

2012 Recommended Budget



VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2012
TABLE OF CONTENTS

PAGE

INTRODUCTORY SECTION

Letter of Transmittal i - x

GENERAL FUND

Summary 1
Detailed Revenues 2-3
Elected Officials..... 4-9
Administration 10-43
Legal 44-52
Village Clerk..... 53-59
Risk Management 60-70
Human Resources 71-82
Technology 83-90
Finance..... 91-104
Engineering..... 105-107
Police..... 108-139
Board of Police Commissioners..... 140-145
Public Works..... 146-181
Building and Zoning 182-200

COMMUNITY DEVELOPMENT FUND

Summary 201
Community Events..... 202-204
Economic Development..... 205-214
Building and Zoning 215-218

PARKS AND RECREATION FUND

Summary 219
Special Recreation 220-223
Administration 224-233
Programs 234-240
Parks Maintenance 241-248

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2012
TABLE OF CONTENTS

PAGE

MOTOR FUEL TAX FUND

Summary249
Detailed Revenues and Expenses..... 250-258

AQUATIC CENTER FUNDS

Aquatic Center Operating Fund Summary259
Aquatic Center Operating Fund Detailed Revenues and Expenses 260-290
Aquatic Center Bond and Interest Fund Summary291
Aquatic Center Bond and Interest Fund Detailed Revenues and Expenses.....292
Aquatic Center Depreciation Fund Summary293
Aquatic Center Depreciation Fund Detailed Revenues and Expenses 294-296

CN AGREEMENT FUND

Summary297
Detailed Revenues and Expenses.....298

PARK DONATION FUND

Summary299
Detailed Revenues and Expenses.....300

CAPITAL IMPROVEMENT PLAN (CIP) FUND

Summary301
Detailed Capital Improvement Plan..... 202-305

RESERVE FUND

Summary306



2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 17, 2011

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

We are pleased to present to you a balanced budget for the fiscal year ended December 31, 2012. This document reflects a responsible 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. This is the first budget that incorporates our Capital Improvement Plan (CIP), a Canadian National Fund Distribution line item (CN Fund), and provides an inventory of Village vehicles.

Fiscal year 2011 has presented many challenges and rewards to the Village's financial future. The State of Illinois remains three months delinquent in payment of the shared income tax revenues, the economic recession has continued to impede planned development, and the Village has been involved in litigation and the associated expenses of two appeal cases. However, we have focused on land annexations to increase our property tax base and incorporate land for future reuse and revenue. We have addressed the Aquatic Center bond restructuring, putting the Village in a sound position to address each of these financial challenges. In this proposed budget, our cash reserves are accruing and our operating expenses are reduced from the previous year 2011. Our financial forecast for fiscal year 2012 is strong.

Budget Overview

The Village's total budget is balanced. General Fund budgeted revenues of \$3,611,946 exceed budgeted expenditures \$3,195,713 by \$416,233. Of this amount, \$50,000 will be transferred to the Reserve Fund, \$60,000 will be transferred to the Capital Improvement Plan, and \$255,610 will be transferred to the Debt Service Fund, resulting in a net change in fund balance of \$50,623. 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.

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 | Fiscal Year Ended 12/31/2010 |
|-----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|------------------------------------|
| Net Change in Fund Balance | (758,600) | (380,550) | 125,326 | 50,796 |
| Fund Balance | 550,432 | 179,353 | 304,679 | 355,475 |
| Fund Balance/Expenditure Budget % | 22.4% | 5.9% | 9.8% | 10.8% |

Prudent financial policy dictates that the Village should maintain a fund balance reserve equal to 35% of 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 10.8% as of December 31, 2010. Our target is to have a 15% ratio by December 31, 2011 and a 20% ratio by December 31, 2012.

Significant Changes

Headcount changes:

1. Full time Executive Administrative Assistant added to Administration (from .50 FTE)
2. Full time Management Analyst/Webmaster added to Administration (1.0 FTE)
3. Removal of Public Works Administrative Assistant (1.0 FTE)
4. Removal of Intern position funding for one year (2012) to create the Management Analyst/Webmaster position
5. Reallocate funding for clerical support to Finance/Human Resources from Building/Finance Departments
6. Net result is an additional .10 FTE

Significant Changes - Continued

Savings Opportunities:

1. Risk Management-\$45,000 savings in general liability/workers compensation insurance
2. Dispatch Services-\$12,000 savings in dispatch services based on lower call volumes
3. Aquatic Center Personnel Services-\$20,000 savings due to reduction in overtime, efficient scheduling, and decision to outsource concession operations
4. Medical, dental and vision coverage \$18,000 anticipated decrease is budgeted

Additional Revenue Opportunities:

1. Plan Review Fees-\$10,000 additional revenue generated due to employment cooperative with the Village of Mundelein
2. Building inspection fees- \$34,000 additional revenue generated due to employment cooperative with the Village of Mundelein
3. Use Tax- \$23,000 additional revenue based on estimated actual 2011 results and IML per capita forecasts
4. Franchise Fees-\$18,000 additional revenue based on anticipated 2011 results

Forecasted Declines in Revenue Sources:

1. Sales Tax-\$15,000 decline based on actual 2011 results
2. Telecommunications Tax- \$27,000 decline based on 2011 actual results

Increased Expenditures for essential operations:

1. Unemployment Insurance-\$10,000 increase
2. Computer system upgrade-\$12,000 increase for server and computers
3. Funding for police pension contribution at actuary recommended level

The Community Development Fund was further defined to reflect the three main functions of this fund. This Budget 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. New this year is the addition of all free events offered in the Village of Hawthorn Woods. In past budgets, the Bike Rodeo was funded in the Police Department, for example. Now, all events will be located in this Community Development section. 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. These are not sustainable revenue opportunities and the positioning in the Budget reflects that conservative approach.

Significant Changes - Continued

The proposed budget includes funding for 1 new full-time position in the Administrative Department to be known as Management Analyst/Webmaster. A portion of the funding will come from the eliminated intern position. The Administrative part-time position will become fully funded to assist the Director of Public Works, the CAO/Village Clerk, the CFO and the COO offices. The total impact to the Budget, taking into account the elimination of the full time Administrative Assistant in the Public Works Department is an additional .10 FTE.

Also new this year, we have set up a new fund for the distribution of CN funds to the residents in the noise contour. We have also designed, for the first time included as part of the budget document, our Capital Improvement Plan and the priority projects designated for funding in 2012. Of note is the inclusion of a generator for Village Hall and the Police Department in the event of a power outage. As we lost power on several occasions in 2011, and went one week without electrical service, we have placed the continuation of services, phones, and computer communications as a basis for the \$35,000 planned expenditure for the generator. Of course, cost savings will be sought at the time we go to bid the equipment and installation.

There was a more holistic approach taken this year during the budget review sessions. Each department received line item cuts or delays in funding requests to a future year in order to move the Village forward on critical funding components for 2012. As the revenue stream becomes more stable in future years, those funding requests can be readdressed.

Employee Census

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

| Function/Program | Actual | | | | | | Proposed |
|----------------------|---------|---------|----------|----------|----------|----------|----------|
| | 4/30/07 | 4/30/08 | 12/31/08 | 12/31/09 | 12/31/10 | 12/31/11 | 12/31/12 |
| GENERAL GOVERNMENT | | | | | | | |
| Administration | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 2.0 | 4.0 |
| Finance | 2.0 | 1.0 | | | 1.0 | 1.0 | 1.0 |
| Building and zoning | 3.0 | 1.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| PARKS AND RECREATION | 1.0 | 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 | 1.0 |
| Officers | 15.0 | 11.0 | 11.0 | 8.0 | 9.0 | 9.0 | 9.0 |
| HIGHWAYS AND STREETS | | | | | | | |
| Administration | 2.0 | 1.0 | 1.0 | 1.0 | 1.0 | 2.0 | 1.0 |
| Maintenance | 5.0 | 3.0 | 3.0 | 3.0 | 4.0 | 5.0 | 5.0 |
| TOTAL | 32.0 | 22.0 | 22.0 | 19.0 | 22.0 | 23.0 | 24.0 |

Note that the employee census chart displays only full-time employees. Although, the total full time employees increased by 1 person, several part-time positions were adjusted and re-allocated to result in a .10 increase in FTE (full time equivalent). There is a summary of Village Staff FTE on pages viii – x.

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. This year, as in the past two, Department Heads justify their needs based off of their services and programs scheduled for the year. There is no automatic increase or starting point from the previous year's Budget.

As more residents protest their property tax assessments through the Assessor's office and pay reduced sums, the remaining portion of their tax burden is then distributed to the remainder of the Hawthorn Woods population. The property tax obligations per household increase as tax relief for an individual decreases. The collection of property taxes continues to be a critical factor in Village operational success.

The Village of Hawthorn Woods currently realizes about \$100,000 annual sales tax. With the two month renovation closure of the Shell station in 2011, sales tax revenues were lower than anticipated.

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 2012. In addition, property tax revenues are forecasted flat because the Village is subject to tax caps and limited to an increase equal to the CPI which was 2.7% for last year. This 2012 budget includes conservative revenue estimates, based upon the most current information available.

Summary

The Village finances have improved considerably during the last three fiscal years, from zero cash reserves in 2009 to an anticipated \$500,000 (17% of Operating Fund) of best management practices in 2012. However, as we celebrate this significant turn-around, 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, 2012 with an overall 2% reduction in general fund expenditures. Collectively, we appreciate the fiscally conservative planning and public input 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, the Finance Committee, the interdepartmental 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, 2012 budget.

Pamela O. Newton
Chief Operating Officer

Kristin N. Kazenas CPA
Chief Financial Officer

VILLAGE BOARD OF TRUSTEES

Joseph Mancino, Mayor
 Kelly Corrigan, Trustee
 Michael David, Trustee
 Dominick DiMaggio, Trustee
 Neil Morgan, Trustee
 Peter Ponzio, Trustee
 Steve Riess, Trustee

VILLAGE COMMITTEES AND COMMISSIONS

| | |
|---|--|
| <p style="text-align: center;">Board of Police Commissioners Randy Hertel Pete Wifler</p> | <p style="text-align: center;">Environmental Committee John Bickley, Chairperson Steve Riess, Trustee Liaison Kathy Felice Brian Heraty Ivan Lee</p> |
| <p style="text-align: center;">Finance Committee Peter Ponzio, Chairperson Kelly Corrigan, Trustee Liaison Surinderpal Kalra Jayne Kosik Jean Pitzo Steve Riess Bill Zanco</p> | <p style="text-align: center;">Parks and Recreation Committee Tom Chmela Larry DeGraff Lisa Murphy</p> |
| <p style="text-align: center;">Planning Building and Zoning Commission Susy Rein, Chairperson Dominick DiMaggio Jim Kaiser Phil LaGro Dave Lindquist Jim Merkel Mike Salvi Arnold Thomas</p> | <p style="text-align: center;">Police Pension Fund Board of Trustees Doug Samz, Chairperson Stewart Gordon Tim McCue John Tennant Mike Viramontes Kristin Kazenas, Ex-Officio Treasurer</p> |
| <p style="text-align: center;">Public Safety and Judicial Gene Gawalek Surinderpal Kalra Richard Petrus Sheila Zeller Michael David Neil Morgan</p> | <p style="text-align: center;">Public Works Committee John Harchut, Chairperson Larry Hill Richard Hunt Brian Ibbotson Dan McConchie Cliff Wright</p> |
| <p style="text-align: center;">Zoning Board of Appeals John Kosik, Chairperson Jeff Johnston Henry Schildkraut Paul Sedlacek Pam Scaletta</p> | |

VILLAGE STAFF

| Staff Member | Titles | Departmental Responsibility | 2011 FTE | 2012 FTE | CHANGE |
|------------------|------------------------------------|---|----------|----------|--------|
| Pamela Newton | Chief Operating Officer | Administration Legal Engineering | 1.00 | 1.00 | - |
| | Director of Parks and Recreation | Parks and Recreation Aquatic Center | | | |
| | Economic Development Director | Economic Development | | | |
| Donna Lobaito | Chief Administrative Officer | Administration Legal Engineering | 1.00 | 1.00 | - |
| | Village Clerk | Village Clerk Technology | | | |
| | Director of Building Department | Building and Zoning | | | |
| Vacant | Executive Administrative Assistant | Administration Finance Human Resources Village Clerk Public Works | 0.50 | 1.00 | 0.50 |
| Vacant | Management Analyst Webmaster | Administration Technology Village Clerk | - | 1.00 | 1.00 |
| David Fitzgerald | Intern | Administration Technology | 0.50 | - | (0.50) |
| Danette Russell | Administrative Assistant | Administration | 0.25 | - | (0.25) |
| | | Building and Zoning | 0.25 | 0.50 | 0.25 |
| | | Human Resources | | | |
| Kristin Kazenas | Chief Financial Officer | Finance | 0.75 | 0.75 | - |
| | Director of Human Resources | Human Resources | 0.25 | 0.25 | - |
| | Risk Management Director | Risk Management Technology | | | |

VILLAGE STAFF - CONTINUED

| Staff Member | Titles | Departmental Responsibility | 2011 FTE | 2012 FTE | CHANGE |
|----------------------|--------------------------|---|----------|----------|--------|
| Jennifer Paulus | Chief of Police | Police | 1.00 | 1.00 | - |
| Gary Scharringhausen | Commander | Police | 1.00 | 1.00 | - |
| John Tennant | Sergeant | Police | 1.00 | 1.00 | - |
| Ed Armijo | Patrol Officer | Police | 1.00 | 1.00 | - |
| Sara Canada | Patrol Officer | Police | 1.00 | 1.00 | - |
| Tina Cora | Patrol Officer | Police | 1.00 | 1.00 | - |
| Armando Escamilla | Patrol Officer | Police | 1.00 | 1.00 | - |
| John Fenger | Patrol Officer | Police | 1.00 | 1.00 | - |
| Mike Viramontes | Patrol Officer | Police | 1.00 | 1.00 | - |
| Aaron Santiago | Part-Time Patrol Officer | Police | 0.25 | 0.25 | - |
| Regan Cruz | Part-Time Patrol Officer | Police | 0.25 | 0.25 | - |
| Vacant | Part-Time Patrol Officer | Police | 0.25 | 0.25 | - |
| Vacant | Part-Time Patrol Officer | Police | 0.25 | 0.25 | - |
| Jan Filenko | Records Supervisor | Police | 1.00 | 1.00 | - |
| Jim Maiworm | Director of Public Works | Public Works Motor Fuel Tax Parks Maintenance | 1.00 | 1.00 | - |
| Tim O'Connor | Foreman | Public Works Aquatic Center | 1.00 | 1.00 | - |
| Dave Barkemeyer | Facilities Maintenance | Public Works Aquatic Center | 1.00 | 1.00 | - |
| Nick Glauner | Streets Maintenance | Public Works Motor Fuel Tax | 1.00 | 1.00 | - |
| Rich Richter | Parks Maintenance | Public Works Parks Maintenance | 1.00 | 1.00 | - |
| Rick Stevens | Parks Maintenance | Public Works Parks Maintenance | 1.00 | 1.00 | - |
| Vacant | Administrative Assistant | Public Works | 1.00 | - | (1.00) |
| Vacant | Summer Seasonal | Public Works Parks Maintenance | 1.25 | 1.25 | - |
| Vacant | Snow Seasonal | Public Works | 1.00 | 1.00 | - |

VILLAGE STAFF - CONTINUED

| Staff Member | Titles | Departmental Responsibility | 2011 FTE | 2012 FTE | CHANGE |
|---------------|---|---|----------|----------|--------|
| Sandy Hansen | Building Department Deputy Village Clerk | Building and Zoning Village Clerk Community Development | 1.00 | 1.00 | - |
| Dan Thake | Building Department Code Enforcement Officer | Building and Zoning Community Development | 1.00 | 1.00 | - |
| Kelly Carlson | Recreation Coordinator | Parks and Recreation Community Events | 1.00 | 1.00 | - |
| Vacant | Summer Seasonal | Parks and Recreation | 2.00 | 2.00 | - |
| Dawn Johnson | Aquatic Center Manager | Aquatic Center | 0.50 | 0.50 | - |
| Vacant | Summer Seasonal | Aquatic Center | 13.50 | 13.50 | - |
| TOTAL | | | 43.75 | 43.85 | 0.10 |

Note that the total FTE (full time equivalents) increased by 0.10. Note that the summary department budget pages include personnel head counts for the seasonal employees, rather than FTE measures. For example, on page 259, the Aquatic Center personnel summary shows 55 seasonal employees. This is the total headcount; when converted to FTE (adjusted for the seasonal nature of the position), there are 14.0 FTEs as show above.

GENERAL FUND

| | | | | Revenue | | |
|--|---|---|---|---------------------------|------------------|------------------|
| Actual Eight Months Ended 12/31/2008 | Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | | |
| | | | | 2012 | 2013 | |
| | | | | General Government | | |
| 2,276,609 | 2,521,996 | 2,605,679 | 2,958,350 | Taxes | 3,015,146 | 3,062,944 |
| 97,642 | 293,553 | 302,811 | 292,400 | Licenses | 310,900 | 310,900 |
| - | 736 | 1,995 | 250 | Permits | - | - |
| - | - | 5,300 | - | Fees | - | - |
| - | - | - | - | Intergovernmental | - | - |
| 33,591 | 8,914 | 4,623 | 5,000 | Interest Income | 2,500 | 2,500 |
| 148,963 | 103,508 | 82,039 | 83,750 | Miscellaneous | 95,200 | 92,200 |
| - | - | - | - | Building | - | - |
| 127,883 | 250,869 | 188,955 | 210,150 | Police | 188,200 | 188,200 |
| 104,883 | 8,190 | 34,049 | 5,000 | Public Works | - | - |
| 2,789,571 | 3,187,766 | 3,225,451 | 3,554,900 | Total Revenue | 3,611,946 | 3,656,744 |

| | | | | Expenditures | | |
|--|---|---|---|-----------------------------|------------------|------------------|
| Actual Eight Months Ended 12/31/2008 | Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | | |
| | | | | 2012 | 2013 | |
| 8,976 | (1,746) | 1,442 | 3,775 | Elected Officials | 3,525 | 3,700 |
| 1,235,277 | 654,594 | 411,156 | 411,237 | Administration | 436,354 | 456,481 |
| 200,679 | 151,720 | 217,086 | 168,200 | Legal | 231,000 | 206,000 |
| - | - | - | 6,510 | Village Clerk | 7,340 | 7,509 |
| - | 311,955 | 376,764 | 456,590 | Risk Management | 399,210 | 410,409 |
| - | - | 17,052 | 38,945 | Human Resources | 45,225 | 46,107 |
| 38,398 | 31,989 | 58,663 | 70,828 | Technology | 21,044 | 49,150 |
| - | - | 141,377 | 125,530 | Finance | 136,120 | 138,801 |
| - | - | 25,772 | 15,000 | Engineering | 25,000 | 25,000 |
| 816,710 | 993,971 | 1,068,042 | 1,081,491 | Police | 1,050,128 | 1,080,657 |
| 110,048 | 163,992 | 163,992 | 211,652 | Police Pension Contribution | 219,588 | 225,000 |
| 3,006 | 1,628 | 2,718 | 2,700 | Police Commission | 2,700 | 2,700 |
| 700,375 | 660,070 | 591,867 | 582,183 | Public Works | 509,537 | 516,367 |
| 56,652 | 84,796 | 98,724 | 105,520 | Building | 108,942 | 109,201 |
| 3,170,121 | 3,052,969 | 3,174,655 | 3,280,162 | Total Expenditures | 3,195,713 | 3,277,082 |

| | | | | | | |
|------------------|----------------|----------------|----------------|--|----------------|----------------|
| (380,550) | 134,797 | 50,796 | 274,738 | Excess (Deficiency) of Revenues Over Expenditures | 416,233 | 379,662 |
| - | - | - | (40,000) | Transfer to Reserve Fund | (50,000) | (50,000) |
| - | - | - | (10,000) | Transfer to C.I.P Fund | (60,000) | (10,000) |
| - | - | - | (105,000) | Transfer to Debt Service Fund | (255,610) | (252,910) |
| (380,550) | 134,797 | 50,796 | 119,738 | Net Change in Fund Balance | 50,623 | 66,752 |
| 169,882 | 304,679 | 355,475 | 475,213 | Fund Balance as of 12/31 | 525,836 | 592,588 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE | |
|---------------------|---------------------------|----------------|-----------|--------------------|-----------------------------|------------------|-----------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | | PROJECTED |
| GENERAL FUND | | | | | | | |
| TAXES | | | | | | | |
| 01-10-00-1-3010 | PROPERTY TAXES | 1,263,785 | 1,400,000 | 693,405 | 1,399,690 | 1,421,000 | 1,463,950 |
| 01-10-00-1-3012 | PROPERTY TAX-INSURANCE | 144,988 | 55,000 | 59,303 | 121,232 | 122,815 | 126,527 |
| 01-10-00-1-3015 | PROPERTY TAX-AUDIT | 19,998 | 15,000 | 9,124 | 19,397 | 19,793 | 20,391 |
| 01-10-00-1-3020 | PROPERTY TAXES-R&B | 17,947 | 45,000 | 8,450 | 17,525 | 17,788 | 18,326 |
| 01-10-00-1-3030 | SALES TAX | 98,707 | 100,000 | 43,106 | 86,212 | 95,000 | 95,000 |
| 01-10-00-1-3080 | USE TAX | 100,952 | 82,750 | 68,214 | 101,152 | 105,750 | 105,750 |
| 01-10-00-1-3090 | STATE INCOME TAX | 592,076 | 575,000 | 385,932 | 590,051 | 575,000 | 575,000 |
| 01-10-00-1-3095 | PERSONAL PROPERTY TAX | 1,713 | 1,500 | 753 | 1,506 | 1,500 | 1,500 |
| 01-10-00-1-3097 | UTILITY TAX | 77,342 | 384,000 | 213,230 | 384,000 | 384,000 | 384,000 |
| 01-10-00-1-3098 | TELECOM TAX | 285,651 | 297,600 | 134,591 | 269,182 | 270,000 | 270,000 |
| 01-10-00-1-3099 | AMUSEMENT TAX | 2,520 | 2,500 | - | 2,500 | 2,500 | 2,500 |
| TOTAL TAXES | | 2,605,679 | 2,958,350 | 1,616,108 | 2,992,447 | 3,015,146 | 3,062,944 |
| LICENSES | | | | | | | |
| 01-10-00-2-3110 | LIQUOR LICENSES | 7,000 | 7,000 | 7,000 | 9,500 | 7,000 | 7,000 |
| 01-10-00-2-3120 | VEHICLE LICENSES | 156,432 | 155,000 | 152,570 | 154,333 | 154,500 | 154,500 |
| 01-10-00-2-3125 | VEHICLE LICENSES-LATE FEE | 5,455 | 5,000 | 3,310 | 5,000 | 5,000 | 5,000 |
| 01-10-00-2-3130 | ANIMAL LICENSES | 10,515 | 10,400 | 9,903 | 10,400 | 10,400 | 10,400 |
| 01-10-00-2-3140 | FRANCHISE LICENSES | 113,959 | 106,000 | 61,666 | 123,332 | 124,000 | 124,000 |
| 01-10-00-2-3150 | BUSINESS LICENSES | 9,450 | 9,000 | 9,950 | 9,950 | 10,000 | 10,000 |
| TOTAL LICENSES | | 302,811 | 292,400 | 244,399 | 312,515 | 310,900 | 310,900 |
| PERMITS | | | | | | | |
| 01-10-00-3-3250 | VARIANCE PERMITS | 125 | 250 | - | - | - | - |
| 01-10-00-3-3260 | OVERWEIGHT TRUCK PERMIT | 1,870 | - | - | - | - | - |
| TOTAL PERMITS | | 1,995 | 250 | - | - | - | - |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-----------------------------------|----------------------|----------------|-----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| FEES | | | | | | |
| 01-10-00-4-3670 | ANNEXATION FEES | 300 | - | - | - | - |
| 01-10-00-4-3675 | MANAGEMENT FEES | 5,000 | - | - | - | - |
| TOTAL FEES | | 5,300 | - | - | - | - |
| INTERGOVERNMENTAL | | | | | | |
| 01-10-00-5-3805 | GRANTS | - | - | 175,000 | 175,000 | - |
| TOTAL INTERGOVERNMENTAL | | - | - | 175,000 | 175,000 | - |
| INTEREST INCOME | | | | | | |
| 01-10-00-6-3810 | INTEREST INCOME | 4,623 | 5,000 | 1,073 | 2,500 | 2,500 |
| TOTAL INTEREST INCOME | | 4,623 | 5,000 | 1,073 | 2,500 | 2,500 |
| MISCELLANEOUS | | | | | | |
| 01-10-00-7-3820 | RENTAL INCOME | 2,405 | 1,500 | 1,450 | 2,900 | 3,000 |
| 01-10-00-7-3825 | SECURITY FEE | 718 | 1,000 | 100 | 175 | 200 |
| 01-10-00-7-3835 | SWALCO RECYCLING | 14,089 | 15,000 | 6,760 | 30,487 | 25,000 |
| 01-10-00-7-3840 | YARD STICKERS | 9,808 | 15,000 | 3,366 | 9,093 | 9,000 |
| 01-10-00-7-3890 | MISCELLANEOUS INCOME | 55,019 | 15,000 | 36,311 | 37,000 | 15,000 |
| 01-10-00-7-3990 | TRF FROM OTHER FUNDS | - | 36,250 | - | 36,250 | 40,000 |
| TOTAL MISCELLANEOUS | | 82,039 | 83,750 | 47,987 | 115,905 | 92,200 |
| TOTAL GENERAL GOVERNMENT REVENUES | | 3,002,447 | 3,339,750 | 2,084,567 | 3,598,367 | 3,468,544 |

Elected Officials



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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 7 | 7 | 7 | 7 |

Revenue

| Actual Fiscal Year Ended <u>12/31/2009</u> | Actual Fiscal Year Ended <u>12/31/2010</u> | Budget Fiscal Year Ended <u>12/31/2011</u> | Proposed | |
|--|--|--|----------------------|-------------|
| | | | <u>2012</u> | <u>2013</u> |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended <u>12/31/2009</u> | Actual Fiscal Year Ended <u>12/31/2010</u> | Budget Fiscal Year Ended <u>12/31/2011</u> | | Proposed | |
|--|--|--|---------------------------|-------------|-------------|
| | | | | <u>2012</u> | <u>2013</u> |
| - | - | - | Personnel Services | - | - |
| 2,212 | 1,442 | 3,775 | Contractual Services | 3,525 | 3,700 |
| 2,212 | 1,442 | 3,775 | Total Expenditures | 3,525 | 3,700 |

Use of Cash

| | |
|---------|---------|
| (3,525) | (3,700) |
|---------|---------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 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 | 200 | - | 20 | 20 | 100 |
| 01-10-12-3-4361 | DUES | 211 | 275 | - | 268 | 300 |
| 01-10-12-3-4365 | PROFESSIONAL DEVELOPMENT | 731 | 3,000 | - | - | 2,800 |
| 01-10-12-3-4390 | MISC EXPENSE | 300 | 500 | 322 | 400 | 500 |
| <hr/> | | | | | | |
| TOTAL CONTRACTUAL SERVICES | | 1,442 | 3,775 | 342 | 688 | 3,525 |
| TOTAL ELECTED OFFICIALS | | 1,442 | 3,775 | 342 | 688 | 3,700 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS

Description: Printing / Copying

Priority: High

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

This account is used for the printing needs of the Elected Officials, such as business cards.

Elected Officials request **\$100** for Fiscal Year 2012. This represents an increase of **\$100** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

| | |
|--------------|--------------|
| ICSC | \$100 |
| Metro Mayors | <u>\$275</u> |
| Total | \$375 |

Elected Officials request **\$375** for Fiscal Year 2012. This represents an increase of **\$100** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$1,000 |
| International Council of Shopping Centers - Mayor | <u>1,200</u> |
| | \$2,200 |

Elected Officials request **\$2,200** for Fiscal Year 2012. This represents a decrease of **\$800** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS

Description: Miscellaneous Expense

Priority: High

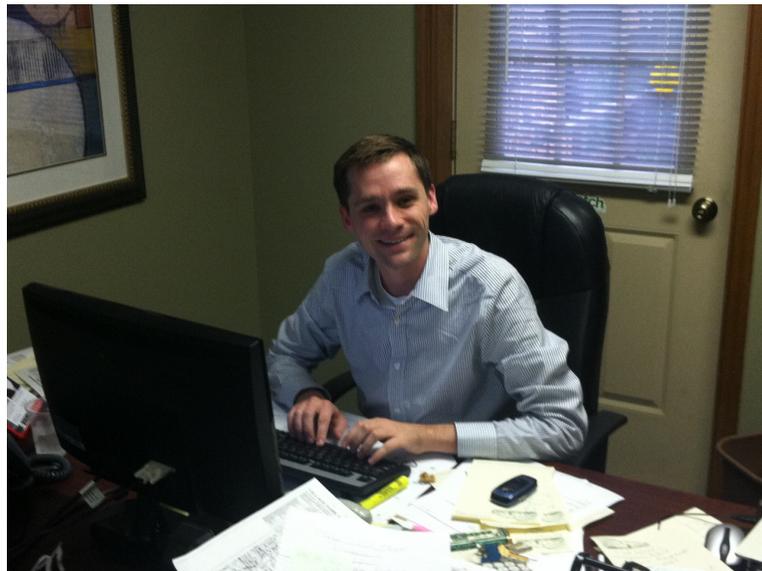
Account Number: 01-10-12-3-4390

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, name badges, logo shirts and appointed officials supplies, such as nameplates and name tags.

Elected Officials request **\$850** for Fiscal Year 2012. This represents an increase of **\$350** from Fiscal Year 2011.



Administration



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 | 2012 |
| Full-Time | 4 | 3 | 2 | 4 |
| Part-Time | 0 | 0.5 | 1.25 | 0 |

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

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | - | - |
| - | - | - | Total Revenue | |
| | | | - | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------|---------|
| | | | | 2012 | 2013 |
| 305,479 | 283,944 | 303,560 | Personnel Services | 319,258 | 343,250 |
| 203,883 | 87,307 | 102,427 | Contractual Services | 110,796 | 106,731 |
| 13,081 | 4,769 | 5,250 | Commodities | 6,300 | 6,500 |
| - | - | - | Capital Outlay | - | - |
| - | 35,136 | - | Other Financing Uses | - | - |
| 522,443 | 411,156 | 411,237 | Total Expenditures | 436,354 | 456,481 |

Use of Cash

| | |
|-----------|-----------|
| (436,354) | (456,481) |
|-----------|-----------|

Significant Changes

- * Glennshire Grant resulted in \$175,000 in unanticipated revenue and expenditures in 2011.
- * Funding for intern program removed in 2012; program will be reinstated in 2013 if funding is available.
- * New this year - funding for full-time Executive Administrative Assistant to assist the Chief Operating Officer, Chief Administrative Officer, Chief Financial Officer, and Public Works Director.
- * New this year - funding for full-time Management Analyst/Webmaster.
- * Contractual services includes funding for property tax rebate for certain annexed properties.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE | |
|--------------------------|-----------------------------|----------------|----------|--------------------|-----------------------------|------------------|-----------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | | PROJECTED |
| ADMINISTRATION | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 01-10-10-1-4010 | SALARIES | 224,140 | 220,730 | 89,604 | 209,080 | 263,176 | 269,755 |
| 01-10-10-1-4015 | PART TIME INTERN | 15,121 | 27,900 | 11,113 | 27,900 | - | 15,000 |
| 01-10-10-1-4040 | IMRF | 26,498 | 30,410 | 12,488 | 30,410 | 30,449 | 31,211 |
| 01-10-10-1-4060 | 457 BENEFIT PLAN | - | 5,500 | 2,750 | 5,500 | 5,500 | 5,500 |
| 01-10-10-1-4090 | FICA MATCHING | 18,185 | 19,020 | 7,683 | 19,020 | 20,133 | 21,784 |
| TOTAL PERSONNEL SERVICES | | 283,944 | 303,560 | 123,638 | 291,910 | 319,258 | 343,250 |
| CONTRACTUAL SERVICES | | | | | | | |
| 01-10-10-3-4130 | CONT MAINT-EQUIPMENT | 1,100 | 1,000 | 475 | 1,200 | 1,200 | 1,300 |
| 01-10-10-3-4327 | DATA PROCESSING SERVICE | 855 | - | - | - | - | - |
| 01-10-10-3-4329 | OTHER PROF SERVICES | 6,891 | - | - | - | - | - |
| 01-10-10-3-4337 | RECOGNITION | 92 | - | - | - | - | - |
| 01-10-10-3-4345 | CREDIT CARD PROCESSING FEES | 10,238 | 3,000 | 4,129 | 8,258 | 8,000 | 8,000 |
| 01-10-10-3-4351 | POSTAGE | 8,493 | 13,100 | 2,656 | 5,000 | 7,550 | 8,000 |
| 01-10-10-3-4353 | TELEPHONE - CELL PHONE | 2,897 | 1,320 | 886 | 2,300 | 2,400 | 2,400 |
| 01-10-10-3-4354 | TELEPHONE - LAND LINE | 10,672 | 8,200 | 3,382 | 8,200 | 8,300 | 8,300 |
| 01-10-10-3-4355 | PUBLISHING/ADVERTISING | 615 | 1,100 | - | - | 800 | 800 |
| 01-10-10-3-4357 | PRINTING/COPYING | 11,255 | 6,600 | 5,195 | 7,200 | 7,200 | 7,400 |
| 01-10-10-3-4361 | DUES | 3,161 | 4,190 | 2,461 | 3,900 | 3,960 | 4,200 |
| 01-10-10-3-4362 | TRAVEL EXPENSE | 256 | - | 58 | 150 | 200 | 200 |
| 01-10-10-3-4363 | MILEAGE REIMBURSEMENT | 455 | 300 | - | 200 | 200 | 200 |
| 01-10-10-3-4365 | PROFESSIONAL DEVELOPMENT | 1,913 | 9,905 | 367 | 2,500 | 8,530 | 9,000 |
| 01-10-10-3-4367 | PUBLICATIONS | 105 | 605 | 60 | 500 | 550 | 550 |
| 01-10-10-3-4370 | SALES TAX REBATES | - | - | - | - | 300 | - |
| 01-10-10-3-4371 | PROPERTY TAX REBATE -ANNEX | - | - | 1,640 | 7,000 | 9,000 | 9,000 |
| 01-10-10-3-4375 | RENTAL/LEASE | 14,673 | 14,807 | 5,919 | 12,000 | 14,475 | 9,200 |
| 01-10-10-3-4377 | EMPLOYEE RECOGNITION | 423 | 500 | 99 | 250 | 500 | 500 |
| 01-10-10-3-4378 | VOLUNTEER APPRECIATION | - | 800 | - | - | 500 | 500 |
| 01-10-10-3-4379 | DONATIONS | 100 | - | 125 | - | - | - |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| 01-10-10-3-4380 | YARD WASTE STICKERS | 8,194 | 10,500 | 1,020 | 8,280 | 8,300 |
| 01-10-10-3-4381 | MORTGAGE DEFAULT PROP MAINT | 1,709 | 500 | - | - | 500 |
| 01-10-10-3-4382 | SWALCO FEE | 2,631 | - | 2,631 | 2,631 | 2,631 |
| 01-10-10-3-4390 | MISC EXPENSE | 579 | 1,000 | 238 | 700 | 750 |
| 01-10-10-3-4399 | CONTINGENCY | - | 25,000 | - | - | 25,000 |
| TOTAL CONTRACTUAL SERVICES | | 87,307 | 102,427 | 31,341 | 70,269 | 110,796 |
| COMMODITIES | | | | | | |
| 01-10-10-5-4561 | OFFICE SUPPLIES | 2,811 | 4,000 | 1,751 | 4,000 | 4,700 |
| 01-10-10-5-4563 | MINOR EQUIPMENT | - | 200 | 585 | 585 | 600 |
| 01-10-10-5-4578 | UNIFORMS | - | 350 | - | - | 400 |
| 01-10-10-5-4595 | MEETING SUPPLIES | 1,958 | 700 | 608 | 800 | 800 |
| TOTAL COMMODITIES | | 4,769 | 5,250 | 2,944 | 5,385 | 6,300 |
| CAPITAL OUTLAY | | | | | | |
| 01-10-10-8-4999 | GLENSHIRE GRANT PAYMENTS | - | - | 175,001 | 175,001 | - |
| TOTAL CAPITAL OUTLAY | | - | - | 175,001 | 175,001 | - |
| OTHER FINANCING USES | | | | | | |
| 01-10-10-9-4910 | INTERFUND TRANSFER | 35,136 | - | - | - | - |
| TOTAL OTHER FINANCING USES | | 35,136 | - | - | - | - |
| TOTAL ADMINISTRATION | | 411,156 | 411,237 | 332,924 | 542,565 | 456,481 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 full time executive administrative assistant for the Chief Operating Officer, Chief Administrative Officer, Chief Financial Officer and Director of Public Works. In addition, funding is provided for a newly created full time position - Management Analyst/Webmaster.

Administration requests **\$263,176** for Fiscal Year 2012. This represents a **\$40,446** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$0** for Fiscal Year 2012. This represents a **\$27,900** decrease from Fiscal Year 2011. This position is not funded in the Fiscal Year 2012 budget; the program will be re-instated in Fiscal Year 2013, provided funding is available.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2012, the Village's portion will be 11.57%.

Administration requests **\$30,449** for Fiscal Year 2012. This represents a **\$39** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$20,133** for Fiscal Year 2012. This represents an **\$1,113** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$1,200** for Fiscal Year 2012. This represents a **\$200** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$8,000** for Fiscal Year 2012. This represents a **\$5,000** increase from Fiscal Year 2011. The primary reason for the increase is due to increased utilization of credit cards. In addition, the Fiscal Year 2011 budget was insufficient compared to the estimated actual amount.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 4 bulk mailings in Fiscal Year 2012 (two newsletters, one tree lighting, and one miscellaneous mailing).

| | |
|---|-----------------|
| Bulk mailings (4 mailings @ \$800 ea) | \$ 3,200 |
| Bulk mailing annual fee | \$ 400 |
| Postage - Stamps.com, post office (average \$275/month) | \$ 3,300 |
| Stamps.com - monthly fee (\$15.99/month) | \$ 200 |
| FedEx | <u>\$ 450</u> |
| Total | <u>\$ 7,550</u> |

Administration requests **\$7,550** for Fiscal Year 2012. This represents a **\$5,550** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$2,400** for Fiscal Year 2012. This represents a **\$1,080** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$8,300** for Fiscal Year 2012. This represents a **\$100** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$800** for Fiscal Year 2012. This represents a **\$300** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 of nameplates for certain committee members.

Administration requests **\$7,200** for Fiscal Year 2012. This represents a **\$600** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 |
| International City/County Managers Assoc. - COO | \$ 900 |
| ICMA - CAO | \$ 600 |
| Illinois City Management Assoc. - COO | \$ 260 |
| Illinois City Management Assoc. - CAO | \$ 150 |
| Lake County Municipal League | \$1,200 |
| Additional amount to cover increases | <u>\$ 100</u> |
| Total | <u>\$3,960</u> |

Administration requests **\$3,960** for Fiscal Year 2012. This represents a **\$230** decrease from Fiscal Year 2011, due primarily to the Lake Zurich Area Chamber of Commerce dues being reallocated to the Economic Development Department of the Community Development Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Travel Expense

Priority: Medium

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

This account is used to pay for parking expenses associated with the Administration department.

Administration requests **\$200** for Fiscal Year 2012. This represents a **\$200** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 when possible, with use of personal cars kept to a minimum. The current standard mileage reimbursement is \$.55 per mile.

Administration requests **\$200** for Fiscal Year 2012. This represents a **\$100** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$4,000 |
| ILCMA Conference | \$1,200 |
| IML Conference | \$ 430 |
| LZ Chamber Board meetings | \$ 200 |
| Business expenses (Women in Govt., Admin meetings) | \$1,200 |
| Additional training - Not specified | <u>\$1,500</u> |
| Total | <u>\$8,530</u> |

Administration requests **\$8,530** for Fiscal Year 2012. This represents a **\$1,375** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$200 |
| Pioneer Press | \$100 |
| State Statutes | <u>\$250</u> |
| Total | \$550 |

Administration requests **\$550** for Fiscal Year 2012. This represents a **\$55** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. The final payment has not been disbursed pending resolution of ordinance compliance issues. It is anticipated this will be resolved in Fiscal Year 2012, resulting in the final disbursement.

Administration requests **\$300** for Fiscal Year 2012. This represents a **\$300** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Property Tax Rebate - Annexation

Priority: High

Account Number: 01-10-10-3-4371

This account is used to reimburse the Village's portion of the annual property tax bill to those residents of record at the time the Dartmoor Homes and portion of Forest Lake were annexed into Hawthorn Woods on July 1, 2010.

Administration requests **\$9,000** for Fiscal Year 2012. This represents a **\$9,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 and maintenance agreements of the Village Hall upstairs copy machine as well as the maintenance agreement on the downstairs copy machine. The phone lease is also paid out of this account.

Upstairs copier lease and maintenance agreement is \$4,565 annually.

Downstairs copier maintenance agreement is \$2,200 annually.

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

| | |
|--|-----------------|
| Copier costs - upstairs | \$ 4,565 |
| Copier costs - downstairs thru 6/12 | \$ 2,200 |
| Copier costs - downstairs 6/12 - 12/12 | \$ 3,465 |
| Avaya phones | <u>\$ 4,245</u> |
| Total | \$14,475 |

Administration requests **\$14,475** for Fiscal Year 2012. This represents a **\$332** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$500** for Fiscal Year 2012. This represents a **\$300** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Administration requests **\$8,300** for Fiscal Year 2012. This represents a **\$2,200** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: SWALCO fee

Priority: High

Account Number: 01-10-10-3-4382

This account is used for the annual operations fee due to SWALCO. This is based on number of homes within the Village.

Administration requests **\$2,631** for Fiscal Year 2012. This represents a **\$2,631** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Administration requests **\$700** for Fiscal Year 2012. This represents a **\$300** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. In addition, this line item provides funding for potential matching grant opportunities.

Administration requests **\$25,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

In 2012, Finance and Building and Zoning Office Supplies will be contained in the Administration request.

Administration requests **\$4,500** for Fiscal Year 2012. This represents a **\$500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 requests **\$600** for Fiscal Year 2012. This represents a **\$400** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Uniforms

Priority: Medium

New Account Number: 01-10-10-5-4578

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

| | |
|------------------------------|--------------|
| Administration employees (7) | \$350 |
| Parks and Recreation (1) | <u>\$ 50</u> |
| Total | \$400 |

Administration recommends **\$400** for Fiscal Year 2012. This represents a **\$50** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

| | |
|-------------|--------------|
| Water | \$400 |
| Other items | <u>\$400</u> |
| Total | \$800 |

Administration requests **\$800** for Fiscal Year 2012. This represents a **\$100** increase from Fiscal Year 2011.



Do you swear to tell
the truth, the whole
truth...

Legal

...And nothing but
the truth so help
you God?



LEGAL

Department Purpose

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

Personnel

| | Year End Actual | | | Proposed |
|-----------|-----------------|------|------|----------|
| | 2009 | 2010 | 2011 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|---------------------------|---------|
| | | | 2012 | 2013 |
| - | - | | | |
| 151,720 | 217,086 | 168,200 | | |
| | | | - | - |
| | | | Personnel Services | |
| | | | 231,000 | 206,000 |
| | | | Contractual Services | |
| 151,720 | 217,086 | 168,200 | Total Expenditures | |
| | | | 231,000 | 206,000 |

Use of Cash

| | |
|-----------|-----------|
| (231,000) | (206,000) |
|-----------|-----------|

Significant Changes

* The increase in the funding request is necessary to resolve ongoing litigation issues which will carry over into 2012. Anticipated resolution of these issues will permit a forecasted decrease in funding in 2013. In addition, this line item reflects new rate structure for municipal legal services.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| LEGAL | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-11-3-4230 | LEGAL SERVICES-LITIGATION | 159,608 | 103,200 | 18,242 | 179,467 | 160,000 |
| 01-10-11-3-4231 | RETAINER-GENERAL | 16,345 | 26,000 | 8,090 | 24,500 | 26,000 |
| 01-10-11-3-4232 | LEGAL SERVICES-PROSECUTOR | 12,355 | 20,000 | 5,900 | 12,500 | 12,500 |
| 01-10-11-3-4233 | HUMAN RESOURCES / LABOR ISSUES | 5,721 | 5,000 | 175 | 3,000 | 3,500 |
| 01-10-11-3-4234 | ADJUDICATION | 3,571 | 3,000 | 1,050 | 3,000 | 3,000 |
| 01-10-11-3-4235 | LEGAL-LAND USE | 19,486 | 5,000 | - | - | 20,000 |
| 01-10-11-3-4236 | CONSULTING - VILLAGE CLERK (FOIA) | - | 6,000 | 306 | 576 | 2,000 |
| TOTAL CONTRACTUAL SERVICES | | 217,086 | 168,200 | 33,763 | 223,043 | 231,000 |
| TOTAL LEGAL | | 217,086 | 168,200 | 33,763 | 223,043 | 231,000 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Legal Services - Litigation
Priority: High
Account Number: 01-10-11-3-4230

This account represents fees paid for litigation legal counsel. Presently, the Village is interviewing potential Village Attorney candidates as we are no longer in contract with our former law firm. It is anticipated the hourly rate will be somewhere around \$180.00 per hour.

Legal requests **\$160,000** for Fiscal Year 2012. This represents a **\$56,800** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, including attendance at regularly scheduled board meetings, and answering various inquiries by staff. It is anticipated that the retainer will cover attendance at the Planning, Building and Zoning Commission meetings.

The Legal Department requests **\$30,000** for Fiscal Year 2012. This represents a **\$4,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Legal Service - Prosecutor
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.

Legal requests **\$12,500** for Fiscal Year 2012. This represents a **\$7,500** decrease over Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2011 which will likely be resolved prior to the start of FY 2012 and the current contract runs through the end of 2012.

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.

Legal requests **\$3,500** for Fiscal Year 2012. This represents a **\$1,500** decrease over Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Legal requests **\$3,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Legal Services - Land Use
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.

Legal requests **\$20,000** for Fiscal Year 2012. This represents a **\$15,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 Clerk with compliance with the Freedom of Information Act and Open Meetings Act requirements, as well as questions regarding business licenses, liquor licenses, and general code amendment issues.

Legal requests **\$2,000** for Fiscal Year 2012. This represents a **\$4,000** decrease from Fiscal Year 2012.

Village Clerk



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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |
| * Village Clerk position is allocated in Administration. | | | | |

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 acts 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 Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------|-------|
| | | | | 2012 | 2013 |
| - | - | 5,990 | Personnel Services | 6,110 | 6,259 |
| - | - | 520 | Contractual Services | 1,230 | 1,250 |
| - | - | 6,510 | Total Expenditures | 7,340 | 7,509 |

| | | | |
|--------------------|---------|---------|---------|
| Use of Cash | (6,510) | (7,340) | (7,509) |
|--------------------|---------|---------|---------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------------|----------------|--------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| VILLAGE CLERK | | | | | | |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 01-10-13-1-4010 | SALARIES | - | 5,000 | 2,485 | 5,000 | 5,250 |
| 01-10-13-1-4040 | IMRF | - | 610 | 304 | 610 | 607 |
| 01-10-13-1-4090 | FICA MATCHING | - | 380 | 190 | 380 | 402 |
| TOTAL PERSONNEL SERVICES | | - | 5,990 | 2,979 | 5,990 | 6,259 |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-13-3-4329 | OTHER PROFESSIONAL SERVICES | - | 300 | 876 | 936 | 950 |
| 01-10-13-3-4361 | DUES | - | 220 | - | 270 | 300 |
| TOTAL CONTRACTUAL SERVICES | | - | 520 | 876 | 1,206 | 1,250 |
| TOTAL EXPENSES | | - | 6,510 | 3,855 | 7,196 | 7,509 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 salary allocation for the Village Clerk.

Village Clerk requests **\$5,125** for Fiscal Year 2012. This represents a **\$125** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: VILLAGE CLERK

Description: IMRF

Priority: High

Account Number: 01-10-13-1-4040

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

Effective January 1, 2012, the Village's portion will be 11.57%.

Village Clerk requests **\$593** for Fiscal Year 2012. This represents a **\$17** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: VILLAGE CLERK

Description: FICA Matching

Priority: High

Account Number: 01-10-13-1-4090

This account represents the employers' portion of FICA for the Village Clerk. The amount due is 7.65% of salaries.

Village Clerk requests **\$392** for Fiscal Year 2012. This represents a **\$12** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. New to this line item in 2012 is the fee for the Village Code hosting on our website.

| | |
|---|--------------|
| Village Code hosting - Sterling Codifiers | \$500 |
| Notary, insurance and stamps | <u>\$450</u> |
| | \$950 |

Village Clerk requests **\$950** for Fiscal Year 2012. This represents a **\$650** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. - Village Clerk | \$ 25 |
| Municipal Clerk's of Lake Co. - Deputy Clerk | \$ 25 |
| Internat'l. Institute of Mun. Clerk's - Village Clerk | \$140 |
| Municipal Clerk's of Illinois - Village Clerk | \$ 60 |
| Municipal Clerk's of Illinois - Deputy Clerk | <u>\$ 30</u> |
| Total | \$280 |

Village Clerk requests **\$280** for Fiscal Year 2012. This represents a **\$60** increase from Fiscal Year 2011.

Risk Management



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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |
| * Risk Manager position is allocated in Finance. | | | | |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------|---------|
| | | | | 2012 | 2013 |
| - | - | 5,990 | Personnel Services | 6,110 | 6,259 |
| 311,955 | 376,764 | 450,600 | Contractual Services | 388,100 | 399,150 |
| | - | - | Capital Outlay | 5,000 | 5,000 |
| 311,955 | 376,764 | 456,590 | Total Expenditures | 399,210 | 410,409 |

Use of Cash

| | |
|-----------|-----------|
| (399,210) | (410,409) |
|-----------|-----------|

Significant Changes

* Liability insurance premiums are forecasted to be reduced by \$45,000, due primarily to cost savings resulting from the departure from the IMLRMA risk pool to utilizing Arthur J Gallagher as the Village broker to obtain competitive quotes on an annual basis.

* Medical, dental and vision premiums are forecasted to decrease by \$18,000, or 8%; unemployment insurance is forecasted to increase \$10,000, or 33%.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| RISK MANAGEMENT | | | | | | |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 01-10-14-1-4010 | SALARIES | - | 5,000 | 2,547 | 5,000 | 5,250 |
| 01-10-14-1-4040 | IMRF | - | 610 | 310 | 610 | 607 |
| 01-10-14-1-4090 | FICA MATCHING | - | 380 | 174 | 380 | 402 |
| TOTAL PERSONNEL SERVICES | | - | 5,990 | 3,031 | 5,990 | 6,259 |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-14-1-4070 | MEDICAL INSURANCE PREMIUMS | 217,850 | 225,000 | 116,189 | 232,378 | 217,350 |
| 01-10-14-1-4071 | DENTAL & VISION PREMIUMS | 3,459 | 25,000 | 6,795 | 15,000 | 16,000 |
| 01-10-14-1-4072 | EMPLOYEE ASSISTANCE PROGRAM | - | 600 | 180 | 360 | 800 |
| 01-10-14-1-4080 | UNEMPLOYMENT PREMIUM | 20,936 | 30,000 | 33,420 | 35,000 | 35,000 |
| 01-10-14-3-4373 | LIABILITY INSURANCE | 134,519 | 170,000 | - | 112,951 | 130,000 |
| TOTAL CONTRACTUAL SERVICES | | 376,764 | 450,600 | 156,584 | 395,689 | 399,150 |
| CAPITAL OUTLAY | | | | | | |
| 01-10-14-8-4894 | SAFETY IMPROVEMENTS | - | - | 1,104 | 1,104 | 5,000 |
| TOTAL CAPITAL OUTLAY | | - | - | 1,104 | 1,104 | 5,000 |
| TOTAL EXPENSES | | 376,764 | 456,590 | 160,719 | 402,783 | 410,409 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Salaries

Priority: High

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

This account includes the salary allocation for the Risk Management Coordinator.

Risk Management requests **\$5,125** for Fiscal Year 2012. This represents a **\$125** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 allocated salary. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2012, the Village's portion will be 11.57%.

Risk Management requests **\$593** for Fiscal Year 2012. This represents a **\$17** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$392** for Fiscal Year 2012. This represents a **\$12** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Medical Insurance Premiums

Priority: High

Account Number: 01-10-14-1-4070

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 following table outlines the % participation based upon the type of coverage:

| Type of Coverage | Employee % of Premium | Village % of Premium |
|---------------------|-----------------------|----------------------|
| HMO - Employee Only | 10% | 90% |
| HMO - Family | 20% | 80% |
| PPO - Employee Only | 10% | 90% |
| PPO - Family | 25% | 75% |

The Village's insurance broker, the Linden Group, collaborated with Village staff and with the Village's medical provider, Blue Cross Blue Shield to obtain a timely renewal quote. The renewal with Blue Cross Blue Shield will result in an 8% reduction in premiums.

Risk Management requests **\$207,000** for the 2012 Fiscal Year. This represents an decrease of **\$18,000** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Dental and Vision Insurance Premiums

Priority: High

Account Number: 01-10-14-1-4071

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 following table outlines the % participation based upon the type of coverage:

| Type of Coverage | Employee % of Premium | Village % of Premium |
|------------------------|-----------------------|----------------------|
| Dental - Employee Only | 10% | 90% |
| Dental - Family | 25% | 75% |
| Vision - Employee Only | 0% | 100% |
| Vision - Family | 0% | 100% |

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 10% over the prior year.

Risk Management requests **\$15,500** for the 2012 Fiscal Year. This represents a **\$9,500** decrease from Fiscal Year 2011. The primary reason for the decrease is the implementation of an employee contribution for dental insurance. In prior years, the Village paid 100% of this premium for employee and family coverage.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Risk Management requests \$600 for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 \$12,760 of an employee's annual wages. The Village's current benefit ratio is 8.4%. This is the current maximum rate allowed under State Statutes. The 2012 budget projections assume the Village will be assessed the maximum rate in 2012.

Risk Management requests **\$40,000** for Fiscal Year 2012. This represents a **\$10,000** increase from Fiscal Year 2011. The primary reason for the increase is that the Village is being assessed at the maximum rate of 8.4%.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 significant decrease in this line item compared to the prior year primarily due to the change in insurance carriers facilitated by the Village's new insurance broker, Arthur J. Gallagher. This change was effective in 2011, but was made subsequent to the adoption of the 2011 budget. Therefore, the estimated actual premiums are \$112,951 compared to a budgeted amount of \$170,000.

Risk Management requests **\$125,000** for Fiscal Year 2012. This represents a **\$45,000** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Safety Improvements

Priority: High

Account Number: 01-10-14-8-4894

This account pays for the safety committee recommended safety equipment for the Village employees.

This is a new line item in the 2012 budget. The safety committee has been working in conjunction with the Village's insurance carrier to ensure safe work practices and training for all Village employees. This line item will provide funding for any safety related equipment purchases recommended by the safety committee.

Risk Management requests **\$5,000** for Fiscal Year 2012. This represents a **\$5,000** increase from Fiscal Year 2011.

Human Resources



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 | 2012 |
| Full-Time | 0 | 0.1 | 0.25 | 0.25 |
| Part-Time | 0 | 0 | 0 | 0.1 |

Revenue

| Actual Fiscal Year Ended <u>12/31/2009</u> | Actual Fiscal Year Ended <u>12/31/2010</u> | Budget Fiscal Year Ended <u>12/31/2011</u> | Proposed | |
|--|--|--|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended <u>12/31/2009</u> | Actual Fiscal Year Ended <u>12/31/2010</u> | Budget Fiscal Year Ended <u>12/31/2011</u> | | Proposed | |
|--|--|--|---------------------------|----------|--------|
| | | | | 2012 | 2013 |
| - | 12,169 | 29,095 | Personnel Services | 35,490 | 36,362 |
| - | 4,883 | 9,850 | Contractual Services | 9,735 | 9,745 |
| - | 17,052 | 38,945 | Total Expenditures | 45,225 | 46,107 |

Use of Cash

| | |
|----------|----------|
| (45,225) | (46,107) |
|----------|----------|

Significant Changes

- * New this year - allocation of .10 FTE for part-time clerical support for the Human Resources Director.
- * A wellness program is funded in the 2012 budget. The Village plans to apply for Federal Funding to implement a new wellness program that complies with the federal guidelines; this initiative was planned for the 2011 budget, but delays in Federal funding of the program resulted in deferral to 2012.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE | |
|----------------------------|-------------------------------|----------------|---------------|--------------------|-----------------------------|------------------|---------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | | PROJECTED |
| HUMAN RESOURCES | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 01-10-16-1-4010 | SALARIES | 10,263 | 23,750 | 11,544 | 23,750 | 29,244 | 29,975 |
| 01-10-16-1-4040 | IMRF | 1,183 | 2,900 | 1,412 | 2,900 | 3,384 | 3,468 |
| 01-10-16-1-4060 | 457 BENEFIT PLAN | - | 625 | 323 | 625 | 625 | 626 |
| 01-10-16-1-4090 | FICA MATCHING | 723 | 1,820 | 807 | 1,820 | 2,237 | 2,293 |
| TOTAL PERSONNEL SERVICES | | 12,169 | 29,095 | 14,086 | 29,095 | 35,490 | 36,362 |
| CONTRACTUAL SERVICES | | | | | | | |
| 01-10-16-3-4361 | DUES | 145 | 350 | 355 | 355 | 360 | 370 |
| 01-10-16-3-4365 | PROFESSIONAL DEVELOPMENT | 565 | 1,000 | 830 | 830 | 875 | 875 |
| 01-10-16-3-4366 | WELLNESS PROGRAM | - | 1,000 | - | - | 1,000 | 1,000 |
| 01-10-16-3-4367 | PRE- EMPLOYMENT SCREENING | - | - | 427 | 427 | 500 | 500 |
| 01-10-16-3-4370 | TUITION REIMBURSEMENT PROGRAM | - | 5,000 | 1,940 | 2,210 | 5,000 | 5,000 |
| 01-10-16-3-4399 | CONTINGENCY | 4,173 | 2,500 | - | - | 2,000 | 2,000 |
| TOTAL CONTRACTUAL SERVICES | | 4,883 | 9,850 | 3,552 | 3,822 | 9,735 | 9,745 |
| TOTAL HUMAN RESOURCES | | 17,052 | 38,945 | 17,638 | 32,917 | 45,225 | 46,107 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 employees.

Human Resources requests **\$29,244** for Fiscal Year 2012. This represents a **\$5,494** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2012, the Village's portion will be 11.57%.

Human Resources requests **\$3,384** for Fiscal Year 2012. This represents a **\$584** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: 457 Benefit Plan

Priority: High

Account Number: 01-10-16-1-4060

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

Human Resources requests **\$625** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Human Resources requests **\$2,237** for Fiscal Year 2012. This represents a **\$417** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$160 |
|--|-------|

Human Resources requests **\$360** for Fiscal Year 2012. This represents a **\$10** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 |
| Web Training | \$ 50 |
| Annual Conference | <u>\$575</u> |
| Total | \$875 |

Human Resources requests **\$875** for Fiscal Year 2012. This represents a **\$125** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Wellness Program

Priority: High

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

This account is to provide funding for a new Wellness Program. The Village intends to apply for new Federal grants available in early 2012 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)*
- *Work related immunizations*
- *Flu shot clinics*

Human Resources requests **\$1,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Pre-Employment Screening

Priority: High

Account Number: 01-10-16-3-4367

This account is used to provide funding for pre-employment screening such as drug tests, physicals and background checks.

Human Resources requests **\$500** for Fiscal Year 2012. This represents a **\$500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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.

Human Resources requests **\$5,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

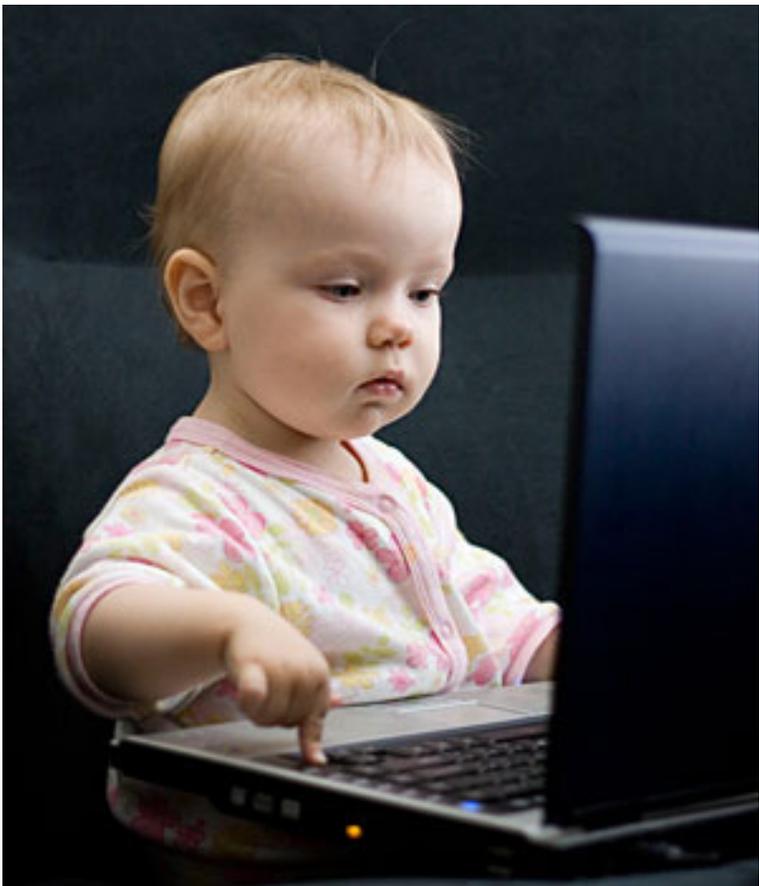
Description: Contingency

Priority: High

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

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

Human Resources requests **\$2,000** for Fiscal Year 2012. This represents a **\$500** decrease from Fiscal Year 2011.



**T
e
c
h
n
o
l
o
g
y**

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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------|--------|
| | | | | 2012 | 2013 |
| 31,621 | 55,544 | 34,828 | Contractual Services | 21,044 | 49,150 |
| - | - | - | Commodities | - | - |
| 368 | 3,119 | 36,000 | Capital Outlay | - | - |
| 31,989 | 58,663 | 70,828 | Total Expenditures | 21,044 | 49,150 |

Use of Cash

| | |
|----------|----------|
| (21,044) | (49,150) |
|----------|----------|

Significant Changes

* Funding to upgrade the Village's computer system to improve efficiency and service to residents is now provided by the Capital Improvement Plan (C.I.P.) Fund. Planned replacements in the 2011 budget were deferred, as Village staff practiced fiscally conservative policies to ensure a balanced budget was maintained.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------------|----------------|---------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| TECHNOLOGY | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-17-3-4130 | SOFTWARE SUPPORT & MAINT | 12,440 | 12,868 | 12,414 | 12,889 | 17,200 |
| 01-10-17-3-4329 | OTHER PROFESSIONAL SERVICES | 35,452 | 18,000 | 343 | 1,000 | 27,000 |
| 01-10-17-3-4330 | WEBSITE | 1,059 | 3,000 | 3,233 | 3,465 | 3,800 |
| 01-10-17-3-4331 | INTERNET ACCESS | - | 960 | 178 | 1,077 | 1,150 |
| 01-10-17-3-4332 | WEBSITE UPGRADE | 6,593 | - | 3,153 | 3,153 | - |
| TOTAL CONTRACTUAL SERVICES | | 55,544 | 34,828 | 19,321 | 21,584 | 49,150 |
| CAPITAL OUTLAY | | | | | | |
| 01-10-17-8-4893 | SOFTWARE | 1,065 | - | 6,849 | 6,849 | - |
| 01-10-17-8-4894 | EQUIPMENT | 2,054 | 36,000 | 13,487 | 29,000 | - |
| TOTAL CAPITAL OUTLAY | | 3,119 | 36,000 | 20,336 | 35,849 | - |
| TOTAL TECHNOLOGY | | 58,663 | 70,828 | 39,657 | 57,433 | 49,150 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 |
| MSI maintenance | \$12,285 |
| Laser fiche maintenance | \$ 850 |
| IACP - PD | \$ 500 |
| Critical Reach - PD | \$ 250 |
| In Time - PD | \$ 200 |
| Additional - increases | <u>\$ 800</u> |
| | \$15,010 |

Technology requests **\$15,010** for Fiscal Year 2012. This represents a **\$2,142** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. It is anticipated that the purchase of hours through ABN in FY10 will be sufficient through FY12.

Technology requests **\$1,000** for Fiscal Year 2012. This represents a **\$17,000** decrease from Fiscal Year 2011. This decrease is due to the Village purchasing a pre-paid block of hours for support in Fiscal Year 2010; it is anticipated that the block of hours will be adequate to cover the support needs of Fiscal Year 2011. A new block of hours will be purchased in Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

| | |
|-----------------------------------|---------------|
| Civic Plus annual maintenance fee | \$3,000 |
| Constant Contact | \$ 634 |
| Domain Name renewal (10 years) | <u>\$ 300</u> |
| Total | \$3,934 |

Technology requests **\$3,934** for Fiscal Year 2012. This represents a **\$934** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 \$1,100

Technology requests **\$1,100** for Fiscal Year 2012. This represents a **\$140** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **TECHNOLOGY**

Description: **Software**

Priority: **High**

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

Technology requests \$0 for Fiscal Year 2012. This is the same from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 6 years old and all are reaching the end of the useful life. An upgrade to the computer system would improve efficiency and service to the residents.

New in Fiscal Year 2012, all technology capital improvements will be funded by the Capital Improvements Plan (CIP) Fund.

Technology requests \$0 for Fiscal Year 2012. This represents a \$36,000 decrease from Fiscal Year 2011.

FINANCE AVE



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 | 2012 |
| Full-Time | 0 | 0.9 | 0.75 | 0.75 |
| Part-Time | 0 | 0 | 0.25 | 0.5 |

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 Fiscal Year Ended <u>12/31/2009</u> | Actual Fiscal Year Ended <u>12/31/2010</u> | Budget Fiscal Year Ended <u>12/31/2011</u> | Proposed | |
|--|--|--|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended <u>12/31/2009</u> | Actual Fiscal Year Ended <u>12/31/2010</u> | Budget Fiscal Year Ended <u>12/31/2011</u> | | Proposed | |
|--|--|--|---------------------------|----------|---------|
| | | | | 2012 | 2013 |
| - | 109,175 | 97,355 | Personnel Services | 105,633 | 108,219 |
| - | 31,252 | 27,925 | Contractual Services | 30,487 | 30,582 |
| - | 950 | 250 | Commodities | - | - |
| - | 141,377 | 125,530 | Total Expenditures | 136,120 | 138,801 |

Use of Cash

| | |
|-----------|-----------|
| (136,120) | (138,801) |
|-----------|-----------|

Significant Changes

* The allocation of the part-time clerical position was increased from .25 FTE to .50 FTE.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|--------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| FINANCE | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 01-10-18-1-4010 | SALARIES | 92,338 | 79,650 | 35,771 | 79,650 | 89,200 |
| 01-10-18-1-4040 | IMRF | 10,300 | 9,740 | 4,031 | 9,740 | 10,320 |
| 01-10-18-1-4060 | 457 BENEFIT PLAN | - | 1,875 | 816 | 1,875 | 1,875 |
| 01-10-18-1-4090 | FICA MATCHING | 6,537 | 6,090 | 2,520 | 6,090 | 6,824 |
| TOTAL PERSONNEL SERVICES | | 109,175 | 97,355 | 43,138 | 97,355 | 108,219 |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-18-3-4210 | ANNUAL AUDIT | 18,639 | 19,000 | 17,000 | 18,639 | 19,582 |
| 01-10-18-3-4211 | ACTUARY SERVICES | 1,500 | - | 250 | 250 | 250 |
| 01-10-18-3-4212 | CAPITAL ASSET APPRAISAL | 4,000 | - | - | - | - |
| 01-10-18-3-4329 | BOND FINANCIAL ADVISOR | 4,000 | 6,000 | 2,000 | 6,000 | 6,400 |
| 01-10-18-3-4351 | POSTAGE | 48 | - | - | - | - |
| 01-10-18-3-4353 | CELLULAR PHONE | 1,076 | - | 634 | 1,268 | 1,500 |
| 01-10-18-3-4355 | PUBLISHING/ADVERTISING | 468 | 1,000 | - | 750 | 850 |
| 01-10-18-3-4361 | DUES | 1,270 | 1,325 | 1,070 | 1,360 | 1,400 |
| 01-10-18-3-4365 | PROFESSIONAL DEVELOPMENT | 251 | 600 | 95 | 95 | 600 |
| TOTAL CONTRACTUAL SERVICES | | 31,252 | 27,925 | 21,049 | 28,362 | 30,582 |
| COMMODITIES | | | | | | |
| 01-10-18-5-4561 | OFFICE SUPPLIES | 950 | 250 | - | - | - |
| TOTAL COMMODITIES | | 950 | 250 | - | - | - |
| TOTAL FINANCE | | 141,377 | 125,530 | 64,187 | 125,717 | 138,801 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. This line item includes funding for part-time (.50 FTE) staff to assist with clerical responsibilities.

Finance requests **\$87,031** for Fiscal Year 2012. This represents a **\$7,381** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2012, the Village's portion will be 11.57%.

Finance requests **\$10,069** for Fiscal Year 2012. This represents a **\$329** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Finance requests **\$1,875** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Finance requests **\$6,658** for Fiscal Year 2012. This represents a **\$568** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 signed a 3-year renewal contract with Sikich, LLP in December of 2011 for the audits of 2010, 2011 and 2012.

Finance requests **\$19,012** for Fiscal Year 2012. This represents a **\$12** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Finance requests **\$1,500** for Fiscal Year 2012. This is a **\$1,500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Finance requests \$6,200 for Fiscal Year 2012. This represents a \$200 increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: FINANCE
Description: Cellular Phone
Priority: High
Account Number: 01-10-18-3-4353

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

Cell phone – Chief Financial Officer – payment of business-related usage from the Chief Financial Officer’s personal cellular telephone

Finance requests **\$1,500** for Fiscal Year 2012. This represents a **\$1,500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 (including binders and divider tabs) the budget document.

Finance requests \$800 for Fiscal Year 2012. This represents a \$200 decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$ 260 |
| Certificate of Achievement in Financial Reporting Application Fee | \$ 375 |
| Illinois CPA Society | \$ 275 |
| AICPA | <u>\$ 290</u> |
| Total | \$1,375 |

Finance requests **\$1,375** for Fiscal Year 2012. This represents a **\$50** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 |

Finance requests **\$100** for Fiscal Year 2012. This represents a **\$500** decrease from Fiscal Year 2011. This is due to the deferral of the IGFOA annual conference.

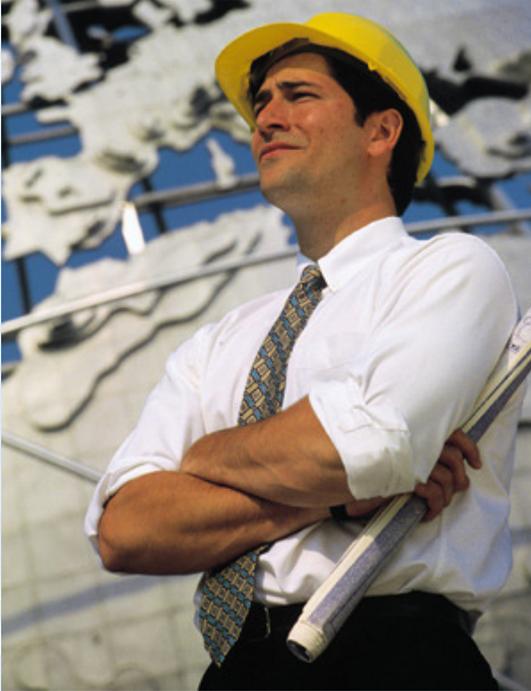
**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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. All office supplies will be budgeted in the Administration department in Fiscal Year 2012.

Finance requests \$0 for Fiscal Year 2012. This represents a \$250 decrease from Fiscal Year 2011.

Engineering



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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|---------------------------|--------|
| | | | 2012 | 2013 |
| - | - | - | | - |
| - | 25,772 | 15,000 | | - |
| | | | 25,000 | 25,000 |
| - | 25,772 | 15,000 | Total Expenditures | |
| | | | 25,000 | 25,000 |

Use of Cash

| | |
|----------|----------|
| (25,000) | (25,000) |
|----------|----------|

Significant Changes

* \$10,000 increase reflects anticipated engineering services for land use matters.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|--------------------------------|----------------|---------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| ENGINEERING | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-19-3-4219 | ENGINEERING SERVICES - GENERAL | 25,227 | 3,000 | 2,295 | 35,000 | 25,000 |
| 01-10-19-3-4220 | ENGINEERING SERVICES-CONTRACT | 545 | 12,000 | 879 | 879 | - |
| TOTAL CONTRACTUAL SERVICES | | 25,772 | 15,000 | 3,174 | 35,879 | 25,000 |
| TOTAL ENGINEERING | | 25,772 | 15,000 | 3,174 | 35,879 | 25,000 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ENGINEERING

Description: Engineering Services

Priority: High

Account Number: 01-10-19-3-4219

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

Engineering requests **\$25,000** for Fiscal Year 2012. This represents a **\$10,000** increase from Fiscal Year 2011. Note that account number 01-10-19-3-4219 and account number 01-10-19-3-4220 were combined in Fiscal Year 2011.

Police



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 | 2012 |
| Full-Time | 10 | 9 | 9 | 9 |
| Part-Time | 0 | 4 | 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 Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|----------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| 174,493 | 175,767 | 204,950 | Fees | 183,450 | 183,450 |
| 4,691 | 4,972 | 4,500 | Intergovernmental | 4,500 | 4,500 |
| 71,685 | 6,141 | 700 | Miscellaneous | 250 | 250 |
| 250,869 | 186,880 | 210,150 | Total Revenue | 188,200 | 188,200 |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|------------------|------------------|
| | | | | 2012 | 2013 |
| 764,589 | 837,566 | 849,991 | Personnel Services | 857,878 | 886,657 |
| 141,847 | 132,577 | 151,900 | Contractual Services | 130,650 | 132,400 |
| 42,990 | 48,960 | 50,600 | Commodities | 56,600 | 56,600 |
| - | - | - | Debt Service | - | - |
| 45,545 | 48,939 | 29,000 | Capital Outlay | 5,000 | 5,000 |
| 994,971 | 1,068,042 | 1,081,491 | Total Expenditures | 1,050,128 | 1,080,657 |

| | | | | | |
|---------|---------|---------|-----------------------------|---------|---------|
| 163,992 | 163,992 | 211,652 | Police Pension Contribution | 219,588 | 225,000 |
|---------|---------|---------|-----------------------------|---------|---------|

Use of Cash

| | |
|-------------|-------------|
| (1,081,516) | (1,117,457) |
|-------------|-------------|

Significant Changes

* \$12,000 in forecasted savings in dispatch services due to decreased call volumes.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-------------------------|-----------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| POLICE | | | | | | |
| REVENUES | | | | | | |
| FEES | | | | | | |
| 01-20-00-4-3710 | COURT FINES | 97,459 | 115,000 | 48,426 | 94,000 | 94,000 |
| 01-20-00-4-3730 | VILLAGE CODE VIOLATIONS | 30,200 | 35,000 | 18,365 | 38,000 | 38,000 |
| 01-20-00-4-3733 | ADJUDICATION FINES | 5,115 | 5,000 | 2,470 | 4,500 | 4,500 |
| 01-20-00-4-3734 | ADMINISTRATIVE IMPOUND FEE | 38,350 | 45,000 | 23,125 | 42,000 | 42,000 |
| 01-20-00-4-3735 | POLICE PROTECTION FEES | 4,193 | 4,500 | 1,785 | 4,500 | 4,500 |
| 01-20-00-4-3750 | RECORDS REQUESTS | 450 | 450 | 220 | 450 | 450 |
| TOTAL FEES | | 175,767 | 204,950 | 94,391 | 183,450 | 183,450 |
| INTERGOVERNMENTAL | | | | | | |
| 01-20-00-5-3805 | GRANTS | 4,972 | 4,500 | 3,043 | 4,500 | 4,500 |
| TOTAL INTERGOVERNMENTAL | | 4,972 | 4,500 | 3,043 | 4,500 | 4,500 |
| MISCELLANEOUS | | | | | | |
| 01-20-00-7-3830 | DONATIONS | 1,450 | - | - | - | - |
| 01-20-00-7-3860 | INSURANCE REIMB | 3,471 | - | - | - | - |
| 01-20-00-7-3865 | COLLECTION AGENCY REVENUE | 617 | 700 | 333 | 333 | 250 |
| 01-20-00-7-3890 | MISCELLANEOUS INCOME | 603 | - | - | - | - |
| 01-20-00-7-3990 | TRANSFER FROM DUI FUND | - | - | - | - | - |
| 01-20-00-7-3991 | TRANSFER FROM VEH SUPV FUND | - | - | - | - | - |
| TOTAL MISCELLANEOUS | | 6,141 | 700 | 333 | 333 | 250 |
| TOTAL REVENUES: POLICE | | 186,880 | 210,150 | 97,767 | 188,283 | 188,200 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-------------------------------|-------------|----------|-----------------|-----------------------|---------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| POLICE | | | | | | |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 01-20-20-1-4010 | SALARIES | 773,918 | 794,906 | 357,326 | 778,000 | 832,906 |
| 01-20-20-1-4020 | OVERTIME | 39,551 | 35,500 | 10,564 | 35,500 | 33,500 |
| 01-20-20-1-4040 | IMRF | 5,174 | 5,330 | 2,474 | 4,948 | 5,322 |
| 01-20-20-1-4090 | FICA MATCHING | 18,923 | 14,255 | 7,343 | 14,686 | 14,929 |
| TOTAL PERSONNEL SERVICES | | 837,566 | 849,991 | 377,707 | 833,134 | 886,657 |
| CONTRACTUAL SERVICES | | | | | | |
| 01-20-20-3-4120 | CONT MAINT-VEHICLES | 9,141 | 10,000 | 2,792 | 6,500 | 10,000 |
| 01-20-20-3-4130 | CONT MAINT-EQUIPMENT | 2,501 | 4,000 | 142 | 2,500 | 4,000 |
| 01-20-20-3-4329 | OTHER PROFESSIONAL SERVICES | 1,853 | 2,000 | 963 | 2,200 | 2,500 |
| 01-20-20-3-4351 | POSTAGE | 56 | 100 | 85 | 100 | 100 |
| 01-20-20-3-4353 | TELEPHONE - CELL PHONE | 6,736 | 4,000 | 1,747 | 4,500 | 4,500 |
| 01-20-20-3-4355 | PUBLISHING/ADVERTISING | - | 500 | - | - | 500 |
| 01-20-20-3-4357 | PRINTING/COPYING | 1,724 | 2,500 | 225 | 2,500 | 2,500 |
| 01-20-20-3-4359 | DISPATCH SERVICE | 84,151 | 87,550 | 79,436 | 79,436 | 78,500 |
| 01-20-20-3-4361 | DUES | 15,291 | 17,500 | 16,900 | 17,500 | 14,200 |
| 01-20-20-3-4362 | TRAVEL EXPENSE | 79 | - | - | - | 100 |
| 01-20-20-3-4365 | PROFESSIONAL DEVELOPMENT | 3,052 | 8,500 | 1,139 | 2,500 | 8,500 |
| 01-20-20-3-4367 | PUBLICATIONS | 137 | 500 | 185 | 185 | 500 |
| 01-20-20-3-4381 | COMMUNITY RELATIONS | 3,701 | 3,500 | - | 1,000 | 2,000 |
| 01-20-20-3-4383 | EMERGENCY SERVICES & DISASTER | 4,155 | 11,250 | 6,741 | 11,250 | 4,500 |
| TOTAL CONTRACTUAL SERVICES | | 132,577 | 151,900 | 110,355 | 130,171 | 132,400 |
| COMMODITIES | | | | | | |
| 01-20-20-5-4561 | OFFICE SUPPLIES | 2,521 | 2,500 | 799 | 2,000 | 2,500 |
| 01-20-20-5-4562 | AUTO FUEL & OIL | 34,567 | 30,000 | 11,519 | 37,000 | 37,000 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-----------------------------|-----------------------------|------------------|------------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| 01-20-20-5-4563 | MINOR EQUIPMENT | 2,654 | 3,000 | 802 | 2,500 | 3,000 |
| 01-20-20-5-4569 | VEHICLE SUPPLIES | 4,988 | 4,000 | 2,214 | 3,750 | 4,000 |
| 01-20-20-5-4570 | MAINT SUPPLIES | - | 100 | - | - | 100 |
| 01-20-20-5-4578 | UNIFORMS | 2,912 | 9,000 | 524 | 3,500 | 8,000 |
| 01-20-20-5-4595 | OTHER CHARGES | 1,318 | 2,000 | 302 | 750 | 2,000 |
| TOTAL COMMODITIES | | 48,960 | 50,600 | 16,160 | 49,500 | 56,600 |
| CAPITAL OUTLAY | | | | | | |
| 01-20-20-8-4893 | VEHICLE | 46,972 | 24,000 | - | 24,000 | - |
| 01-20-20-8-4894 | EQUIPMENT | 1,967 | 5,000 | - | 1,500 | 5,000 |
| TOTAL CAPITAL OUTLAY | | 48,939 | 29,000 | - | 25,500 | 5,000 |
| TOTAL POLICE | | 1,068,042 | 1,081,491 | 504,222 | 1,038,305 | 1,050,128 |
| POLICE PENSION CONTRIBUTION | | | | | | |
| 01-20-20-1-4050 | POLICE PENSION CONTRIBUTION | 163,992 | 211,652 | 105,826 | 211,652 | 225,000 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$803,789** for Fiscal Year 2012. This represents an **\$8,883** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 availability of part-time officers to fill shifts as opposed to hire-back pay.

Police requests **\$34,500** for Fiscal Year 2012. This represents a **\$1,000** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: IMRF

Priority: High

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

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

Effective January 1, 2012, the Village's portion will be 11.57%.

Police requests **\$5,166** for Fiscal Year 2012. This represents a **\$164** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. The Fiscal Year 2012 budget request includes funding at the full amount recommended by the independent actuary.

Police requests **\$219,588** for Fiscal Year 2012. This represents a **\$7,936** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$14,423** for Fiscal Year 2012. This represents a **\$168** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$10,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$4,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$2,500** for Fiscal Year 2012. This represents a **\$500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Postage

Priority: Low

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.

Police requests **\$100** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. 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.

Police requests **\$4,500** for Fiscal Year 2012. This represents a **\$500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Publishing /Advertising

Priority: Low

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.

Police requests **\$500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$2,500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2011) 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.

Police requests **\$75,750** for Fiscal Year 2012. This represents an **\$11,800** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$ 500 |
| Northeast IL Crime Lab | \$10,670 |
| Safe Kids Car Seat Certification (5) | \$ 200 |
| Reverse 911 System | \$ 1,500 |
| IPERLRA | <u>\$ 150</u> |
| Total | \$14,200 |

Police requests **\$14,200** for Fiscal Year 2012. This represents a **\$3,300** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Travel Expense

Priority: Low

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

This account is used to pay for parking expenses and mileage associated with the Police department.

Police requests **\$100** for Fiscal Year 2012. This represents a **\$100** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 (10 officers @ \$500) | \$ 5,000 |
| Range Fees | \$ 500 |
| Tuition Reimbursement | <u>\$ 2,500</u> |
| Total | \$ 8,500 |

Police requests **\$8,500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Publications

Priority: Low

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.

Police requests **\$500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$2,000** for Fiscal Year 2012. This represents a **\$1,500** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

FCC regulations regarding the narrow banding of all emergency network radio systems was not entirely completed in FY 2011. New radios were purchased but will still need to be reprogrammed twice during FY 2012 to meet compliance. The Police Department will need to reprogram 20 portable radios (\$25/ea) twice for a total of \$1,000.

Police requests **\$5,500** for Fiscal Year 2012. This represents a **\$5,750** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$2,500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$37,000** for Fiscal Year 2012. This represents a **\$7,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$3,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$4,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$100** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 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 is \$7,700.

Police requests **\$8,000** for Fiscal Year 2012. This represents a **\$1,000** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$2,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Vehicle

Priority: High

Account Number: 01-20-20-8-4893

This account is the amount paid for the acquisition of replacement squad cars. Squad cars have an anticipated life span of 3-4 years depending on wear and mileage. The amount requested will replace one squad car which already has over 100,000 miles.

Police requests \$0 for Fiscal Year 2012. This represents a \$24,000 decrease from Fiscal Year 2011. Future vehicle purchases will be funded from the Capital Improvement Plan (CIP) fund.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$5,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

BOARD OF POLICE COMMISSIONERS

Department Purpose

The Board of Police Commissioners is a volunteer board appointed by the Mayor, represents 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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |

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

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | 2,075 | 2,075 | - | - |
| - | 2,075 | 2,075 | Total Revenue | |
| | | | - | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------|-------|
| | | | | 2012 | 2013 |
| 1,628 | 2,618 | 2,700 | Contractual Services | 2,700 | 2,700 |
| - | 100 | - | Commodities | - | - |
| 1,628 | 2,718 | 2,700 | Total Expenditures | | |
| | | | | 2,700 | 2,700 |

Use of Cash

| | |
|---------|---------|
| (2,700) | (2,700) |
|---------|---------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|--------------------------------------|---------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| BOARD OF POLICE COMMISSIONERS | | | | | | |
| REVENUES | | | | | | |
| FEES | | | | | | |
| 01-10-15-4-3751 | APPLICATION FEE | 2,075 | 2,075 | - | - | - |
| TOTAL FEES | | 2,075 | 2,075 | - | - | - |
| TOTAL REVENUES | | 2,075 | 2,075 | - | - | - |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|--------------------------------------|-----------------------------|----------------|--------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| BOARD OF POLICE COMMISSIONERS | | | | | | |
| EXPENSES | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 01-10-15-3-4329 | OTHER PROFESSIONAL SERVICES | 2,043 | 2,500 | 298 | 600 | 2,500 |
| 01-10-15-3-4355 | PUBLISHING/ADVERTISING | - | - | - | - | - |
| 01-10-15-3-4361 | DUES | 575 | 200 | 200 | 200 | 200 |
| TOTAL CONTRACTUAL SERVICES | | 2,618 | 2,700 | 498 | 800 | 2,700 |
| COMMODITIES | | | | | | |
| 01-10-15-5-4561 | OFFICE SUPPLIES | - | - | - | - | - |
| 01-10-15-5-4595 | OTHER CHARGES | 100 | - | - | - | - |
| TOTAL COMMODITIES | | 100 | - | - | - | - |
| TOTAL EXPENSES | | 2,718 | 2,700 | 498 | 800 | 2,700 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2011 and another test should not be needed until late 2013.

Police requests \$0 for Fiscal Year 2012. This represents a \$2,075 decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$2,500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Police requests **\$200** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

Public Works



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 | 2012 |
| Full-Time | 4 | 4 | 5 | 4 |
| Part-Time | 5 | 4 | 4 | 4 |
| Summer | 0 | 5 | 5 | 5 |
| Snow | 10 | 10 | 10 | 10 |
| * 2 Additional Full-Time Park Maintenance Specialists positions allocated in Parks and Recreation. | | | | |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|----------|----------|
| | | | | 2012 | 2013 |
| 8,190 | 34,049 | 5,000 | Miscellaneous | - | - |
| - | - | - | Other Financing Services | - | - |
| 8,190 | 34,049 | 5,000 | Total Revenue | - | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| | | | Administration/Operations | | |
| 368,907 | 402,660 | 396,047 | Personnel Services | 332,587 | 339,417 |
| 62,639 | 73,292 | 51,125 | Contractual Services | 55,450 | 55,450 |
| 169,346 | 64,011 | 77,000 | Commodities | 79,000 | 79,000 |
| 18,511 | 18,510 | 18,511 | Debt Service | 19,000 | 19,000 |
| - | 2,000 | 6,000 | Capital Outlay | - | - |
| | | | Buildings/Grounds | | |
| 35,823 | 16,649 | 16,500 | Contractual Services | 16,500 | 16,500 |
| 4,844 | 3,987 | 7,000 | Commodities | 7,000 | 7,000 |
| - | 10,758 | 10,000 | Capital Outlay | - | - |
| 660,070 | 591,867 | 582,183 | Total Expenditures | 509,537 | 516,367 |

Use of Cash

| | |
|-----------|-----------|
| (509,537) | (516,367) |
|-----------|-----------|

Significant Changes

* No funding in the Fiscal Year 2012 budget for vacant administrative assistant position - administrative support for the Public Works Director will be provided by the Executive Administrative Assistant funded in the Administration Department.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|------------------------------|--------------------------|----------------|--------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| PUBLIC WORKS | | | | | | |
| REVENUES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 01-40-00-5-3805 | GRANTS | - | - | - | - | - |
| TOTAL INTERGOVERNMENTAL | | | | | | |
| | | - | - | - | - | - |
| MISCELLANEOUS | | | | | | |
| 01-40-00-7-3830 | DONATIONS | 5,000 | - | - | - | - |
| 01-40-00-7-3840 | 50%/50% DRAINAGE PROGRAM | - | 5,000 | - | - | - |
| 01-40-00-7-3860 | INSURANCE REIMB | 5,168 | - | - | - | - |
| 01-40-00-7-3890 | MISCELLANEOUS INCOME | 23,881 | - | 1,196 | - | - |
| TOTAL MISCELLANEOUS | | | | | | |
| | | 34,049 | 5,000 | 1,196 | - | - |
| TOTAL REVENUES: PUBLIC WORKS | | | | | | |
| | | 34,049 | 5,000 | 1,196 | - | - |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|--|--------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| EXPENSES | | | | | | |
| PUBLIC WORKS ADMINISTRATION/OPERATIONS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 01-40-40-1-4010 | SALARIES | 320,706 | 311,491 | 144,241 | 287,930 | 269,600 |
| 01-40-40-1-4020 | OVERTIME | 27,199 | 25,000 | 10,116 | 20,232 | 18,000 |
| 01-40-40-1-4040 | IMRF | 29,110 | 33,815 | 14,283 | 33,815 | 31,193 |
| 01-40-40-1-4090 | FICA MATCHING | 25,645 | 25,742 | 11,104 | 25,742 | 20,624 |
| TOTAL PERSONNEL SERVICES | | 402,660 | 396,047 | 179,744 | 367,718 | 339,417 |
| CONTRACTUAL SERVICES | | | | | | |
| 01-40-40-3-4120 | CONTR MAINT-VEHICLE | 10,550 | 14,000 | 8,713 | 11,618 | 18,000 |
| 01-40-40-3-4130 | CONTR MAINT-EQUIPMENT | 2,923 | 3,000 | 932 | 2,025 | 4,000 |
| 01-40-40-3-4140 | CONTR MAINT-PATCHING | 1,852 | - | - | - | - |
| 01-40-40-3-4150 | CONTR MAINT-STREETS | 24,400 | - | - | - | - |
| 01-40-40-3-4160 | CONTR MAINT-DRAINAGE | 803 | - | - | 11,057 | - |
| 01-40-40-3-4170 | CONTR MAINT-SANITARY | - | - | - | - | - |
| 01-40-40-3-4190 | CONTR MAINT-OTHER | 7,571 | 10,000 | 29,020 | 41,275 | 10,000 |
| 01-40-40-3-4329 | OTHER PROF SERVICES | 4,971 | 4,000 | 7,938 | 14,980 | 4,000 |
| 01-40-40-3-4353 | TELEPHONE-CELL PHONE | 3,354 | 2,000 | 1,110 | 2,258 | 2,000 |
| 01-40-40-3-4355 | PUBLISHING/ADVERTISING | - | 600 | - | - | 600 |
| 01-40-40-3-4357 | PRINTING/COPYING | 75 | 125 | - | - | 125 |
| 01-40-40-3-4361 | DUES | 1,318 | 1,000 | 278 | 371 | 825 |
| 01-40-40-3-4365 | PROFESSIONAL DEVELOPMENT | 1,598 | 1,700 | 580 | 1,047 | 1,200 |
| 01-40-40-3-4367 | PUBLICATIONS | - | 200 | 130 | 173 | 200 |
| 01-40-40-3-4371 | PUBLIC UTILITIES | 9,992 | 12,500 | 6,155 | 12,498 | 12,500 |
| 01-40-40-3-4375 | RENTAL / LEASE | 3,885 | 2,000 | 686 | 1,016 | 2,000 |
| TOTAL CONTRACTUAL SERVICES | | 73,292 | 51,125 | 55,542 | 98,318 | 55,450 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE | |
|-------------------------------------|--------------------------|----------------|----------|--------------------|-----------------------------|------------------|-----------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | | PROJECTED |
| COMMODITIES | | | | | | | |
| 01-40-40-5-4561 | OFFICE SUPPLIES | 1,840 | 2,500 | 604 | 1,533 | 2,000 | 2,000 |
| 01-40-40-5-4562 | AUTO FUEL & OIL | 28,562 | 23,000 | 12,733 | 26,112 | 25,000 | 25,000 |
| 01-40-40-5-4563 | MINOR EQUIPMENT | 1,504 | 5,500 | 3,219 | 5,398 | 5,000 | 5,000 |
| 01-40-40-5-4564 | SMALL TOOLS | 1,676 | 3,000 | 1,005 | 1,391 | 3,000 | 3,000 |
| 01-40-40-5-4568 | EQUIPMENT SUPPLIES | 1,793 | 4,000 | 6,307 | 9,532 | 4,000 | 4,000 |
| 01-40-40-5-4569 | VEHICLE SUPPLIES | 15,707 | 22,000 | 12,002 | 18,669 | 22,000 | 22,000 |
| 01-40-40-5-4570 | MAINT SUPPLIES | 4,218 | 5,000 | 1,126 | 1,501 | 5,000 | 5,000 |
| 01-40-40-5-4571 | ROAD PATCH MATERIALS | - | 2,000 | 253 | 337 | - | - |
| 01-40-40-5-4572 | MOSQUITO ABATEMENT | - | - | - | - | 2,000 | 2,000 |
| 01-40-40-5-4573 | DRAINAGE SUPPLIES | - | 2,000 | - | - | 2,000 | 2,000 |
| 01-40-40-5-4578 | UNIFORMS/SAFETY GEAR | 4,342 | 4,000 | 1,887 | 7,599 | 5,000 | 5,000 |
| 01-40-40-5-4595 | OTHER CHARGES | 4,369 | 4,000 | 1,319 | 3,030 | 4,000 | 4,000 |
| TOTAL COMMODITIES | | 64,011 | 77,000 | 40,455 | 75,102 | 79,000 | 79,000 |
| DEBT SERVICE | | | | | | | |
| 01-40-40-7-4737 | PRINCIPAL | 13,353 | 12,783 | 6,996 | 9,328 | 13,000 | 13,000 |
| 01-40-40-7-4738 | INTEREST | 5,157 | 5,728 | 2,259 | 3,012 | 6,000 | 6,000 |
| TOTAL DEBT SERVICE | | 18,510 | 18,511 | 9,255 | 12,340 | 19,000 | 19,000 |
| CAPITAL OUTLAY | | | | | | | |
| 01-40-40-8-4892 | 50%/50% DRAINAGE PROGRAM | - | 6,000 | - | - | - | - |
| 01-40-40-8-4893 | VEHICLE | 2,000 | - | - | - | - | - |
| 01-40-40-8-4894 | EQUIPMENT | - | - | - | - | - | - |
| 01-40-40-8-4895 | OTHER IMPROVEMENTS | - | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY | | 2,000 | 6,000 | - | - | - | - |
| TOTAL PUBLIC WORKS ADMIN/OPERATIONS | | 560,473 | 548,683 | 284,996 | 553,478 | 486,037 | 492,867 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|---------------------------------------|-----------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| PUBLIC WORKS BUILDING & GROUNDS | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 01-40-45-3-4110 | CONT MAINT-BUILDING | 15,025 | 16,500 | 9,484 | 16,527 | 16,500 |
| 01-40-45-3-4329 | OTHER PROFESSIONAL SERVICES | 1,476 | - | - | - | - |
| 01-40-45-3-4353 | TELEPHONE | 148 | - | - | - | - |
| TOTAL CONTRACTUAL SERVICES | | 16,649 | 16,500 | 9,484 | 16,527 | 16,500 |
| COMMODITIES | | | | | | |
| 01-40-45-5-4570 | MAINT SUPPLIES | 3,893 | 7,000 | 4,179 | 9,234 | 7,000 |
| 01-40-45-5-4595 | OTHER CHARGES | 94 | - | - | - | - |
| TOTAL COMMODITIES | | 3,987 | 7,000 | 4,179 | 9,234 | 7,000 |
| CAPITAL OUTLAY | | | | | | |
| 01-40-45-8-4892 | BUILDING | - | - | - | - | - |
| 01-40-45-8-4894 | EQUIPMENT | - | - | - | - | - |
| 01-40-45-8-4895 | OTHER IMPROVEMENTS | 10,758 | 10,000 | 9,241 | 12,321 | - |
| TOTAL CAPITAL OUTLAY | | 10,758 | 10,000 | 9,241 | 12,321 | - |
| TOTAL PUBLIC WORKS BUILDING & GROUNDS | | 31,394 | 33,500 | 22,904 | 38,082 | 23,500 |
| TOTAL PUBLIC WORKS | | 591,867 | 582,183 | 307,900 | 591,560 | 509,537 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Salaries

Priority: High

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

This account is used to pay employees allocated to the Public Works Department.

The Public Works Department is funding the following positions in 2012:

- four (4) 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

Note that two (2) full-time park maintenance specialists who report to the Public Works Director are allocated to the parks maintenance function of the Parks and Recreation fund.

Public Works requests **\$263,032** for Fiscal Year 2012. This represents a **\$48,459** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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).

Public Works requests **\$19,000** for Fiscal year 2012. This represents a **\$6,000** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2012, the Village's portion will be 11.57%.

Public Works requests **\$30,433** for Fiscal Year 2012. This represents a **\$3,382** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$20,122** for Fiscal Year 2012. This represents a **\$5,620** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests \$18,000 for Fiscal Year 2012. This represents a \$4,000 increase from Fiscal Year 2011. This increase is necessary as the larger trucks in our fleet continue to age and require more repairs.

**VILLAGE OF HAWTHORN WOODS PUBLIC
WORKS VEHICLE REPLACEMENT SCHEDULE**

| TRUCK | MAKE | YEAR | MILES | R-COST | R-YR | VIN# |
|---------|------|------|--------|-----------|------|-------------------|
| 804 | Ford | 2010 | 0 | \$35,000 | 2017 | 1FTNF2B55AEA70266 |
| 811 | Ford | 2008 | 6,786 | \$100,000 | 2015 | 1FDAF57R08EC52913 |
| 812 | Int | 1999 | 45,075 | \$120,000 | 2011 | 1HTSDAAN2XH672265 |
| 813 | Int | 2000 | 32,335 | \$122,000 | 2012 | 1HTSHAARXYH328224 |
| 814 | Int | 2000 | 27,870 | \$122,000 | 2012 | 1HTSHAAR91H367344 |
| 816 | Ford | 2003 | 62,436 | \$90,000 | 2010 | 1FDAF57F61ED33264 |
| 818 | Int | 2005 | 6,498 | \$134,000 | 2018 | 1HTWGAZT86J226849 |
| 819 | Ford | 2005 | 43,256 | \$55,000 | 2012 | 1FTWW33P66EA02267 |
| 821 | Int | 2008 | 3,501 | \$148,000 | 2021 | 1HTWDAAR48J657765 |
| Loader | Case | 2007 | 1041 | \$165,000 | 2019 | JEE0139879 |
| Backhoe | Case | 1992 | 4824 | \$100,000 | 2011 | JAB0021696 |

Large dump trucks used for snow removal are on a 12 year replacement cycle
 Light duty trucks (pickups & one tons) are on a 7 year replacement cycle
 Heavy equipment (loader & backhoe) are on a 12 year replacement cycle

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$4,000** for Fiscal Year 2012. This represents a **\$1,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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. Also included in this budget line item is an allocation for one emergency Village wide Mosquito abatement treatment. This treatment would be a truck spraying thru-out the Village by a contracted company.

Public Works requests **\$10,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, weather forecasting and other service needs that arise.

Public Works requests **\$4,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$2,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests \$600 for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$125** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

A breakdown of membership dues is as follows;

| | |
|-------------------|--------------|
| APWA | \$ 275 |
| Drug testing pool | \$ 250 |
| IPRA | \$ 275 |
| MIPE | <u>\$ 25</u> |
| Total | \$ 825 |

Public Works requests **\$825** for Fiscal Year 2012. This represents **\$175** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

This request will pay for the following training opportunities;

| | |
|------------------------|---------------|
| Snow and Ice workshops | \$ 400 |
| APWA mini congress | \$ 400 |
| APWA training | \$ 150 |
| Pest control seminars | <u>\$ 250</u> |
| Total | \$ 1,200 |

Public Works requests **\$1,200** for Fiscal Year 2012. This represents **\$500** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$200** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 and for the operation of the Kruger road lift station.

Public Works requests **\$12,500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests \$2,000 for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests \$2,000 for Fiscal Year 2012. This represents \$500 decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$25,000** for Fiscal Year 2012. This represents **\$2,000** increase from Fiscal Year 2011.

The increase is due to the rising cost of fuel and oils.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$5,000** for Fiscal Year 2012. This represents **\$500** decrease from Fiscal Year 2011.

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
2012 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.

Public Works requests **\$3,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$4,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

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

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests \$22,000 for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

This request is the same as last year as our fleet is aging and more significant repairs need to be made.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests \$5,000 for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$0** for Fiscal Year 2012. This represents **\$2,000** decrease from Fiscal Year 2011.

The funding for cold patch asphalt is being shifted to MFT funds.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Mosquito Abatement Supplies
Priority: High
Account Number: 01-40-40-5-4572

This account is used to pay for Mosquito Abatement supplies for the Public Works Department. These supplies are used for in-house applications of basin briskets' and back pack spray materials.

Public Works requests **\$2,000** for Fiscal Year 2012. This represents **\$2,000** increase from Fiscal Year 2011. This is a new line item that was not in last year's budget.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$2,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$5,000** for Fiscal Year 2012. This represents **\$1,000** increase from Fiscal Year 2011.

The increase is due to the need to purchase winter wear for the new employees and replacement clothing.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$4,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Public Works requests **\$16,500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Building Maintenance Supplies
Priority: High
Account Number: 01-40-45-5-4570

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

Public Works requests **\$7,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This account was used to fund renovations at the Village Hall. New in Fiscal Year 2012, all capital improvements will be funded by the Capital Improvements Plan (CIP) Fund.

Public Works requests \$0 for Fiscal Year 2012. This represents \$10,000 decrease from Fiscal Year 2011.

Building & Zoning



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 | 2012 |
| Full-Time | 1 | 2 | 2 | 2 |
| Part-Time | 1 | 0 | 0 | 0 |
| * Department Head position is allocated in Administration. | | | | |

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

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

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | Proposed | |
|---|---|---|----------------------|------|
| | | | 2012 | 2013 |
| - | - | - | - | - |
| - | - | - | Total Revenue | |
| | | | | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------|---------|
| | | | | 2012 | 2013 |
| 43,425 | 88,269 | 94,970 | Personnel Services | 99,492 | 99,551 |
| 2,893 | 7,123 | 9,250 | Contractual Services | 8,525 | 8,725 |
| 63 | 1,332 | 1,300 | Commodities | 925 | 925 |
| - | 2,000 | - | Capital Outlay | - | - |
| 46,381 | 98,724 | 105,520 | Total Expenditures | 108,942 | 109,201 |

Use of Cash

| | |
|-----------|-----------|
| (108,942) | (109,201) |
|-----------|-----------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|------------------------------|-----------------------------|-------------|----------|-----------------|-----------------------|---------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| BUILDING & ZONING | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 01-60-65-1-4010 | SALARIES | 74,367 | 79,220 | 38,562 | 79,220 | 83,250 |
| 01-60-65-1-4020 | OVERTIME | 277 | - | 133 | 133 | 300 |
| 01-60-65-1-4040 | IMRF | 8,499 | 9,690 | 4,622 | 9,690 | 9,632 |
| 01-60-65-1-4090 | FICA MATCHING | 5,126 | 6,060 | 2,694 | 6,060 | 6,369 |
| TOTAL PERSONNEL SERVICES | | 88,269 | 94,970 | 46,011 | 95,103 | 99,492 |
| CONTRACTUAL SERVICES | | | | | | |
| 01-60-65-3-4120 | CONTRACT MAINT-VEHICLES | - | 1,800 | - | 500 | 1,200 |
| 01-60-65-3-4225 | ENGINEERING SVCS-REIMB | 395 | - | - | - | - |
| 01-60-65-3-4240 | PLANNING SERVICES | 1,216 | 4,000 | 254 | 2,500 | 4,000 |
| 01-60-65-3-4260 | OTHER REIMB | 81 | - | - | - | - |
| 01-60-65-3-4329 | OTHER PROFESSIONAL SERVICES | 2,981 | 500 | - | - | 500 |
| 01-60-65-3-4334 | FIRE SUPPRESSION | 509 | - | - | - | - |
| 01-60-65-3-4353 | CELLULAR PHONE | 689 | - | 136 | 350 | 350 |
| 01-60-65-3-4355 | PUBLISHING/ADVERTISING | 149 | 700 | 354 | 1,811 | 1,000 |
| 01-60-65-3-4357 | PRINTING/COPYING | 717 | 500 | 100 | 100 | 500 |
| 01-60-65-3-4361 | DUES | - | 850 | - | 100 | 125 |
| 01-60-65-3-4362 | TRAVEL EXPENSE | 41 | - | 19 | 35 | 50 |
| 01-60-65-3-4365 | PROFESSIONAL DEVELOPMENT | 345 | 900 | 468 | 900 | 1,000 |
| TOTAL CONTRACTUAL SERVICES | | 7,123 | 9,250 | 1,331 | 6,296 | 8,525 |
| COMMODITIES | | | | | | |
| 01-60-65-5-4561 | OFFICE SUPPLIES | 196 | - | 20 | - | - |
| 01-60-65-5-4562 | AUTO FUEL & OIL | - | 1,000 | 119 | 450 | 500 |
| 01-60-65-5-4578 | UNIFORMS | - | 100 | - | 10 | 325 |
| 01-60-65-5-4595 | OTHER CHARGES | 1,136 | 200 | - | - | 100 |
| TOTAL COMMODITIES | | 1,332 | 1,300 | 139 | 460 | 925 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-------------------|-------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| | VEHICLES | | | | | |
| 01-60-65-8-4893 | VEHICLES | 2,000 | - | - | - | - |
| | TOTAL VEHICLES | 2,000 | - | - | - | - |
| | TOTAL BUILDING & ZONING | 98,724 | 105,520 | 47,481 | 101,859 | 109,201 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Building & Zoning requests **\$81,201** for Fiscal Year 2012. This represents a **\$1,981** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Overtime

Priority: Low

Account Number: 01-60-65-1-4020

This account is used for the overtime pay of the 2 full-time Building Department employees.

Building & Zoning requests **\$300** for Fiscal Year 2012. This represents a **\$300** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2012, the Village's portion will be 11.57%.

Building & Zoning requests **\$9,395** for Fiscal Year 2012. This represents a **\$295** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$6,212** for Fiscal Year 2012. This represents a **\$152** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Building & Zoning requests **\$1,000** for Fiscal Year 2012. This represents an **\$800** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Cellular Phone

Priority: High

Account Number: 01-60-65-3-4353

Payment of business-related usage from a Village owned cellular phone assigned to the Code Enforcement Officer.

Building & Zoning requests **\$350** for Fiscal Year 2012. This represents a **\$350** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$1,000** for Fiscal Year 2012. This represents a **\$300** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 and other building department printing needs.

Building & Zoning requests **\$500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 for membership in the International Code Council.

Staff will not be joining the APA in 2012.

Building & Zoning requests **\$125** for Fiscal Year 2012. This represents a **\$725** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Travel Expense

Priority: Medium

Account Number: 01-60-65-3-4362

This account is to pay for business related mileage reimbursement to the Building Department staff, and is to be used only when the department vehicle is not available.

Building & Zoning requests **\$50** for Fiscal Year 2012. This represents a **\$50** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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).

The Code Enforcement Officer 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 **\$1,000** for Fiscal Year 2012. This represents a **\$100** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$500** for Fiscal Year 2012. This represents a **\$500** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Uniforms

Priority: High

Account Number: 01-60-65-5-4578

This account is used to pay for uniform shirts, fleeces, boot reimbursement, etc. for the Code Enforcement Officer and building department administrative assistant, as follows.

| | |
|------------------------------------|--------------|
| Boot reimbursement | \$125 |
| Uniform - Code Enforcement Officer | \$150 |
| Logo shirt - Administrative Asst. | <u>\$ 50</u> |
| Total | \$325 |

Building & Zoning requests **\$325** for Fiscal Year 2012. This represents a **\$225** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 and other miscellaneous expenses.

Building & Zoning requests **\$100** for Fiscal Year 2012. This represents a **\$100** decrease from Fiscal Year 2011.

Community Development

COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|----------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| 2,000 | 17,645 | 35,200 | Community Events | 33,775 | 33,775 |
| 50,400 | 22,416 | 12,500 | Economic Development | 13,000 | 13,000 |
| 227,337 | 225,254 | 193,100 | Building and Zoning | 220,400 | 220,400 |
| 279,737 | 265,315 | 240,800 | Total Revenue | 267,175 | 267,175 |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| 76,196 | 19,269 | 34,025 | Community Events | 42,525 | 42,525 |
| - | - | 33,744 | Economic Development | 34,329 | 34,329 |
| 109,504 | 169,809 | 76,000 | Building and Zoning | 49,500 | 49,500 |
| 185,700 | 189,078 | 143,769 | Total Expenditures | 126,354 | 126,354 |

Excess (Deficiency) of Revenues

| | | | | | |
|---------|---------|-----------|-----------------------------------|----------|----------|
| 94,037 | 76,237 | 97,031 | Over Expenditures | 140,821 | 140,821 |
| | - | (300,000) | Transfer to Reserve Fund | (75,000) | (75,000) |
| | - | (25,000) | Transfer to C.I.P Fund | (20,000) | (30,000) |
| 94,037 | 76,237 | (227,969) | Net Change in Fund Balance | 45,821 | 35,821 |
| 450,843 | 527,080 | 299,111 | Fund Balance as of 12/31 | 344,932 | 380,753 |

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

* This fund is the primary funding source for the Reserve Fund and the Capital Improvement Plan (CIP) Fund.

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, Farmers Market, Concerts in the Park, Fireworks, Annual July 4th Parade, Family Fall Fun Festival, Craft Fair and Holiday Tree Lighting.

Personnel

| | Year End Actual | | | Proposed |
|---|-----------------|------|------|----------|
| | 2009 | 2010 | 2011 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |
| * Special Events position is allocated in Parks and Recreation. | | | | |

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 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|----------------------|---------------|---------------|
| | | | 2012 | 2013 |
| 17,245 | 10,000 | Donations | 5,000 | 5,000 |
| - | 25,000 | Golf Outing | 24,000 | 24,000 |
| 400 | 200 | Vendor Fees | 4,775 | 4,775 |
| 17,645 | 35,200 | Total Revenue | 33,775 | 33,775 |

Expenditures

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---------------------------|---------------|---------------|
| | | | 2012 | 2013 |
| 19,269 | 34,025 | Contractual Services | 42,525 | 42,525 |
| - | - | Interfund Transfer | - | - |
| 19,269 | 34,025 | Total Expenditures | 42,525 | 42,525 |

Surplus of Cash

| | |
|---------|---------|
| (8,750) | (8,750) |
|---------|---------|

Significant Changes

* Funding has been provided for extension of the Concerts in the Park into September to support the Farmers Market.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-------------------------|------------------------------|----------------|---------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| COMMUNITY EVENTS | | | | | | |
| REVENUES | | | | | | |
| SPECIAL EVENTS | | | | | | |
| 02-10-00-7-3830 | COMMUNITY EVENTS DONATIONS | 17,245 | 10,000 | 1,250 | 1,250 | 5,000 |
| 02-10-00-7-3832 | GOLF OUTING | - | 25,000 | 21,856 | 21,856 | 24,000 |
| 02-10-00-7-3833 | 4TH OF JULY PARADE ENTRY FEE | - | - | 50 | 50 | 50 |
| 02-10-00-7-3835 | 4TH CONCESSION VENDOR FEE | 400 | 200 | 100 | 375 | 350 |
| 02-10-00-7-3836 | FARMERS MARKET VENDOR FEE | - | - | 2,125 | 3,135 | 3,375 |
| 02-10-00-7-3837 | CRAFT FAIR VENDOR FEE | - | - | - | 900 | 1,000 |
| TOTAL SPECIAL EVENTS | | 17,645 | 35,200 | 25,381 | 27,566 | 33,775 |
| TOTAL REVENUES | | 17,645 | 35,200 | 25,381 | 27,566 | 33,775 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|------------------------------|----------------|---------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| COMMUNITY EVENTS | | | | | | |
| EXPENSES | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 02-10-10-3-4333 | FIREWORKS/PARADE | 10,000 | 10,200 | 10,200 | 10,200 | 11,000 |
| 02-10-10-3-4334 | OUTDOOR SUMMER MOVIES | 1,503 | 2,000 | 1,021 | 1,021 | 2,000 |
| 02-10-10-3-4335 | CONCERTS IN THE PARK | 4,650 | 5,000 | 5,250 | 5,250 | 7,000 |
| 02-10-10-3-4336 | FALL FESTIVAL | 575 | 2,000 | - | 2,000 | 2,000 |
| 02-10-10-3-4337 | TREE LIGHTING | 1,879 | 2,000 | 200 | 2,000 | 2,000 |
| 02-10-10-3-4338 | GOLF OUTING | - | 12,000 | 8,839 | 8,839 | 12,000 |
| 02-10-10-3-4339 | EARTH DAY/ARBOR DAY PLANTING | - | 500 | 286 | 286 | 600 |
| 02-10-10-3-4340 | BIKE RODEO | - | - | 2,879 | 2,879 | 3,000 |
| 02-10-10-3-4341 | FARMERS MARKET | - | - | 4,839 | 4,839 | 1,800 |
| 02-10-10-3-4342 | CRAFT FAIR | - | - | - | - | 800 |
| 02-10-10-3-4361 | DUES (ASCAP MUSIC LICENSING) | 305 | 325 | 309 | 309 | 325 |
| 02-10-10-3-4363 | BUSINESS DEVELOPMENT /LOCAL | 357 | - | - | - | - |
| 02-10-10-3-4379 | DONATIONS | - | - | 1,000 | 1,000 | - |
| TOTAL CONTRACTUAL SERVICES | | 19,269 | 34,025 | 34,823 | 38,623 | 42,525 |
| INTERFUND TRANSFERS | | | | | | |
| 02-00-00-9-4910 | INTERFUND TRANSFER | - | - | - | - | - |
| TOTAL INTERFUND TRANSFERS | | - | - | - | - | - |
| TOTAL COMMUNITY EVENTS | | 19,269 | 34,025 | 34,823 | 38,623 | 42,525 |

ECONOMIC DEVELOPMENT

Department Purpose

The Economic Development Department is 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. In addition, the Village is a vibrant location for commercial businesses and boasts natural resource open space recreational areas as preserved amenities.

Personnel

| | Year End Actual | | | Proposed |
|--|-----------------|------|------|----------|
| | 2009 | 2010 | 2011 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |
| * The Chief Operating Officer serves as the Director of Economic Development; position is allocated in Administration. | | | | |

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 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|----------------------|---------------|---------------|
| | | | 2012 | 2013 |
| 20,000 | 10,000 | Annexation Fees | 10,000 | 10,000 |
| 2,416 | 2,500 | Interest Income | 3,000 | 3,000 |
| 22,416 | 12,500 | Total Revenue | 13,000 | 13,000 |

Expenditures

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---------------------------|---------------|---------------|
| | | | 2012 | 2013 |
| - | 5,994 | Personnel Services | 6,259 | 6,259 |
| - | 27,750 | Contractual Services | 28,070 | 28,070 |
| - | 33,744 | Total Expenditures | 34,329 | 34,329 |

Use of Cash

| | |
|----------|----------|
| (21,329) | (21,329) |
|----------|----------|

Significant Changes

The Economic Development department will be working on the following projects in 2012 and 2013:

- * Pursue annexations and incorporation of land into the Village of Hawthorn Woods
- * Design and engineer specs for the Hawthorn Woods water walk downtown pedestrian area plan
- * Design Midlothian Road Town Center Corridor plan
- * Explore expansion of infrastructure and Village services
- * Design Uptown development plan.
- * Attract residential home development infill projects
- * Implement Village signage program for corporate boundaries, parks, Aquatic Center
- * Pursue grant opportunities where available for Village development amenities

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-----------------------------|---------------------|----------------|---------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| ECONOMIC DEVELOPMENT | | | | | | |
| REVENUES | | | | | | |
| FEES | | | | | | |
| 02-10-00-4-3670 | ANNEXATION FEES | 20,000 | 10,000 | 6,000 | 8,000 | 10,000 |
| TOTAL FEES | | 20,000 | 10,000 | 6,000 | 8,000 | 10,000 |
| INTEREST INCOME | | | | | | |
| 02-10-00-6-3810 | INTEREST INCOME | 2,416 | 2,500 | 1,531 | 3,062 | 3,000 |
| TOTAL INTEREST INCOME | | 2,416 | 2,500 | 1,531 | 3,062 | 3,000 |
| TOTAL REVENUES | | 22,416 | 12,500 | 7,531 | 11,062 | 13,000 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-----------------------------|------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| ECONOMIC DEVELOPMENT | | | | | | |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 02-30-00-1-4010 | SALARIES | - | 5,000 | 2,500 | 5,000 | 5,250 |
| 02-30-00-1-4040 | IMRF | - | 612 | 306 | 610 | 607 |
| 02-30-00-1-4090 | FICA MATCHING | - | 383 | 192 | 380 | 402 |
| TOTAL PERSONNEL SERVICES | | - | 5,994 | 2,998 | 5,990 | 6,259 |
| CONTRACTUAL SERVICES | | | | | | |
| 02-30-00-3-4240 | PLANNING SERVICES | - | 15,000 | - | 14,000 | 15,000 |
| 02-30-00-3-4355 | PUBLISHING/ADVERTISING | - | 7,000 | 177 | 3,000 | 7,000 |
| 02-30-00-3-4361 | DUES | - | 100 | - | - | 420 |
| 02-30-00-3-4365 | BUSINESS DEVELOPMENT | - | 5,650 | 92 | 100 | 5,650 |
| TOTAL CONTRACTUAL SERVICES | | - | 27,750 | 269 | 17,100 | 28,070 |
| TOTAL ECONOMIC DEVELOPMENT | | - | 33,744 | 3,267 | 23,090 | 34,329 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 salary allocation for the Director of Economic Development.

Economic Development requests **\$5,250** for Fiscal Year 2012. This represents a **\$250** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 salary allocation for the Director of Economic Development.

Effective January 1, 2012, the Village's portion will be 11.57%.

Economic Development requests **\$607** for Fiscal Year 2012. This represents a **\$5** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 salary allocation for the Director of Economic Development. The amount due is 7.65% of salaries.

Economic Development requests **\$402** for Fiscal Year 2012. This represents a **\$19** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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>2012</u> | <u>2013</u> |
|--|-------------|-----------------|
| Hire planning group to design and engineer Downtown Water Walk pedestrian path (Phase 1) and architectural overlay district and comp plan update | \$10,000 | \$10,000 |
| Integrate three corner parks at Midlothian into downtown center including landscape design (Phase 2) | \$ 0 | \$ 1,000 |
| Create town center identity (Phase 1 and Phase 2) | \$ 3,000 | \$ 0 |
| Purchase banners and brackets for uptown/ downtown | \$ 2,000 | \$ 0 |
| Create Northern Planning Area identity | <u>\$ 0</u> | <u>\$ 4,000</u> |
| Total | \$15,000 | \$15,000 |

Economic Development requests **\$15,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$4,000 |
| Promotional materials needed for show booth/ conference materials | <u>\$3,000</u> |
| Total | <u>\$7,000</u> |

Economic Development requests **\$7,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 |
| Lake Zurich Area Chamber of Commerce | <u>\$ 320</u> |
| Total | \$ 420 |

Economic Development requests **\$420** for Fiscal Year 2012. This represents a **\$320** increase from Fiscal Year 2011. This is due to the Lake Zurich Area Chamber of Commerce dues being reallocated from the General Fund Administration Department.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | <u>\$ 650</u> |
| Total | \$5,650 |

Economic Development requests **\$5,650** for Fiscal Year 2012. This represents no change from Fiscal Year 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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |
| * Department Head position is allocated in Administration. | | | | |

Revenue

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|----------------------|----------------|----------------|
| | | | 2012 | 2013 |
| 37,550 | 32,000 | Licenses | 35,000 | 35,000 |
| 64,664 | 64,600 | Permits | 77,000 | 77,000 |
| 123,040 | 96,500 | Fees | 108,400 | 108,400 |
| 225,254 | 193,100 | Total Revenue | 220,400 | 220,400 |

Expenditures

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---------------------------|---------------|---------------|
| | | | 2012 | 2013 |
| 169,809 | 76,000 | Contractual Services | 49,500 | 49,500 |
| 169,809 | 76,000 | Total Expenditures | 49,500 | 49,500 |

Surplus of Cash

| | |
|---------|---------|
| 170,900 | 170,900 |
|---------|---------|

Significant Changes

* Additional revenue related to plan reviews (\$10,000) and building inspections (\$34,000) has been realized due to an organizational collaboration of shared services with the Village of Mundelein.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|------------------------------|--------------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| BUILDING & ZONING | | | | | | |
| REVENUES | | | | | | |
| LICENSES | | | | | | |
| 02-60-00-2-3180 | CONTRACTOR LICENSES | 37,550 | 32,000 | 24,150 | 34,800 | 35,000 |
| TOTAL LICENSES | | 37,550 | 32,000 | 24,150 | 34,800 | 35,000 |
| PERMITS | | | | | | |
| 02-60-00-3-3210 | BUILDING PERMITS | 58,004 | 60,000 | 57,881 | 75,605 | 75,000 |
| 02-60-00-3-3240 | SPECIAL USE PERMITS | 800 | - | - | - | - |
| 02-60-00-3-3260 | USE & OCCUPANCY | 3,675 | 4,000 | 600 | 1,000 | 1,000 |
| 02-60-00-3-3270 | SUBDIVISION REVIEWS | 500 | 500 | - | - | - |
| 02-60-00-3-3275 | ARCHITECTURAL REVIEWS | 250 | - | - | - | - |
| 02-60-00-3-3290 | OTHER PERMITS | 1,435 | 100 | 1,225 | 1,650 | 1,000 |
| TOTAL PERMITS | | 64,664 | 64,600 | 59,706 | 78,255 | 77,000 |
| FEES | | | | | | |
| 02-60-00-4-3620 | ENGINEERING REVIEW FEES | 1,300 | 500 | 3,150 | 4,350 | 4,000 |
| 02-60-00-4-3650 | PLAN REVIEW FEES | 22,170 | 25,000 | 13,265 | 19,440 | 20,000 |
| 02-60-00-4-3660 | BUILDING INSPECTION FEES | 57,735 | 50,000 | 40,149 | 63,950 | 60,000 |
| 02-60-00-4-3665 | PLUMBING FIXTURES | 3,934 | - | 6,553 | 8,500 | 6,500 |
| 02-60-00-4-3675 | GENERAL FUND DEVELOP DONATION | 2,700 | 5,000 | 160,789 | 164,320 | 6,400 |
| 02-60-00-4-3780 | ENGINEERING FEE REIMBURSEMENTS | 7,913 | 10,000 | 3,006 | 6,933 | 4,000 |
| 02-60-00-4-3782 | LEGAL FEE REIMBURSEMENTS | 21,807 | 1,000 | 2,836 | 6,500 | 2,000 |
| 02-60-00-4-3784 | PLANNING REIMBURSEMENTS | - | 1,000 | 591 | 591 | 500 |
| 02-60-00-4-3786 | ADMIN REIMBURSEMENTS | 1,564 | 2,000 | 693 | 1,892 | 2,000 |
| 02-60-00-4-3788 | OTHER REIMBURSEMENTS | 1,956 | 1,000 | 2,863 | 8,460 | 2,000 |

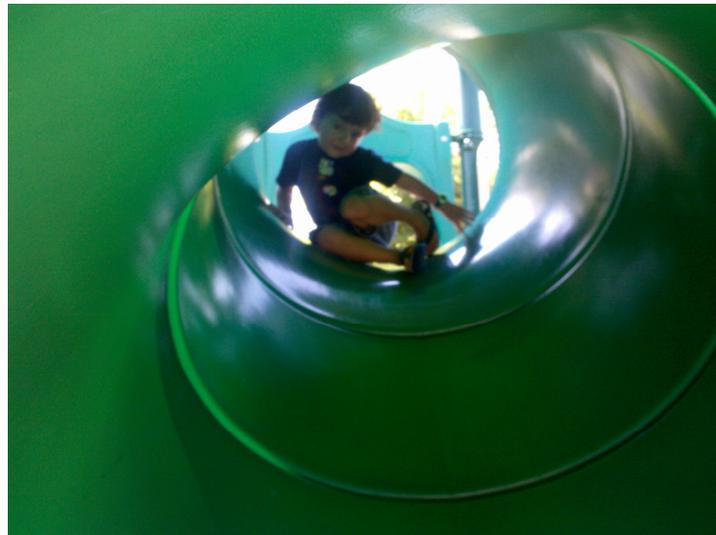
| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-------------------|-----------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| 02-60-00-4-3789 | FIRE SUPPRESSION FEES | 261 | 1,000 | - | - | - |
| 02-60-00-4-3790 | RECAPTURE FEES PASS THRU | - | - | 1,000 | 1,000 | 1,000 |
| 02-60-00-4-3791 | DARTMOOR-QUENTIN ROAD WATER | 1,700 | - | - | - | - |
| 02-60-00-4-3793 | FIRE CONNECTION FEES | - | - | - | - | - |
| TOTAL FEES | | 123,040 | 96,500 | 234,895 | 285,936 | 108,400 |
| TOTAL REVENUES | | 225,254 | 193,100 | 318,751 | 398,991 | 220,400 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|------------------------------|----------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| BUILDING & ZONING | | | | | | |
| EXPENSES | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 02-60-65-3-4225 | ENGINEERING SERVICES-REIMB | 14,867 | 5,000 | 3,613 | 5,999 | 4,000 |
| 02-60-65-3-4235 | LEGAL SERVICES-REIMB | 83,748 | 10,000 | - | - | 2,000 |
| 02-60-65-3-4245 | PLANNING SERVICES-REIMB | 1,153 | 5,000 | - | - | 500 |
| 02-60-65-3-4260 | OTHER REIMBURSEMENT | 12,415 | 5,000 | 804 | | 2,000 |
| 02-60-65-3-4325 | PLAN REVIEW SERVICES-REIMB | 14,139 | 15,000 | 4,163 | 8,538 | 10,000 |
| 02-60-65-3-4326 | ELECTRIC INSPECTIONS-REIMB | 2,376 | 5,000 | - | - | - |
| 02-60-65-3-4328 | PLUMBING INSPECTIONS-REIMB | 5,230 | 5,000 | - | - | - |
| 02-60-65-3-4333 | BUILDING INSPECTIONS-REIMB | 35,620 | 25,000 | 15,420 | 29,200 | 30,000 |
| 02-60-65-3-4334 | FIRE SUPPRESSION-REIMB | 261 | 1,000 | - | - | - |
| 02-60-65-3-4360 | RECAPTURE FEE PAID | - | - | - | 1,000 | 1,000 |
| TOTAL CONTRACTUAL SERVICES | | 169,809 | 76,000 | 24,000 | 44,737 | 49,500 |
| TOTAL BUILDING & ZONING | | 169,809 | 76,000 | 24,000 | 44,737 | 49,500 |

Parks



And



Recreation

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 | 2012 |
| Full-Time | 0.25 | 2 | 3 | 3 |
| Part-Time | 10 | 10 | 12 | 12 |
| * Acting Director of Parks and Recreation is allocated in Administration. | | | | |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------------|----------|---------|
| | | | | 2012 | 2013 |
| - | 199,984 | 200,990 | Special Recreation | 267,972 | 493,972 |
| - | 28,817 | 113,312 | Administration | 114,312 | 114,312 |
| - | 20,204 | 49,698 | Programs | 53,291 | 54,000 |
| - | 29,210 | 20,000 | Park Maintenance | 20,000 | 20,000 |
| - | 278,215 | 384,000 | Total Revenue | 455,575 | 682,284 |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------|----------|---------|
| | | | | 2012 | 2013 |
| - | 50,481 | 108,731 | Special Recreation | 164,481 | 390,481 |
| - | 42,537 | 51,580 | Administration | 54,084 | 53,960 |
| - | 12,818 | 26,294 | Programs | 32,332 | 33,000 |
| - | 36,695 | 179,810 | Park Maintenance | 175,422 | 179,075 |
| - | 142,531 | 366,415 | Total Expenditures | 426,319 | 656,516 |

| | | | | |
|---------|---------|--|---------|--------|
| 135,684 | 17,585 | Excess (Deficiency) of Revenues | | |
| | | Over Expenditures | 29,256 | 25,768 |
| 171,123 | 188,708 | Fund Balance as of 12/31 | 217,964 | 25,768 |

Significant Changes

* New Program offerings include Zumba!, cardio-boxing, pet first aid, photography and birthday parties.

* Expanded senior offerings.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------------|---------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| PARKS AND RECREATION FUND | | | | | | |
| SPECIAL RECREATION | | | | | | |
| REVENUES | | | | | | |
| TAXES | | | | | | |
| 11-70-00-1-3017 | PROPERTY TAXES-SRACL | 199,984 | 200,990 | 95,797 | 193,972 | 193,972 |
| 11-70-00-5-3805 | SRACL REIMBURSEMENT | - | - | 6,750 | 6,750 | 300,000 |
| TOTAL TAXES | | 199,984 | 200,990 | 102,547 | 200,722 | 493,972 |
| EXPENSES | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 11-70-00-3-4361 | SRACL DUES | 50,481 | 50,481 | - | 50,481 | 50,481 |
| TOTAL CONTRACTUAL SERVICES | | 50,481 | 50,481 | - | 50,481 | 50,481 |
| MISCELLANEOUS | | | | | | |
| 11-70-00-9-4910 | TRANSFER TO OTHER FUNDS | - | 36,250 | - | 36,250 | 40,000 |
| TOTAL TRANSFER TO OTHER FUNDS | | - | 36,250 | - | 36,250 | 40,000 |
| CAPITAL OUTLAY | | | | | | |
| 11-70-00-8-4893 | SRACL ACCESSIBILITY GRANT | - | 22,000 | 6,750 | 6,750 | 300,000 |
| TOTAL CAPITAL OUTLAY | | - | 22,000 | 6,750 | 6,750 | 300,000 |
| TOTAL EXPENSES | | 50,481 | 108,731 | 6,750 | 93,481 | 390,481 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Special Recreation requests **\$50,481** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: SPECIAL RECREATION

Description: Transfer to Other Funds

Priority: High

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.

Special Recreation requests **\$40,000** for Fiscal Year 2012. This represents a **\$3,750** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: SPECIAL RECREATION
Description: SRACLC Accessibility Grant
Priority: High
Account #: 11-70-00-8-4893

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

This request will fund the following projects:

| | |
|---|------------------|
| ADA Accessible Chair for Aquatic Center | \$ 5,000 |
| Install ADA Compliant Pathways for Parks | \$ 36,000 |
| Replace Sand Surface at B&B Park with ADA Compliant Mulch | \$ 8,000 |
| Create Plan for ADA Compliant Access to Parks | <u>\$ 25,000</u> |
| Total | \$ 74,000 |

Special Recreation requests **\$74,000** for Fiscal Year 2012. This represents a **\$52,000** increase from Fiscal Year 2011.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|---------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| ADMINISTRATION | | | | | | |
| REVENUES | | | | | | |
| 11-10-00-1-3017 | PROPERTY TAXES-PARK & REC | 26,390 | 113,312 | 54,741 | 113,312 | 113,312 |
| 11-10-00-6-3810 | INTEREST INCOME | 207 | - | 551 | 1,000 | 1,000 |
| 11-00-00-7-3990 | INTERFUND TRANSFER | 1,720 | - | - | - | - |
| 11-10-00-7-3830 | DONATIONS | 500 | - | - | - | - |
| TOTAL REVENUES | | 28,817 | 113,312 | 55,292 | 114,312 | 114,312 |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 11-10-00-1-4010 | SALARIES | 28,949 | 34,960 | 16,223 | 34,960 | 36,730 |
| 11-10-00-1-4040 | IMRF | 3,410 | 4,280 | 1,984 | 4,280 | 4,250 |
| 11-10-00-1-4090 | FICA MATCHING | 1,961 | 2,670 | 1,203 | 2,670 | 2,810 |
| TOTAL PERSONNEL SERVICES | | 34,320 | 41,910 | 19,410 | 41,910 | 43,790 |
| CONTRACTUAL SERVICES | | | | | | |
| 11-10-00-3-4353 | TELEPHONE | 684 | 500 | 129 | 258 | 300 |
| 11-10-00-3-4357 | PRINTING/COPYING | 5,207 | 6,000 | 3,500 | 5,500 | 7,200 |
| 11-10-00-3-4361 | DUES | 628 | 870 | 419 | 838 | 870 |
| 11-10-00-3-4365 | PROFESSIONAL DEVELOPMENT | 487 | 800 | 610 | 1,220 | 800 |
| TOTAL CONTRACTUAL SERVICES | | 7,006 | 8,170 | 4,658 | 7,816 | 9,170 |
| COMMODITIES | | | | | | |
| 11-10-00-5-4561 | OFFICE SUPPLIES | 896 | 1,000 | 175 | 350 | 500 |
| 11-10-00-5-4595 | OTHER CHARGES | 315 | 500 | 148 | 296 | 500 |
| TOTAL COMMODITIES | | 1,211 | 1,500 | 323 | 646 | 1,000 |
| TOTAL EXPENSES | | 42,537 | 51,580 | 24,391 | 50,372 | 53,960 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 employees.

Administration requests **\$36,834** for Fiscal Year 2012. This represents a **\$1,874** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2011, the Village's portion will be 11.57%.

Administration requests **\$4,262** for Fiscal Year 2012. This represents an **\$18** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$2,818** for Fiscal Year 2012. This represents a **\$148** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Telephone - Cell Phone
Priority: High
Account Number: 11-10-00-3-4353

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

Administration requests **\$300** for Fiscal Year 2012. This represents a **\$200** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Printing / Copying

Priority: High

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 2012:

| | |
|-----------------|-----------------|
| Winter Brochure | \$ 2,600 |
| Summer Brochure | \$ 2,000 |
| Fall Brochure | <u>\$ 2,600</u> |
| Total | \$ 7,200 |

Administration requests **\$7,200** for Fiscal Year 2012. This represents a **\$1,200** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Dues

Priority: Medium

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

This line item is used to fund dues to professional organizations in the Parks and Recreation field. Memberships in professional organizations are essential as the Village expands and improves its recreational programming. The following dues are requested for Fiscal Year 2012

| | |
|-----------|---------------|
| IAPD | \$ 500 |
| IPRA | \$ 260 |
| Red Cross | <u>\$ 110</u> |
| Total | \$ 870 |

Administration requests **\$870** for dues for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Professional Development
Priority: High
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 |
| IGFOA Financial Training | <u>\$ 190</u> |
| Total | \$ 800 |

Administration requests **\$800** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Office Supplies**

Priority: **High**

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.

Administration requests **\$500** for Fiscal Year 2012. This represents a **\$500** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Other Charges**

Priority: **High**

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.

Administration requests **\$500** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|---|--|------------------------------|---------------------------|---------------------------|------------------------------|
| 20 - EARLY CHILDHOOD EDUCATION | | | | | |
| Bookin' It Materials and supplies: | 2 sessions X 3 = 6 participants X \$65 = 2 sessions x \$25 = | \$ 680 | \$ 390 | \$ 50 | \$ 340 |
| Messes are Marvelous! Materials and supplies: | 2 sessions X 3 = 6 participants X \$65 = 2 sessions x \$25 = | \$ 680 | \$ 390 | \$ 50 | \$ 340 |
| Kids in the Kitchen Materials and supplies: | 2 sessions X 3 = 6 participants X \$65 = 2 sessions x \$25 = | \$ 680 | \$ 390 | \$ 50 | \$ 340 |
| Parent's Morning Out Materials and supplies: | 4 sessions X 3 = 12 participants X \$65 = 4 sessions x \$25 = | \$ 680 | Program Discontinued | | |
| Spanish Lessons Materials and supplies: | 6 sessions X 3 = 18 participants X \$65 = 4 sessions x \$25 = | \$ 292 | Program Discontinued | | |
| Wee Workout | 2 sessions X 3 = 6 participants X \$65 = | \$ 680 | Program Discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL EARLY CHILDHOOD EDUCATION

| | | | |
|-----------------|-----------------|---------------|-----------------|
| \$ 3,792 | \$ 1,270 | \$ 150 | \$ 1,120 |
|-----------------|-----------------|---------------|-----------------|

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|---|---|---------------------------------------|------------------------------------|------------------------------------|---------------------------------------|
| 21 - YOUTH | | | | | |
| Babysitter's Training Materials and supplies: | 4 session X 10 = 40 participants X \$75 = \$20 X 40 participants = | \$ 2,750 | \$ 3,000 | \$ 800 | \$ 2,200 |
| Home Alone Safety Materials and supplies: | 3 sessions X 3 = 9 participants X \$30 = | \$ 207 | \$ 270 | \$ - | \$ 270 |
| Craft Camp Vendor supplied: | 1 session X 12 = 12 participants X \$120 | \$ 360 | \$ 1,440 | \$ 1,080 | \$ 360 |
| PartyCakes Party Cakes Vendor supplied: | 3 sessions X 15 = 45 participants X \$13 | \$ - | \$ 585 | \$ 495 | \$ 90 |
| Babysitter's Training w/ CPR 1st Aid | | \$ 4,250 | Program Discontinued | | |
| 1st Aid for Kids | | \$ 270 | Program Discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |
| TOTAL YOUTH | | \$ 7,937 | \$ 5,395 | \$ 2,375 | \$ 3,020 |

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|---|---|------------------------------|---------------------------|---------------------------|------------------------------|
| 22 - SPORTS | | | | | |
| Tennis (6-8 years) Materials and supplies: Salaries: | 3 sessions X 6 = 18 participants X \$50 = | \$ 440 | \$ 900 | \$ 30 \$ 270 | \$ 600 |
| Tennis (9+ years) Materials and supplies: Salaries: | 3 sessions X 4 = 12 participants X \$100 = | \$ 880 | \$ 1,200 | \$ 20 \$ 540 | \$ 640 |
| JBS Sports Camps Vendor supplied: | 15 sessions X 8 = 120 participants X \$65 = | \$ - | \$ 7,800 | \$ 6,045 | \$ 1,755 |
| Soccer (JT) Vendor supplied: | 5 sessions X 6 = 11 participants X \$250 = | \$ 688 | \$ 2,750 | \$ 2,063 | \$ 688 |
| Lacrosse Camp Vendor supplied | 1 session X 15 = 15 participants X \$105 = <i>(25% to Lacrosse, rest to us...part of field agreement?)</i> | \$ 1,575 | \$ 1,575 | \$ 394 | \$ 1,181 |
| T-Ball | | \$ 270 | Program Discontinued | | |
| Mini-Cheerleading | | \$ 110 | Program Discontinued | | |
| Personal Training | | \$ 175 | Program Discontinued | | |
| Football | | \$ 500 | Program Discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL SPORTS

| | | | |
|----------|-----------|----------|----------|
| \$ 4,738 | \$ 14,325 | \$ 9,361 | \$ 4,964 |
|----------|-----------|----------|----------|

| 23 - TEEN | | | | | |
|---------------------------------|---|--------|----------------------|--|--------|
| Garage Band Supplies: | 15 sessions X 3 = 45 participants X \$5 = | \$ 225 | Program Discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL TEEN

| | | | |
|--------|--------|------|--------|
| \$ 325 | \$ 100 | \$ - | \$ 100 |
|--------|--------|------|--------|

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|--|---|------------------------------|---------------------------|---------------------------|------------------------------|
| 24 - SUMMER CAMP | | | | | |
| Woodchucks Materials/supplies/salaries: | | \$ 3,000 | \$ 6,000 | \$ 3,000 | \$ 3,000 |
| Advanced Woodchucks Materials/supplies/salaries: | | \$ 3,000 | \$ 6,000 | \$ 3,000 | \$ 3,000 |

TOTAL SUMMER CAMP

| | | | |
|-----------------|------------------|-----------------|-----------------|
| \$ 6,000 | \$ 12,000 | \$ 6,000 | \$ 6,000 |
|-----------------|------------------|-----------------|-----------------|

| 25 - SENIOR | | | | | |
|---|--|----------|----------|----------|----------|
| Potluck Luncheons Materials and supplies: Consumables: | <i>FREE</i> ***We have grant from HWWC from 2010 - \$500*** | \$ (480) | \$ - | \$ 300 | \$ (300) |
| Monthly Outings: Transportation: | 12 sessions X 6 = 72 participants X \$20 = | \$ 1,440 | \$ 1,440 | \$ 1,440 | \$ - |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL SENIOR

| | | | |
|-----------------|-----------------|-----------------|-----------------|
| \$ 1,060 | \$ 1,540 | \$ 1,740 | \$ (200) |
|-----------------|-----------------|-----------------|-----------------|

| 26 - FITNESS | | | | | |
|-------------------------|--|------|----------|----------|----------|
| Zumba Salary: | 95 sessions X 8 = 760 participants X \$5 | \$ - | \$ 3,800 | \$ 1,781 | \$ 2,019 |

TOTAL FITNESS

| | | | |
|-------------|-----------------|-----------------|-----------------|
| \$ - | \$ 3,800 | \$ 1,781 | \$ 2,019 |
|-------------|-----------------|-----------------|-----------------|

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|--|---|------------------------------|---------------------------|---------------------------|------------------------------|
| 27 - RECREATION SPECIAL EVENTS | | | | | |
| Daddy/Daughter Dance Materials and supplies: Consumables: Marketing: | 1 session X 15 = 15 participants X \$20 = | \$ (200) | \$ 300 | \$ 400 | \$ (100) |
| Mother/Son Outing Materials and supplies: Consumables: Marketing: | 1 session X 15 = 15 participants X \$25 = | \$ 125 | \$ 375 | \$ 200 | \$ 175 |
| Movies in the Barn Materials and supplies: Consumables: Marketing: | 2 movies x \$250 = | \$ (550) | \$ 500 | \$ 50 | \$ (550) |
| Picnics in the Parks Materials and supplies: Consumables: Marketing: | <i>FREE EVENT</i> | \$ (100) | \$ - | \$ 50 | \$ (50) |
| Jr. High Dance/Pool Party | | \$ (100) | Program Discontinued | | |
| FUTURE PROGRAMMING | | \$ 500 | | \$ 500 | \$ 500 |
| TOTAL RECREATION SPECIAL EVENTS | | \$ (325) | \$ 1,175 | \$ 1,200 | \$ (25) |

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|--|---|------------------------------|---------------------------|---------------------------|------------------------------|
| 28 - ADULT | | | | | |
| Home-Brewing Basics 101 Vendor supplied: | 2 sessions X 4 = 8 participants X \$25 | \$ 50 | \$ 200 | \$ 150 | \$ 50 |
| Pet First Aid Vendor supplied: | 1 session x 10 = 10 participants X \$40 | \$ - | \$ 400 | \$ 300 | \$ 100 |
| Photography Vendor supplied: | 1 session x 10 = 10 participants X \$50 | \$ - | \$ 500 | \$ 375 | \$ 125 |
| Couponing | | \$ 48 | Program discontinued | | |
| Jewelry Making | | \$ 50 | Program discontinued | | |
| Gardening | | \$ 50 | Program discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL ADULT

| | | | |
|---------------|-----------------|---------------|---------------|
| \$ 298 | \$ 1,200 | \$ 825 | \$ 375 |
|---------------|-----------------|---------------|---------------|

| | | | | | |
|--|--|--------|----------------------|----------|--------|
| 29 - DANCE | | | | | |
| Dancing - Adult/Senior Vendor Supplied | 6 sessions X 10 = 60 participants X \$50 | \$ - | \$ 3,000 | \$ 2,250 | \$ 750 |
| Dancing - Children Vendor supplied: | 12 sessions X 5 = 60 participants X \$65 = | \$ - | \$ 3,900 | \$ 2,925 | \$ 975 |
| PreBallet/Jazz | | \$ 293 | Program discontinued | | |
| Tumbling/jazz | | \$ 293 | Program discontinued | | |
| Ballet Level 1 | | \$ 293 | Program discontinued | | |
| Ballet Level 2 | | \$ 293 | Program discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL DANCE

| | | | |
|-----------------|-----------------|-----------------|-----------------|
| \$ 1,270 | \$ 7,000 | \$ 5,175 | \$ 1,825 |
|-----------------|-----------------|-----------------|-----------------|

| Class/Information 2012 | (ant. sessions x # of sessions x ant. charge) | 2011 Net Profit Budget | 2012 Revenue Budget | 2012 Expense Budget | 2012 Net Profit Budget |
|---|---|------------------------------|---------------------------|---------------------------|------------------------------|
| 30 - MUSIC | | | | | |
| Mini-Mozarts Vendor supplied: | 2 sessions X 3 = 6 participants X \$145 = | \$ 218 | \$ 870 | \$ 653 | \$ 218 |
| Music, Movement and Me Vendor supplied: | 8 sessions x 4 = 32 participants X \$45 = | \$ - | \$ 1,440 | \$ 1,080 | \$ 360 |
| Violin Lessons | | \$ 293 | Program discontinued | | |
| Guitar Lessons | | \$ 220 | Program discontinued | | |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL MUSIC

| | | | |
|---------------|-----------------|-----------------|---------------|
| \$ 830 | \$ 2,410 | \$ 1,733 | \$ 678 |
|---------------|-----------------|-----------------|---------------|

| | | | | | |
|--|---|--------|----------|----------|--------|
| 31 - MARTIAL ARTS | | | | | |
| Fencing Vendor supplied: | 8 sessions X 4 = 32 participants X \$50 = | \$ 400 | \$ 1,600 | \$ 1,200 | \$ 400 |
| Boxing Vendor supplied: | 3 sessions X 2 = 6 participants X \$88 = | \$ - | \$ 528 | \$ 396 | \$ 132 |
| Cardio-Boxing Vendor supplied: | 3 sessions X 2 = 6 participants X \$88 = | \$ - | \$ 528 | \$ 396 | \$ 132 |
| FUTURE PROGRAMMING | | \$ 100 | \$ 100 | | \$ 100 |

TOTAL MARTIAL ARTS

| | | | |
|---------------|-----------------|-----------------|---------------|
| \$ 500 | \$ 2,756 | \$ 1,992 | \$ 764 |
|---------------|-----------------|-----------------|---------------|

| | | | | | |
|------------------------------|---------------------|--------|--------|--|--------|
| 33 - BIRTHDAY PARTIES | | | | | |
| Birthday Parties | 8 sessions X \$40 = | \$ 500 | \$ 320 | | \$ 320 |

TOTAL BIRTHDAY PARTIES

| | | | |
|---------------|---------------|-------------|---------------|
| \$ 500 | \$ 320 | \$ - | \$ 320 |
|---------------|---------------|-------------|---------------|

TOTAL PROGRAMS

| | | | |
|------------------|------------------|------------------|------------------|
| \$ 26,925 | \$ 53,291 | \$ 32,332 | \$ 20,959 |
|------------------|------------------|------------------|------------------|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| PARK MAINTENANCE | | | | | | |
| REVENUES | | | | | | |
| 11-40-00-7-3630 | FIELD LEASE | 29,210 | 20,000 | 13,750 | 22,050 | 20,000 |
| TOTAL REVENUES | | 29,210 | 20,000 | 13,750 | 22,050 | 20,000 |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 11-40-00-1-4010 | SALARIES | 2,298 | 124,130 | 25,195 | 121,130 | 126,300 |
| 11-40-00-1-4020 | OVERTIME | - | - | 4,045 | 4,045 | 4,000 |
| 11-40-00-1-4040 | IMRF | 281 | 15,180 | 3,576 | 15,180 | 14,613 |
| 11-40-00-1-4090 | FICA MATCHING | 172 | 9,500 | 2,183 | 9,500 | 9,662 |
| TOTAL PERSONNEL SERVICES | | 2,751 | 148,810 | 34,999 | 149,855 | 154,575 |
| CONTRACTUAL SERVICES | | | | | | |
| 11-40-00-3-4371 | PUBLIC PARK UTILITIES | 1,544 | 2,000 | 172 | 172 | 500 |
| TOTAL CONTRACTUAL SERVICES | | 1,544 | 2,000 | 172 | 172 | 500 |
| COMMODITIES | | | | | | |
| 11-40-00-5-4570 | MAINTENANCE SUPPLIES | 13,125 | 16,000 | 11,003 | 16,910 | 16,000 |
| TOTAL COMMODITIES | | 13,125 | 16,000 | 11,003 | 16,910 | 16,000 |
| CAPITAL OUTLAY | | | | | | |
| 11-40-00-8-4893 | VEHICLE | 4,880 | - | - | - | - |
| 11-40-00-8-4895 | OTHER IMPROVEMENTS | 14,395 | 13,000 | 6,567 | 11,177 | 8,000 |
| TOTAL CAPITAL OUTLAY | | 19,275 | 13,000 | 6,567 | 11,177 | 8,000 |
| TOTAL PARK MAINTENANCE | | 36,695 | 179,810 | 52,741 | 178,114 | 179,075 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

Park Maintenance requests **\$123,236** for Fiscal Year 2012. This represents an **\$894** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARK MAINTENANCE**

Description: **Overtime**

Priority: **High**

Account Number: **11-40-00-1-4020**

This account represents the overtime expenses of the Park Maintenance employees.

Park Maintenance requests **\$4,000** for Fiscal year 2012. This represents a **\$4,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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, 2011, the Village's portion will be 11.57%.

Park Maintenance requests **\$14,258** for Fiscal Year 2012. This represents a **\$922** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARK MAINTENANCE**

Description: **FICA Matching**

Priority: **High**

Account Number: **11-40-00-1-4090**

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

Park Maintenance requests **\$9,428** Fiscal Year 2012. This represents a **\$72** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARK 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).

Park Maintenance requests **\$500** for Fiscal Year 2012. This represents a **\$1,500** decrease from Fiscal Year 2011.

This decrease is possible as the Village continues to experience cost savings as a result of 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 on ordinance consideration and operate at no cost to the Village.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK 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

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
- Turface
- Penn mulch
- Topsoil

Park Maintenance requests **\$16,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK 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.

Park Maintenance requests **\$8,000** for Fiscal Year 2012. This represents a **\$5,000** decrease from Fiscal Year 2011.

Motor Fuel Tax



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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |
| * Director of Public Works & Street Maintenance positions are allocated in Public Works. | | | | |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|----------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| 199,918 | 230,940 | 189,000 | Taxes | 182,000 | 182,000 |
| 5,404 | 2,259 | 2,500 | Interest | 3,000 | 3,000 |
| 205,322 | 233,199 | 191,500 | Total Revenue | 185,000 | 185,000 |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| - | - | 17,130 | Personnel Services | 17,388 | 17,698 |
| - | 78,587 | 28,000 | Contractual Services | 93,500 | 93,500 |
| - | - | 145,000 | Commodities | 117,500 | 117,500 |
| 727,667 | - | - | Other Financing Uses | - | - |
| 727,667 | 78,587 | 190,130 | Total Expenditures | 228,388 | 228,698 |

Excess (Deficiency) of Revenues

| | | | | | |
|-----------|---------|---------|---------------------------------|----------|----------|
| (522,345) | 154,612 | 1,370 | Over Expenditures | (43,388) | (43,698) |
| 147,288 | 301,900 | 303,270 | Fund Balance as of 12/31 | 259,882 | 216,184 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-------------------------------------|--------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| MOTOR FUEL TAX FUND | | | | | | |
| REVENUES | | | | | | |
| TAXES | | | | | | |
| 28-00-00-1-3097 | MOTOR FUEL TAX ALLOTMENT | 230,940 | 189,000 | 94,631 | 221,932 | 182,000 |
| TOTAL TAXES | | 230,940 | 189,000 | 94,631 | 221,932 | 182,000 |
| INTEREST INCOME | | | | | | |
| 28-00-00-6-3810 | INTEREST INCOME | 2,259 | 2,500 | 1,686 | 3,372 | 3,000 |
| TOTAL INTEREST INCOME | | 2,259 | 2,500 | 1,686 | 3,372 | 3,000 |
| TOTAL REVENUES: MOTOR FUEL TAX FUND | | 233,199 | 191,500 | 96,317 | 225,304 | 185,000 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-------------------------------------|-----------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| MOTOR FUEL TAX FUND | | | | | | |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 28-00-00-1-4010 | SALARIES | - | 14,289 | 4,911 | 14,289 | 15,820 |
| 28-00-00-1-4020 | OVERTIME | - | - | 43 | 43 | 100 |
| 28-00-00-1-4040 | IMRF | - | 1,748 | 605 | 1,748 | 1,070 |
| 28-00-00-1-4090 | FICA MATCHING | - | 1,093 | 335 | 1,093 | 708 |
| TOTAL PERSONNEL SERVICES | | - | 17,130 | 5,894 | 17,173 | 17,698 |
| CONTRACTUAL SERVICES | | | | | | |
| 28-00-00-3-4150 | CONT MAINT-STREETS | 78,587 | 28,000 | - | 28,000 | 93,500 |
| 28-00-00-3-4220 | ENGINEERING SERVICES | - | - | - | - | - |
| TOTAL CONTRACTUAL SERVICES | | 78,587 | 28,000 | - | 28,000 | 93,500 |
| COMMODITIES | | | | | | |
| 28-00-00-5-4571 | ROAD PATCH MATERIALS | - | 45,000 | - | 45,000 | 2,500 |
| 28-00-00-5-4572 | STREET MAINT SUPPLIES | - | 100,000 | 53,237 | 100,000 | 115,000 |
| TOTAL COMMODITIES | | - | 145,000 | 53,237 | 145,000 | 117,500 |
| OTHER FINANCING USES | | | | | | |
| 28-00-00-9-4910 | INTERFUND TRANSFER | - | - | - | - | - |
| TOTAL OTHER FINANCING USES | | - | - | - | - | - |
| TOTAL EXPENSES: MOTOR FUEL TAX FUND | | 78,587 | 190,130 | 59,131 | 190,173 | 228,388 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Salaries

Priority: High

Account Number: 28-00-00-1-4010

This account includes the salary allocation for the Motor Fuel Tax Fund.

Motor Fuel Tax Fund request is **\$15,510** for the Fiscal Year 2012. This represents a **\$1,221** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Overtime

Priority: High

Account Number: 28-00-00-1-4020

This account represents the overtime expenses related to the Motor Fuel Tax Fund.

Motor Fuel Tax Fund request is **\$100** for the Fiscal Year 2012. This represents a **\$100** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: IMRF

Priority: High

Account Number: 28-00-00-1-4040

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

Effective January 1, 2012, the Village's portion will be 11.57%.

Motor Fuel Tax Fund request is **\$1,070** for the Fiscal Year 2012. This represents a **\$678** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: FICA Matching

Priority: High

Account Number: 28-00-00-1-4090

This account represents the employers' portion of FICA for the Motor Fuel Tax fund. The amount due is 7.65% of salaries.

Motor Fuel Tax Fund request is **\$708** for the Fiscal Year 2012. This represents a **\$385** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Contract-Maint-Streets

Priority: High

Account Number: 28-00-00-3-4150

This account is used to pay for contracted services for traffic signal maintenance, street patching, and crack sealing, as follows:

| | |
|----------------------------|-----------------|
| Traffic signal maintenance | \$ 8,500 |
| Street patching | \$60,000 |
| Crack Sealing | <u>\$25,000</u> |
| Total | <u>\$93,500</u> |

Motor Fuel Tax Fund request is **\$93,500** for the Fiscal Year 2012. This represents a **\$65,500** increase from Fiscal Year 2011. This increase is due primarily to the street patching project made possible by a one-time MFT capital allocation from the State of Illinois.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Road Patching Materials

Priority: High

Account Number: 28-00-00-5-4571

This account is used to pay for asphalt materials either cold mix or hot mix.

Motor Fuel Tax Fund request is **\$2,500** for the fiscal year 2012. This represents a **\$42,500** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND
Description: Street Maintenance Supplies
Priority: High
Account Number: 28-00-00-5-4572

This account is used to pay for commodities such as road salt, liquid deicers, traffic sign materials, soil and seed for ROW restoration and ROW drainage supplies.

| | |
|----------------------------|-----------------|
| Road salt & liquid deicers | \$100,000 |
| Traffic signage | \$ 10,000 |
| Materials for ROW work | <u>\$ 5,000</u> |
| Total | \$115,000 |

Motor Fuel Tax Fund request is **\$115,000** for the fiscal year 2012. This represents a **\$15,000** increase from the fiscal year 2011.

Aquatic Center



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 | 2012 |
| Full-Time | 0.75 | 0.75 | 0 | 0 |
| Seasonal | 54 | 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 Village's Park And Recreation programming

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|----------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| 240,828 | 279,322 | 279,500 | Fees | 279,850 | 282,850 |
| 889 | 526 | 1,000 | Interest | 500 | 500 |
| 2,528,927 | 126,517 | 2,000 | Miscellaneous | 400 | 400 |
| 2,770,644 | 406,365 | 282,500 | Total Revenue | 280,750 | 283,750 |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|----------------|----------------|
| | | | | 2012 | 2013 |
| 139,254 | 152,915 | 171,350 | Personnel Services | 150,733 | 150,733 |
| 96,325 | 88,690 | 73,525 | Contractual Services | 91,000 | 91,000 |
| 26,808 | 35,360 | 27,450 | Commodities | 28,050 | 28,050 |
| 75,000 | - | 10,000 | Capital Outlay Reserve | 10,000 | 10,000 |
| 337,387 | 276,965 | 282,325 | Total Expenditures | 279,783 | 279,783 |

| | | | |
|-----|-----------------------------|-----|-------|
| 175 | Change in Net Assets | 967 | 3,967 |
|-----|-----------------------------|-----|-------|

| | | | | |
|-----------|-----------|-------------------------------|-----------|-----------|
| 2,749,848 | 2,750,023 | Net Assets as of 12/31 | 2,750,990 | 2,754,957 |
|-----------|-----------|-------------------------------|-----------|-----------|

Significant Changes

* Illinois Department of Public Health certification of compliance with VGB grates

* Increased program offerings for birthday parties and private rentals

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|---------------------------------------|----------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| AQUATIC CENTER OPERATIONS FUND | | | | | | |
| REVENUES | | | | | | |
| FEES | | | | | | |
| 40-00-00-4-3632 | SEASON PASSES | 140,606 | 140,500 | 106,173 | 131,110 | 145,000 |
| 40-00-00-4-3635 | DAILY ADMISSIONS | 81,342 | 80,000 | 16,958 | 75,055 | 77,000 |
| 40-00-00-4-3636 | SWIM TEAM REVENUE | 9,015 | 10,000 | 3,278 | 4,674 | 5,000 |
| 40-00-00-4-3637 | SWIM LESSON REVENUE | 23,242 | 25,000 | 11,343 | 20,037 | 17,000 |
| 40-00-00-4-3638 | PRIVATE SWIM LESSONS | - | - | 1,436 | 8,191 | 8,000 |
| 40-00-00-4-3639 | DIVE CAMP | 1,520 | 1,500 | 580 | 2,152 | 1,900 |
| 40-00-00-4-3640 | CONCESSIONS | 5,427 | 3,500 | 1,818 | 6,537 | 6,000 |
| 40-00-00-4-3641 | SCUBA | - | - | 596 | 645 | 650 |
| 40-00-00-4-3642 | WATER FITNESS CLASS | 1,515 | 1,500 | 726 | 1,272 | 700 |
| 40-00-00-4-3643 | LIFEGUARD TRAINING | 2,260 | 2,500 | 600 | 600 | 600 |
| 40-00-00-4-3644 | SPECIAL EVENTS | - | - | 50 | 465 | 1,000 |
| 40-00-00-4-3645 | BIRTHDAY PARTY REV | 4,928 | 5,000 | 1,100 | 3,779 | 10,000 |
| 40-00-00-4-3646 | POOL RENTAL | 9,467 | 10,000 | 2,100 | 4,450 | 10,000 |
| TOTAL FEES | | 279,322 | 279,500 | 146,758 | 258,967 | 282,850 |
| INTEREST INCOME | | | | | | |
| 40-00-00-6-3810 | INTEREST INCOME | 526 | 1,000 | 97 | 500 | 500 |
| TOTAL INTEREST INCOME | | 526 | 1,000 | 97 | 500 | 500 |
| MISCELLANEOUS INCOME | | | | | | |
| 40-00-00-7-3820 | RENTAL INCOME | 925 | 1,000 | - | - | - |
| 40-00-00-7-3825 | GIFT SHOP REVENUE | 226 | 1,000 | 138 | 366 | 400 |
| 40-00-00-7-3830 | DONATIONS | 21 | - | - | - | - |
| 40-00-00-7-3890 | MISCELLANEOUS INCOME | 345 | - | - | - | - |
| 40-00-00-7-3990 | TFR FROM OTHER FUNDS | 125,000 | - | - | - | - |
| TOTAL MISCELLANEOUS INCOME | | 126,517 | 2,000 | 138 | 366 | 400 |
| TOTAL REVENUES: | | 406,365 | 282,500 | 146,993 | 259,833 | 283,750 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|--------------------------|--------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| EXPENSES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 40-00-00-1-4010 | MANAGERS | 49,513 | 49,491 | 26,416 | 56,449 | 58,295 |
| 40-00-00-1-4011 | LIFEGUARDS | 57,058 | 56,850 | 10,211 | 50,409 | 49,966 |
| 40-00-00-1-4012 | CASHIER/ATTENDANT | 16,623 | 19,176 | 3,396 | 13,414 | 13,000 |
| 40-00-00-1-4013 | SWIM TEAM | 2,948 | 6,000 | 454 | 2,509 | 4,800 |
| 40-00-00-1-4014 | BIRTHDAY PARTY ATTENDANT | 349 | 1,660 | - | 398 | 1,440 |
| 40-00-00-1-4015 | SWIM LESSON INSTRUCTORS | 3,082 | 13,836 | 1,026 | 10,271 | 5,750 |
| 40-00-00-1-4016 | FITNESS INSTRUCTORS | 1,631 | 1,500 | 263 | 1,235 | 1,100 |
| 40-00-00-1-4017 | POOL RENTALS - STAFFING | 2,128 | 4,175 | - | - | - |
| 40-00-00-1-4020 | OVERTIME | 3,702 | 3,000 | 170 | 1,216 | 3,000 |
| 40-00-00-1-4040 | IMRF | 5,009 | 3,982 | 2,301 | 4,026 | 3,982 |
| 40-00-00-1-4070 | HEALTH INSURANCE | - | - | - | - | - |
| 40-00-00-1-4090 | FICA MATCHING | 10,872 | 11,680 | 3,208 | 10,397 | 9,400 |
| TOTAL PERSONNEL SERVICES | | 152,915 | 171,350 | 47,445 | 150,323 | 150,733 |
| CONTRACTUAL SERVICES | | | | | | |
| 40-00-00-3-1430 | INSPECTIONS | 743 | 1,400 | 761 | 1,586 | 1,400 |
| 40-00-00-3-4110 | SECURITY | 1,460 | 2,920 | 299 | 299 | 2,920 |
| 40-00-00-3-4130 | EQUIPMENT RENTAL | 179 | 700 | 266 | 266 | 500 |
| 40-00-00-3-4330 | INTERNET SERVICE | 2,042 | 950 | 1,148 | 1,299 | 950 |
| 40-00-00-3-4342 | SWIM TEAM EXP | 1,183 | 1,320 | 384 | 646 | 1,200 |
| 40-00-00-3-4351 | MARKETING | 11,687 | 12,000 | 7,514 | 7,514 | 10,000 |
| 40-00-00-3-4353 | TELEPHONE | 3,713 | 4,480 | 1,515 | 2,514 | 4,480 |
| 40-00-00-3-4355 | PUBLISHING/ADVERTISING | 320 | - | - | - | - |
| 40-00-00-3-4357 | PRINTING/COPYING | - | - | - | - | - |
| 40-00-00-3-4361 | DUES | 374 | 675 | 190 | 300 | 700 |
| 40-00-00-3-4365 | PROFESSIONAL DEVELOPMENT | 1,078 | 1,430 | 1,715 | 1,785 | 1,000 |
| 40-00-00-3-4371 | UTILITIES | 31,914 | 35,300 | 5,589 | 24,065 | 35,300 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|----------------------------|-----------------------------|----------------|----------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| 40-00-00-3-4372 | WASTE HAULING | 22,587 | - | - | 9,600 | 20,000 |
| 40-00-00-3-4373 | LIABILITY INSURANCE | 10,000 | 12,000 | - | 12,000 | 12,000 |
| 40-00-00-3-4377 | EMPLOYEE RECOGNITION | - | 100 | 164 | 234 | 300 |
| 40-00-00-3-4390 | MISC EXPENSES | 1,410 | 250 | - | 209 | 250 |
| TOTAL CONTRACTUAL SERVICES | | 88,690 | 73,525 | 19,545 | 62,317 | 91,000 |
| COMMODITIES | | | | | | |
| 40-00-00-5-4561 | OFFICE SUPPLIES | 1,929 | 2,000 | 883 | 2,076 | 2,000 |
| 40-00-00-5-4563 | EQUIPMENT | 7,102 | 6,100 | 4,756 | 5,784 | 5,500 |
| 40-00-00-5-4566 | CHEMICAL SUPPLIES | 9,581 | 10,000 | 4,361 | 9,583 | 11,000 |
| 40-00-00-5-4570 | MAINTENANCE SUPPLIES | 4,603 | 4,000 | 4,062 | 6,238 | 5,000 |
| 40-00-00-5-4575 | FIRST AID SUPPLIES | 225 | 300 | 66 | 212 | 400 |
| 40-00-00-5-4578 | UNIFORMS | 4,501 | 2,500 | (869) | 1,499 | 1,600 |
| 40-00-00-5-4580 | BIRTHDAY PARTY EXP | 2,086 | 2,000 | 246 | 751 | 1,000 |
| 40-00-00-5-4585 | GIFT SHOP EXPENSES | 785 | 550 | 1,540 | 1,540 | 550 |
| 40-00-00-5-4595 | SPECIAL EVENTS | 4,548 | - | - | 500 | 1,000 |
| TOTAL COMMODITIES | | 35,360 | 27,450 | 15,045 | 28,183 | 28,050 |
| CAPITAL OUTLAY | | | | | | |
| 40-00-00-8-4899 | CAPITAL REPLACEMENT RESERVE | - | 10,000 | - | 10,000 | 10,000 |
| TOTAL CAPITAL OUTLAY | | - | 10,000 | - | 10,000 | 10,000 |
| TOTAL EXPENSES | | 276,965 | 282,325 | 82,035 | 250,823 | 279,783 |

**75 MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

In Fiscal Year 2011, as a result of this feedback from the Aquatic Center patrons and a survey of surrounding Aquatic Center season pass fee structures, the season pass schedule was restructured.

| | 2010 | 2011 | 2012 |
|---------------------------------------|-------------|-------------|-------------|
| Resident - Individual | \$ 160 | \$100 | \$103 |
| Non-Resident - Individual | \$ 210 | \$150 | \$154 |
| Resident - Senior 65+ | N/A | \$75 | \$77 |
| Non-Resident - Senior 65+ | N/A | \$125 | \$128 |
| Resident - Family - 2 person | \$ 265 | \$150 | \$154 |
| Resident - Family - 3 person | \$ 265 | \$185 | \$190 |
| Resident - Family - 4 person | \$ 265 | \$225 | \$231 |
| Resident - Family - 5 person | \$ 265 | \$265 | \$272 |
| Additional Family Member Resident | \$ 55 | \$60 | \$62 |
| Non-Resident - Family - 2 person | \$ 395 | \$250 | \$256 |
| Non-Resident - Family - 3 person | \$ 395 | \$300 | \$308 |
| Non-Resident - Family - 4 person | \$ 395 | \$350 | \$359 |
| Non-Resident - Family - 5 person | \$ 395 | \$400 | \$410 |
| Additional Family Member Non-Resident | \$ 55 | \$80 | \$82 |
| Nanny Pass-Resident | \$ 55 | \$75 | \$103 |
| Nanny Pass-Non-Resident | \$ 55 | \$125 | \$154 |

The proposed Fiscal Year 2012 fee schedule assumes a 2.5% increase from the Fiscal Year 2011 fee schedule. In addition, the Nanny Pass fee has been adjusted to be equal to the individual pass rate. The Senior discount has been adjusted from age 60 to age 65 to be consistent with the discount available for other Village services (such as the purchase of vehicle stickers.) New in Fiscal Year 2012 – Season pass holders will be able to purchase daily guest passes at a discount from the daily rate. Guest passes will be \$9 – Adults and \$7 – Children and Seniors.

The Aquatic Center forecasts **\$142,000** in Season Pass revenue in Fiscal Year 2012. This represents a **\$1,500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 daily admission fee schedule is as follows:

| Daily Admission | Resident | Non-Resident |
|-----------------|----------|--------------|
| Adult | \$8.00 | \$10.00 |
| Youth/Senior | \$6.00 | \$8.00 |

The Aquatic Center forecasts **\$76,000** for daily admissions for Fiscal Year 2012. This represents a **\$4,000** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Concessions

Priority: High

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

This account records the Concession profit from the Aquatic Center's concession vendor.

The Aquatic Center forecasts **\$6,000** for Fiscal Year 2012. This represents a **\$2,500** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL EXPENSES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Personnel Services

Priority: High

Account Number: 40-00-00-1-4010 to 40-00-00-1-4090

These accounts fund the salaries, overtime, IMRF, and FICA matching for all Aquatic Center seasonal staff. The salaries line items are discretely presented by job function.

The Aquatic Center requests \$150,733 for Fiscal Year 2012. This represents a \$20,617 decrease from Fiscal Year 2011. There are several reasons for the decrease: efficient scheduling of staff, controlling overtime, and outsourcing the concessions operations.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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> |
| Total: | \$1,400 |

The Aquatic Center requests **\$1,400** for annual inspections. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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) | \$100 |
| Pump Rental | \$100 |
| Miscellaneous Rental | <u>\$150</u> |
| Total | \$500 |

The Aquatic Center requests **\$500** for equipment rental for Fiscal Year 2012. This represents a **\$200** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Internet Service

Priority: High

Account Number: 40-00-00-3-4330

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

Comcast (\$76 monthly x 12 months) = \$950

The Aquatic Center requests **\$950** for internet service for Fiscal Year 2012. This represents no increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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:

| | |
|---|----------------|
| 2012 Northern Illinois Swim Conference Membership Fee | \$ 520 |
| T-Shirts | \$ 380 |
| Swim Meet Software Maintenance Fee | <u>\$ 300</u> |
| Total | <u>\$1,200</u> |

The Aquatic Center requests **\$1,200** for Fiscal Year 2012. This represents a **\$120** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$10,000** for Fiscal Year 2012. This represents a decrease of **\$2,000** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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> |
| Total | \$4,480 |

The Aquatic Center requests **\$4,480** for telephones for Fiscal Year 2012. This represents no increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 | \$140 |
| Red Cross Water Safety Fee | <u>\$300</u> |
| Total | <u>\$700</u> |

The Administration department requests **\$700** for dues for Fiscal Year 2012. This represents a **\$25** increase over Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 |
| Aquatic Center Office Coordinator | \$ 305 |
| WSI Training | <u>\$ 390</u> |
| Total | \$1,000 |

The Aquatic Center requests **\$1,000** for professional development for Fiscal Year 2012. This represents a **\$430** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 connection has been delayed. This expense will be necessary as the Aquatic Center facility will not be connected to the sewer until the connection is complete.

The Aquatic Center requests **\$20,000** for Fiscal Year 2012. This represents a **\$20,000** increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 Aquatic Center requests **\$12,000** for Fiscal Year 2012. This represents no increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$300** for Fiscal Year 2012. This represents an increase of **\$200** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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.

The Aquatic Center requests **\$5,500** for equipment for Fiscal Year 2012. This represents a **\$600** decrease from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$11,000** for chemicals for Fiscal Year 2012. This represents an increase of **\$1,000** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$5,000** for maintenance supplies for Fiscal Year 2012. This represents an increase of **\$1,000** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$400** for first aid supplies for Fiscal Year 2012. This represents an increase of **\$100** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$1,600** for uniforms in Fiscal Year 2012. This represents a decrease of **\$900** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 **\$1,000** for birthday parties in Fiscal Year 2012. This represents a decrease of **\$1,000** from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Special Events Expense
Priority: Medium
Account Number: 40-00-00-5-4595

This line item is used to fund supplies for Special Events.

The Aquatic Center requests **\$1,000** for Fiscal Year 2012. This represents a \$1,000 increase from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Capital Reserve Payment
Priority: High
Account Number: 40-00-00-8-4899

This allocation to capital replacement reserve in the Aquatic Center Depreciation Fund 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 2012. This represents no increase from Fiscal Year 2011.

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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 |

Revenue

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|----------------------|----------------|----------------|
| | | | 2012 | 2013 |
| 1,098 | 1,000 | Interest | - | - |
| 96,463 | 200,000 | Interfund Transfers | 255,610 | 252,910 |
| <u>97,561</u> | <u>201,000</u> | Total Revenue | <u>255,610</u> | <u>252,910</u> |

Expenditures

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---------------------------|----------------|----------------|
| | | | 2012 | 2013 |
| 375 | 100 | Contractual Services | - | - |
| 127,300 | 200,000 | Debt Service | 255,610 | 252,910 |
| <u>127,675</u> | <u>200,100</u> | Total Expenditures | <u>255,610</u> | <u>252,910</u> |

Change in Net Assets

| | |
|---|---|
| - | - |
|---|---|

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|--|---------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| AQUATIC CENTER BOND AND INTEREST FUND | | | | | | |
| REVENUES | | | | | | |
| INTEREST INCOME | | | | | | |
| 43-00-00-6-3810 | INTEREST INCOME | - | - | - | - | - |
| TOTAL INTEREST INCOME | | - | - | - | - | - |
| INTERFUND TRANSFERS | | | | | | |
| 43-00-00-7-3990 | TRANSFER FROM OTHER FUNDS | - | - | - | 105,000 | 252,910 |
| TOTAL INTERFUND TRANSFERS | | - | - | - | 105,000 | 252,910 |
| TOTAL REVENUES: | | - | - | - | 105,000 | 252,910 |
| EXPENSES | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 43-00-00-3-4329 | OTHER PROFESSIONAL SVCS | - | - | - | - | - |
| TOTAL CONTRACTUAL SERVICES | | - | - | - | - | - |
| DEBT SERVICE | | | | | | |
| 43-00-00-7-4737 | PRINCIPAL | - | - | - | 105,000 | 135,000 |
| 43-00-00-7-4738 | INTEREST EXPENSE | - | - | - | - | 117,910 |
| TOTAL DEBT SERVICE | | - | - | - | 105,000 | 252,910 |
| TOTAL EXPENSES | | - | - | - | 105,000 | 252,910 |

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 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 |

Revenue

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|----------------------|----------|--------|
| | | | 2012 | 2013 |
| 1,400 | 700 | Interest | 800 | 800 |
| 6,640 | 10,000 | Capital Reserve | 10,000 | 10,000 |
| 8,040 | 10,700 | Total Revenue | 10,800 | 10,800 |

Expenditures

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|-------------------------------|----------|----------|
| | | | 2012 | 2013 |
| 12,398 | 18,000 | Aquatic Center Improvements | 15,000 | 15,000 |
| 12,398 | 18,000 | Total Expenditures | 15,000 | 15,000 |
| (4,358) | 7,300 | Change in Net Assets | (15,000) | (15,000) |
| 64,810 | 72,110 | Net Assets as of 12/31 | 57,110 | 42,110 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-----------------------|-----------------------------|----------------|---------------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| REVENUES | | | | | | |
| INTEREST INCOME | | | | | | |
| 41-00-00-6-3810 | INTEREST INCOME | 1,400 | 700 | 418 | 800 | 800 |
| TOTAL INTEREST INCOME | | 1,400 | 700 | 418 | 800 | 800 |
| MISCELLANEOUS | | | | | | |
| 41-00-00-7-3860 | INSURANCE REIMBURSEMENT | 6,640 | - | - | - | - |
| 41-00-00-7-4899 | CAPITAL REPLACEMENT RESERVE | - | 10,000 | - | 297,970 | 10,000 |
| TOTAL MISCELLANEOUS | | 6,640 | 10,000 | - | 297,970 | 10,000 |
| TOTAL REVENUES: | | 8,040 | 10,700 | 418 | 298,770 | 10,800 |
| EXPENSES | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 41-00-00-8-4893 | SOFTWARE | - | - | 9,958 | 9,958 | - |
| 41-00-00-8-4894 | EQUIPMENT | - | - | 4,543 | 4,543 | - |
| 41-00-00-8-4895 | AQUATIC CENTER IMPROVEMENTS | 12,398 | 18,000 | 9,465 | 9,465 | 15,000 |
| TOTAL CAPITAL OUTLAY | | 12,398 | 18,000 | 23,966 | 23,966 | 15,000 |
| TOTAL EXPENSES | | 12,398 | 18,000 | 23,966 | 23,966 | 15,000 |

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 2012. This represents no change from Fiscal Year 2011.

**MAINTENANCE AND OPERATIONS BUDGET
2012 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 Lighting Upgrades \$18,000

The Aquatic Center Depreciation Fund requests **\$18,000** for Fiscal Year 2012. This represents no change from Fiscal Year 2011.

Canadian National Agreement Fund



&



CN AGREEMENT FUND

Department Purpose

In 2009, the Village Board approved a memorandum of agreement with Canadian National to help offset the issues presented by the increased train traffic, and therefore noise, associated with CN's purchase of the EJ&E railroad. As part of that agreement, the Village was to create a noise mitigation program for residents impacted by the purchase.

Personnel

| | Year End Actual | | | Proposed |
|-----------|-----------------|------|------|----------|
| | 2009 | 2010 | 2011 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |

Under this program, certain homes are eligible for monetary reimbursement for the cost of installing sound mitigation or attenuating devices based on their locations within a noise contour. For a residential dwelling unit to be considered for inclusion in the Village of Hawthorn Woods' program, it currently must be at least partially located within the 65 dBA contour.

Revenue

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|-----------------------------|----------------|----------------|
| | | | 2012 | 2013 |
| 127,814 | - | Noise and Safety Mitigation | 100,000 | 185,000 |
| 10,264 | - | Interest | 5,000 | 3,000 |
| 138,078 | - | Total Revenue | 105,000 | 188,000 |

Expenditures

| Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|--------------------------------|----------------|----------------|
| | | | 2012 | 2013 |
| - | - | Noise Mitigation Reimbursement | 100,000 | 185,000 |
| 127,814 | - | Capital Outlay | - | - |
| 127,814 | - | Total Expenditures | 100,000 | 185,000 |

Excess (Deficiency) of Revenues

| | | | | |
|--------|--------|---------------------------------|--------|--------|
| 10,264 | - | Over Expenditures | 5,000 | 3,000 |
| 12,241 | 12,241 | Fund Balance as of 12/31 | 17,241 | 20,241 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|-----------------------------------|--------------------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| CN AGREEMENT FUND | | | | | | |
| REVENUES | | | | | | |
| NOISE AND SAFETY MITIGATION | | | | | | |
| 29-10-00-7-3825 | NOISE AND SAFETY MITIGATION | 127,814 | - | - | 15,000 | 185,000 |
| TOTAL NOISE AND SAFETY MITIGATION | | 127,814 | - | - | 15,000 | 185,000 |
| INTEREST INCOME | | | | | | |
| 29-00-00-6-3810 | INTEREST INCOME | 10,264 | - | 3,978 | 7,956 | 3,000 |
| TOTAL INTEREST INCOME | | 10,264 | - | 3,978 | 7,956 | 3,000 |
| TOTAL REVENUES | | 138,078 | - | 3,978 | 22,956 | 188,000 |
| EXPENSES | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 29-10-00-8-4890 | NOISE MITIGATION REIMBURSEMENT | - | - | - | 15,000 | 185,000 |
| 29-10-00-8-4893 | VEHICLES | 31,529 | - | - | - | - |
| 29-10-00-8-4894 | EQUIPMENT | 96,285 | - | 4,314 | 4,314 | - |
| TOTAL CAPITAL OUTLAY | | 127,814 | - | 4,314 | 19,314 | 185,000 |
| TOTAL EXPENSES | | 127,814 | - | 4,314 | 19,314 | 185,000 |

Park Donation Fund



PARK DONATION FUND

Department Purpose

This fund accounts for Park Donations and capital improvements at the parks. The Park Donation revenues are pledged for payment of the Aquatic Center Revenue Bonds.

Personnel

| | Year End Actual | | | Proposed |
|-----------|-----------------|------|------|----------|
| | 2009 | 2010 | 2011 | 2012 |
| Full-Time | 0 | 0 | 0 | 0 |
| Part-Time | 0 | 0 | 0 | 0 |

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|----------------------|---------------|----------|
| | | | | 2012 | 2013 |
| 3,083 | 267 | - | Interest | - | - |
| 10 | 25,667 | - | Park Donations | 28,686 | - |
| 3,093 | 25,934 | - | Total Revenue | 28,686 | - |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|---------------|----------|
| | | | | 2012 | 2013 |
| - | - | - | Contractual Services | - | - |
| - | - | - | Commodities | - | - |
| 481 | - | - | Capital Outlay | 28,686 | - |
| 191,620 | 98,183 | - | Other Financing Uses | - | - |
| 192,101 | 98,183 | - | Total Expenditures | 28,686 | - |

Excess (Deficiency) of Revenues

| | | | | | |
|-----------|----------|--------|---------------------------------|--------|--------|
| (189,008) | (72,249) | - | Over Expenditures | - | - |
| 89,453 | 17,204 | 17,204 | Fund Balance as of 12/31 | 17,204 | 17,204 |

Significant Changes

* Park donation revenue will be restricted for installation of new playground equipment, per the annexation agreement.

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2010 ACTUAL | 2011 | | 2012 REQUESTED BUDGET | 2013 ESTIMATE |
|---------------------------|---------------------|----------------|----------|--------------------|-----------------------------|------------------|
| | | | BUDGETED | 6 MONTHS ACTUAL | | |
| PARK DONATION FUND | | | | | | |
| REVENUES | | | | | | |
| PARK DONATIONS | | | | | | |
| 10-00-00-7-3830 | PARK DONATIONS | 25,667 | - | - | 227,347 | 26,686 |
| TOTAL PARK DONATIONS | | 25,667 | - | - | 227,347 | 26,686 |
| INTEREST INCOME | | | | | | |
| 10-00-00-6-3810 | INTEREST INCOME | 267 | - | - | - | - |
| TOTAL INTEREST INCOME | | 267 | - | - | - | - |
| TOTAL REVENUES | | 25,934 | - | - | 227,347 | 26,686 |
| EXPENSES | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 10-00-00-8-4895 | OTHER IMPROVEMENTS | - | - | - | - | 28,686 |
| TOTAL CAPITAL OUTLAY | | - | - | - | - | 28,686 |
| INTERFUND TRANSFERS | | | | | | |
| 10-00-00-9-4910 | INTERFUND TRANSFER | 98,183 | - | - | 227,347 | - |
| TOTAL INTERFUND TRANSFERS | | 98,183 | - | - | 227,347 | - |
| TOTAL EXPENSES | | 98,183 | - | - | 227,347 | 28,686 |

Capital Replacement Fund



CAPITAL IMPROVEMENT FUND

Revenue

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|-----------------------------|---------------|---------------|
| | | | | 2012 | 2013 |
| - | - | 10,000 | Transfer from General Fund | 60,000 | 10,000 |
| - | - | 25,000 | Transfer from Community Dev | 20,000 | 30,000 |
| - | - | 1,000 | Interest | 1,000 | 1,000 |
| - | - | 36,000 | Total Revenue | 81,000 | 41,000 |

Expenditures

| Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|---|---|---|---------------------------|---------------|----------|
| | | | | 2012 | 2013 |
| - | - | - | Capital Outlay | 86,200 | - |
| - | - | - | Total Expenditures | 86,200 | - |

Excess (Deficiency) of Revenues

| | | | |
|--------|---------------------------------|---------|--------|
| 36,000 | Over Expenditures | (5,200) | 41,000 |
| 36,000 | Fund Balance as of 12/31 | 30,800 | 71,800 |
| | Restricted for Roads | 20,000 | 40,000 |
| | Available Fund Balance | 10,800 | 31,800 |

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.

* New this year - \$20,000 annually will be restricted for a road repair and replacement program.

Capital Projects Plan

Project Funding Source 2012 2 to 3 years 4 to 5 years

ADMINISTRATION DEPARTMENT:

| | | | |
|---------------|------|------|------|
| | | | |
| Totals | \$ - | \$ - | \$ - |

BUILDING DEPARTMENT:

| | | | |
|---|--------------------------|------|-----------|
| Building Department Vehicle Replacement | Capital Improvement Plan | | \$ 25,000 |
| Totals | | \$ - | \$ 25,000 |

ECONOMIC DEVELOPMENT

| | | | |
|---------------------------|--------------------------|------|--------------|
| Entrance Sign Program | Capital Improvement Plan | | \$ 100,000 |
| Downtown District Signage | Capital Improvement Plan | | \$ 20,000 |
| Uptown District Signage | Capital Improvement Plan | | \$ 20,000 |
| Hawthorn Woods Water Walk | To Be Determined | | \$ 1,000,000 |
| Totals | | \$ - | \$ 1,140,000 |

FINANCE DEPARTMENT:

| | | | |
|---------------|------|------|------|
| | | | |
| Totals | \$ - | \$ - | \$ - |

MUNICIPAL BUILDINGS

| | | | |
|--|--------------------------|-----------|-----------|
| Emergency power back up generator | Capital Improvement Plan | \$ 35,000 | |
| Village Hall/Police Department security update | Capital Improvement Plan | | \$ 10,000 |
| Repaint Police Department | Capital Improvement Plan | \$ 1,000 | |
| New carpet Police Department | Capital Improvement Plan | \$ 6,000 | |
| New flooring Mayors Conference Room | Capital Improvement Plan | \$ 2,000 | |
| Totals | | \$ 44,000 | \$ 10,000 |

Capital Projects Plan

Project Funding Source 2012 2 to 3 years 4 to 5 years

POLICE DEPARTMENT:

| | | | | |
|-----------------------------|--------------------------|-------------|------------------|------------------|
| Squad Video Cameras | Capital Improvement Plan | | | \$ 15,000 |
| Police Records Software | Capital Improvement Plan | | \$ 10,000 | |
| Vehicle Replacement | Capital Improvement Plan | | \$ 25,000 | \$ 25,000 |
| Motorcycle Purchase | Capital Improvement Plan | | \$ 15,500 | |
| Livescan Fingerprint system | Capital Improvement Plan | | | \$ 20,000 |
| Totals | | \$ - | \$ 50,500 | \$ 60,000 |

PUBLIC WORKS:

| | | | | |
|-----------------------------------|--------------------------|-----------------|-------------------|------------------|
| Pickup Truck | Capital Improvement Plan | | \$ 30,000 | |
| Utility tractor for parks | Capital Improvement Plan | | \$ 35,000 | |
| Snow plows for loader and backhoe | Capital Improvement Plan | | \$ 25,000 | |
| Sod cutter | Capital Improvement Plan | \$ 1,000 | | |
| Rototiller | Capital Improvement Plan | \$ 1,200 | | |
| Plate compactor | Capital Improvement Plan | | \$ 1,000 | |
| 6" flood pump | Capital Improvement Plan | | | \$ 10,000 |
| Asphalt saw | Capital Improvement Plan | | \$ 2,200 | |
| Set of Snap On shop tools | Capital Improvement Plan | | \$ 7,500 | |
| Set of mechanic tools | Capital Improvement Plan | | \$ 10,000 | |
| Wood & Buildings tools | Capital Improvement Plan | | \$ 6,000 | |
| Gill Pulverize | Capital Improvement Plan | | | \$ 4,500 |
| Slit Seeder | Capital Improvement Plan | | | \$ 5,000 |
| Totals | | \$ 2,200 | \$ 116,700 | \$ 19,500 |

Capital Projects Plan

Project Funding Source 2012 2 to 3 years 4 to 5 years

PARKS:

| | | | | |
|--|-------------------------|------------------|-------------------|-------------|
| ADA Accessible Chair for Aquatic Center | Special Recreation Levy | \$ 5,000 | | |
| Install ADA Compliant Pathways for Parks | Special Recreation Levy | \$ 36,000 | | |
| Replace Sand Surface with ADA Compliant Mulch | Special Recreation Levy | \$ 8,000 | | |
| Create Plan for ADA Compliant Access to Parks | Special Recreation Levy | \$ 25,000 | | |
| Implement Plan for ADA Compliant Access to Parks | Special Recreation Levy | | \$ 300,000 | |
| Totals | | \$ 74,000 | \$ 300,000 | \$ - |

ROADS, DRAINAGE, & RIGHT OF WAYS:

| | | | | |
|---|--------------------------|------------------|-------------------|-------------------|
| Finish Road Program (resurfacing/ribbons) | To Be Determined | | | \$ 280,000 |
| Create Village wide ditch program | To Be Determined | | | \$ 100,000 |
| Sign replacement plan | Capital Improvement Plan | | \$ 20,000 | |
| Crack sealing program | Motor Fuel Tax | \$ 25,000 | \$ 50,000 | \$ 50,000 |
| Tree care program | Capital Improvement Plan | | \$ 25,000 | \$ 25,000 |
| Street patching & micro-surfacing | Motor Fuel Tax | \$ 60,000 | \$ 120,000 | \$ 120,000 |
| Totals | | \$ 85,000 | \$ 215,000 | \$ 575,000 |

TECHNOLOGY

| | | | | |
|--------------------------------------|--------------------------|------------------|-------------|-------------|
| Upgrade Village computers and server | Capital Improvement Plan | \$ 40,000 | \$ - | \$ - |
| Totals | | \$ 40,000 | \$ - | \$ - |

VILLAGE CLERK DEPARTMENT:

| | | | | |
|---------------|--|-------------|-------------|-------------|
| Totals | | \$ - | \$ - | \$ - |
| Totals | | \$ - | \$ - | \$ - |

Capital Projects Plan

| Project | Funding Source | 2012 | 2 to 3 years | 4 to 5 years |
|---------|----------------|------|--------------|--------------|
|---------|----------------|------|--------------|--------------|

FUNDING SOURCE SUMMARY

| | | | |
|--------------------------|-------------------|-------------------|---------------------|
| Capital Improvement Plan | \$ 86,200 | \$ 231,700 | \$ 244,500 |
| Motor Fuel Tax | \$ 85,000 | \$ 170,000 | \$ 170,000 |
| Special Recreation Levy | \$ 74,000 | \$ 300,000 | \$ - |
| To be Determined | \$ - | \$ - | \$ 1,380,000 |
| Totals | \$ 245,200 | \$ 701,700 | \$ 1,794,500 |

Village Vehicle Schedule

| <u>Department</u> | <u>Year</u> | <u>Make</u> | <u>Model</u> |
|---------------------|-------------|---------------|----------------|
| Police-CERT | 1998 | Ford | Econoline E450 |
| Public Works | 1999 | International | Dump Truck |
| Public Works | 2000 | International | Dump Truck |
| Public Works | 2001 | International | Truck 5T #814 |
| Parks & Recreation | 2002 | Ford | Econoline E350 |
| Police | 2003 | Jeep | Liberty #300 |
| Public Works | 2003 | Ford F-50 | Dump Truck |
| Public Works | 2006 | Ford | Crown |
| Building Department | 2006 | Ford | Explorer |
| Public Works | 2006 | Ford | Pickup Truck |
| Public Works | 2006 | International | Dump Truck |
| Police | 2008 | Ford | Crown |
| Public Works | 2008 | International | Truck 2T #821 |
| Public Works | 2008 | Ford | Truck - |
| Police | 2009 | Ford | Crown |
| Police | 2009 | Ford | Crown |
| Police | 2009 | Ford | Crown |
| Public Works | 2010 | Ford | Pickup Truck |
| Police | 2010 | Dodge | Charger #305 |
| Police | 2010 | Ford | Explorer #306 |

Reserve Fund



RESERVE FUND

| Actual Eight Months Ended 12/31/2008 | Actual Fiscal Year Ended 12/31/2009 | Actual Fiscal Year Ended 12/31/2010 | Budget Fiscal Year Ended 12/31/2011 | | Proposed | |
|--|---|---|---|-----------------------------|----------|---------|
| | | | | | 2012 | 2013 |
| - | - | - | 40,000 | Transfer from General Fund | 50,000 | 50,000 |
| - | - | - | 300,000 | Transfer from Community Dev | 75,000 | 75,000 |
| - | - | - | | Interest | 1,000 | 1,000 |
| - | - | - | 340,000 | Total Cash Transfers | 126,000 | 126,000 |

| | | | | | | | |
|---------|---------|---------|---------|----------------------------------|----------------------------------|---------|---------|
| 169,882 | 304,679 | 355,475 | 475,213 | General Fund Bal. @ 12/31 | 525,836 | 592,588 | |
| 5% | 10% | 11% | 15% | % of Next Year's Budget | 16% | | |
| | | | | 340,000 | Cash Savings-Reserve Fund | 466,000 | 592,000 |

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.