue in Fiscal Year 2011. This represents an increase of \$231 over the actual season pass revenues of \$140,269. This is a conservative forecast because the 2010 summer season had very few inclement weather days. Therefore, it is anticipated that more patrons will want to take advantage the cost savings experienced from the new season pass fee structure.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL REVENUES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Daily Admissions

Priority: High

Account Number: 40-00-00-4-3635

This account considers only daily admissions to the pool.

The Aquatic Center forecasts **\$80,000** for daily admissions for Fiscal Year 2011. This represents no increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Concessions

Priority: High

Account Number: 40-00-00-4-3640

Culver's operated the concession stand during the summer of 2010. Included in this budget is a proposal for the Aquatic Center staff to manage and operate the concessions.

It is anticipated that the concessions will result in a profit in this line item of **\$3,500**. This represents a decrease of **\$6,500** over the prior year budget and a decrease of **\$4,427** over the prior year estimated actual.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL EXPENSES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Salaries

Priority: High

Account Number: 40-00-00-1-4010 to 40-00-00-1-4017

These accounts fund the salaries of all Aquatic Center staff. New this year, the salaries line items are discretely presented by job function. This will allow for better allocation and review of each functions' profitability.

Included in this budget request is \$6,120 for Concession salaries to provide staffing to operate the Aquatic Center concessions.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Overtime

Priority: High

Account Number: 40-00-00-1-4020

This account represents the overtime pay for the Aquatic Center staff. Except for the Aquatic Center Coordinator, all other positions are non-exempt and eligible for overtime.

The Aquatic Center requests **\$3,000** for overtime for Fiscal Year 2011. This represents an **\$11,400** decrease from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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, 2011, the Village's portion will be 12.23%.

The Aquatic Center requests **\$3,982** for Fiscal Year 2011. This represents an **\$18** decrease over last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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.

The Aquatic Center requests **\$11,680** for FICA matching for Fiscal Year 2011. This represents a **\$3,109** increase over last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Inspections

Priority: High

Account Number: 40-00-00-3-1430

This account includes the following mandatory inspection fees:

Fire Extinguisher Maintenance	\$100
Sprinkler Inspection	\$300
Fire Alarm Inspection	\$400
Security Alarm Inspection	\$400
Backflow Inspection	<u>\$200</u>
	\$1,400

The Aquatic Center requests **\$1,400** for annual inspections. This is a new account in Fiscal Year 2011 to facilitate better transparency and tracking of these mandatory expenses. In prior years, these line items were recorded in Contractual Maintenance - Building.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Security

Priority: High

Account Number: 40-00-00-3-4110

This account includes the following security related items:

Security Surveillance - Stand Guard 12months X \$210 =	\$2,520
Alarm Service Calls (estimate 2 @ \$200)	<u>\$400</u>
	\$2,920

The Aquatic Center requests **\$2,920** for security for Fiscal Year 2011. This represents a **\$4,080** decrease from last year's budget. The primary reason for the decrease is a \$5,000 savings for pool closing costs budgeted last year which will be performed by Village Public Works staff who are Certified Pool Operators in the current year.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Equipment Rental

Priority: Medium

Account Number: 40-00-00-3-4130

This account includes the following items:

Helium Tank Rental (Birthday Party Balloons)	\$150
Scaffolding Rental (Cleaning Ceiling Fans & Light bulbs)	\$300
Pump Rental	\$100
Miscellaneous Rental	<u>\$150</u>
	\$700

The Aquatic Center requests **\$700** for equipment rental for Fiscal Year 2011. This represents a decrease of **\$2,300** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Internet Service

Priority: High

Account Number: 40-00-00-3-4329

This account includes the monthly service for Comcast high speed internet for the Aquatic Center internet service

Comcast (\$76 monthly x 12 months; plus est. 5% increase) = \$950

The Aquatic Center requests **\$950** for internet service for Fiscal Year 2011. This represents a decrease of **\$2,550** from last year's budget. The primary reason for the decrease is a reallocation of expenses charged to this account to facilitate better management of the expense line items.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Swim Team Expense
Priority: High
Account Number: 40-00-00-3-4342

This line item includes the swim team expenses, as follows:

2011 Northern Illinois Swim Conference Membership Fee	\$520
T-Shirts	\$500
Swim Meet Software Maintenance Fee	<u>\$300</u>
	\$1,320

The Aquatic Center requests **\$1,320** for Fiscal Year 2011. This represents a **\$1,330** decrease from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Marketing

Priority: High

Account Number: 40-00-00-3-4351

This line item includes postage, publishing, printing, copying and advertising for a spring mailing for season passes.

The Aquatic Center requests **\$12,000** for Fiscal Year 2011. This represents no increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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. In addition, this account includes a telephone reimbursement for the Aquatic Center Coordinator's business use of her personal cell phone during the seasonal pool operations.

T-1 Line (\$242 x 12 months=)	\$2,905
Land Lines (\$100 x 12 months=)	\$1,200
Cellular Phone - Business Use (\$75 x 5)	<u>375</u>
	\$4,480

The Aquatic Center requests **\$4,480** for telephones for Fiscal Year 2011. This represents a **\$380** increase over last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Dues

Priority: Medium

Account Number: 40-00-00-3-4361

This line item is used to fund dues to professional organizations in the Aquatic Center Recreation field. Memberships in professional organizations are essential for staff professional development and access to joint purchasing opportunities. The following dues are requested for Fiscal Year 2011

IPRA	\$260
Red Cross Member Fee	\$115
Red Cross Water Safety Fee	\$300

The Administration department requests **\$675** for dues for Fiscal Year 2011. This represents a **\$425** increase over the prior year budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Professional Development
Priority: High
Account Number: 40-00-00-3-4365

This account is used to pay for professional development classes and conferences for the Aquatics Center staff. This line item includes the following continuing education opportunities:

Illinois Parks and Recreation Association Annual Conference	
Aquatic Center Manager	\$305
Food Sanitation Training/Certification	
Aquatic Center Coordinator	\$175
Aquatic Center Concessions Coordinator	\$175
Certified Pool Operator Class	
Aquatic Center Coordinator	\$225
2 Supervisors	\$550

The Aquatic Center requests **\$1,430** for professional development for Fiscal Year 2011. This represents a **\$930** increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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, and XM Radio for the aquatic center.

Electricity	\$20,000
Gas	\$15,000
XM Radio	<u>\$ 300</u>
	\$35,300

The Aquatic Center requests **\$35,300** for utilities for Fiscal Year 2011. This represents a **\$4,700** decrease from Fiscal Year 2011. The primary reason for the decrease is the implementation of cost-savings efficiency measures such as adjusting the pool temperature and changing the light bulbs to high-efficiency bulbs.

**MAINTENANCE AND OPERATIONS BUDGET
2011 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. The Midlothian Road sewer project will be completed prior to the Fiscal Year 2011 summer season. This expense will no longer be necessary as the Aquatic Center facility will be connected to the sewer.

The Aquatic Center requests **\$0** for Fiscal Year 2011. This represents a **\$20,000** decrease from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Liability Insurance
Priority: High
Account Number: 40-00-00-3-4373

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

A 20% increase is forecasted for Fiscal Year 2011 as the Village is on the Risk Management Association watch-list. The watch-list is comprised of municipalities in the risk pool whose claims have consistently exceeded the premiums contributed. The Village has been assigned a Loss Control specialist and has agreed to work with the pool to implement suggested safety improvements, such as the implementation of a safety committee and mandatory employee safety training initiatives.

The Aquatic Center requests **\$12,000** for Fiscal Year 2011. This represents an increase of **\$2,000** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Employee Recognition
Priority: High
Account Number: 40-00-00-3-4377

This line item includes expenses for employee recognition. All Aquatic Center staff are required to attend weekly in-service training. This account provides for incentives related to excellent performance at these training sessions.

The Aquatic Center requests **\$100** for Fiscal Year 2011. This is a new account in this year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Misc. Expenses

Priority: High

Account Number: 40-00-00-3-4390

This line item includes miscellaneous expenses.

The Aquatic Center requests **\$250** for Fiscal Year 2011. This represents a **\$750** decrease from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Office Supplies

Priority: High

Account Number: 40-00-00-5-4561

This line item includes all office supplies for the Aquatic Center operations.

The Aquatic Center requests **\$2,000** for office supplies for Fiscal Year 2011. This represents no increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Equipment

Priority: High

Account Number: 40-00-00-5-4563

This line item includes equipment with a value less than \$5,000 necessary for the Aquatic Center operations.

Squeegee	2	\$	21.50	\$	43.00
Pole for squeegee	2	\$	6.25	\$	12.50
Guard of Week Tube	1	\$	43.00	\$	43.00
Swim Fins	8	\$	21.50	\$	172.00
Sunscreen 30oz bottle	1	\$	90.25	\$	90.25
Umbrellas	4	\$	90.25	\$	361.00
Diving Brick	1	\$	26.50	\$	26.50
Rescue Tube Cover	7	\$	16.00	\$	112.00
Megaphone	1	\$	101.95	\$	101.95
Mini Rescue keych	6	\$	2.00	\$	12.00
Mini Fin keych	6	\$	2.15	\$	12.90
Funbrella	1	\$	4,769.00	\$	4,769.00
AED battery	1	\$	155.00	\$	155.00
9V Lithium battery	1	\$	9.00	\$	9.00
Adult/Child Aed Pads	2	\$	140.00	\$	140.00

\$ 6,060.10

The Aquatic Center requests **\$6,100** for equipment for Fiscal Year 2011. This represents a **\$6,100** increase from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Chemical Supplies
Priority: High
Account Number: 40-00-00-5-4566

This line item includes all chemicals necessary for treating the pools at the Aquatic Center.

The Aquatic Center requests **\$10,000** for chemicals for Fiscal Year 2011. This represents a decrease of **\$3,000** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Maintenance Supplies

Priority: High

Account Number: 40-00-00-5-4570

This line item includes all supplies necessary for maintenance of the Aquatic Center.

The Aquatic Center requests **\$4,000** for maintenance supplies for Fiscal Year 2011. This represents an increase of **\$3,000** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: First Aid Supplies

Priority: High

Account Number: 40-00-00-5-4575

This line item includes all supplies necessary for first aid at the Aquatic Center.

The Aquatic Center requests **\$300** for first aid supplies for Fiscal Year 2011. This represents a decrease of **\$450** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Uniforms

Priority: High

Account Number: 40-00-00-5-4578

All Aquatic Center staff are required to wear uniforms. The cost of the uniforms is deducted from the employee's first pay check. If the employee completes the season as promised, the cost of the uniforms is returned on the final paycheck.

The Aquatic Center requests **\$2,500** for uniforms in Fiscal Year 2011. This represents an increase of **\$1,000** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Birthday Party Expenses
Priority: Medium
Account Number: 40-00-00-5-4580

This line item is used to fund the birthday party supplies.

The Aquatic Center requests **\$2,000** for birthday parties in Fiscal Year 2011. This represents an increase of **\$1,250** from last year's budget. This increase is necessary to provide for the increase in the number of birthday parties at the Aquatic Center.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Gift Shop Expenses
Priority: Medium
Account Number: 40-00-00-5-4585

This line item is used to fund the gift shop supplies.

The Aquatic Center requests **\$550** for gift shop supplies in Fiscal Year 2011. This represents a decrease of **\$1,950** from last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Capital Reserve Payment
Priority: High
Account Number: 40-00-00-8-4899

This allocation to capital reserve is required by the bond covenants. The contribution to the capital reserve has been decreased from prior years due to the extensive repairs required in Fiscal Year 2010.

The Aquatic Center requests **\$10,000** for Fiscal Year 2011. This represents a decrease of **\$65,000**.

AQUATIC CENTER DEBT FUND

Department Purpose

The Aquatic Center Debt Fund records all activities related to re-payment of the Aquatic Center Revenue bonds.

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Seasonal	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
2,116	500	Interest	1,000	1,000
215,458	-	Miscellaneous	200,000	200,000
217,574	500	Total Revenue	201,000	201,000

Expenditures

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
375	-	Contractual Services	100	100
133,238	237,300	Debt Service	200,000	200,000
133,613	237,300	Total Expenditures	200,100	200,100

Surplus of Cash

900	900
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
22-00-00-6-3810	INTEREST INCOME	2,116	500	731	1,462	1,000
TOTAL INTEREST INCOME		2,116	500	731	1,462	1,000
MISCELLANEOUS						
22-00-00-7-3990	INTERFUND TRANSFER	215,458	-	87,983	175,967	200,000
TOTAL MISCELLANEOUS		215,458	-	87,983	175,967	200,000
TOTAL REVENUES:		217,574	500	88,714	177,429	201,000
EXPENSES						
CONTRACTUAL SERVICES						
22-00-00-3-4329	OTHER PROFESSIONAL SVCS	375	-	-	-	100
TOTAL CONTRACTUAL SERVICES		375	-	-	-	100
DEBT SERVICE						
22-00-00-7-4737	PRINCIPAL	-	110,000	-	110,000	150,000
22-00-00-7-4738	INTEREST EXPENSE	133,238	127,300	63,650	127,300	50,000
TOTAL DEBT SERVICE		133,238	237,300	63,650	237,300	200,000
TOTAL EXPENSES		133,613	237,300	63,650	237,300	200,100

AQUATIC CENTER DEPRECIATION FUND

Department Purpose

The Aquatic Center Depreciation Fund is required by the Aquatic Center Revenue Bond ordinance. This fund is utilized to provide for capital replacement and improvements at the Aquatic Center

Personnel

	Year End Actual		Proposed
	2009	2010	2011
Full-Time	0	0	0
Seasonal	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
2,929	2,000	Interest	700	700
75,000	75,000	Capital Reserve	10,000	10,000
77,929	77,000	Total Revenue	10,700	10,700

Expenditures

Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
			2011	2012
9,958	-	Aquatic Center Improvements	18,000	-
9,958	-	Total Expenditures	18,000	-
Surplus (Use) of Cash			(7,300)	10,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009 ACTUAL	2010		2011 REQUESTED BUDGET	2012 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	2,929	2,000	335	670	700
TOTAL INTEREST INCOME		2,929	2,000	335	670	700
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	75,000	75,000	-	-	10,000
TOTAL MISCELLANEOUS		75,000	75,000	-	-	10,000
TOTAL REVENUES:		77,929	77,000	335	670	10,700
EXPENSES						
CAPITAL OUTLAY						
41-00-00-8-4895	AQUATIC CENTER IMPROVEMENTS	9,958	-	39,519	79,038	18,000
TOTAL CAPITAL OUTLAY		9,958	-	39,519	79,038	18,000
TOTAL EXPENSES		9,958	-	39,519	79,038	18,000

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center Depreciation

Description: Capital Replacement Reserve

Priority: High

Account Number: 41-00-00-7-4899

This allocation to capital reserve is required by the bond covenants. The contribution to the capital reserve has been decreased from prior years due to the extensive repairs required in Fiscal Year 2010.

The Aquatic Center Depreciation Fund requests **\$10,000** for Fiscal Year 2011. This represents a decrease of **\$65,000**.

**MAINTENANCE AND OPERATIONS BUDGET
2011 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center Depreciation
Description: Aquatic Center Improvements
Priority: High
Account Number: 41-00-00-8-4895

This line item accounts for all Aquatic Center improvements.

Aquatic Center Kitchen Upgrade	\$14,000
Exit Turnstile	\$4,000

The Aquatic Center Depreciation Fund requests **\$18,000** for Fiscal Year 2011. This represents an increase of **\$18,000** over last year's budget.

CAPITAL REPLACEMENT FUND

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	10,000	Transfer from General Fund	10,000	10,000
-	-	25,000	Transfer from Community Dev	20,000	30,000
-	-	1,000	Interest	1,000	1,000
-	-	36,000	Total Revenue	31,000	41,000

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	-		-	-
-	-	-	Total Expenditures	-	-

Source of Cash	36,000	31,000	41,000
Fund Balance as of December 31		67,000	108,000

Significant Changes

* The purpose of this fund is to plan for the replacement of large capital equipment items and to plan for large capital projects.

RESERVE FUND

Revenue

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	40,000	Transfer from General Fund	40,000	25,000
-	-	300,000	Transfer from Community Dev	75,000	75,000
-	-	1,000	Interest	1,000	1,000
-	-	341,000	Total Revenue	116,000	101,000

Expenditures

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Budget Fiscal Year Ended 12/31/2010		Proposed	
				2011	2012
-	-	-		-	-
-	-	-	Total Expenditures	-	-

Source of Cash

510,882

116,000

101,000

Fund Balance as of December 31

626,882

727,882

Significant Changes

* 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. As of the December 31, 2009 audited financial statements, the general fund balance is \$304,679 which is 10% of the 2010 budgeted expenses. By December 31, 2010, the goal is 15% or 510,882; by December 31, 2011, the goal is \$626,882 or 20%.