

2014 APPROVED BUDGET



VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2014
TABLE OF CONTENTS

PAGE

INTRODUCTORY SECTION

Letter of Transmittal i - xviii

GENERAL FUND

Summary 1
Detailed Revenues 2-3
Elected Officials..... 4-9
Administration 10-41
Legal 42-50
Village Clerk..... 51-57
Risk Management 58-69
Human Resources 70-80
Technology 81-87
Finance..... 88-99
Engineering..... 100-105
Police..... 106-143
Board of Police Commissioners..... 144-149
Public Works..... 150-193
Building and Zoning 194-211

COMMUNITY DEVELOPMENT FUND

Summary 212
Community Events..... 213-232
Economic Development..... 233-245
Building and Zoning 246-271

PARKS AND RECREATION FUND

Summary 272
Special Recreation 273-277
Administration 278-290
Programs 291-301
Parks Maintenance 302-316

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2014
TABLE OF CONTENTS

PAGE

MOTOR FUEL TAX FUND

Summary317
Detailed Revenues and Expenses..... 318-333

AQUATIC CENTER FUNDS

Aquatic Center Operating Fund Summary334
Aquatic Center Operating Fund Detailed Revenues and Expenses 335-378
Aquatic Center Bond and Interest Fund Summary379
Aquatic Center Bond and Interest Fund Detailed Revenues and Expenses.....380
Aquatic Center Depreciation Fund Summary381
Aquatic Center Depreciation Fund Detailed Revenues and Expenses 382-384

CN AGREEMENT FUND

Summary385
Detailed Revenues and Expenses.....386

PARK DONATION FUND

Summary387
Detailed Revenues and Expenses.....388

CAPITAL IMPROVEMENT PLAN (CIP) FUND

Summary389
Detailed Capital Improvement Plan..... 390-396

RESERVE FUND

Summary397



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

September 20, 2013

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, 2014. 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, investing in the public infrastructure provided to the Village's stakeholders and keeping expenditures and other levies conservative. We are confident that this budget provides the means to maintain essential Village programs and services, while recommitting our responsibility to maintain the Village's fund balance reserves. This 2014 budget also allocates resources for planning municipal capital equipment replacement and street maintenance funding that will secure our future financial stability. This is the first budget that this administration has presented to the public that has successfully restored the fund balance in the Village's General Fund to the goal of 33% of the subsequent year's operating budget and maintained this industry standard of excellence for one full operating year. This fund balance goal complies with best practices in governmental accounting and the Village's Fund Balance and Reserve Policy (adopted on March 21, 2011.) While we now initiate our goal to reinvest in the Hawthorn Woods community by planning a thoughtful investment in our aging infrastructure, our unwavering fiscal restraint and innovative planning has allowed the Village of Hawthorn Woods to achieve a fund balance in the General Fund of \$1,639,345 as of December 31, 2012. This surpasses our 2012 achievements previously reported.

Fiscal year 2013 has presented many rewards and challenges to the Village's financial future. The State of Illinois remains now just two months delinquent in payment of the shared income tax revenue; the economic recession has continued to slowly improve consumer confidence, home developments are on the rise in the Chicago-land region allowing real estate developers like Icon Building Group to redefine a successful price point in the market. This one builder alone has sold 16 homes in Hawthorn Woods this year. Our challenges are easy to understand but difficult to remedy, as our greatest need remains the accessibility of water and sewer connections to support potential land use development.

Unlike previous years, the Village was not involved in land use matters requiring litigation and the realized financial savings have been remarkable. We continue to focus on land annexations, and expanded our holdings with newly annexed property on Gilmer Road in 2013. These actions increase our property tax base and incorporate land for future reuse and revenue. In this proposed 2014 budget, our cash reserves will continue to accrue and our operating expenses are discussed line item by line item and defended against a zero based budgeting process. Our financial forecast for fiscal year 2014 is healthy and sound.

Budget Overview

The Village's total budget is balanced. General Fund budgeted revenues of \$3,914,748 exceed budgeted expenditures of \$3,613,097 by \$301,651. Of this amount, \$254,535 will be transferred to the Debt Service Fund, resulting in a net change in fund balance of \$47,116. 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 seven year trend information for the General Fund:

	Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Estimated Fiscal Year Ended 12/31/2013
Net Change in Fund Balance	\$(758,600)	\$ (380,550)	\$ 125,326	\$ 50,796	\$ 555,967	\$ 727,903	\$ 70,160
Fund Balance	\$ 550,432	\$ 179,353	\$ 304,679	\$ 355,475	\$ 911,442	\$1,639,345	\$1,709,505
Fund Balance/Expenditure Budget %	22%	5%	10%	11%	29%	43%	44%

Source: Audited Financial Statements

The Village's fund balance and reserve policy dictates that the Village should maintain a fund balance reserve equal to 33% of the subsequent year's expenditure budget. As shown above, this ratio improved from the low point of 5% as of December 31, 2008 to 11% as of December 31, 2010. Our goal was to have a 15% ratio by December 31, 2011 and a 20% ratio by December 31, 2012. However, due to an extraordinary effort on behalf of each employee getting three price quotes for every purchase order, combined with an asserted effort to reduce contractual billing rates and increase municipal donations, the Village of Hawthorn Woods achieved a 43% ratio, rather than the 20% anticipated ratio, by December 31, 2012. This exceeds all performance standards and should be acknowledged as a team success. The Village maintained that ratio for the 2013 operating year, increasing performance and improving services without expending Village reserves.

Significant Changes as Summarized in the 2014 Budget:

The Headcount changes from 2013 to 2014:

1. Management Analyst position (\$50,000) will remain vacant and will not be funded in the Fiscal Year 2014 budget (1.0 FTE decrease.)
2. Part-Time Masters in Public Administration Student Intern (\$15,000) for Administration Department will be funded in the Fiscal Year 2014 budget (.50 FTE increase.)
3. Full-Time Administrative Assistant for the Finance Department (\$14,038) will be funded in the Fiscal Year 2014 budget. In the Fiscal Year 2013 budget, this position was funded part-time at .60 FTE (.40 FTE increase.)
4. Part-time Temporary Administrative Assistant in Public Works (\$22,000) (No impact on FTE; funded in contractual services.)
5. One additional seasonal (March 1 – October 31) and two additional summer (May 1 – August 31) positions will be funded in the Fiscal Year 2014 budget for the Public Works/Parks Maintenance/Aquatics Maintenance divisions (1.0 FTE increase.)
6. Director of Parks and Recreation position (\$107,000), vacant since 2010, will be funded in the Fiscal Year 2014 (1.0 FTE increase.)
7. Recreation and Events Manager position (\$55,000) will remain vacant and will not be funded in the Fiscal Year 2014 budget (1.0 FTE decrease.)
8. Recreation and Public Information Manager position (\$55,000) is a newly created position that will be funded in the Fiscal Year 2014 budget (1.0 FTE increase.)

The net result is an additional 1.90 FTE in Fiscal Year 2014, compared to Fiscal Year 2013.

Savings Opportunities:

1. General Fund – Legal Department is forecasting \$80,000 in savings due to the resolution of several major litigation matters and a reduction in legal services for land use matters.
2. General Fund – Engineering Department is forecasting \$10,000 in savings due to the fact that the Director of Public Works/Village Engineer will complete many of the routine projects that have required the assistance of a consultant in prior years.
3. General Fund – Risk Management is forecasting \$13,000 in savings due to an \$8,000 reduction in dental premiums achieved by changing dental providers and a \$5,000 reduction in unemployment insurance due to an improved benefit ratio.
4. Community Development Fund – Economic Development Department is forecasting \$14,000 in savings in contractual services due to the update of the Village Comprehensive Plan in Fiscal Year 2013. This update was funded by a grant from the Illinois Department of Commerce and Economic Opportunity.

Additional Revenue Opportunities:

1. Property Tax - \$30,000 additional revenue based upon CPI adjustment of 1.7%. It is important to note that the 2013 property tax levy request was a zero percent increase. New home starts in the Hawthorn Trails annexation should minimize the impact of the CPI adjustment on individual property owners.

2. Income Tax - \$91,000 additional revenue based on estimated actual 2013 results and IML per capita forecasts.
3. Use Tax- \$7,000 additional revenue based on estimated actual 2013 results and IML per capita forecasts.
4. Vehicle Licenses - \$5,000 additional revenue resulting from new customer-friendly billing process facilitating increased compliance.
5. Community Events - \$15,000 in additional revenue from the annual Village golf outing and \$6,500 in additional revenue from community events donations.
6. Economic Development – \$65,000 in new revenue from developer fees and \$20,000 in new revenue from building permits related to new home starts.

Forecasted Stagnant/Declining Revenue Sources:

1. Telecommunications Tax- \$10,000 decline based on 2013 estimated actual results.
2. Franchise Licenses - \$14,000 decline based on 2013 estimated actual results.
3. Vehicle License Late Fees - \$1,200 decline based upon tiered late fee structure implemented in Fiscal Year 2013 and better compliance resulting from new customer friendly billing process.
4. SWALCO Recycling - \$20,000 decline based upon 2013 estimated actual results.

Increased Expenditures for Essential Operations:

1. General Fund – Risk Management - \$13,200 increase in medical insurance premium due to rising cost related to the implementation of the Affordable Care and Patient Protection Act.
2. General Fund – Human Resources - \$3,350 increase in employment screening costs due to the implementation of pre-employment drug testing for all seasonal employees and a random drug screening program for all Village employees.
3. General Fund – Technology - \$14,550 increase for hosted services for hosted email, backup and file transfer. The addition of these hosted solutions will improve the security and efficiency of the Village's information technology.
4. General Fund – Police \$25,000 increase for the purchase of a new police car. This purchase will be funded by disbursement of restricted DUI funds.
5. General Fund – Public Works - \$27,000 increase for temporary Administrative Assistant for Public Works Director. Due to an anticipated increase in new home starts, the Executive Administrative Assistant who had been allocated part-time to the Public Works Department will be fully allocated to the Building Department in Fiscal Year 2014.
6. All Funds with Salary Allocations - Investment in human capital – Because of our investment in human capital in 2012, there was a salary freeze for all employees in 2013. The new budget reflects the Compensation Plan adoption of moving employees based on merit toward the midpoint of the salary structure. No employee in the 2014 budget has reached the average salary in their classification. The Fiscal Year 2014 budget includes funding for merit increases based upon employee performance (\$74,000) and funding for a one-time midpoint progression adjustment (\$35,000). A detailed schedule of Village staff and changes in the Employee Census and FTE is found on the following pages.

Significant Changes - Continued

The proposed budget includes funding for our significant Capital Improvement Projects as a result of our commitment to investing in our aging infrastructure.

Parks Division will see an investment in funds to bring into compliance several of our community park sites. Hawthorn Woods is remedial in our legal requirements to meet certain safety standards and accessibility design. The CIP plan allocates funds to create ADA compliant access to parks. The 2014 budget reflects our strong commitment to investing in our park playgrounds and facilities to meet the State of Illinois mandates for public parks.

With an aging fleet, the Village recognizes the need to replace vehicles in our Police and Public Works Departments. This budget reflects two vehicle replacements in the Police Department and the two year investment for a 1.5 ton truck in the Public Works Department. We are looking to double our crack sealing program and the funding has increased to \$50,000 of Motor Fuel Tax revenue as we enhance the longevity of our roadways until a new funding source is designed to repair the streets comprehensively. We will also enhance street patching and micro-surfacing using our MFT fund allocations.

The Village Hall furnace system is still running from its 1985 installation, but the 2014 budget plans on furnace replacement in several buildings that are in need of modernization of furnace replacements to enhance energy efficiency.

Each submitted budget received a detailed review of employee time allocations, and personnel are accounted for in the proposed budget in greater detail than in years past to accurately reflect talent contributions within each operational department.

Also, new in the 2014 budget, is a detailed inventory of all municipal capital assets with make, model, serial number and voltage for all of our electrical machinery. Previously, we had an inventory of all vehicles, but now all appliances, machines, pumps, aquatic features, and HVAC systems are inventoried and professionally managed.

Employee Census

The following chart demonstrates the change in the Village's Full-Time Employees over the last seven 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	12/31/13	12/31/14
GENERAL GOVERNMENT									
Administration	3.0	3.0	3.0	3.0	3.0	2.0	4.0	4.0	2.0
Finance	2.0	1.0			1.0	1.0	1.0	1.0	2.0
Building and Zoning	3.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0
PARKS AND RECREATION	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0
PUBLIC SAFETY									
Administration	1.0	1.0	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	10.0	10.0
HIGHWAYS AND STREETS									
Administration	2.0	1.0	1.0	1.0	1.0	2.0	1.0	2.0	2.0
Maintenance	5.0	3.0	3.0	3.0	4.0	5.0	5.0	6.0	6.0
TOTAL	32.0	22.0	22.0	19.0	22.0	23.0	24.0	27.0	28.0

Note that the employee census chart displays only full-time employees. The Fiscal Year 2014 budget includes one additional full time position – the Administrative Assistant of Finance. This position was a part-time position in the Fiscal Year 2013 budget, therefore the increase in Full Time Equivalents (FTE) was .40 FTE. There is a summary of Village Staff FTE on pages ix – xi.

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. Although there has been a slight improvement in the economic conditions of the Village, the Village staff has continued to carefully monitor all 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 four fiscal years, critically examining the most cost-effective way to provide the highest quality services to our residents. 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 \$115,000 annually from sales tax revenues. The Village successfully negotiated sales tax revenue sharing from property at Quentin and Route 22 in Lake Zurich (20%) and negotiated in January of 2013 revenue (18% of sales tax) from Route 12 and Old McHenry Dimucci property in unincorporated Lake County. We anticipate new revenue streams to increase the annual sales tax

revenue in the year 2014. However, as fiscal conservatives, we did not budget any additional revenue this year from these two properties as a protective strategy of not allowing spending allocations without first realizing the revenue stream. We anticipate Mariano's to open in spring of 2014 and revenue to be allocated for approximately one-half year of 2014.

According to the recently released financial indicators from the State of Illinois Department of Revenue, the Village's shared revenues are forecasted to increase in 2014. Property tax revenues are forecasted at a 1.7% (CPI) increase because the Village is subject to tax caps. The property taxes are limited to an increase equal to the CPI which was 1.7% for last year. This 2014 budget includes conservative revenue estimates, based upon the most current information available.

Summary

The Village finances have improved dramatically during the last five fiscal years, as shown by the fund balance in the General Fund growing from \$179,353 in 2009 to an anticipated \$1,709,505 in 2013 (44% of the 2014 Budgeted Expenses). However, as we celebrate this significant turn-around and its sustainability, there is still significant work to be done to achieve our goal of financial security. 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, 2014. Collectively, we appreciate the fiscally conservative planning and public input that took place over the past several months as we have placed the Village back in a secure fiscal position and have recovered municipal finances during unprecedented economic conditions. With several potential new land use development opportunities foreseeable, we predict a strong trend of sound financial foundations on which to grow the Village of Hawthorn Woods.

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, 2014 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 John Malcom</p>	<p style="text-align: center;">Environmental Committee John Bickley, Chairperson Steve Riess, Trustee Liaison Kathy Felice Brian Heraty Joan Mitnick</p>
<p style="text-align: center;">Finance Committee Peter Ponzio, Chairperson Kelly Corrigan, Trustee Liaison Surinderpal Singh Kalra Jayne Kosik Chuck Schulte Steve Riess</p>	<p style="text-align: center;">Parks and Recreation Committee <i>Inactive</i></p>
<p style="text-align: center;">Planning Building and Zoning Commission Susy Rein, Chairperson Dominick DiMaggio, Trustee Liaison Jim Kaiser Phil LaGro Dave Lindquist Jim Merkel Mike Salvi</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, Chairperson Neil Morgan, Trustee Liaison Bill Barratt Michael David Surinderpal Singh Kalra</p>	<p style="text-align: center;">Public Works Committee Larry Hill Brian Ibbotson Jackson Kinzer Dan McConchie Cliff Wright</p>
<p style="text-align: center;">Zoning Board of Appeals John Kosik, Chairperson Jeff Johnston Harry Schildkraut Paul Sedlacek Pam Scaletta</p>	

VILLAGE STAFF

Staff Member	Titles	Departmental Responsibility	2013 FTE	2014 FTE	CHANGE
Pamela Newton	Chief Operating Officer	Administration	0.90	0.90	-
		Legal			
		Village Clerk			
		Risk Management			
		Human Resources			
		Technology			
		Finance			
		Engineering			
		Police			
		Public Works			
		Building and Zoning			
		CN Agreement			
		Parks & Recreation			
		Aquatic Center			
Economic Development Director	Economic Development	Community Development	0.10	0.10	-
		Economic Development			
		Community Events			
Donna Lobaito	Chief Administrative Officer	Administration	0.60	0.60	-
		Legal			
		Engineering			
		Village Clerk	0.05	0.05	-
		Technology			
Director of Building Department	Building and Zoning	Building and Zoning	0.25	0.25	-
		Economic Development	0.10	0.10	-
Vacant	Management Analyst	Administration	1.00	-	(1.00)
		Technology			
		Village Clerk			
New Hire in FY 2014	Intern	Administration	-	0.50	0.50
		Technology			
Danette Russell	Administrative Assistant of Finance	Finance	0.50	0.75	0.25
		Human Resources	0.10	0.25	0.15
Kristin Kazenas	Chief Financial Officer	Finance	0.60	0.60	-
		Economic Development	0.10	0.10	-
	Director of Human Resources	Human Resources	0.25	0.25	-
	Risk Management Director	Risk Management	0.05	0.05	-
		Technology			

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2013 FTE	2014 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	-
Mike Rossini	Patrol Officer	Police	1.00	1.00	-
Mike Viramontes	Patrol Officer	Police	1.00	1.00	-
Anthony Cortez	Patrol Officer	Police	1.00	1.00	-
Jan Filenko	Records Supervisor	Police	1.00	1.00	-
Erika Frable	Director of Public Works	Public Works	0.80	0.80	-
	Village Engineer	Engineering	0.20	0.20	-
		Motor Fuel Tax			
		Parks Maintenance			
Matt Bartlett	Superintendent of Public Works	Public Works	1.00	1.00	-
		Motor Fuel Tax			
		Parks Maintenance			
Dave Barkemeyer	Maintenance Specialist of Buildings	Public Works	1.00	1.00	-
		Aquatic Center			
Tim O'Connor	Maintenance Specialist of Buildings	Public Works	0.70	0.70	-
		Aquatic Center	0.30	0.30	-
Nick Glauner	Maintenance Specialist of Streets	Public Works	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-
Rich Richter	Maintenance Specialist of Parks	Public Works	1.00	1.00	-
		Parks Maintenance			
Brian Phelan	Mechanic	Public Works	1.00	1.00	-
Vacant	Seasonal	Public Works	1.75	2.75	1.00
		Parks Maintenance			
Sandy Hansen	Building Department Specialist	Building and Zoning	1.00	0.95	(0.05)
	Deputy Village Clerk	Village Clerk	-	0.05	0.05
		Community Development			
Dan Thake	Building & Code Enforcement Specialist	Building and Zoning	1.00	1.00	-
		Community Development			
Karen Baker	Executive Administrative Assistant	Building and Zoning	1.00	1.00	-

VILLAGE STAFF - CONTINUED

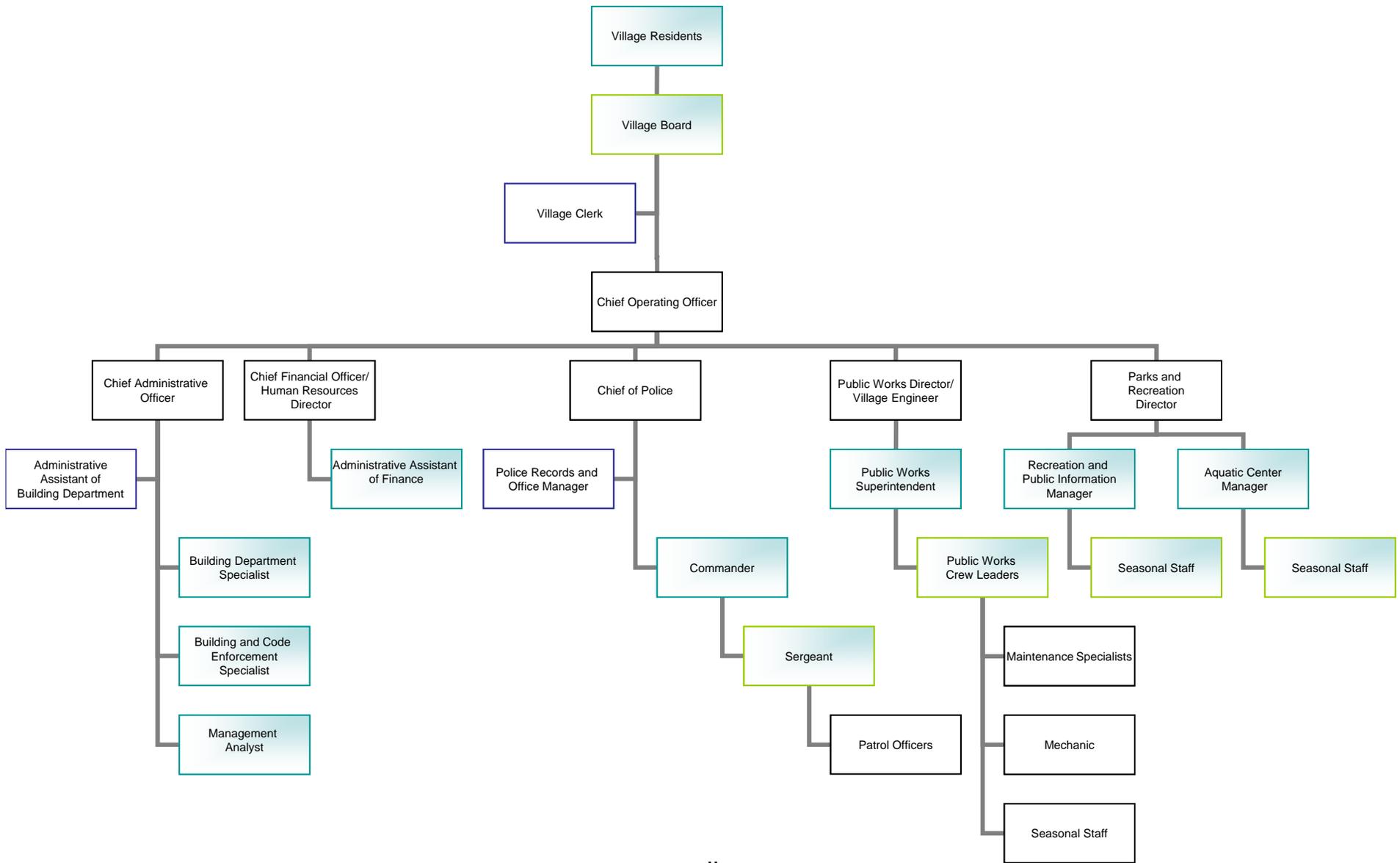
Staff Member	Titles	Responsibility	FTE	FTE	CHANGE
Rick Stevens	Maintenance Specialist of Parks	Public Works Parks Maintenance	1.00	1.00	-
Brian Sullivan	Director of Parks & Recreation	Parks and Recreation Community Events Economic Development	- - -	0.60 0.30 0.10	0.60 0.30 0.10
New Hire in FY 2014	Recreation & Public Information Manager	Parks and Recreation Community Events Administration	- - -	0.40 0.30 0.30	0.40 0.30 0.30
Vacant	Recreation & Special Events Manager	Parks and Recreation Community Events	0.75 0.25	- -	(0.75) (0.25)
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	45.35	47.25	1.90

The total FTE (full time equivalents) increased by 1.90. A summary of the changes in FTE is as follows:

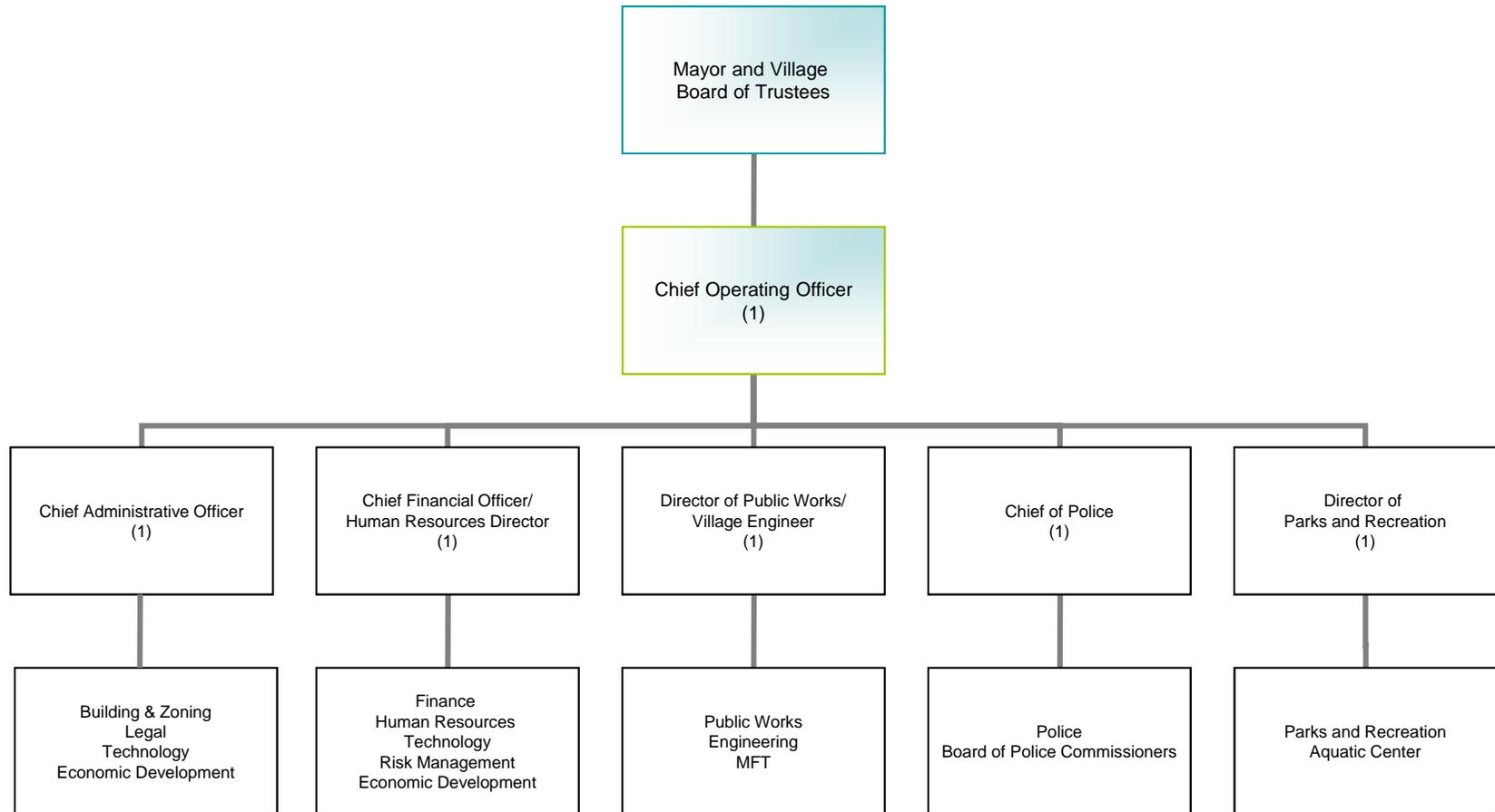
Position	Description of Change	2013 FTE	2014 FTE	CHANGE
Management Analyst	Position is vacant and will not be funded in Fiscal Year 2014.	1.00	-	(1.00)
Intern	Part-time intern program will be funded in Fiscal Year 2014.	-	0.50	0.50
Admin. Asst. - Finance	Position will be funded as full-time in Fiscal Year 2014.	0.60	1.00	0.40
Seasonal Public Works	One additional seasonal (Mar 1 to Oct 31) and two additional summer (May 1 to Aug 31) positions will be funded in Fiscal Year 2014.	1.75	2.75	1.00
Director of Parks & Rec	Position (vacant since 2010) will be funded in Fiscal Year 2014.	-	1.00	1.00
Recreation & Events Mgr.	Position is vacant and will not be funded in Fiscal Year 2014.	1.00	-	(1.00)
Rec & Public Info Mgr.	Newly created position will be funded in Fiscal Year 2014.	-	1.00	1.00
Net Change in FTE		4.35	6.25	1.90

The summary departmental budget pages include personnel head counts and full time equivalent (FTE) measures. When employees are allocated to multiple departments based upon their job responsibilities, the head count is recorded in the department with the highest percentage allocation.

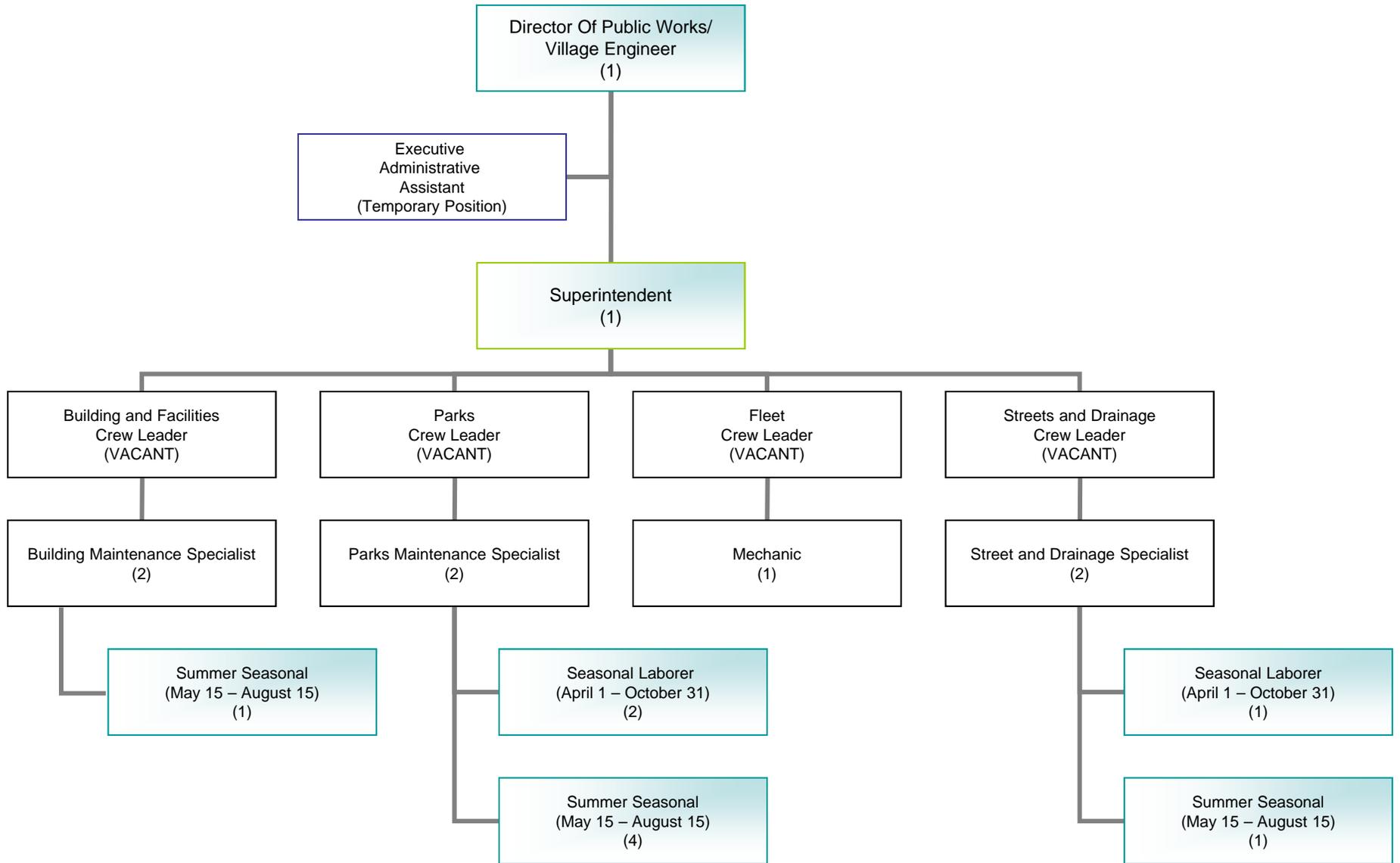
Village of Hawthorn Woods – Organizational Chart



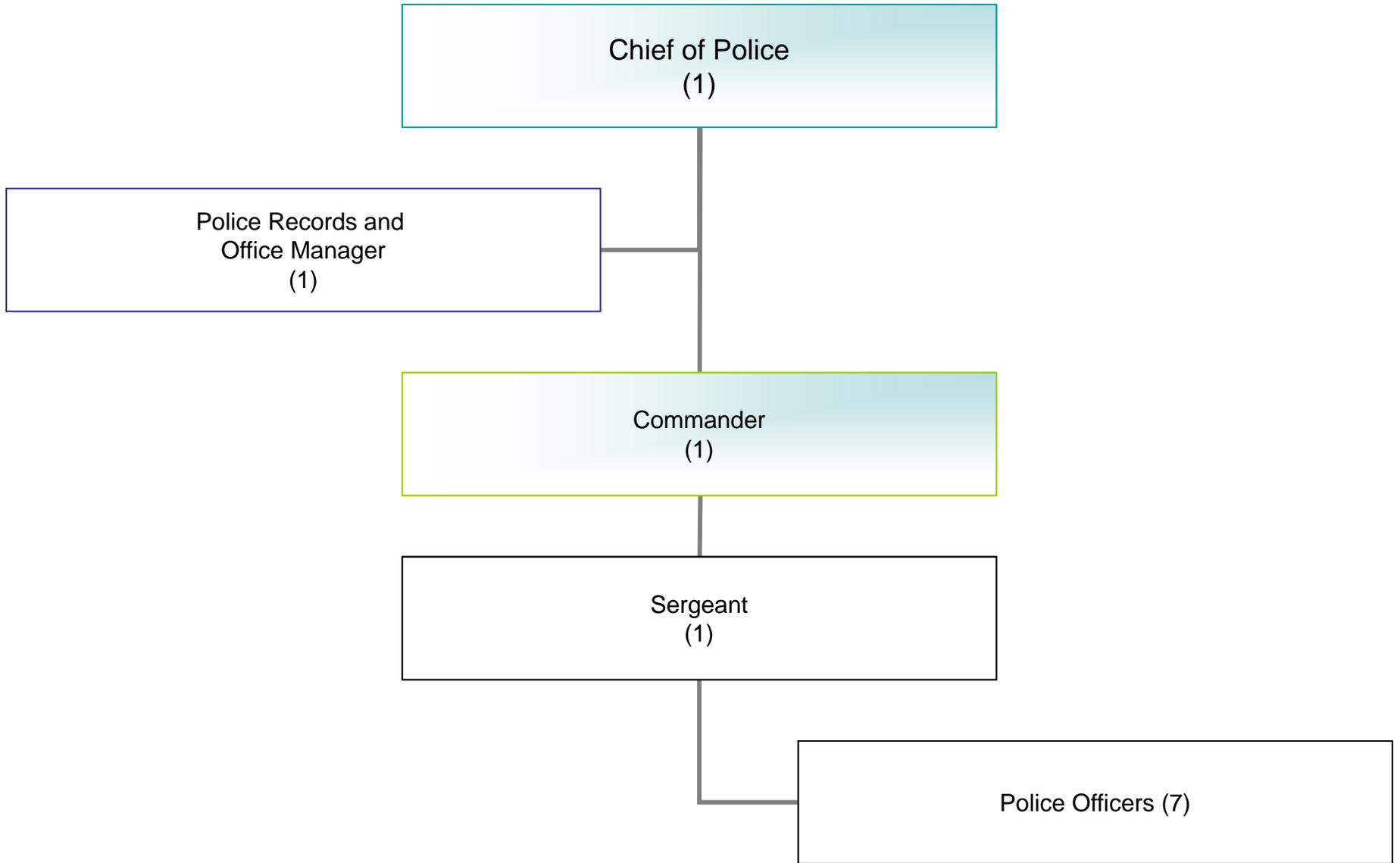
Administration Department Organization Chart



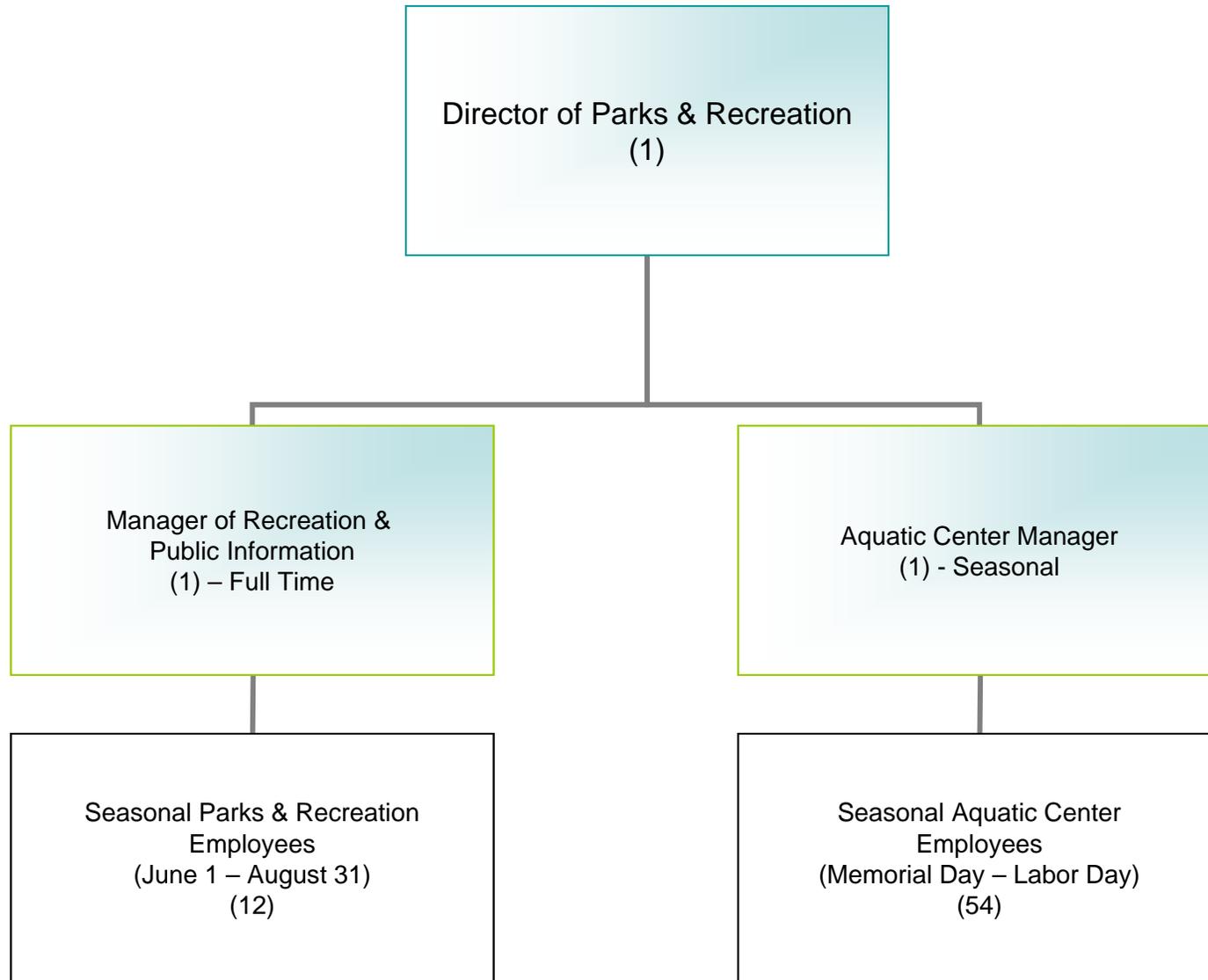
Public Works Department Organization Chart



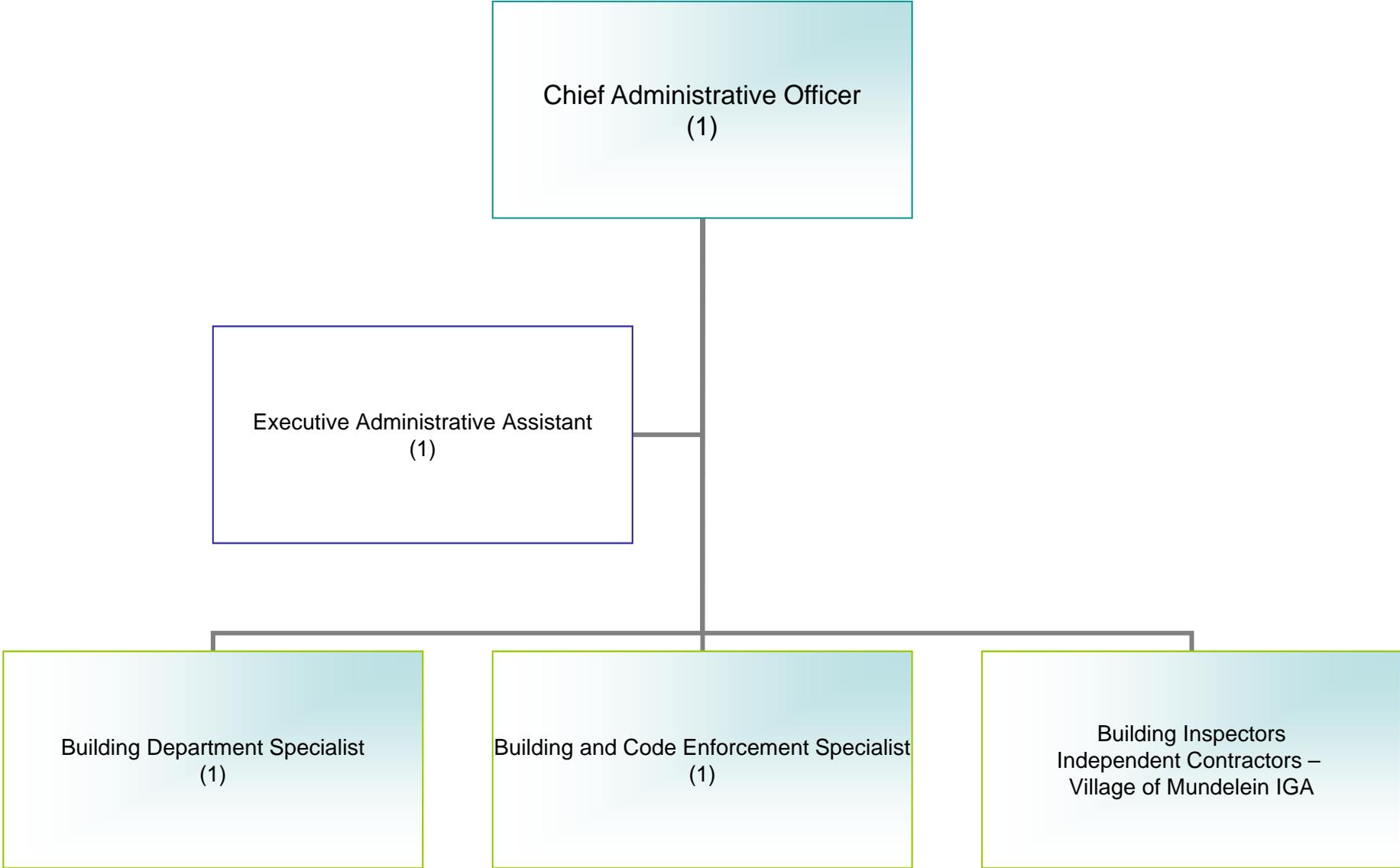
Police Department Organization Chart



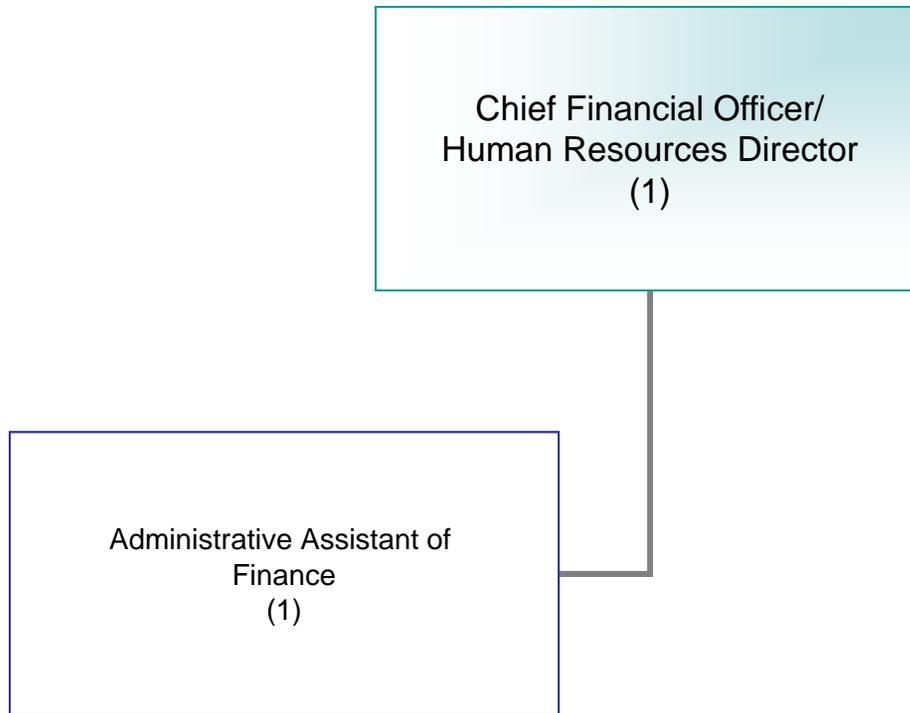
Parks and Recreation Department Organization Chart



Building and Zoning Department Organization Chart



Finance & Human Resources Departments Organization Chart



GENERAL FUND

Revenues						
Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
					2014	2015
				General Government		
2,605,679	3,034,507	3,090,350	3,113,544	Taxes	3,189,643	3,276,213
302,811	319,562	340,069	346,475	Licenses	336,655	336,655
1,995	500	-	-	Permits	-	-
5,300	238	-	-	Fees	-	-
-	175,000	173,000	-	Intergovernmental *	-	-
4,623	1,225	4,176	2,500	Interest Income	3,000	3,000
82,039	193,753	338,811	289,000	Miscellaneous	178,000	165,000
-	-	-	-	Building	-	-
188,955	202,626	212,461	197,950	Police	207,450	182,450
34,049	91,867	78,248	-	Public Works	-	-
3,225,451	4,019,278	4,237,115	3,949,469	Total Revenue	3,914,748	3,963,318
Expenditures						
Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
					2014	2015
1,442	710	1,473	1,975	Elected Officials	2,125	2,125
411,156	622,163	423,850	438,690	Administration	418,304	429,345
217,086	205,897	141,090	254,000	Legal	177,000	177,500
-	7,184	11,687	7,107	Village Clerk	10,936	11,241
376,764	423,532	403,523	426,038	Risk Management	426,603	426,837
17,052	35,918	37,323	54,180	Human Resources	64,032	63,116
58,663	57,231	32,496	47,765	Technology	65,940	66,900
141,377	127,969	140,833	144,487	Finance	161,276	164,805
25,772	36,373	25,131	50,468	Engineering	41,524	42,320
1,068,042	1,048,022	1,042,075	1,116,111	Police	1,139,274	1,156,104
163,992	163,992	219,588	217,155	Police Pension Contribution	234,261	234,261
2,718	1,171	2,192	2,700	Police Commission	2,700	1,950
591,867	631,491	630,709	633,581	Public Works	651,176	673,345
98,724	101,658	136,387	162,142	Building	217,946	224,273
3,174,655	3,463,311	3,248,357	3,556,399	Total Expenditures	3,613,097	3,674,122
				Excess (Deficiency) of Revenues		
50,796	555,967	988,758	393,070	Over Expenditures	301,651	289,196
-	-	-	(10,000)	Transfer to Reserve Fund	-	-
-	-	-	(60,000)	Transfer to C.I.P. Fund	-	-
-	-	(260,855)	(252,910)	Transfer to Debt Service Fund	(254,535)	(256,035)
50,796	555,967	727,903	70,160	Net Change in Fund Balance	47,116	33,161
355,475	911,442	1,639,345	1,709,505	Fund Balance as of 12/31	1,756,620	1,789,782

* Intergovernmental Revenues are one-time grants.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,403,571	1,421,000	719,911	1,431,776	1,419,850
01-10-00-1-3012	PROPERTY TAX-INSURANCE	123,818	122,815	62,618	124,708	128,984
01-10-00-1-3015	PROPERTY TAX-AUDIT	22,110	19,793	10,100	20,114	20,804
01-10-00-1-3020	PROPERTY TAXES-R&B	22,321	22,000	7,526	19,253	19,913
01-10-00-1-3030	SALES TAX	116,166	115,000	51,325	115,000	175,000
01-10-00-1-3080	USE TAX	120,732	121,075	62,966	62,966	127,972
01-10-00-1-3090	STATE INCOME TAX	673,328	639,861	397,418	794,836	731,050
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,546	1,500	1,002	2,004	2,000
01-10-00-1-3097	UTILITY TAX	345,091	384,000	197,070	394,140	394,140
01-10-00-1-3098	TELECOM TAX	258,866	264,000	127,026	254,052	254,000
01-10-00-1-3099	AMUSEMENT TAX	2,801	2,500	-	2,500	2,500
TOTAL TAXES		3,090,350	3,113,544	1,636,962	3,221,349	3,189,643
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	7,750	7,750	9,300	9,300	7,750
01-10-00-2-3120	VEHICLE LICENSES	153,143	150,000	152,994	154,884	155,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	8,757	5,000	3,372	3,761	3,800
01-10-00-2-3130	ANIMAL LICENSES	10,608	10,400	11,165	11,392	11,300
01-10-00-2-3140	FRANCHISE LICENSES	149,536	163,200	68,673	148,800	148,980
01-10-00-2-3150	BUSINESS LICENSES	10,275	10,125	9,825	9,825	9,825
TOTAL LICENSES		340,069	346,475	255,329	337,962	336,655
PERMITS						
01-10-00-3-3250	VARIANCE PERMITS	-	-	-	-	-
01-10-00-3-3260	OVERWEIGHT TRUCK PERMIT	-	-	-	-	-
TOTAL PERMITS		-	-	-	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FEES						
01-10-00-4-3670	ANNEXATION FEES	-	-	-	-	-
01-10-00-4-3675	MANAGEMENT FEES	-	-	-	-	-
<hr/>						
TOTAL FEES		-	-	-	-	-
INTERGOVERNMENTAL						
01-10-00-5-3805	GRANTS	173,000	-	468	468	-
<hr/>						
TOTAL INTERGOVERNMENTAL		173,000	-	468	468	-
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	4,176	2,500	1,463	2,926	3,000
<hr/>						
TOTAL INTEREST INCOME		4,176	2,500	1,463	2,926	3,000
MISCELLANEOUS						
01-10-00-7-3820	RENTAL INCOME	-	-	-	-	-
01-10-00-7-3825	SECURITY FEE	-	-	-	-	-
01-10-00-7-3835	SWALCO RECYCLING	28,229	35,000	4,844	14,007	15,000
01-10-00-7-3840	YARD STICKERS	7,837	9,000	3,942	7,884	10,000
01-10-00-7-3890	MISCELLANEOUS INCOME	2,745	5,000	2,977	5,954	5,000
01-10-00-7-3990	TRANSFER FROM OTHER FUNDS	300,000	240,000	-	40,000	148,000
<hr/>						
TOTAL MISCELLANEOUS		338,811	289,000	11,763	67,845	178,000
TOTAL GENERAL GOVERNMENT REVENUES		3,946,406	3,751,519	1,905,985	3,630,550	3,780,868

ELECTED OFFICIALS



Mayor Joseph Mancino



Trustee Kelly Corrigan



Trustee Michael David



Trustee Dominick DiMaggio



Trustee Neil Morgan



Trustee Peter Ponzio



Trustee Steve Riess

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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0
Part-Time	7	7	7	7

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	-	-	Personnel Services	-	-
710	1,473	1,975	Contractual Services	2,125	2,125
710	1,473	1,975	Total Expenditures	2,125	2,125

(710)	(1,473)	(1,975)	Source (Use) of Cash	(2,125)	(2,125)
-------	---------	---------	-----------------------------	---------	---------

Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 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	40	100	-	100	100
01-10-12-3-4361	DUES	618	375	250	525	525
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	25	1,000	-	500	500
01-10-12-3-4390	MISC EXPENSE	790	500	-	329	1,000
<hr/>						
TOTAL CONTRACTUAL SERVICES		1,473	1,975	250	1,104	2,125
TOTAL ELECTED OFFICIALS		1,473	1,975	250	2,125	2,125

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 Metropolitan Mayors Caucus and Sister Cities International.

Metro Mayors Caucus	\$ 275
Sister Cities International	<u>\$ 250</u>
Total	\$ 525

Elected Officials request **\$525** for Fiscal Year 2014. This represents **\$150** increase from Fiscal Year 2013. The primary reason for the increase is the new Sister Cities International initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 150
International Council of Shopping Centers - Mayor	<u>\$ 350</u>
Total	\$ 500

Elected Officials request **\$500** for Fiscal Year 2014. This represents a decrease of **\$500** from Fiscal Year 2013. The primary reason for the decrease is a reduction in the allocation for the International Council of Shopping Centers event, due to the fact that the event will be held in Chicago in 2014, and will not require a travel expense budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, Sister Cities expenses (excluding dues) and appointed officials supplies, such as nameplates and name tags.

Elected Officials request **\$1,000** for Fiscal Year 2014. This represents a **\$500** increase from Fiscal Year 2013. The primary reason for the increase is the addition of expenses related to the Sister Cities initiative.

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

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	4	4	2	1.8
Part-Time	0	0	1	0.5

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.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
260,557	342,029	327,065	Personnel Services	308,447	317,245
78,676	75,771	105,475	Contractual Services	103,557	105,350
6,554	6,050	6,150	Commodities	6,300	6,750
175,000	-	-	Capital Outlay	-	-
101,376	-	-	Other Financing Uses	-	-
622,163	423,850	438,690	Total Expenditures	418,304	429,345

(622,163)	(423,850)	(438,690)	Source (Use) of Cash	(418,304)	(429,345)
-----------	-----------	-----------	-----------------------------	-----------	-----------

Significant Changes

- * Provides funding for part-time MPA student intern to assist with special projects and grants.
- * Transfer of Executive Administrative Assistant to Building & Zoning Department.
- * Management Analyst position is vacant and will not be funded in Fiscal Year 2014.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	287,830	275,700	141,855	275,700	253,141
01-10-10-1-4015	PART TIME INTERN	-	-	-	15,000	15,000
01-10-10-1-4040	IMRF	33,003	30,695	15,956	30,695	31,319
01-10-10-1-4090	FICA MATCHING	21,196	20,670	10,643	17,221	17,785
TOTAL PERSONNEL SERVICES		342,029	327,065	168,454	327,065	317,245
CONTRACTUAL SERVICES						
01-10-10-3-4130	CONT MAINT-EQUIPMENT	654	1,000	600	1,290	1,250
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	3,432	6,500	2,725	4,000	5,000
01-10-10-3-4351	POSTAGE	8,315	7,550	2,199	7,550	8,000
01-10-10-3-4353	TELEPHONE - CELL PHONE	2,470	2,400	1,141	2,400	2,400
01-10-10-3-4354	TELEPHONE - LAND LINE	8,543	8,800	3,654	8,900	9,400
01-10-10-3-4355	PUBLISHING/ADVERTISING	895	800	76	150	550
01-10-10-3-4357	PRINTING/COPYING	11,004	5,800	285	5,400	5,800
01-10-10-3-4361	DUES	3,714	4,820	2,741	3,700	4,800
01-10-10-3-4362	TRAVEL EXPENSE	521	200	-	50	100
01-10-10-3-4363	MILEAGE REIMBURSEMENT	-	200	98	150	200
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	3,401	7,950	5,149	8,474	7,500
01-10-10-3-4367	PUBLICATIONS	76	325	-	325	350
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	8,719	9,630	1,743	9,630	10,000
01-10-10-3-4375	RENTAL/LEASE	11,842	6,700	3,482	6,600	6,500
01-10-10-3-4377	EMPLOYEE RECOGNITION	2,535	750	189	750	750
01-10-10-3-4378	VOLUNTEER APPRECIATION	291	500	376	500	500
01-10-10-3-4379	DONATIONS	125	-	-	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-10-10-3-4380	YARD WASTE STICKERS	5,560	12,450	1,960	9,900	12,450
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	500	-	-	500
01-10-10-3-4382	SWALCO FEE	2,571	2,600	-	3,188	3,300
01-10-10-3-4390	MISC EXPENSE	1,103	1,000	257	700	1,000
01-10-10-3-4399	CONTINGENCY	-	25,000	-	-	25,000
TOTAL CONTRACTUAL SERVICES		75,771	105,475	26,675	73,657	103,557
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	4,807	4,725	2,636	4,725	5,250
01-10-10-5-4563	MINOR EQUIPMENT	286	200	137	200	200
01-10-10-5-4578	UNIFORMS	405	425	332	331	300
01-10-10-5-4595	MEETING SUPPLIES	552	800	239	500	1,000
TOTAL COMMODITIES		6,050	6,150	3,344	5,756	6,300
CAPITAL OUTLAY						
01-10-10-8-4999	GLENSHIRE GRANT PAYMENTS	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
OTHER FINANCING USES						
01-10-10-9-4910	INTERFUND TRANSFER	-	-	-	-	-
TOTAL OTHER FINANCING USES		-	-	-	-	-
TOTAL ADMINISTRATION		423,850	438,690	198,473	406,478	429,345

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Administration Department, as follows:

Chief Operating Officer - 90%

Chief Administrative Officer/Village Clerk - 60%

Recreation & Public Information Manager - 30% (new position)

Management Analyst - (position vacant)

Administration requests **\$245,768** for Fiscal Year 2014. This represents a **\$29,932** decrease from Fiscal Year 2013. The primary reason for the decrease is the re-allocation of the Executive Administrative Assistant to the Building Department and the planned vacancy in the Management Analyst position.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 and providing project management and administrative support to the Chief Operating Officer.

Administration requests **\$15,000** for Fiscal Year 2014. This represents a **\$15,000** increase from Fiscal Year 2013. Due to the planned vacancy in the Management Analyst position, the intern program will be re-instated in Fiscal Year 2014. The intern will fill a critical void created by the reallocation of the Executive Administrative Assistant to the Building Department.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Administration requests **\$30,458** for Fiscal Year 2014. This represents a **\$237** decrease from Fiscal Year 2013. The primary reason for the decrease is the re-allocation of the Executive Administrative Assistant to the Building Department and the planned vacancy in the Management Analyst position.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$17,221** for Fiscal Year 2014. This represents a **\$3,449** decrease from Fiscal Year 2013. The primary reason for the decrease is the re-allocation of the Executive Administrative Assistant to the Building Department and the planned vacancy in the Management Analyst position.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 requests **\$1,250** for Fiscal Year 2014. This represents a **\$250** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the number of service calls related to the phone system. The phone system lease was fully paid in Fiscal Year 2013 and is no longer covered by warranty.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 (other than recreation programs and aquatic center programs and passes).

Administration requests **\$4,500** for Fiscal Year 2014. This represents a **\$2,000** decrease from Fiscal Year 2013. The primary reason for the decrease is due to the full implementation of the Activenet system which allows credit card fees to be appropriately charged to the fund where the revenue is recorded (Parks & Recreation for recreation programs and Aquatic Center for aquatic center programs and passes).

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014 (two newsletters, one tree lighting/craft fair, 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	\$ 450
Vehicle sticker mailing	<u>\$ 450</u>
Total	\$ 8,000

Administration requests **\$8,000** for Fiscal Year 2014. This represents a **\$450** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated postal rate increase in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$9,200** for Fiscal Year 2014. This represents a **\$400** increase from Fiscal Year 2013. The primary reason for the increase relates to the new three-year agreement with Call One for Village telephone service.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$500** for Fiscal Year 2014. This represents a **\$300** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the number of legal publications, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 outsourcing with Direct Response, and house plan copies for residents and engraving of nameplates for certain committee members. Staff is working towards the Village sending electronic newsletters in Fiscal Year 2014.

Administration requests **\$5,800** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 790
International City/County Managers Assoc. - COO	\$1,325
ICMA - CAO	\$ 920
Illinois City Management Assoc. - COO	\$ 325
Illinois City Management Assoc. - CAO	\$ 150
Lake County Municipal League	\$1,077
Additional amount to cover increases	<u>\$ 100</u>
Total	\$4,687

Administration requests **\$4,687** for Fiscal Year 2014. This represents a **\$133** decrease from Fiscal Year 2013. The primary reason for the decrease is the removal of the Illinois City Management Assoc. dues for the vacant Management Analyst position.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$100** for Fiscal Year 2014. This represents a **\$100** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in travel expenses, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 department vehicle for business related travel when possible, with use of personal cars kept to a minimum. The current standard mileage reimbursement is \$.565 per mile.

Administration requests **\$200** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

ICMA Conference - COO and CAO	\$3,800
ILCMA Conference - COO and CAO	\$1,050
IML Conference	\$ 450
LZ Chamber Board meetings	\$ 250
Business expenses (Women in Govt., Admin meetings)	\$1,200
Additional training - Not specified	<u>\$ 450</u>
Total	\$7,200

Administration requests **\$7,200** for Fiscal Year 2014. This represents a **\$750** decrease from Fiscal Year 2013. The primary reason for the decrease is a reduction in planned additional training.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 Hawthorn Trails and a portion of Forest Lake were annexed into Hawthorn Woods on July 1, 2010.

Administration requests **\$9,630** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 and downstairs copy machines.

Copier costs - lease - upstairs	\$ 2,405
Copier costs - maintenance - upstairs	\$ 800
Copier costs - lease - downstairs	<u>\$ 3,060</u>
Total	\$ 6,265

Administration requests **\$6,265** for Fiscal Year 2014. This represents a **\$435** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in copier maintenance, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, as well as annual recognition of National Public Service Recognition Week (May 4 - May 10, 2014), National Police Week (May 11 - May 17, 2014) and National Public Works Week (May 18 - May 24, 2014).

Administration requests **\$750** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 \$1.96 per sticker and selling them for \$3 each or 10 for \$25. Residents are informed they can purchase them at cost through Waste Management. During the month of October, residents can purchase Leaf Only stickers at a discounted rate. Effective, January 1, 2013, leaf burning was banned in the Village of Hawthorn Woods.

Administration requests **\$12,450** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

Up until 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,300** for Fiscal Year 2014. This represents a **\$700** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the SWALCO membership fee for Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$1,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Office Supplies**

Priority: **High**

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

This account represents the amount paid for various office supplies.

Administration requests **\$5,000** for Fiscal Year 2014. This represents a **\$275** increase from Fiscal Year 2013. The primary reason for the increase is anticipated price increases for office supplies in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Minor Equipment**

Priority: **Low**

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

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

Administration requests **\$200** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Uniforms**

Priority: **Medium**

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

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

Administration employees (3)

Finance employees (2)

Administration recommends **\$300** for Fiscal Year 2014. This represents a **\$125** decrease from Fiscal Year 2013. The primary reason for the decrease is funding the casual Friday uniform shirts for the Parks & Recreation employees from the Parks & Recreation fund.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 320
Other items	<u>\$ 480</u>
Total	\$ 800

Administration requests **\$800** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

LEGAL



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

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
Total Revenues			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	-	-	Personnel Services	-	-
205,897	141,090	254,000	Contractual Services	177,000	177,500
205,897	141,090	254,000	Total Expenditures	177,000	177,500
(205,897)	(141,090)	(254,000)	Source (Use) of Cash	(177,000)	(177,500)

Significant Changes

* Legal Services - Litigation budget request decreased by \$70,000 due to resolution of several major litigation matters.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	56,251	150,000	4,215	12,000	80,000
01-10-11-3-4231	RETAINER-GENERAL	61,186	62,000	25,000	62,000	62,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	16,160	15,500	7,100	15,000	16,000
01-10-11-3-4233	HUMAN RESOURCES / LABOR ISSUES	3,385	3,000	2,918	5,000	5,000
01-10-11-3-4234	ADJUDICATION	2,612	3,500	1,088	3,500	3,500
01-10-11-3-4235	LEGAL-LAND USE	1,496	20,000	-	-	10,000
01-10-11-3-4237	COURT REPORTER	-	-	-	-	1,000
TOTAL CONTRACTUAL SERVICES		141,090	254,000	40,321	97,500	177,000
TOTAL LEGAL		141,090	254,000	40,321	97,500	177,500

**MAINTENANCE AND OPERATIONS BUDGET
2014 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. The hourly rate for litigation is \$180.00 per hour.

Legal requests **\$80,000** for Fiscal Year 2014. This represents a **\$70,000** decrease from Fiscal Year 2013. The primary reason for the decrease is that the ongoing litigation matters experienced in prior fiscal years have all been successfully resolved. There are no major litigation matters expected in Fiscal Year 2014; however, an \$80,000 contingency is recommended in the event of an unforeseen litigation matter.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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. The retainer covers attendance at the Planning, Building and Zoning Commission and Zoning Board of Appeals meetings.

Legal requests \$62,000 for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Legal requests **\$15,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

The current collective bargaining contract with the Police Officer's Labor Union expires at the end of 2014.

Legal requests \$5,000 for Fiscal Year 2014. This represents a \$2,000 increase from Fiscal Year 2013. The primary reason for the increase is anticipated legal expenses related to the re-negotiation of the Police Officer's collective bargaining agreement.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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. In 2012, the Village entered into an agreement with a new Hearing Officer saving the Village \$25 per hour. The current agreement provides for a rate of \$150/hr. Administrative Hearings are held monthly.

Legal requests **\$3,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$10,000** for Fiscal Year 2014. This represents a **\$10,000** decrease from Fiscal Year 2013. The primary reason for the decrease is this line item was not utilized in Fiscal Year 2013; however, a budget of \$10,000 is allocated to plan for unforeseen legal services related to land use matters.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL
Description: Court Reporter
Priority: High
Account Number: 01-10-11-3-4237

This account is used to pay for outside court reporters, related to litigation matters.

Legal requests **\$1,000** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013. This is a new line item in Fiscal Year 2014. In prior years, the court reporter expenses were recorded in the Legal Services - Litigation (Account Number 01-10-11-3-4230) line item.

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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0.10
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 and the Open Meetings Act Officer.

Revenue

Actual Fiscal Year Ended <u>12/31/2011</u>	Actual Fiscal Year Ended <u>12/31/2012</u>	Budget Fiscal Year Ended <u>12/31/2013</u>	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended <u>12/31/2011</u>	Actual Fiscal Year Ended <u>12/31/2012</u>	Budget Fiscal Year Ended <u>12/31/2013</u>		Proposed	
				2014	2015
6,223.00	6,577	6,367	Personnel Services	10,041	10,341
961.00	5,110	740	Contractual Services	895	900
<u>7,184</u>	<u>11,687</u>	<u>7,107</u>	Total Expenditures	10,936	11,241
<u>(7,184)</u>	<u>(11,687)</u>	<u>(7,107)</u>	Source (Use) of Cash	<u>(10,936)</u>	<u>(11,241)</u>

Significant Changes

* 5% of the Deputy Village Clerk salary was allocated to the Village Clerk Department to reflect job responsibilities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	5,517	5,350	2,702	5,350	8,666
01-10-13-1-4040	IMRF	638	608	307	608	1,012
01-10-13-1-4090	FICA MATCHING	422	409	207	409	663
TOTAL PERSONNEL SERVICES		6,577	6,367	3,216	6,367	10,341
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	4,895	450	-	450	600
01-10-13-3-4361	DUES	215	290	185	285	300
TOTAL CONTRACTUAL SERVICES		5,110	740	185	735	900
TOTAL EXPENDITURES		11,687	7,107	3,401	7,102	11,241

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 and the Deputy Village Clerk, as follows:

Chief Administrative Officer/Village Clerk - 5%

Building Department Specialist/Deputy Village Clerk - 5%

Village Clerk requests **\$8,414** for Fiscal Year 2014. This represents a **\$3,064** increase from Fiscal Year 2013. The primary reason for the increase is the 5% salary allocation of the Building Department Specialist/Deputy Village Clerk to reflect the job responsibilities related to the Village Clerk's office.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Village Clerk requests **\$983** for Fiscal Year 2014. This represents a **\$375** increase from Fiscal Year 2013. The primary reason for the increase is the Village portion of IMRF related to the 5% salary allocation of the Building Department Specialist/Deputy Village Clerk to reflect the job responsibilities related to the Village Clerk's office.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$644** for Fiscal Year 2014. This represents a **\$235** increase from Fiscal Year 2013. The primary reason for the increase is FICA matching related to the 5% salary allocation of the Building Department Specialist/Deputy Village Clerk to reflect the job responsibilities related to the Village Clerk's office.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Notary, insurance and stamps	\$ 450
Annual shredding of documents	<u>\$ 150</u>
Total	\$ 600

Village Clerk requests **\$600** for Fiscal Year 2014. This represents a **\$150** increase from Fiscal Year 2013. The primary reason for the increase is the addition of the fee for the annual shredding of documents following State authorization.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 Clerks of Lake Co. - Village Clerk	\$ 25
Municipal Clerks of Lake Co. - Deputy Clerk	\$ 25
Internat'l. Institute of Mun. Clerk's - Village Clerk	\$ 150
Municipal Clerks of Illinois - Village Clerk	\$ 65
Municipal Clerks of Illinois - Deputy Clerk	<u>\$ 30</u>
Total	\$ 295

Village Clerk requests **\$295** for Fiscal Year 2014. This represents a **\$5** increase from Fiscal Year 2013.

RISK MANAGEMENT



RISK MANAGEMENT

Department Purpose

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0.05
Part-Time	0	0	0	0
* Risk Manager position is allocated in Finance.				

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
6,253	6,220	7,438	Personnel Services	7,803	8,037
416,175	393,568	413,600	Contractual Services	413,800	413,800
1,104	3,735	5,000	Capital Outlay	5,000	5,000
423,532	403,523	426,038	Total Expenditures	426,603	426,837
(423,532)	(403,523)	(426,038)	Source (Use) of Cash	(426,603)	(426,837)

Significant Changes

* As of the time of printing, the actual renewal quotes for medical, dental, vision, general liability and workers compensation insurance premiums were unavailable; therefore, a conservative estimate was used.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RISK MANAGEMENT						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	5,242	6,250	2,675	6,250	6,735
01-10-14-1-4040	IMRF	606	710	299	710	787
01-10-14-1-4090	FICA MATCHING	372	478	187	487	515
TOTAL PERSONNEL SERVICES		6,220	7,438	3,161	7,447	8,037
CONTRACTUAL SERVICES						
01-10-14-3-4070	MEDICAL INSURANCE PREMIUMS	200,944	220,000	124,132	220,000	233,200
01-10-14-3-4071	DENTAL & VISION PREMIUMS	25,411	28,000	9,469	18,000	20,000
01-10-14-3-4072	EMPLOYEE ASSISTANCE PROGRAM	945	600	-	-	600
01-10-14-3-4073	WORKERS COMPENSATION	42,735	45,000	7,087	42,735	45,000
01-10-14-3-4080	UNEMPLOYMENT PREMIUM	46,809	40,000	28,709	35,400	35,000
01-10-14-3-4373	LIABILITY INSURANCE	76,724	80,000	200	76,843	80,000
TOTAL CONTRACTUAL SERVICES		393,568	413,600	169,597	392,978	413,800
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	3,735	5,000	394	5,000	5,000
TOTAL CAPITAL OUTLAY		3,735	5,000	394	5,000	5,000
TOTAL EXPENDITURES		403,523	426,038	173,152	426,603	426,837

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Risk Management Department, as follows:

Chief Financial Officer/Human Resources Director - 5%

Risk Management requests **\$6,539** for Fiscal Year 2014. This represents a **\$289** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Risk Management requests **\$764** for Fiscal Year 2014. This represents a **\$54** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 \$500 for Fiscal Year 2014. This represents a \$22 increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

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 is unable to obtain a renewal quote from Blue Cross Blue Shield until October, therefore, staff estimates a 6% increase over the prior year.

Risk Management requests **\$233,200** for Fiscal Year 2014. This represents an increase of **\$13,200** from Fiscal Year 2013. The primary reason for the increase relates to the forecasted 4.5% fee related to the Patient Protection and Affordable Health Care Act.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

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 dental provider (Guardian) and vision provider (VSP) to obtain renewal quotes. In addition, alternate providers will be asked to provide quotes.

Risk Management requests **\$20,000** for Fiscal Year 2014. This represents an **\$8,000** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the dental and vision premiums, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Workers Compensation

Priority: High

Account Number: 01-10-14-3-4073

This account pays for the workers' compensation insurance for the Village.

Risk Management requests **\$45,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

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 ratio times the first \$12,900 (2013 wage base) of an employee's annual wages. The Village's benefit ratio has steadily improved, as shown below:

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Benefit Ratio	8.4%	7.65%	5.4%

Risk Management requests **\$35,000** for Fiscal Year 2014. This represents a **\$5,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the improvement of the Village's benefit ratio.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 insurance for the Village. The following insurance premiums are included in this account: property, liability, law enforcement, public officials' liability, employee benefits, auto liability, auto physical damage, excess liability, & crime.

Risk Management requests **\$80,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

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 2014. This represents **no change** from Fiscal Year 2013.

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

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0.50
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
29,952	30,215	45,540	Personnel Services	51,932	53,491
5,966	7,108	8,640	Contractual Services	12,100	9,625
35,918	37,323	54,180	Total Expenditures	64,032	63,116

(35,918)	(37,323)	(54,180)	Source (Use) of Cash	(64,032)	(63,116)
----------	----------	----------	-----------------------------	----------	----------

Significant Changes

* The Administrative Assistant of Finance position has been reclassified from part-time to full-time; 25% of this position is allocated to the Human Resources Department to reflect job responsibilities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	25,499	38,365	13,324	38,365	44,826
01-10-16-1-4040	IMRF	2,948	4,288	1,488	4,288	5,236
01-10-16-1-4090	FICA MATCHING	1,768	2,887	933	2,887	3,429
TOTAL PERSONNEL SERVICES		30,215	45,540	15,745	45,540	53,491
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	811	840	339	840	850
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	480	300	312	312	400
01-10-16-3-4366	WELLNESS PROGRAM	11	1,000	360	500	1,000
01-10-16-3-4367	EMPLOYMENT SCREENING	607	500	786	900	1,375
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	1,674	5,000	956	956	5,000
01-10-16-3-4399	CONTINGENCY	3,525	1,000	-	-	1,000
TOTAL CONTRACTUAL SERVICES		7,108	8,640	2,753	3,508	9,625
TOTAL HUMAN RESOURCES		37,323	54,180	18,498	49,048	63,116

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Human Resources Department, as follows:

Chief Financial Officer/Human Resources Director - 25%

Administrative Assistant of Finance - 25%

Human Resources requests **\$43,520** for Fiscal Year 2014. This represents a **\$5,155** increase from Fiscal Year 2013. The primary reason for the increase is the Administrative Assistant of Finance position has been funded as a full-time position in the Fiscal Year 2014 budget. This position was a part-time position in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Human Resources requests **\$5,083** for Fiscal Year 2014. This represents a **\$795** increase from Fiscal Year 2013. The primary reason for the increase is the Administrative Assistant of Finance position has been funded as a full-time position in the Fiscal Year 2014 budget. This position was a part-time position in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,329** for Fiscal Year 2014. This represents a **\$442** increase from Fiscal Year 2013. The primary reason for the increase is the Administrative Assistant of Finance position has been funded as a full-time position in the Fiscal Year 2014 budget. This position was a part-time position in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Dues

Priority: High

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

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

Illinois Public Employer Labor Relations Association	\$ 200
International Public Management Association for Human Resources	\$ 150
Public Salary.Com	\$ 250
Illinois Labor Law Poster	<u>\$ 250</u>
Total	\$ 850

Human Resources requests **\$850** for Fiscal Year 2014. This represents a **\$10** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	<u>\$ 150</u>
Total	\$ 400

Human Resources requests **\$400** for Fiscal Year 2014. This represents a **\$100** increase from Fiscal Year 2013. The primary reason for the increase is an increase in the cost of the web-based training classes.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 the Village Wellness Program. The Village Wellness Program complies 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: 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. In addition, in Fiscal Year 2013, the Village implemented a new all employee (including seasonal staff) random drug screening program. In addition, the Village will implement a pre-employment drug screen testing for all employees, including seasonal staff for Fiscal Year 2014.

Human Resources requests **\$3,850** for Fiscal Year 2014. This represents a **\$3,350** increase from Fiscal Year 2013. The primary reason for the increase is the addition of an all employee random drug screening program and the addition of pre-employment drug screening for seasonal staff. The Village's current policy is to conduct pre-employment drug screening for full-time staff and all CDL drivers.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 Village implemented 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$1,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

TECHNOLOGY



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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended <u>12/31/2011</u>	Actual Fiscal Year Ended <u>12/31/2012</u>	Budget Fiscal Year Ended <u>12/31/2013</u>	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended <u>12/31/2011</u>	Actual Fiscal Year Ended <u>12/31/2012</u>	Budget Fiscal Year Ended <u>12/31/2013</u>		Proposed	
				2014	2015
23,659	32,496	47,765	Contractual Services	65,940	66,900
-	-	-	Commodities	-	-
33,572	-	-	Capital Outlay	-	-
<u>57,231</u>	<u>32,496</u>	<u>47,765</u>	Total Expenditures	<u>65,940</u>	<u>66,900</u>
<u>(57,231)</u>	<u>(32,496)</u>	<u>(47,765)</u>	Source (Use) of Cash	<u>(65,940)</u>	<u>(66,900)</u>

Significant Changes

- * The 2014 budget includes \$25,500 for the purchase of 200 hours of IT support services. This includes a 15% volume discount; ABN has not raised their hourly rate in three years.
- * The 2014 budget includes \$14,550 for hosted email, backup and file exchange services to improve the security and efficiency of the Village's information technology.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	13,979	17,425	14,888	17,400	21,000
01-10-17-3-4329	TECHNOLOGY SUPPORT	13,518	25,500	25,500	25,500	25,500
01-10-17-3-4330	WEBSITE	3,972	3,640	3,534	3,906	4,100
01-10-17-3-4331	INTERNET ACCESS	1,027	1,200	679	1,170	1,300
01-10-17-3-4333	HOSTED SERVICES	-	-	-	14,550	15,000
TOTAL CONTRACTUAL SERVICES		32,496	47,765	44,601	47,976	66,900
TOTAL TECHNOLOGY		32,496	47,765	44,601	47,976	66,900

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 software licensing and maintenance fees for various software programs utilized on the Village's computer system.

MSI maintenance	\$ 12,595
Laserfiche maintenance	\$ 850
IACP - PD	\$ 525
Critical Reach - PD	\$ 140
InTime - PD	\$ 2,640
Sterling Codifiers	<u>\$ 4,000</u>
Total	\$ 20,750

Technology requests **\$20,750** for Fiscal Year 2014. This represents a **\$3,325** increase from Fiscal Year 2013. The primary reason for the increase is the annual maintenance for the new police scheduling software, InTime.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

200 hours @ \$127.50/hour (represents 15% volume discount) = \$25,500

Technology requests **\$25,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 and the monthly subscription to Constant Contact.

Civic Plus annual maintenance fee	\$ 3,240
Constant Contact	<u>\$ 670</u>
Total	\$ 3,910

Domain name to be renewed in 2021.

Technology requests **\$3,910** for Fiscal Year 2014. This represents a **\$270** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 \$ 1,230

Technology requests **\$1,230** for Fiscal Year 2014. This represents a **\$30** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: TECHNOLOGY

Description: Hosted Services

Priority: High

Account Number: 01-10-17-3-4333

This account is used for paying for various hosted services. This is a newly budgeted item in 2014.

Hosted Exchange (Village Outlook Emails)	\$ 5,650
Hosted Backup (Village Software & Files)	\$ 8,000
Hosted File Exchange Service (Box.com)	<u>\$ 900</u>
Total	\$ 14,550

Technology requests **\$14,550** for Fiscal Year 2014. This represents a **\$14,550** increase from Fiscal Year 2013. During Fiscal Year 2013, the Village experienced a malicious attack on the Village email system. This resulted in disruption of the Village email service for one week. After the email system was restored, it took an additional 60 days to fully recover from the attack. To minimize the possibility of a future attack, the Technology Committee recommended moving the Village Outlook Emails to a hosted solution with ABN. This change was made mid-year 2013. The hosted solution has improved the efficiency and security of the Village email system. The Village will also be moving to a hosted backup solution, which will protect the Village in the event of a disaster at the Village Hall. Finally, the Village will be utilizing a new method (box.com) for file transfer of documents for Village Board and Committee meetings. The addition of these hosted solutions will improve the security and efficiency of the Village's information technology.

FINANCE



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

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	1	1	2	1.35
Part-Time	0	1	0	0

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

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
99,865	112,859	114,305	Personnel Services	130,956	134,885
28,220	27,974	30,182	Contractual Services	30,320	29,920
(116)	-	-	Commodities	-	-
127,969	140,833	144,487	Total Expenditures	161,276	164,805
(127,969)	(140,833)	(144,487)	Source (Use) of Cash	(161,276)	(164,805)

Significant Changes

* The Administrative Assistant of Finance position has been reclassified from part-time to full-time; 75% of this position is allocated to the Finance Department to reflect job responsibilities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FINANCE						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	95,146	96,346	41,700	96,346	113,035
01-10-18-1-4040	IMRF	10,984	10,732	4,647	10,732	13,203
01-10-18-1-4090	FICA MATCHING	6,729	7,227	2,979	7,227	8,647
TOTAL PERSONNEL SERVICES		112,859	114,305	49,326	114,305	134,885
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	19,022	19,582	18,410	19,582	20,370
01-10-18-3-4211	ACTUARY SERVICES	250	1,500	1,500	1,500	250
01-10-18-3-4329	BOND FINANCIAL ADVISOR	6,000	6,200	2,500	6,200	6,200
01-10-18-3-4353	CELLULAR PHONE	877	1,000	585	1,000	1,000
01-10-18-3-4355	PUBLISHING/ADVERTISING	130	500	9	500	500
01-10-18-3-4361	DUES	1,395	1,400	1,125	1,400	1,450
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	300	-	48	48	150
TOTAL CONTRACTUAL SERVICES		27,974	30,182	24,177	30,230	29,920
COMMODITIES						
01-10-18-5-4561	OFFICE SUPPLIES	-	-	-	-	-
TOTAL COMMODITIES		-	-	-	-	-
TOTAL FINANCE		140,833	144,487	73,503	144,535	164,805

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This account is used to pay the salaries of the employee allocated to the Finance Department, as follows:

Chief Financial Officer/Human Resources Director – 60%
Administrative Assistant of Finance – 75%

Finance requests **\$109,743** for Fiscal Year 2014. This represents a **\$13,397** increase from Fiscal Year 2013. The primary reason for the increase is the Administrative Assistant of Finance position has been funded as a full-time position in the Fiscal Year 2014 budget. This position was a part-time position in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Finance requests **\$12,818** for Fiscal Year 2014. This represents a **\$2,086** increase from Fiscal Year 2014. The primary reason for the increase is the Administrative Assistant of Finance position has been funded as a full-time position in the Fiscal Year 2014 budget. This position was a part-time position in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$8,395** for Fiscal Year 2014. This represents a **\$1,168** increase from Fiscal Year 2013. The primary reason for the increase is the Administrative Assistant of Finance position has been funded as a full-time position in the Fiscal Year 2014 budget. This position was a part-time position in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

Audit services are paid for from this account. The Village accepted a 3-year renewal proposal from Sikich, LLP for the audits of 2013, 2014 and 2015. The fees will increase by 2% annually.

Finance requests **\$19,970** for Fiscal Year 2014. This represents a **\$388** increase from Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 three years.

Finance requests **\$250** for Fiscal Year 2014. This represents a **\$1,250** decrease from Fiscal Year 2014. The primary reason for the decrease is that the actuary can perform an update of the prior year calculation, at a fee of \$250. The full valuation is \$1,500 and is performed every three years. The next full valuation will be budgeted in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$1,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 \$500 for Fiscal Year 2014. This represents **no change** from Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 200
Illinois Government Finance Officers Association	\$ 300
Certificate of Achievement in Financial Reporting Application Fee	\$ 375
Illinois CPA Society	\$ 275
AICPA	\$ 300
Total	<u>\$ 1,450</u>

Finance requests **\$1,450** for Fiscal Year 2014. This represents a **\$50** increase from Fiscal Year 2014. The primary reason for the increase relates to a change in the dues calculation for the Illinois Government Finance Officers Association from an individual membership, to a membership for the Village, based upon population.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

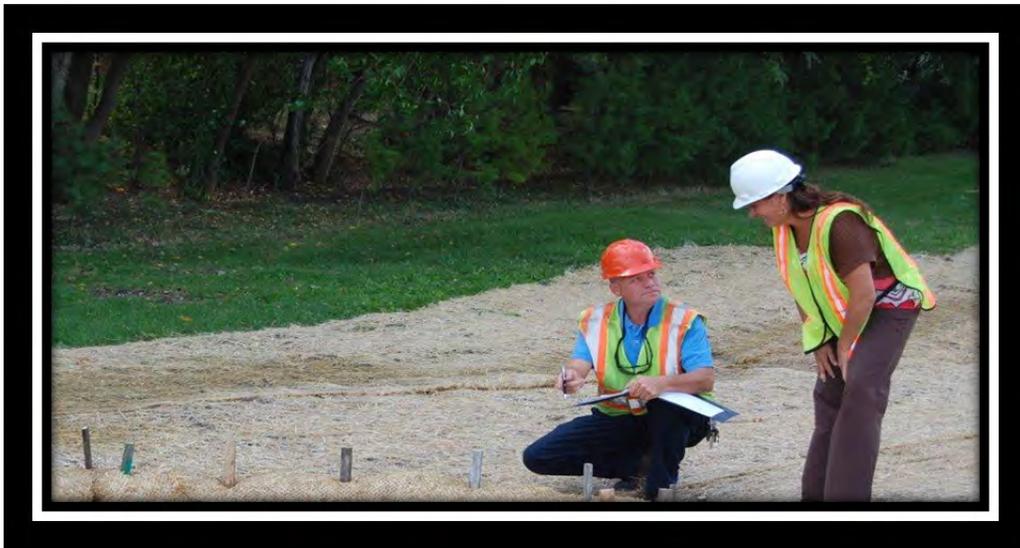
Department: FINANCE
Description: Professional Development
Priority: High
Account Number: 01-10-18-3-4365

This account is used to pay for Finance related professional development classes. This line item includes the following continuing education opportunities for the Finance Department employees:

Illinois Government Finance Officers Association	
2 Local Training Classes	\$ 150
Government Finance Officers Association	
National Conference - Minneapolis, MN	<u>\$ 800</u>
Total	\$ 950

Finance requests **\$950** for Fiscal Year 2014. This represents a **\$950** increase from Fiscal Year 2013. This is due to the deferral of the GFOA annual conference in Fiscal Year 2013.

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/Village Engineer is responsible for the Engineering Department.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0.20
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		2014	2015
-	-	25,468	Personnel Services	26,524	27,320
36,373	25,131	25,000	Contractual Services	15,000	15,000
36,373	25,131	50,468	Total Expenditures	41,524	42,320

(36,373)	(25,131)	(50,468)	Source (use) of cash	(41,524)	(42,320)
----------	----------	----------	-----------------------------	----------	----------

Significant Changes

* The Engineering Department request for engineering services from the Village's engineering consulting firm has been reduced by \$10,000. It is anticipated that many of the routine projects that have required the assistance of a consultant will now be completed in house by the Director of Public Works/Village Engineer.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ENGINEERING						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	-	21,400	9,877	21,400	22,895
01-10-14-1-4040	IMRF	-	2,431	1,122	2,431	2,674
01-10-14-1-4090	FICA MATCHING	-	1,637	714	1,637	1,751
TOTAL PERSONNEL SERVICES		-	25,468	11,713	25,468	27,320
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	23,227	25,000	5,232	25,000	15,000
01-10-19-3-4220	ENGINEERING SERVICES-CONTRACT	1,904	-	-	-	-
TOTAL CONTRACTUAL SERVICES		25,131	25,000	5,232	25,000	15,000
TOTAL ENGINEERING		25,131	50,468	16,945	50,468	42,320

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ENGINEERING

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Engineering Department, as follows:

Director of Public Works/Village Engineer - 20%

Public Works requests **\$22,228** for Fiscal Year 2014. This represents an **\$828** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ENGINEERING

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 all participating employees in the Engineering Department. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2014, the Village's portion will be 11.68%.

Public Works requests **\$2,596** for Fiscal Year 2014. This represents a **\$165** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ENGINEERING

Description: FICA Matching

Priority: High

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

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

Public Works requests **\$1,700** for Fiscal Year 2014. This represents a **\$63** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$15,000** for Fiscal Year 2014. This represents a **\$10,000** decrease from Fiscal Year 2013. The primary reason for the decrease relates to the hiring of a Public Works Director/Village Engineer with a PE certification in 2012. It is anticipated that many of the routine projects that have required the assistance of a consultant will now be completed in house by the Public Works Director/Village Engineer.

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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	10	11	11	11
Part-Time	4	0	0	0

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 homeowners' meetings, block parties, school events, etc. Officers consider themselves part of the community, work for the community and owe their loyalty to the community.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
196,258	189,567	197,950	Fees	182,450	182,450
5,375	4,125	-	Intergovernmental	-	-
993	16,694	-	Miscellaneous	25,000	-
202,626	210,386	197,950	Total Revenues	207,450	182,450

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
842,567	872,090	920,771	Personnel Services	924,984	966,064
130,763	113,665	133,240	Contractual Services	129,690	132,440
52,695	53,705	57,100	Commodities	56,600	52,600
-	-	-	Debt Service	-	-
21,997	2,615	5,000	Capital Outlay	28,000	5,000
1,048,022	1,042,075	1,116,111	Total Expenditures	1,139,274	1,156,104

163,992	219,588	217,155	Police Pension Contribution	234,261	234,261
---------	---------	---------	-----------------------------	---------	---------

(1,009,388)	(1,051,277)	(1,135,316)	Source (Use) of Cash	(1,166,085)	(1,207,915)
-------------	-------------	-------------	-----------------------------	-------------	-------------

Significant Changes

* The 2014 Budget includes funding for the purchase of one police car from DUI funds; an additional police car will be purchased from the Capital Improvement Plan funds.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
REVENUES						
FEEES						
01-20-00-4-3710	COURT FINES	95,314	100,000	41,649	100,000	100,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	40,210	38,000	26,355	38,000	40,000
01-20-00-4-3733	ADJUDICATION FINES	10,307	15,000	2,470	7,500	7,500
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	39,001	40,000	12,500	34,000	30,000
01-20-00-4-3735	POLICE PROTECTION FEES	4,335	4,500	2,148	4,500	4,500
01-20-00-4-3750	RECORDS REQUESTS	400	450	230	450	450
TOTAL FEES		189,567	197,950	85,352	184,450	182,450
INTERGOVERNMENTAL						
01-20-00-5-3805	GRANTS	4,125	-	2,900	-	-
TOTAL INTERGOVERNMENTAL		4,125	-	2,900	-	-
MISCELLANEOUS						
01-20-00-7-3830	DONATIONS	-	-	-	-	-
01-20-00-7-3860	INSURANCE REIMB	16,404	-	-	-	-
01-20-00-7-3865	COLLECTION AGENCY REVENUE	200	-	33	33	-
01-20-00-7-3890	MISCELLANEOUS INCOME	90	-	-	-	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	-	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	-	-	-	25,000	-
TOTAL MISCELLANEOUS		16,694	-	33	33	25,000
TOTAL REVENUES: POLICE		210,386	197,950	88,285	207,450	182,450

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
EXPENDITURES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	831,255	869,415	417,465	847,849	907,895
01-20-20-1-4020	OVERTIME	17,648	29,750	11,127	25,500	34,618
01-20-20-1-4040	IMRF	5,744	6,250	3,124	6,248	6,816
01-20-20-1-4090	FICA MATCHING	17,443	15,356	7,618	15,236	16,735
TOTAL PERSONNEL SERVICES		872,090	920,771	439,334	894,833	966,064
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	4,258	7,500	4,794	9,500	7,500
01-20-20-3-4130	CONT MAINT-EQUIPMENT	1,518	4,000	304	2,000	2,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	2,540	2,500	1,262	2,500	2,500
01-20-20-3-4351	POSTAGE	121	100	6	100	100
01-20-20-3-4353	TELEPHONE - CELL PHONE	4,006	4,000	2,102	4,204	4,200
01-20-20-3-4355	PUBLISHING/ADVERTISING	298	350	-	-	350
01-20-20-3-4357	PRINTING/COPYING	595	2,500	1,309	2,500	2,500
01-20-20-3-4359	DISPATCH SERVICE	77,329	82,000	77,883	77,883	80,250
01-20-20-3-4361	DUES	13,429	14,440	12,482	14,440	14,440
01-20-20-3-4362	TRAVEL EXPENSE	362	100	-	100	100
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	2,434	8,500	589	5,000	8,500
01-20-20-3-4367	PUBLICATIONS	100	250	-	250	250
01-20-20-3-4381	COMMUNITY RELATIONS	1,833	2,000	2,028	3,850	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	4,842	5,000	546	3,000	5,000
TOTAL CONTRACTUAL SERVICES		113,665	133,240	103,305	125,327	129,690
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	2,559	2,500	756	2,500	2,500
01-20-20-5-4562	AUTO FUEL & OIL	37,186	38,000	9,911	30,000	35,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 6 MONTHS		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	ACTUAL		
01-20-20-5-4563	MINOR EQUIPMENT	3,655	3,500	-	3,500	3,500
01-20-20-5-4569	VEHICLE SUPPLIES	3,916	4,000	1,707	3,000	4,000
01-20-20-5-4570	MAINT SUPPLIES	80	100	-	100	100
01-20-20-5-4578	UNIFORMS	4,478	7,000	2,801	550	9,500
01-20-20-5-4595	OTHER CHARGES	1,831	2,000	464	2,000	2,000
TOTAL COMMODITIES		53,705	57,100	15,639	41,650	56,600
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	-	-	-	25,000	-
01-20-20-8-4894	EQUIPMENT	2,615	5,000	-	3,000	5,000
TOTAL CAPITAL OUTLAY		2,615	5,000	-	3,000	5,000
TOTAL POLICE		1,042,075	1,116,111	558,278	1,064,810	1,156,104
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	219,588	217,155	108,578	217,155	234,261

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Court Fines

Account Number: 01-20-00-4-3710

This account is the amount of revenue generated for the Village's portion of court fines received through the Lake County Circuit Court.

Police forecasts **\$100,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Village Code Violations

Account Number: 01-20-00-4-3730

This account is the amount of revenue generated through payment of Village Code Violation Citations. These are local charges that do not enter the Lake County judicial system and if contested, go through the Administrative Adjudication Process.

Police forecasts **\$40,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Adjudication Fines

Account Number: 01-20-00-4-3733

This account is the amount of revenue generated through payment of Village Code Violation Citations. This account is specific to citations resolved at administrative adjudication hearings.

Police forecasts **\$7,500** for Fiscal Year 2014. This represents a **\$7,500** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated decline in the adjudication fines received, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Administrative Impound Fee

Account Number: 01-20-00-4-3734

This account represents the amount of revenue generated through payment of administrative impound fees for misdemeanor and felony traffic arrests.

Police forecasts **\$30,000** for Fiscal Year 2014. This represents **\$10,000** decrease from Fiscal Year 2013. The primary reason for the decrease is anticipated declines in the administrative impound fees received, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Police Protection Fees

Account Number: 01-20-00-4-3735

This account represents the amount of revenue generated through contracted police services for special events not hosted by the Village such as traffic control for running events, school graduations, etc.

Police forecasts **\$4,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Records Requests

Account Number: 01-20-00-4-3730

This account is the amount of revenue received for copies of crash reports and extensive FOIA requests that meet charging requirements.

Police forecasts **\$450** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Salaries

Priority: High

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

This account is the amount paid for 9 sworn full-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 **\$ 869,662** for Fiscal Year 2014. This represents a **\$247** increase from Fiscal Year 2013. The collective bargaining agreement contains a 3% salary increase for all patrol officers in Fiscal Year 2014. The primary reason for the minimal increase is due to the fact that the Fiscal Year 2013 budget contained an estimate of accrued benefit payments for a retiring officer. We do not anticipate any retirements in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 5.5% of eligible salaries.

Police requests **\$32,662** for Fiscal Year 2014. This represents a **\$2,912** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Police requests **\$6,617** for Fiscal Year 2014. This represents a **\$367** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014 budget request includes funding at the full amount recommended by the independent actuary.

Police requests **\$234,261** for Fiscal Year 2014. This represents a **\$17,106** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$16,043** for Fiscal Year 2014. This represents a **\$687** increase from Fiscal Year 2013. The collective bargaining agreement contains a 3% salary increase for all patrol officers in Fiscal Year 2014. The primary reason for the minimal increase is due to the fact that the Fiscal Year 2013 budget contained an estimate of accrued benefit payments for a retiring officer. We do not anticipate any retirements in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 work performed by dealerships as well as the annual contract costs for vehicle washes.

Police requests **\$7,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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. A change in state law has impacted the enforcement of truck overweight laws and the scales are not being used right now.

Police requests **\$2,000** for Fiscal Year 2014. This represents a **\$2,000** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the contractual equipment maintenance, based upon projected actuals for Fiscal Year 2013

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$4,200** for Fiscal Year 2014. This represents a **\$200** increase from Fiscal Year 2013. The primary reason for the increase is a forecasted increase in the monthly phone charges, based upon projected actuals for Fiscal Year 2013

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$350** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2013) 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 **\$80,250** for Fiscal Year 2014. This represents a **\$1,750** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 100
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
LESO	\$ 300
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>\$ 190</u>
Total	1\$ 14,440

Police requests **\$14,440** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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>\$ 3,000</u>
Total	\$ 8,500

Police requests **\$8,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 and criminal charging updates.

Police requests **\$250** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents a **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Police requests **\$5,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 time.

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

Police requests **\$35,000** for Fiscal Year 2014. This represents a **\$3,000** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the fuel usage, based upon projected actuals for Fiscal Year 2013

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Uniforms

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.

Ballistic vests for seven officers are due to expire in 2014. Estimated replacement cost is \$650 per vest for a total of \$4,550.

Based on the above established allowances, the cost for the anticipated headcount of the Chief of Police and 9 full-time officers:

9 Officers @ \$550 per officer	\$ 4,950
7 Ballistic Vests @ \$650 per officer	<u>\$ 4,550</u>
Total	\$ 9,500

Police requests **\$9,500** for Fiscal Year 2014. This represents a **\$2,500** increase from Fiscal Year 2013. The primary reason for the increase is the purchase of the seven ballistic vests that expire in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 police vehicles funded by the vehicle supervision fund deposits. The vehicle supervision funds are received by the Village from the courts when a driver is assigned supervision. These funds are restricted and must be spent only on the purchase of new police vehicles.

Police requests **\$25,000** for Fiscal Year 2014. This represents a **\$25,000** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated purchase of a new police car in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,000** for Fiscal Year 2014. This represents a **\$2,000** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the equipment purchased, based upon projected actuals for Fiscal Year 2013

BOARD OF POLICE COMMISSIONERS

Department Purpose

The Board of Police Commissioners is a volunteer board appointed by the Mayor. It 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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	2,075	-	2,500	-
-	2,075	-	Total Revenue	
			2,500	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
1,171	2,176	2,700	Contractual Services	2,700	1,950
-	16	-	Commodities	-	-
1,171	2,192	2,700	Total Expenditures		
(1,171)	(117)	(2,700)	Source (Use) of Cash		(200) (1,950)

Significant Changes

* The 2014 budget includes \$2,500 in revenue for application fees related to the planned test for police applicants.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
REVENUES						
FEES						
01-10-15-4-3751	APPLICATION FEE	2,075	-	-	2,500	-
TOTAL FEES		2,075	-	-	2,500	-
TOTAL REVENUES		2,075	-	-	2,500	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	1,601	2,500	-	2,500	1,750
01-10-15-3-4361	DUES	575	200	-	200	200
TOTAL CONTRACTUAL SERVICES		2,176	2,700	-	2,700	1,950
COMMODITIES						
01-10-15-5-4561	OFFICE SUPPLIES	-	-	-	-	-
01-10-15-5-4595	OTHER CHARGES	16	-	-	-	-
TOTAL COMMODITIES		16	-	-	-	-
TOTAL EXPENDITURES		2,192	2,700	-	2,700	1,950

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

The current hiring list expires September 18, 2014. The Board of Police Commissioners will need to create a new eligibility list in Fall 2014.

Police forecasts **\$2,500** for Fiscal Year 2014. This represents a **\$2,500** increase from Fiscal Year 2013. The primary reason for the increase is the planned police testing in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 testing services in the creation of a new eligibility list. This account also covers any other charges as it relates to the hiring and/or termination of police officers.

Police requests **\$2,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

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

	Actual		Proposed	
	2012	2013	2014	FTE 2014
Full-Time	4	5	6	4.75
Part-Time	4	4	4	1
Summer	5	5	5	0.75
Snow	10	10	10	0

* 2 Additional Full-Time Park Maintenance Specialists positions allocated in Parks and Recreation.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		2014	2015
1,724	78,248	-	Miscellaneous	-	-
-	-	-	Other Financing Services	-	-
1,724	78,248	-	Total Revenues	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
			Administration/Operations		
360,903	424,045	332,440	Personnel Services	334,122	343,583
121,954	79,021	53,806	Contractual Services	78,989	82,650
92,580	80,056	94,000	Commodities	97,500	100,700
18,510	18,511	18,511	Debt Service	-	-
-	-	-	Capital Outlay	-	-
			Buildings/Grounds		
-	-	105,324	Personnel Services	111,565	114,911
19,583	15,835	17,500	Contractual Services	19,000	20,000
8,594	13,241	12,000	Commodities	10,000	11,500
9,367	-	-	Capital Outlay	-	-
631,491	630,709	633,581	Total Expenditures	651,176	673,345

(629,767)	(552,461)	(633,581)	Source (Use) of Cash	(651,176)	(673,345)
-----------	-----------	-----------	-----------------------------	-----------	-----------

Significant Changes

- * The 2014 budget includes funding for one additional summer staff for Building/Grounds.
- * The 2014 budget includes funding for a part time temporary Administrative Assistant.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	-	-	-	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	-	-	-	-	-
01-40-00-7-3840	50%/50% DRAINAGE PROGRAM	-	-	-	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	600	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	77,648	-	96	-	-
TOTAL MISCELLANEOUS		78,248	-	96	-	-
TOTAL REVENUES: PUBLIC WORKS		78,248	-	96	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
EXPENDITURES						
PUBLIC WORKS ADMINISTRATION/OPERATIONS						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	351,055	237,350	123,527	237,350	244,740
01-40-40-1-4011	SEASONAL SALARIES	-	14,880	13,185	14,880	15,965
01-40-40-1-4012	SUMMER SALARIES	-	4,080	4,790	4,790	4,326
01-40-40-1-4013	SNOW PLOW DRIVERS	-	8,200	1,680	3,000	8,446
01-40-40-1-4020	OVERTIME	10,175	16,000	9,682	16,000	15,700
01-40-40-1-4040	IMRF	37,372	30,471	16,545	30,471	32,284
01-40-40-1-4090	FICA MATCHING	25,443	21,459	11,225	21,459	22,122
TOTAL PERSONNEL SERVICES		424,045	332,440	180,634	327,950	343,583
CONTRACTUAL SERVICES						
01-40-40-3-4120	CONTR MAINT-VEHICLE	13,007	18,000	4,304	12,000	15,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	430	2,000	-	2,000	4,000
01-40-40-3-4140	CONTR MAINT-PATCHING	37,240	-	-	-	-
01-40-40-3-4190	CONTR MAINT-OTHER	1,836	7,500	828	3,000	8,000
01-40-40-3-4329	OTHER PROF SERVICES	4,134	3,000	2,477	3,000	30,500
01-40-40-3-4353	TELEPHONE-CELL PHONE	4,272	3,600	2,104	4,200	4,500
01-40-40-3-4355	PUBLISHING/ADVERTISING	-	200	-	400	400
01-40-40-3-4357	PRINTING/COPYING	58	300	35	300	300
01-40-40-3-4361	DUES	1,174	856	564	964	1,100
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	1,874	3,250	149	2,500	3,250
01-40-40-3-4367	PUBLICATIONS	-	100	-	100	100
01-40-40-3-4371	PUBLIC UTILITIES	13,529	13,000	5,210	13,000	13,500
01-40-40-3-4375	RENTAL / LEASE	1,467	2,000	141	1,000	2,000
TOTAL CONTRACTUAL SERVICES		79,021	53,806	15,812	42,464	82,650

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
01-40-40-5-4561	OFFICE SUPPLIES	1,856	2,000	374	1,500	2,200
01-40-40-5-4562	AUTO FUEL & OIL	32,660	38,000	14,604	34,000	37,000
01-40-40-5-4563	MINOR EQUIPMENT	1,358	2,500	224	2,500	3,000
01-40-40-5-4564	SMALL TOOLS	2,238	3,000	1,201	3,000	3,500
01-40-40-5-4568	EQUIPMENT SUPPLIES	7,799	8,000	3,420	8,000	8,500
01-40-40-5-4569	VEHICLE SUPPLIES	14,349	18,000	4,878	15,000	18,000
01-40-40-5-4570	MAINT SUPPLIES	5,762	5,000	1,563	5,000	5,500
01-40-40-5-4572	MOSQUITO ABATEMENT	536	2,000	-	2,000	2,500
01-40-40-5-4573	DRAINAGE SUPPLIES	639	5,000	-	5,000	5,500
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	-	1,000	1,071	2,000	2,000
01-40-40-5-4575	TREES	-	-	-	16,100	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	6,759	6,500	4,556	9,000	9,000
01-40-40-5-4595	OTHER CHARGES	6,100	3,000	336	2,000	3,000
TOTAL COMMODITIES		80,056	94,000	32,227	105,100	100,700
DEBT SERVICE						
01-40-40-7-4737	PRINCIPAL	15,076	16,041	-	-	-
01-40-40-7-4738	INTEREST	3,435	2,470	-	-	-
TOTAL DEBT SERVICE		18,511	18,511	-	-	-
TOTAL PUBLIC WORKS ADMIN/OPERATIONS		601,633	498,757	228,673	475,514	526,933

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS BUILDING & GROUNDS						
PERSONNEL SERVICES						
01-40-45-1-4010	SALARIES	-	88,500	40,069	88,500	92,618
01-40-45-1-4012	SUMMER SALARIES	-	-	-	3,960	4,079
01-40-45-1-4040	IMRF	-	10,054	4,498	10,054	10,818
01-40-45-1-4090	FICA MATCHING	-	6,770	2,711	7,182	7,397
TOTAL PERSONNEL SERVICES		-	105,324	47,278	111,565	114,911
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONT MAINT-BUILDING	15,835	17,500	7,071	19,000	20,000
TOTAL CONTRACTUAL SERVICES		15,835	17,500	7,071	19,000	20,000
COMMODITIES						
01-40-45-5-4570	MAINTENANCE SUPPLIES	13,241	-	-	-	-
01-40-45-5-4571	BUILDING MAINTENANCE SUPPLIES	-	6,000	3,700	8,000	9,000
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	-	6,000	715	2,000	2,500
TOTAL COMMODITIES		13,241	12,000	4,415	10,000	11,500
TOTAL PUBLIC WORKS BUILDING & GROUNDS		29,076	134,824	58,764	140,565	146,411
TOTAL PUBLIC WORKS		630,709	633,581	287,437	651,176	673,345

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Public Works Administration/Operations Department, as follows:

Director of Public Works/Village Engineer - 80%

Superintendent of Public Works - 100%

Maintenance Specialist of Streets - 25%

~~Executive Administrative Assistant - 25%~~ (This position will be allocated 100% to the Building Department in Fiscal Year 2014.)

Mechanic - 100%

Part Time Arborist

Public Works requests **\$237,612** for Fiscal Year 2014. This represents a **\$262** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Seasonal Salaries

Priority: High

Account Number: 01-40-40-1-4011

This account is used to pay seasonal employees allocated to the Public Works Department. This account provides for one seasonal employee from April 1 to October 31.

Public Works requests **\$15,500** for Fiscal Year 2014. This represents a **\$620** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Summer Salaries

Priority: High

Account Number: 01-40-40-1-4012

This account is used to pay summer employees allocated to the Public Works Department. This account provides for one summer employee from May 15 to August 15.

Public Works requests **\$4,200** for Fiscal Year 2014. This represents a **\$120** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Snow Plow Drivers Salaries

Priority: High

Account Number: 01-40-40-1-4013

This account is used to pay snow plow driver employees allocated to the Public Works Department. This account provides for up to ten on call snow plow drivers during the snow season. These employees are paid only when needed for a snow event.

Public Works requests **\$8,200** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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). Included in this overtime estimate is – 8 storms of 6” to 8” per storm for the season. The revamped snow removal plan includes three different shifts back to back over the course of each storm of this duration. Each shift will be comprised of two full time employees and three part time snow plow drivers.

Snow Removal	\$ 10,800
Weather Emergencies	\$ 900
July 3 rd /4 th	\$ 2,900
Fall Family Fun Fest	<u>\$ 1,100</u>
Total	\$ 15,700

Public Works requests **\$15,700** for Fiscal year 2014. This represents a **\$300** decrease from Fiscal Year 2013. The primary reason for the decrease is the elimination of the May Bike Rodeo event. The Bike Rodeo will be held during the Fall Family Fun Fest in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Public Works requests **\$31,432** for Fiscal Year 2014. This represents a **\$961** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$21,536** for Fiscal Year 2014. This represents a **\$77** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

TRUCK	MAKE	YEAR	MILES	REPLACEMENT	
				COST	YEAR
Backhoe	Case	1992	5,242	\$100,000	2011
812	Int	1999	54,855	\$120,000	2011
814	Int	2000	36,565	\$122,000	2012
813	Int	2000	40,673	\$122,000	2012
Rec Van	Ford	2002	56,996	\$30,000	2015
830	Jeep	2003	116,004	\$40,000	2016
816	Ford	2003	85,888	\$90,000	2010
819	Ford	2005	70,613	\$55,000	2012
Loader	Case	2007	2,147	\$165,000	2019
Crown Vic	Ford	2008	101,000	\$26,000	2015
821	Int	2008	21,400	\$148,000	2021
811	Ford	2008	35,025	\$100,000	2015
804	Ford	2010	20,065	\$35,000	2017
818	Int	2012	3534	\$142,000	2024
810	Ford	2012	3,855	\$26,000	2019
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					

Public Works requests **\$15,000** for Fiscal Year 2014. This represents a **\$3,000** decrease from Fiscal Year 2013. The primary reason for the decrease relates to the updating of the vehicles in the Village fleet. The new vehicles will be covered under the manufacturer's warranty and routine maintenance issues will be performed by the Village Mechanic which will reduce the expenses paid for contractual maintenance of Village vehicles.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,000** for Fiscal Year 2014. This represents a \$1,000 increase from Fiscal Year 2013. The primary reason for the increase is an anticipated major repair on one of the larger pieces of Public Works' equipment such as a backhoe.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This account pays for unanticipated maintenance activities. Items that have been previously charged to this account were hazardous tree trimming, emergency snow removal, alarm services and IEPA NPDES permit fees. 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.

IEPA NPDES permit fees	\$ 1,000
Emergency mosquito treatment	\$ 4,500
Contingency for emergencies	<u>\$ 2,000</u>
Total	\$ 7,500

Public Works requests **\$7,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 for such things as JULIE locating service and other service needs that arise. In addition, new this year, there is funding for a temporary part-time Administrative Assistant to assist the Public Works Director/Village Engineer. In prior years, 25% of a full-time Executive Administrative Assistant had been allocated to the Public Works Department. However, due to the projected increase in building permits, this staff person will be allocated 100% to the Building Department in Fiscal Year 2014.

Public Works requests **\$30,000** for Fiscal Year 2014. This represents a **\$27,000** increase from Fiscal Year 2013. The primary reason for the increase is the addition of a temporary part-time Administrative Assistant as discussed above.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$4,200** for Fiscal Year 2014. This represents a **\$600** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the monthly cellular phone bill, based upon projected actuals for Fiscal Year 2013

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$400** for Fiscal Year 2014. This represents a **\$200** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the number of advertising bid specifications, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 sized copies.

Public Works requests **\$300** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Dues

Priority: High

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

This account pays for association dues for Public Works employees.

A breakdown of membership dues is as follows:

APWA	\$ 314
Drug testing pool	\$ 250
IPRA - IL Park & Rec Assn.	\$ 275
MIPE - MW Inst of Park Exec.	\$ 25
<u>Illinois Public Works Mutual Aid Network</u>	<u>\$ 100</u>
Total	\$ 964

Public Works requests **\$964** for Fiscal Year 2014. This represents a **\$108** increase from Fiscal Year 2013. The primary reason for the increase is the addition of the Illinois Public Works Mutual Aid Network dues for Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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;

NIMS training - Director	\$ 525
Snow and Ice workshops	\$ 400
APWA training	\$ 200
NIPSTA training	\$ 800
Supervisor training	\$ 400
ASE training for mechanic	<u>\$ 200</u>
Total	\$ 2,525

Public Works requests **\$2,525** for Fiscal Year 2014. This represents a **\$725** decrease from Fiscal Year 2013. The primary reason for the decrease is the elimination of the IPSI conference training.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$100** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$13,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 for use at Public Works, Village Hall, Police Department and the Parks. Items that fall into that category are high pressure power washer, roto tiller, scaffolding, power lifts, carpet steamers, rodders and lift trucks.

Public Works requests **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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. Items that fall into that category are general office supplies and the water service.

Public Works requests **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 Department's vehicles and equipment.

Public Works requests **\$38,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$2,500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$8,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 items used 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 **\$18,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Public Works requests **\$5,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Right of Way Supplies

Priority: High

Account Number: 01-40-40-5-4574

This account is used to pay for supplies needed to repair right of ways (street lights, mailbox repairs, Julie paints).

Public Works requests **\$2,000** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the right of way supplies purchased, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Trees

Priority: High

Account Number: 01-40-40-5-4575

This account is used to fund tree planting, tree removal, and replacement. This was a new account in Fiscal Year 2012. This account was created to record the expenses related to the Illinois Department of Natural Resources Emerald Ash Borer tree replacement grant.

Public Works requests **\$1,000** for Fiscal Year 2014. This represents **\$1,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS
Description: Uniforms/Safety Gear
Priority: High
Account Number: 01-40-40-5-4578

This account is used to fund uniforms for the PW employees and the purchase of T-shirts, sweatshirts, coats, boot reimbursements, safety vests, goggles, etc....

Public Works requests **\$8,000** for Fiscal Year 2014. This represents **\$1,500** increase from Fiscal Year 2013. The primary reason for the increase is the Village reinstated the Cintas Uniform Service and is implementing a new program to upgrade the safety of the full time employees, by ensuring that industry standard safety gear is utilized for all assignments. In addition, the safety of seasonal employees will be improved by issuing shirts with imbedded ANSI safety stripes.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, holiday decorations and paint.

Public Works requests **\$3,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: Salaries

Priority: High

Account Number: 01-40-45-1-4010

This account is used to pay the salaries of the employees allocated to the Public Works Buildings & Grounds Department, as follows:

Maintenance Specialist of Buildings - 25%
Maintenance Specialist of Buildings - 100%

Public Works requests **\$89,920** for Fiscal Year 2014. This represents a **\$1,420** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Summer Salaries

Priority: High

Account Number: 01-40-45-1-4012

This account is used to pay summer employees allocated to the Public Works Building Maintenance Department. This account provides for one summer employee from May 15 to August 15.

Public Works requests **\$3,960** for Fiscal Year 2014. This represents a **\$3,960** increase from Fiscal Year 2013. This is a new line item in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: IMRF

Priority: High

Account Number: 01-40-45-1-4040

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

Effective January 1, 2014, the Village's portion will be 11.68%.

Public Works requests **\$10,503** for Fiscal Year 2014. This represents a **\$449** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: FICA Matching

Priority: High

Account Number: 01-40-45-1-4090

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

Public Works requests **\$7,182** for Fiscal Year 2014. This represents a **\$412** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

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. This includes elevator and fire extinguisher inspections.

Dust Busters \$1,210/month x 12 months	\$ 14,520
Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 1,225
Miscellaneous	<u>\$ 3,055</u>
Total	<u>\$ 19,000</u>

Public Works requests **\$19,000** for Fiscal Year 2014. This represents a **\$1,500** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the monthly charge for Dust Busters cleaning service and miscellaneous expenses.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: Building Maintenance Supplies

Priority: High

Account Number: 01-40-45-5-4571

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

Public Works requests **\$8,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in building maintenance supplies purchases due to the age of the building and its equipment, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: Cleaning/Restroom Supplies

Priority: High

Account Number: 01-40-45-5-4572

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

Public Works requests **\$2,000** for Fiscal Year 2014. This represents a **\$4,000** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the cleaning/restroom supplies purchases, based upon projected actuals for Fiscal Year 2013.

BUILDING AND 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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	2	2	3	3.20
Part-Time	0	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 Building Department also provides general customer service functions such as vehicle sticker and dog tag processing, complaint processing, scanning functions, and general inquiry processing.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013	Proposed	
			2014	2015
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
96,479	115,933	151,202	Personnel Services	207,061	213,263
4,755	19,411	9,925	Contractual Services	9,730	9,805
424	1,043	1,015	Commodities	1,155	1,205
-	-	-	Capital Outlay	-	-
101,658	136,387	162,142	Total Expenditures	217,946	224,273

(101,658)	(136,387)	(162,142)	Source (Use) of Cash	(217,946)	(224,273)
-----------	-----------	-----------	----------------------	-----------	-----------

Significant Changes

* The 2014 budget includes the re-allocation of a full-time Executive Administrative Assistant, formerly a shared position between Administration and Public Works.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
BUILDING & ZONING							
PERSONNEL SERVICES							
01-60-65-1-4010	SALARIES	97,683	126,750	65,392	126,750	173,220	178,417
01-60-65-1-4020	OVERTIME	16	300	-	100	300	300
01-60-65-1-4040	IMRF	11,289	14,433	7,419	14,433	20,267	20,874
01-60-65-1-4090	FICA MATCHING	6,945	9,719	4,740	9,719	13,274	13,672
TOTAL PERSONNEL SERVICES		115,933	151,202	77,551	151,002	207,061	213,263
CONTRACTUAL SERVICES							
01-60-65-3-4120	CONTRACT MAINT-VEHICLES	-	1,000	-	1,000	1,000	1,000
01-60-65-3-4240	PLANNING SERVICES	12,699	4,000	1,326	3,400	3,400	3,400
01-60-65-3-4329	OTHER PROFESSIONAL SERVICES	4,780	1,500	-	750	750	750
01-60-65-3-4353	CELLULAR PHONE	713	750	262	720	750	800
01-60-65-3-4355	PUBLISHING/ADVERTISING	660	800	384	750	750	800
01-60-65-3-4357	PRINTING/COPYING	100	500	14	500	600	600
01-60-65-3-4361	DUES	-	125	-	125	130	130
01-60-65-3-4362	TRAVEL EXPENSE	28	50	18	50	50	50
01-60-65-3-4365	PROFESSIONAL DEVELOPMENT	431	1,200	159	1,200	2,300	2,275
TOTAL CONTRACTUAL SERVICES		19,411	9,925	2,163	8,495	9,730	9,805
COMMODITIES							
01-60-65-5-4561	OFFICE SUPPLIES	87	-	-	-	-	-
01-60-65-5-4562	AUTO FUEL & OIL	900	550	301	600	650	700
01-60-65-5-4578	UNIFORMS	56	365	49	355	405	405
01-60-65-5-4595	OTHER CHARGES	-	100	-	100	100	100
TOTAL COMMODITIES		1,043	1,015	350	1,055	1,155	1,205
TOTAL BUILDING & ZONING		136,387	162,142	80,064	160,552	217,946	224,273

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Building Department, as follows:

Chief Administrative Officer/Village Clerk - 25%

Building Department Specialist/Deputy Village Clerk - 95%

Building and Code Enforcement Specialist - 100%

Building Department Administrative Assistant - 100% (new allocation in 2014)

Building & Zoning requests **\$173,220** for Fiscal Year 2014. This represents a **\$46,470** increase from Fiscal Year 2013. The primary reason for the increase in salaries is the new allocation of a full-time Administrative Assistant. This employee had been allocated in the Administration department in prior years. Due to an expected surge in building permits in 2014, this employee will be assigned to the Building department full-time to ensure that the department can handle the increased permit activity efficiently and effectively, providing excellent customer service.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 3 full-time Building Department employees.

Building & Zoning requests **\$300** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Building & Zoning requests **\$20,267** for Fiscal Year 2014. This represents a **\$5,834** increase from Fiscal Year 2013. The primary reason for the increase is the allocation of a full time Administrative Assistant to the Building Department.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$13,274** for Fiscal Year 2014. This represents a **\$3,555** increase from Fiscal Year 2013. The primary reason for the increase is the allocation of a full time Administrative Assistant to the Building Department.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Building & Zoning requests **\$3,400** for Fiscal Year 2014. This represents a **\$600** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$750** for Fiscal Year 2014. This represents a **\$750** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$750** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 \$750 for Fiscal Year 2014. This represents a \$50 decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$600** for Fiscal Year 2014. This represents a **\$100** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Building & Zoning requests **\$130** for Fiscal Year 2014. This represents a **\$5** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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).

Building Department staff will be continuing education in their field with such course work including property maintenance, blue print reading and building department basics offered off-site.

Property Maintenance training - Code Enforcement Off	\$ 1,150
Fred Pryor Training sessions	\$ 500
ABCI Seminars	\$ 100
MSI Annual User Group meeting	\$ 50
Miscellaneous training	<u>\$ 500</u>
Total	\$ 2,300

Building & Zoning requests **\$2,300** for Fiscal Year 2014. This represents a **\$1,100** increase from Fiscal Year 2013. The primary reason for the increase is the addition of property maintenance training classes for the Code Enforcement Officer.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$650** for Fiscal Year 2014. This represents a **\$100** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 Specialist and Administrative Assistant, as follows:

Boot reimbursement	\$ 125
Uniform - Code Enforcement Officer	\$ 180
Logo shirts	\$ <u>100</u>
Total	\$ 405

Building & Zoning requests **\$405** for Fiscal Year 2014. This represents a **\$40** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 other miscellaneous expenses.

Building & Zoning requests **\$100** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

COMMUNITY DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
35,010	45,886	39,200	Community Events	59,000	59,000
194,541	74,042	60,421	Economic Development	109,798	66,510
372,625	260,503	205,900	Building and Zoning	234,950	234,590
602,176	380,431	305,521	Total Revenues	403,748	360,100

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
34,840	40,780	59,939	Community Events	104,697	106,456
19,655	17,570	77,372	Economic Development	82,412	79,362
97,822	435,252	280,500	Building and Zoning	138,250	88,250
152,317	493,602	417,811	Total Expenditures	325,359	274,068

Excess (Deficiency) of Revenues Over Expenditures					
449,859	(113,171)	(112,290)		78,389	86,032
	-	(10,000)	Transfer to Reserve Fund	-	-
	-	(30,000)	Transfer to C.I.P. Fund	(190,000)	(90,000)
449,859	(113,171)	(152,290)	Net Change in Fund Balance	(111,611)	(3,968)
976,939	863,768	711,478	Fund Balance as of 12/31	599,867	595,899

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

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

COMMUNITY EVENTS

Department Purpose

The Community Events Department 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, Fall Family Fun Festival, Craft Fair and Holiday Tree Lighting.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0.60
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.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	9,450	8,000	Donations	14,500	14,500
34,585	30,657	25,000	Golf Outing	40,000	40,000
425	5,779	6,200	Vendor Fees	4,500	4,500
35,010	45,886	39,200	Total Revenues	59,000	59,000

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	-	16,364	Personnel Services	58,472	60,231
34,840	40,780	43,575	Contractual Services	46,225	46,225
34,840	40,780	59,939	Total Expenditures	104,697	106,456

170	5,106	(20,739)	Source (use) of Cash	(45,697)	(47,456)
-----	-------	----------	-----------------------------	----------	----------

Significant Changes

* The 2014 Budget includes the allocation of a portion of the Director of Recreation and Recreation/Public Information Manager's salaries to reflect job responsibilities related to Community Events.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
REVENUES						
SPECIAL EVENTS						
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	9,450	8,000	2,700	11,100	14,500
02-10-00-7-3832	GOLF OUTING	30,657	25,000	37,761	37,761	40,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	-	50	-	-	-
02-10-00-7-3835	4TH CONCESSION VENDOR FEE	350	350	475	725	750
02-10-00-7-3836	FARMERS MARKET VENDOR FEE	4,269	4,800	3,215	4,016	3,000
02-10-00-7-3837	CRAFT FAIR VENDOR FEE	1,160	1,000	-	520	750
02-10-00-7-3838	ENVIRONMENTAL COMM. DONATION	-	-	-	200	-
TOTAL SPECIAL EVENTS		45,886	39,200	44,151	54,322	59,000
TOTAL REVENUES		45,886	39,200	44,151	54,322	59,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
EXPENDITURES						
PERSONNEL SERVICES						
02-10-10-1-4010	SALARIES	-	13,750	6,346	23,725	50,475
02-10-10-1-4040	IMRF	-	1,562	721	2,700	5,895
02-10-10-1-4090	FICA MATCHING	-	1,052	478	1,815	3,861
TOTAL PERSONNEL SERVICES		-	16,364	7,545	28,240	60,231
CONTRACTUAL SERVICES						
02-10-10-3-4333	FIREWORKS/PARADE	11,609	12,000	-	11,846	13,000
02-10-10-3-4334	OUTDOOR MOVIE	1,221	2,000	300	1,271	1,000
02-10-10-3-4335	CONCERTS IN THE PARK	7,540	7,000	7,050	6,686	7,050
02-10-10-3-4336	FALL FESTIVAL	781	2,000	-	2,000	2,000
02-10-10-3-4337	TREE LIGHTING	1,604	2,000	200	2,000	2,000
02-10-10-3-4338	GOLF OUTING	13,168	13,000	15,333	15,000	15,000
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	600	600	247	800	600
02-10-10-3-4340	BIKE RODEO	4,043	3,400	3,403	3,492	1,400
02-10-10-3-4341	FARMERS MARKET	81	750	-	11	500
02-10-10-3-4342	CRAFT FAIR	133	500	-	250	250
02-10-10-3-4343	BARK IN THE PARK	-	-	-	-	1,000
02-10-10-3-4344	FIRST NIGHT WINTER CARNIVAL	-	-	-	-	2,000
02-10-10-3-4361	DUES (ASCAP MUSIC LICENSING)	-	325	-	325	325
02-10-10-3-4379	DONATIONS	-	-	-	100	100
TOTAL CONTRACTUAL SERVICES		40,780	43,575	26,533	43,781	46,225
TOTAL EXPENDITURES		40,780	59,939	34,078	72,021	104,697
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		5,106	(20,739)	10,073	(17,699)	(47,456)

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Salaries

Priority: High

Account Number: 02-10-10-1-4010

This account is used to pay the salaries of the employees allocated to the Community Events Department, as follows:

Director of Parks & Recreation – 30%

Recreation and Public Information Specialist – 30%

Community Events requests **\$49,000** for Fiscal Year 2014. This represents a **\$35,250** increase from Fiscal Year 2013. The primary reason for the increase is the change in staffing for community events in Fiscal Year 2014. The Director of Parks and Recreation position will be funded in the Fiscal Year 2014 budget, after being vacant for four years and 30% of this position is allocated to community events. In addition, there was attrition in the Recreation & Special Events Manager position. This position is currently vacant and will not be filled in the Fiscal Year 2014 budget. However, a newly created position of Recreation and Public Information Specialist is included in the Fiscal Year 2014 budget and 30% of this position is allocated to community events.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: IMRF

Priority: High

Account Number: 02-10-10-1-4040

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

Effective January 1, 2014, the Village's portion will be 11.68%.

Community Events requests **\$5,723** for Fiscal Year 2014. This represents a **\$4,161** increase from Fiscal Year 2013. The primary reason for the increase in IMRF is due to the change in the staff salary allocation for community events. See the Supplemental Narrative for Community Events - Salaries for more information.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: FICA Matching

Priority: High

Account Number: 02-10-10-1-4090

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

Community Events requests **\$3,749** for Fiscal Year 2014. This represents a **\$2,697** increase from Fiscal Year 2013. The primary reason for the increase in FICA Matching is due to the change in the staff salary allocation for community events. See the Supplemental Narrative for Community Events -Salaries for more information.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Fireworks/Parade

Priority: High

Account Number: 02-10-10-3-4333

This account is used for the Independence Day celebrations, held on July 3rd (fireworks) and July 4th (parade) of each year. This marquee community event, which is also the largest, attracts residents of Hawthorn Woods, as well as people from surrounding communities.

Community Events requests **\$13,000** for Fiscal Year 2043. This represents a **\$1,000** increase from Fiscal Year 2013. The primary reason for the increase is due to rising costs for the fireworks purchase.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Outdoor Movie

Priority: High

Account Number: 02-10-10-3-4334

This account is used for one Outdoor Movie that will be held at Community Park. The expenses for the movie shown under the stars early fall are the licensing rights of the film and the screen rental fees and all other needed equipment.

Community Events requests **\$1,000** for Fiscal Year 2013. This represents a **\$1,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the elimination of one summer outdoor movie.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Concerts in the Park

Priority: High

Account Number: 02-10-10-3-4335

This account is used for the summer Concerts in the Park. This incredibly popular event, which runs in conjunction with the Farmers Market, draws large crowds throughout the summer.

Community Events requests **\$7,050** for Fiscal Year 2014. This represents a **\$50** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Fall Festival

Priority: High

Account Number: 02-10-10-3-4336

This account is used for the Fall Family Fun Fest. This event is an opportunity for Village Departments to showcase their services to the community.

Community Events requests **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013. This event will once again be held at the Aquatic Center and add a scaled down Bike Rodeo as an attraction.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Tree Lighting

Priority: High

Account Number: 02-10-10-3-4337

This account is used for the annual Tree Lighting. This event provides an opportunity to ring in the holiday season with residents. It is anticipated that with the addition of a memorial light program, this program will ultimately be fully funded by donations.

Community Events requests **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Golf Outing

Priority: High

Account Number: 02-10-10-3-4338

This account is used for the Golf Outing. Funds raised from this annual event are used to fund fireworks, Concerts in the Park and the senior luncheons.

Community Events requests **\$15,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013. The primary reason for the increase relates to expected additional expenses incurred by higher attendance at the Golf Outing. The revenue budget for the Golf Outing has also been increased from \$25,000 in Fiscal Year 2013 to \$40,000 in Fiscal Year 2014, based upon the actual results from the 2013 Golf Outing.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS
Description: Earth Day/Arbor Day Planting
Priority: High
Account Number: 02-10-10-3-4339

This account is used for Earth Day/ Arbor Day planting. This activity beautifies the landscape of the Village and also serves as an opportunity to focus on the environment.

Community Events requests **\$600** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Bike Rodeo

Priority: High

Account Number: 02-10-10-3-4340

This account is used for the Bike Rodeo. This event allows the community to interact with the Police Department and brings the community together to promote and celebrate bicycle safety.

Community Events requests **\$1,400** for Fiscal Year 2014. This represents a **\$2,000** decrease from Fiscal Year 2013. The primary reason for the decrease is due to the fact that this program will be scaled down and offered as part of an expanded Fall Family Fun Fest at the Aquatic Center in September 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Farmers Market

Priority: High

Account Number: 02-10-10-3-4341

This account is used for the Farmers Market. This popular and successful event has become a cornerstone of Fridays at Community Park. It runs in conjunction with Concerts in the Park and continues to grow each year.

Community Events requests **\$500** for Fiscal Year 2014. This represents a **\$250** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the Farmers Market expenses, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Craft Fair

Priority: High

Account Number: 02-10-10-3-4342

This account is used for the Holiday Craft Fair. This event provides an opportunity for residents to shop in Hawthorn Woods in the enchanting Barn. It has become increasingly successful with shoppers and crafters, alike.

Community Events requests **\$250** for Fiscal Year 2014. This represents a **\$250** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the Craft Fair expenses, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Bark in the Park

Priority: Medium

Account Number: 02-10-10-3-4343

This account is used for the new Bark in the Park community event. This new event is planned for Spring 2014, and will allow residents to bring their four-legged friends to Community Park for a fun filled morning. Various pet focused community partners will sponsor and participate in this event. It is anticipated that the vendor sponsor fees will fully fund this fantastic new event.

Community Events requests **\$1,000** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013. This is a new event in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS
Description: First Night Winter Carnival
Priority: Medium
Account Number: 02-10-10-3-4344

This account is used for the First Night community event. This new event is planned for the first weekend in January 2014, and will allow residents to enjoy a post-holiday winter evening in Community Park, complete with a snow man contest (weather permitting) hot chocolate and a brief fireworks display. It is anticipated that the vendor sponsor fees will fully fund this fantastic new event.

Community Events requests **\$2,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013. This is a new event in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Dues

Priority: High

Account Number: 02-10-10-3-4361

This account is used for the annual payment to ASCAP for music licensing. This licensing fee is due to ASCAP for the public broadcast of copyrighted music at the Village events – concerts in the park, July 4th parade, and over the PA system at the Aquatic Center.

Community Events requests **\$325** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Donations

Priority: Low

Account Number: 02-10-10-3-4379

This account is used for anticipated donations for non-profit organizations that participate in community events.

Community Events requests **\$100** for Fiscal Year 2014. This represents a **\$100** increase from Fiscal Year 2013. This is a new line item in Fiscal Year 2014.

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 resources, open space, and recreational areas as preserved amenities.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0.4
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.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
191,304	71,145	57,421	Fees	107,798	65,310
3,237	2,897	3,000	Interest Income	2,000	1,200
194,541	74,042	60,421	Total Revenues	109,798	66,510

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
19,110	16,168	44,272	Personnel Services	63,312	65,212
545	1,402	33,100	Contractual Services	19,100	14,150
19,655	17,570	77,372	Total Expenditures	82,412	79,362

174,886	56,472	(16,951)	Source (Use) of Cash	27,386	(12,852)
---------	--------	----------	-----------------------------	--------	----------

Significant Changes

The Economic Development department will be working on the following projects in 2014 and 2015:

- * 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
- * Pursue municipal land acquisition opportunities

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-10-00-4-3670	ANNEXATION FEES	10,000	11,766	10,000	12,000	15,000
02-10-00-4-3675	MANAGEMENT FEES	-	-	-	-	-
02-10-00-4-3676	GENERAL FUND DONATION	39,310	17,655	41,779	50,841	82,965
02-10-00-4-3680	COMMUNITY DEV DONATION	21,835	28,000	9,798	39,332	9,833
02-10-00-4-3790	RECAPTURE FEES	-	-	-	-	-
TOTAL FEES		71,145	57,421	61,577	102,173	107,798
INTEREST INCOME						
02-10-00-6-3810	INTEREST INCOME	2,897	3,000	790	1,620	2,000
TOTAL INTEREST INCOME		2,897	3,000	790	1,620	2,000
TOTAL REVENUES		74,042	60,421	62,367	103,793	109,798
						66,510

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
EXPENDITURES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	13,854	37,200	26,858	37,000	54,648
02-30-00-1-4040	IMRF	1,584	4,226	3,161	4,226	6,383
02-30-00-1-4090	FICA MATCHING	730	2,846	1,234	2,846	4,181
TOTAL PERSONNEL SERVICES		16,168	44,272	31,253	44,072	65,212
CONTRACTUAL SERVICES						
02-30-00-3-4240	PLANNING SERVICES	1,125	20,000	-	20,000	5,000
02-30-00-3-4355	PUBLISHING/ADVERTISING	277	7,000	-	4,000	3,000
02-30-00-3-4361	DUES	-	450	-	350	500
02-30-00-3-4365	BUSINESS DEVELOPMENT	-	5,650	-	650	5,650
TOTAL CONTRACTUAL SERVICES		1,402	33,100	-	25,000	14,150
TOTAL EXPENDITURES		17,570	77,372	31,253	69,072	79,362
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		56,472	(16,951)	31,114	34,721	(12,852)

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Annexation Fees

Priority: High

Account Number: 02-10-00-4-3670

This account is used to record the annexation fees received related to various annexation agreements.

Hawthorn Trails (15 homes @ \$1,000) \$15,000

Economic Development forecasts **\$15,000** for Fiscal Year 2014. This represents a **\$3,234** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT
Description: General Fund Developer Donation
Priority: High
Account Number: 02-10-00-4-3676

This account is used to record the general fund developer donation fees received related to various annexation agreements. The 2014 revenue budget for general fund developer donations is as follows:

Hawthorn Trails (15 homes @ \$5,531)	\$82,965
--------------------------------------	----------

Economic Development forecasts **\$82,965** for Fiscal Year 2014. This represents a **\$65,310** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT
Description: Community Development Donation
Priority: High
Account Number: 02-10-00-4-3680

This account is used to record the community development donation fees received related to various grading projects. The 2014 revenue budget for community development donations is estimated as follows:

DA Development – Krueger Grading Project	\$9,833
--	---------

Economic Development forecasts **\$9,833** for Fiscal Year 2014. This represents an **\$18,167** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to the Economic Development Department, as follows:

Chief Operating Officer - 10%
Chief Administrative Officer/Village Clerk - 10%
Chief Financial Officer - 10%
Director of Parks & Recreation - 10%

Economic Development requests **\$53,056** for Fiscal Year 2014. This represents a **\$15,856** increase from Fiscal Year 2013. The primary reason for the increase is the allocation of 10% of the Director of Parks and Recreation salary.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Economic Development requests **\$6,197** for Fiscal Year 2014. This represents a \$1,971 increase from Fiscal Year 2013. The primary reason for the increase is the change in staffing as discussed on the previous page.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$4,059** for Fiscal Year 2014. This represents a **\$1,213** increase from Fiscal Year 2013. The primary reason for the increase is the change in staffing as discussed on the previous page.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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:

Hire planning group to design and engineer Downtown Water Walk pedestrian	\$10,000
--	----------

Economic Development requests **\$10,000** for Fiscal Year 2014. This represents a **\$10,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the update of the Village's Comprehensive Plan was funded by a grant from the Illinois Department of Commerce and Economic Opportunity.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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:

Promotional materials for Trade Shows & Conferences	\$3,000
---	---------

Economic Development requests **\$3,000** for Fiscal Year 2014. This represents a **\$4,000** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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>\$ 350</u>
Total	\$ 450

Economic Development requests **\$450** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014. This represents **no change** from Fiscal Year 2013.

COMMUNITY DEVELOPMENT - 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

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0
* Department Head position is allocated in Administration.				

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
41,550	32,700	30,000	Licenses	30,000	30,000
99,703	74,794	52,200	Permits	72,500	72,500
231,372	153,009	123,700	Fees	132,450	132,090
372,625	260,503	205,900	Total Revenues	234,950	234,590

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
76,443	110,252	80,500	Contractual Services	88,250	88,250
21,379	325,000	200,000	Interfund Transfer	50,000	-
97,822	435,252	280,500	Total Expenditures	138,250	88,250

274,803	(174,749)	(74,600)	Source (Use) of Cash	96,700	146,340
---------	-----------	----------	-----------------------------	--------	---------

Significant Changes

* The 2014 budget includes an interfund transfer of \$50,000 to General Fund - actual year-end transfer for Fiscal Year 2013 to reserves was \$0 because the Village has exceeded its fund balance goal of 33%.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY DEVELOPMENT - BUILDING & ZONING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	32,700	30,000	20,850	30,000	30,000
TOTAL LICENSES		32,700	30,000	20,850	30,000	30,000
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	71,944	50,000	60,207	81,418	70,000
02-60-00-3-3260	USE & OCCUPANCY	1,275	1,000	1,400	2,100	2,000
02-60-00-3-3290	OTHER PERMITS	1,575	1,200	185	500	500
TOTAL PERMITS		74,794	52,200	61,792	84,018	72,500
FEES						
02-60-00-4-3620	ENGINEERING REVIEW FEES	4,050	3,000	4,350	7,000	6,000
02-60-00-4-3650	PLAN REVIEW FEES	27,040	20,000	21,233	28,687	21,000
02-60-00-4-3660	BUILDING INSPECTION FEES	82,750	58,000	61,626	100,000	60,000
02-60-00-4-3665	PLUMBING FIXTURES	9,372	6,500	8,080	12,000	7,000
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENT	9,403	20,000	1,405	39,200	16,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	850	2,000	-	2,000	2,000
02-60-00-4-3784	PLANNING REIMBURSEMENTS	(375)	5,000	(581)	1,000	1,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	6,204	4,500	1,457	4,500	5,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	1,395	2,000	1,179	1,300	1,300
02-60-00-4-3789	FIRE SUPPRESSION FEES	261	200	485	485	200
02-60-00-4-3790	RECAPTURE FEES PASS THRU	-	2,500	15,925	39,775	12,950
02-60-00-4-3791	HAWTHORN TR-QUENTIN ROAD WAT	12,059	-	-	-	-
TOTAL FEES		153,009	123,700	115,159	235,947	132,450
TOTAL REVENUES		260,503	205,900	197,801	349,965	234,950

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
CONTRACTUAL SERVICES						
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	32,848	20,000	21,487	39,200	22,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	-	2,000	-	2,000	2,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	-	5,000	333	1,000	1,000
02-60-65-3-4260	OTHER REIMBURSEMENT	7,444	2,000	1,600	1,300	1,300
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	12,765	12,000	6,985	12,000	12,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	400	1,000	300	1,000	1,000
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	52,795	36,000	17,560	45,000	36,000
02-60-65-3-4360	RECAPTURE FEE PAID	4,000	2,500	16,925	39,775	12,950
TOTAL CONTRACTUAL SERVICES		110,252	80,500	65,190	141,275	88,250
INTERFUND TRANSFERS						
02-00-00-9-4910	INTERFUND TRANSFER	325,000	200,000	-	-	50,000
TOTAL INTERFUND TRANSFERS		325,000	200,000	-	-	50,000
TOTAL EXPENDITURES		435,252	280,500	65,190	141,275	138,250
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(174,749)	(74,600)	132,611	208,690	146,340

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Contractor Registration Fee

Account Number: 02-60-00-2-3180

This account is used to record the annual contractors' registration fees.

Building and Zoning forecasts **\$30,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Building Permits

Account Number: 02-60-00-3-3210

This account is used to record the building permit fees for all building projects.

Building and Zoning forecasts **\$70,000** for Fiscal Year 2014. This represents a **\$20,000** increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the number of new homes constructed in the Hawthorn Trails subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Use & Occupancy

Account Number: 02-60-00-3-3260

This account is used to record the certificate of occupancy fees collected on most building projects.

Building and Zoning forecasts **\$2,000** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Other Permits

Account Number: 02-60-00-3-3290

This account is used to record tree removal and recreational vehicle permits.

Building and Zoning forecasts \$500 for Fiscal Year 2014. This represents a \$700 decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Engineering Review Fees

Account Number: 02-60-00-4-3620

This account is used to record fees collected for grading and spotted survey reviews.

Building and Zoning forecasts **\$6,000** for Fiscal Year 2014. This represents a **\$3,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Plan Review Fees

Account Number: 02-60-00-4-3650

This account is used to record fees collected for plan reviews. Pursuant to an Intergovernmental Agreement, a portion of this revenue is remitted to the Village of Mundelein for these services.

Building and Zoning forecasts **\$21,000** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Building Inspection Fees

Account Number: 02-60-00-4-3660

This account is used to record fees collected for building inspections. Pursuant to an Intergovernmental Agreement, a portion of this revenue is remitted to the Village of Mundelein for these services.

Building and Zoning forecasts **\$60,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Plumbing Fixtures

Account Number: 02-60-00-4-3665

This account is used to record fees collected for plumbing fixtures on all building projects.

Building and Zoning forecasts **\$7,000** for Fiscal Year 2014. This represents a **\$500** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Engineering Fee Reimbursement

Account Number: 02-60-00-4-3780

This account is used to record fees collected for reimbursable engineering fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

Building and Zoning forecasts **\$16,000** for Fiscal Year 2014. This represents a **\$4,000** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Legal Fee Reimbursement

Account Number: 02-60-00-4-3782

This account is used to record fees collected for reimbursable legal fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

Building and Zoning forecasts **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Planning Reimbursement

Account Number: 02-60-00-4-3784

This account is used to record fees collected for reimbursable planning fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

Building and Zoning forecasts **\$1,000** for Fiscal Year 2014. This represents a **\$4,000** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Administration Reimbursement

Account Number: 02-60-00-4-3786

This account is used to record fees collected for reimbursable administrative fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement. This fee equals 10% of consultants' reimbursable costs associated with development.

Building and Zoning forecasts **\$5,000** for Fiscal Year 2014. This represents a **\$500** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Other Reimbursement

Account Number: 02-60-00-4-3788

This account is used to record fees collected for other reimbursable fees, such as the Waste Management postcard reimbursement.

Building and Zoning forecasts **\$1,300** for Fiscal Year 2014. This represents a **\$700** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Fire Suppression Fees

Account Number: 02-60-00-4-3789

This account is used to record fees collected for fire suppression review fees.

Building and Zoning forecasts \$200 for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Recapture Fees Pass Thru

Account Number: 02-60-00-4-3790

This account is used to record fees collected for the pass thru of recapture fees. Although there are several recapture agreements within the Village, the anticipated activity in this account is due to new housing construction in the Hawthorn Trails subdivision, which is one of the benefited properties of the PirTano/Kemper water main recapture agreement.

Building and Zoning forecasts **\$12,950** for Fiscal Year 2014. This represents a **\$10,450** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Engineering Services – Reimbursement

Priority: High

Account Number: 02-60-65-3-4225

This account is used to pay for engineering review services which are reimbursable through building permits or as a result of either a Reimbursement of Fees Agreement or Draw Down Deposit Agreement.

Building & Zoning requests **\$22,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING
Description: Legal Services -Reimbursement
Priority: High
Account Number: 02-60-65-3-4235

This account is used to pay for legal services which are reimbursable under either a Reimbursement of Fees Agreement or Draw Down Deposit Agreement..

Building & Zoning requests **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING
Description: Planning Services – Reimbursement
Priority: High
Account Number: 02-60-65-3-4245

This account is used to pay for planning services which are reimbursable either under a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

Building & Zoning requests **\$1,000** for Fiscal Year 2014. This represents a **\$4,000** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Other Reimbursement

Priority: High

Account Number: 02-60-65-3-4260

This account is used to pay for reimbursable expenses, such as Waste Management Clean-up post cards, bond copies, recording of ordinances/resolutions and declarations.

Building & Zoning requests **\$1,300** for Fiscal Year 2014. This represents a **\$700** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Plan Review Services – Reimbursement

Priority: High

Account Number: 02-60-65-3-4325

Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for plan review services.

Building & Zoning requests **\$12,000** for Fiscal Year 2014. This represents a **no change** from Fiscal Year 2013. Although the Fiscal Year 2014 revenue budget includes a forecast of 15 new home starts – see page 236 & 237 (compared to a forecast of 5 new home starts in Fiscal Year 2013), this expense account reflects no change from the prior year. The prior year expense estimate was conservative; therefore, an increase is not anticipated. These expenses are reimbursed by the permit fees; therefore, the revenue received will always exceed the expenses incurred.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Plumbing Inspection – Reimbursement

Priority: High

Account Number: 02-60-65-3-4328

Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for plumbing inspection services.

Building & Zoning requests **\$1,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013. Although the Fiscal Year 2014 revenue budget includes a forecast of 15 new home starts – see page 236 & 237 (compared to a forecast of 5 new home starts in Fiscal Year 2013), this expense account reflects no change from the prior year. The prior year expense estimate was conservative; therefore, an increase is not anticipated. These expenses are reimbursed by the permit fees; therefore, the revenue received will always exceed the expenses incurred.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Building Inspection – Reimbursement

Priority: High

Account Number: 02-60-65-3-4333

Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for building inspection services.

Building & Zoning requests **\$36,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013. Although the Fiscal Year 2014 revenue budget includes a forecast of 15 new home starts – see page 236 & 237 (compared to a forecast of 5 new home starts in Fiscal Year 2013), this expense account reflects no change from the prior year. The prior year expense estimate was conservative; therefore, an increase is not anticipated. These expenses are reimbursed by the permit fees; therefore, the revenue received will always exceed the expenses incurred.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Recapture Fee Paid

Priority: High

Account Number: 02-60-65-3-4360

This account is to pay funds collected pursuant to recapture agreements.

Building & Zoning requests **\$12,950** for Fiscal Year 2014. This represents a **\$10,450** increase from Fiscal Year 2013.

PARKS AND RECREATION



PARKS AND RECREATION FUND

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 maintenance.

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
200,515	178,747	316,878	Special Recreation	348,915	534,415
151,839	118,291	117,137	Administration	180,533	180,533
25,692	29,118	51,831	Programs	93,331	95,120
23,350	41,985	32,000	Park Maintenance	32,000	32,000
401,396	368,141	517,846	Total Revenues	654,779	842,068

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
93,481	55,856	190,481	Special Recreation	241,556	427,056
51,122	64,259	60,262	Administration	121,782	125,018
21,064	20,096	30,408	Programs	65,065	65,600
122,325	140,603	194,836	Park Maintenance	218,111	223,570
287,992	280,814	475,987	Total Expenditures	646,514	841,244

113,404	87,327	41,859	Excess (Deficiency) of Revenues Over Expenditures	8,266	825
284,527	371,854	413,713	Fund Balance as of 12/31	421,979	422,804

Significant Changes

* The 2014 budget includes funding for two new recreation positions: Director of Recreation (vacant since 2010) and Recreation/Public Information Manager. The Recreation & Special Events Manager position is vacant and is not funded in the 2014 budget.

SPECIAL RECREATION

Department Purpose

The Special Recreation Department of the Parks and Recreation Fund records all of special recreation related expenses, including the annual membership to the Special Recreation Association of Lake County and accessibility capital projects.

Personnel

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0
* Department Head position is allocated in P&R Admin				

Revenues

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
176,883	176,878	Taxes	160,915	160,915
1,864	140,000	SRACLC Reimbursement	188,000	373,500
178,747	316,878	Total Revenues	348,915	534,415

Expenditures

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
50,481	50,481	Contractual Services	53,556	53,556
-	40,000	Interfund Transfer	98,000	110,000
5,375	100,000	Capital Outlay	90,000	263,500
55,856	190,481	Total Expenditures	241,556	427,056
122,891	126,397	Source (Use) of Cash	107,359	107,359

Significant Changes

* The 2014 budget includes an interfund transfer of \$98,000 to General Fund for the staff time incurred with the administration of the special recreation programs. The Director of Parks and Recreation will serve as the President of the SRACLC Board of Directors in Fiscal Year 2014, which will result in an additional time commitment to this program.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SPECIAL RECREATION						
REVENUES						
TAXES						
11-70-00-1-3017	PROPERTY TAXES-SRACLC	176,883	176,878	80,797	160,914	160,915
11-70-00-5-3805	SRACLC REIMBURSEMENT	1,864	140,000	1,656	140,000	188,000
TOTAL TAXES		178,747	316,878	82,453	300,914	348,915
EXPENDITURES						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACLC DUES	50,481	50,481	51,996	51,996	53,556
TOTAL CONTRACTUAL SERVICES		50,481	50,481	51,996	51,996	53,556
MISCELLANEOUS						
11-70-00-9-4910	TRANSFER TO OTHER FUNDS	-	40,000	-	40,000	98,000
TOTAL TRANSFER TO OTHER FUNDS		-	40,000	-	40,000	98,000
CAPITAL OUTLAY						
11-70-00-8-4893	SRACLC ACCESSIBILITY GRANT	5,375	100,000	-	100,000	90,000
TOTAL CAPITAL OUTLAY		5,375	100,000	-	100,000	90,000
TOTAL EXPENDITURES		55,856	190,481	51,996	191,996	241,556
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		122,891	126,397	30,457	108,918	107,359

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$53,556** for Fiscal Year 2014. This represents a 3% increase estimated by the SRACLC Director for 2014. This is an increase of **\$3,075** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$98,000** for Fiscal Year 2013. This represents an increase of **\$58,000** from Fiscal Year 2013. The primary reason for the increase is the appointment of the Director of Parks and Recreation to serve as the agency liaison to the SRACLC. In addition, the Director of Parks and Recreation will serve as president of the SRACLC board which will involve additional staff time serving in this important role.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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:

Install ADA Compliant Floor in the Barn and AC	\$ 40,000
Install ADA accessible Gazebo, Picnic tables and pathway at Copperfield Park	\$ 16,000
Implement ADA Plan Compliance Measures	\$ 16,000
Install ADA Compliant Pathways Heather Highlands and Acorn Acres Parks	\$ 10,000
Restore ADA Compliant Playground Surface	<u>\$ 8,000</u>
Total	\$ 90,000

Special Recreation requests **\$90,000** for Fiscal Year 2014. This represents a **\$10,000** decrease from Fiscal Year 2013. Each year, ADA projects are selected to be funded by the Accessibility Grant; therefore, the amount allocated varies from year to year.

PARKS & RECREATION ADMINISTRATION

Department Purpose

The purpose of the Parks & Recreation Administration Department is to manage all aspects of the Village's Parks and Recreation amenities and Community Events. The Director of Parks and Recreation is responsible for the Recreation Programs, Aquatic Center and Community Events.

Personnel

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	1	1	2	0
Part-Time	0	0	0	1

Revenues

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
113,212	113,312	Taxes	175,358	175,358
1,129	1,000	Interest Income	850	850
3,950	2,825	Miscellaneous	4,325	4,325
118,291	117,137	Total Revenues	180,533	180,533

Expenditures

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
54,954	49,092	Personnel Services	102,862	105,948
8,854	10,470	Contractual Services	17,320	17,620
451	700	Commodities	1,600	1,450
64,259	60,262	Total Expenditures	121,782	125,018
54,032	56,875	Source (Use) of Cash	58,751	55,515

Significant Changes

- * The 2014 budget includes funding for the Director of Recreation position which has been vacant for four years.
- * The 2014 budget includes an additional property tax allocation from the General Fund property tax levy of \$62,406 to support the Parks & Recreation fund operations.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
REVENUES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	113,212	113,312	56,812	113,312	175,358
11-10-00-6-3810	INTEREST INCOME	1,129	1,000	347	694	850
11-10-00-7-3820	RENTAL INCOME	3,425	2,500	1,675	2,000	3,500
11-10-00-7-3825	SECURITY FEE	450	325	75	150	325
11-00-00-7-3990	INTERFUND TRANSFER	-	-	-	-	-
11-10-00-7-3830	DONATIONS	75	-	-	500	500
TOTAL REVENUES		118,291	117,137	58,909	116,156	180,533

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	46,073	41,250	21,229	41,250	88,786
11-10-00-1-4040	IMRF	5,319	4,686	2,403	4,686	10,370
11-10-00-1-4090	FICA MATCHING	3,562	3,156	1,598	3,156	6,792
TOTAL PERSONNEL SERVICES		54,954	49,092	25,230	49,092	105,948
CONTRACTUAL SERVICES						
11-10-00-3-4353	TELEPHONE	285	300	149	300	600
11-10-00-3-4357	PRINTING/COPYING	5,857	6,500	-	6,500	7,500
11-10-00-3-4360	PROCESSING FEES	1,525	2,000	410	2,000	2,000
11-10-00-3-4361	DUES	686	870	834	870	1,520
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	501	800	963	1,000	6,000
TOTAL CONTRACTUAL SERVICES		8,854	10,470	2,356	10,670	17,620
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	417	400	215	400	250
11-10-00-5-4595	OTHER CHARGES	34	300	-	300	1,200
TOTAL COMMODITIES		451	700	215	700	1,450
TOTAL EXPENDITURES		64,259	60,262	27,801	60,462	125,018
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		54,032	56,875	31,108	55,694	55,515

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS & RECREATION -ADMINISTRATION**

Description: **Salaries**

Priority: **High**

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

This account is used to pay the salaries of the employees allocated to the Parks and Recreation – Administration Department as follows:

Director of Parks and Recreation -60%

Recreation & Public Information Manager – 40%

Administration requests **\$86,200** for Fiscal Year 2014. This represents a **\$44,950** increase from Fiscal Year 2013. The primary reason for the increase is the change in staffing for Fiscal Year 2014. The Director of Parks and Recreation position (vacant since Fiscal Year 2010), has been funded. In addition, a new position of Recreation & Public Information Manager has been created. This position replaces the Recreation & Special Events Manager position funded in the Fiscal Year 2013 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS & RECREATION -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, 2014, the Village's portion will be 11.68%.

Administration requests **\$10,068** for Fiscal Year 2014. This represents a **\$5,382** increase from Fiscal Year 2013. The primary reason for the increase is the change in staffing as discussed on the prior page.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS & RECREATION -ADMINISTRATION**

Description: **FICA Matching**

Priority: **High**

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

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

Parks and Recreation requests **\$6,594** for Fiscal Year 2014. This represents a **\$3,438** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS & RECREATION -ADMINISTRATION**

Description: **Telephone - Cell Phone**

Priority: **High**

Account Number: **11-10-00-3-4353**

This account is used for the business-related cellular telephone service for the Parks and Recreation employees.

Administration requests **\$600** for Fiscal Year 2014. This represents a **\$300** increase from Fiscal Year 2013. The primary reason for the increase is the addition of a new staff member in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARKS & RECREATION -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 2013:

Winter Postcard	\$ 1,000
Summer Brochure	\$ 2,000 (cost share with Aquatics Fund)
Fall Brochure	\$ 3,500
Postcard	<u>\$ 1,000</u>
Total	\$ 7,500

Administration requests **\$7,500** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013. The primary reason for the increase is the addition of a winter programming postcard. In Fiscal Year 2013, the winter brochure was eliminated in lieu of an on-line only registration.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS & RECREATION -ADMINISTRATION**

Description: **Processing Fees**

Priority: **High**

Account #: **11-10-00-3-4360**

This line item is used to fund the processing fees related to the Activenet software.

Administration requests **\$2,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARKS & RECREATION -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 2014:

IAPD (Agency Fee)	\$ 500
IPRA - Chief Operating Officer	\$ 260
IPRA - Director of Parks & Recreation	\$ 260
IPRA - Recreation & Public Information Officer	\$ 260
Red Cross	\$ 110
NRPA	\$ 130
<hr/>	
Total	\$ 1,520

Administration requests **\$1,520** for dues for Fiscal Year 2014. This represents an increase of **\$650** from Fiscal Year 2013. The primary reason for the increase in the addition of IPRA memberships for two new staff members.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARKS & RECREATION -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	
Chief Operating Officer	\$ 300
Director of Parks & Recreation	\$ 300
Recreation & Public Information Manager	\$ 300
Special Park District Forum	
Chief Operating Officer	\$ 2,400
Director of Parks & Recreation	\$ 2,400
<hr/>	
Total	\$5,700

Administration requests **\$5,700** for Fiscal Year 2014. This represents an increase of **\$4,900** from Fiscal Year 2013. The primary reason for the increase is the addition of the Special Park District Forum conference for the Chief Operating Officer and the Director of Parks & Recreation.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARKS & RECREATION -ADMINISTRATION

Description: Office Supplies

Priority: High

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

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

Administration requests **\$400** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARKS & RECREATION -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 **\$1,200** for Fiscal Year 2014. This represents a **\$900** increase from Fiscal Year 2013. This reflects an additional cost for facility rental fees and custodial fees that could be assessed for use of outside facilities for Village programs.

RECREATION PROGRAMS

Department Purpose

The Village of Hawthorn Woods' Recreation Department strives to inspire community involvement for citizens of all ages by enabling access to fitness as well as healthy activities, special events, recreational amenities, natural exploration, cultural events and outdoor adventures.

Personnel

	Actual		Proposed	
	Headcount 2012	2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0
Part-Time	8	8	8	2
* Department Head position is allocated in P&R Admin				

Revenues

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
29,118	51,831	Programs	93,331	95,120
29,118	51,831	Total Revenues	93,331	95,120

Expenditures

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
20,096	30,408	Programs	65,065	65,600
20,096	30,408	Total Expenditures	65,065	65,600
9,022	21,423	Source (Use) of Cash	28,266	29,520

Significant Changes

* The recreation programs departmental structure has been streamlined. Numerous new programming opportunities will be available for all ages and interests.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PROGRAMS						
REVENUES						
11-20-20-4-3630	EARLY CHILDHOOD PROGRAMS	938	3,595	1,025	1,025	6,720
11-20-21-4-3630	YOUTH PROGRAMS	13,993	22,815	21,385	59,557	65,000
11-20-22-4-3630	ATHLETICS PROGRAMS	7,972	14,181	7,360	8,831	11,000
11-20-23-4-3630	TEEN PROGRAMS	-	100	301	301	3,000
11-20-25-4-3630	YOUNG AT HEART PROGRAMS	-	2,240	600	700	2,000
11-20-26-4-3630	HEALTH AND FITNESS PROGRAMS	6,215	7,700	2,852	3,528	6,000
11-20-28-4-3630	ADULT PROGRAMS	-	1,200	-	-	1,400
TOTAL REVENUES		29,118	51,831	33,523	73,942	95,120
EXPENDITURES						
11-20-00-3-4329	EARLY CHILDHOOD PROGRAMS	35	675	242	242	4,100
11-21-00-3-4329	YOUTH PROGRAMS	11,201	14,241	2,744	10,535	46,000
11-22-00-3-4329	ATHLETICS PROGRAMS	4,728	9,159	976	4,030	7,600
11-23-00-3-4329	TEEN PROGRAMS	-	-	-	-	2,300
11-25-00-3-4329	YOUNG AT HEART PROGRAMS	311	1,740	104	197	1,300
11-26-00-3-4329	HEALTH AND FITNESS PROGRAMS	3,821	3,768	2,124	3,687	3,300
11-28-00-3-4329	ADULT PROGRAMS	-	825	65	74	1,000
TOTAL EXPENDITURES		20,096	30,408	6,255	18,765	65,600
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		44,163	29,854	21,546	41,697	59,418

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION

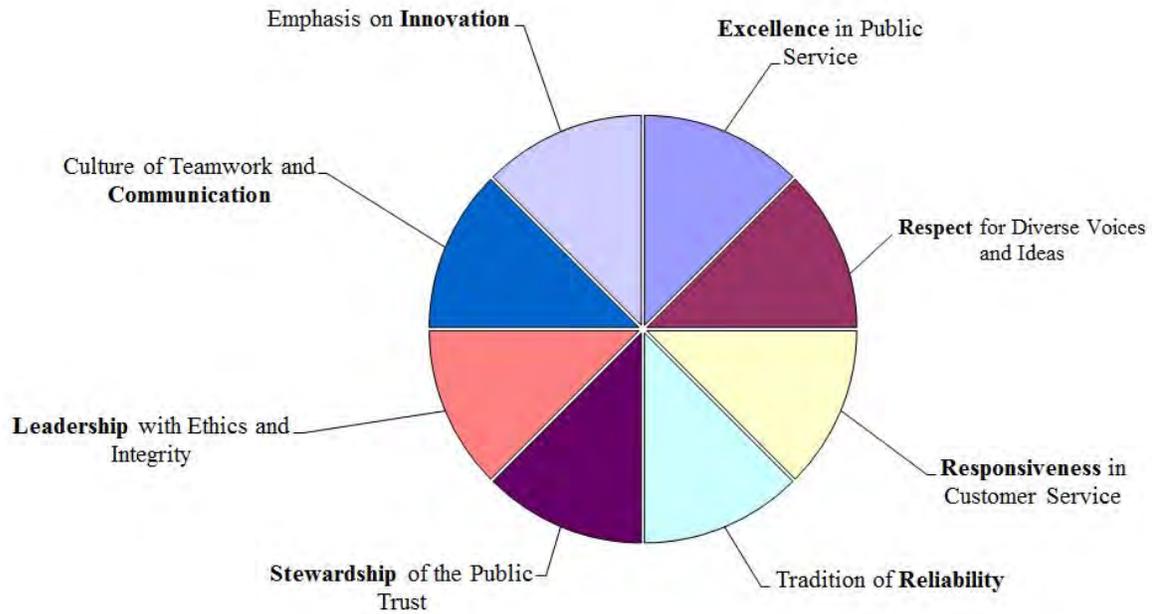
Description: Programs

Account Number: Summary

The Village of Hawthorn Woods is entering a recreational renaissance in 2014. Building on the accomplishments and planning of the previous four years, the recreation department is poised to embrace the challenges of providing excellence in leisure services to our residents and patrons. We will strive for, plan for and succeed at connecting parks and recreation resources including personnel, programs, services and facilities with people. We will create new open spaces and maintain existing parks providing opportunities where residents can play learn, work in fun, attractive and safe family friendly environments. The Village of Hawthorn Woods will achieve fiscal responsibility by creating leisure opportunities that seek out alternative funding that lessens the dependency on tax dollars. All programming will be operated with the model of self-sufficiency and sustainability. This will be accomplished through effective best practices that highlight positioning, promotion, packaging, partnerships, preservation and play.

The Village of Hawthorn Woods' Parks and Recreation Department strives to inspire community involvement for citizens of all ages by enabling access to fitness as well as healthy activities, special events, recreational amenities, natural exploration, cultural events and outdoor adventures.

The Village of Hawthorn Woods Core Values for Parks and Recreation



The Recreation Department requests **\$65,065** for program expense funding and anticipates generating **\$93,331** in revenue for Fiscal Year 2014, resulting in an estimated net profit of **\$28,266**.

	Projected Revenue	Expense	Net Profit/(Loss)
Early Childhood	6,720	4,080	2,640
Youth	64,086	45,932	18,154
Athletics	10,850	7,525	3,325
Teens	2,825	2,150	675
Young at Heart	1,520	1,240	280
Health and Fitness	6,000	3,150	2,850
Adults	1,330	988	342
Total	93,331	65,065	28,266

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Early Childhood
Priority: Medium
Account Number: Revenues - 11-20-20-4-3630
Expenses - 11-20-20-5-4561

Early Childhood

Our early childhood programs are designed for children up to age six. Many classes include moms/dads while other classes offer independent activities. Offerings include physical activities, culinary experiences, language and creative opportunities.

	Projected Revenue	Expense	Net Profit/(Loss)
Cooking Classes	1,080	300	780
Pop & Tot Art Class	1,080	300	780
Parent & Tot Tumbling	756	627	129
Early Education Enrichment	1,280	960	320
Movin to Music	756	567	189
Imagine Story Time	768	576	192
New Programs	1,000	750	250
Total	6,720	4,080	2,640

The early childhood programming will feature new programming that will build on and expand areas of interest taken from area residents. This is an important service group as is indicated by multiple child/grandparent classes. It is this group, if pleased with the quality of our class offerings, that will return time and again for future recreation activities as their children grow, establishing a solid customer base.

Early Childhood programs forecasts a net profit of **\$2,640** in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Youth
Priority: Medium
Account Number: Revenues - 11-20-21-4-3630
Expenses - 11-20-21-5-4561

Youth activities and programs are designed for children ages 6 to 12. Activities range from dance and music lessons to athletics and cultural programming which include both creative and physical offerings. Our youth classes stress small manageable class sizes with great student to instructor ratios for creating fun and exciting quality learning experiences.

	Projected Revenue	Expense	Net Profit/(Loss)
Summer Camps/Woodchucks	4,000	2,200	1,800
Babysitting	1,800	660	1,140
CPR/First Aid Training	1,170	210	960
Holiday/School Free Day Camps	220	190	30
Creative Acting	512	384	128
Craft Workshops	1,344	1,008	336
Dance	53,040	39,780	13,260
New Programs	2,000	1,500	500
Total	64,086	45,932	18,154

This youth age group of 6 to 12 years old is the core element in generating recreationally related revenue.

Youth programs forecasts a net profit of **\$18,154** in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Athletics
Priority: Medium
Account Number: Revenues - 11-20-22-4-3630
Expenses - 11-20-22-5-4561

Our athletics department offers activities and sports activities for youth and adults. Sports camps and clinics are also offered for boys and girls starting as early as 2 years old. Activities include open gym basketball; swimming, bicycling, running, volleyball, T-ball, soccer, and softball are planned for the future as facility space is available. The Village of Hawthorn Woods will also move towards the creation of sport specific clubs to develop partnerships that offer training and competitive events such as a hosting a potential 5k fun run /walk each year. Additionally, we will continue to seek out vendors who can provide these classes as turnkey operations.

	Projected Revenue	Expense	Net Profit/(Loss)
Jelly Bean Sports	4,500	3,375	1,125
Sports R Us	1,200	900	300
Tennis Camp	1,500	1,000	500
LaCrosse Camp	1,300	500	800
Open Gym Volleyball	800	500	300
Open Gym Basketball	800	500	300
New Programs	750	750	-
Total	10,850	7,525	3,325

Athletic programs forecast a net profit of **\$3,325** in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Teens
Priority: Medium
Account Number: Revenues - 11-20-23-4-3630
Expenses - 11-20-23-5-4561

Our Teen programs are open to teens in grades 6 through 12. Movie nights, trips, volunteer service projects, fitness and exercise classes, poetry, reading clubs will be held throughout the year. Where possible to meet the demands of this age group, the Village of Hawthorn Woods will partner with private and public organizations to enhance and broaden available leisure experiences.

We will approach teens by involving them early and sustaining their interest through High School. Where possible and appropriate, age specific programs such as Jr. High and Sr. High will be marketed and conducted.

	Projected Revenue	Expense	Net Profit/(Loss)
Trips	1,200	850	350
Open Gym Fridays	400	300	100
Poetry/Creative Writing Nights	225	200	25
Community Service Projects	-	200	(200)
New Programs	1,000	600	400
Total	2,825	2,150	675

Teen programs forecast a net profit of **\$675** in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Young at Heart
Priority: Medium
Account Number: Revenues - 11-20-25-4-3630
Expenses - 11-20-25-5-4561

The Village of Hawthorn Woods offers a diversified recreational program for mature adults, age 60 and over who are young at heart. These active life experienced individuals are invited to participate in many interesting activities. Some of these activities include: bingo, playing cards, luncheons, workshops, craft, dance and fitness classes as well as special events. Participants should be self-maintained, as no medical services are available on site. Whether meeting new friends, playing cards, talking over the good old times, creating new memories or participating in many interesting and fun-filled activities, all mature adults who are Young at Heart are encouraged to join in.

	Projected Revenue	Expense	Net Profit/(Loss)
Young at Heart Trips	720	540	180
Out & About Lunch Troupe	300	300	-
New Programs	500	400	100
Total	1,520	1,240	280

Young at Heart programs forecast a net profit of **\$280** in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Health and Fitness
Priority: Medium
Account Number: Revenues - 11-20-26-4-3630
Expenses - 11-20-26-5-4561

Most health and fitness classes are designed for adults; however, many classes are open to youths age 12 and up. Classes may include, Zumba, Yoga, cardio, Salsa, Pilates, Tai Chi, Boot Camp, and much more. Health & Fitness classes are a great way to stay in shape, make new friends and have fun working out. Convenient daytime and evening schedules will be offered. The Village of Hawthorn Woods will utilize its own facilities and those of its partners to produce and conduct these programs. Once quality and consistency in programming is established, registrants for health and fitness classes are extremely loyal and relate to their instructor. Our goal is to recruit trained, certified and solid instructors who can assist in both building the size of their classes and retaining their participants from session to session.

	Projected Revenue	Expense	Net Profit/(Loss)
Zumba	4,800	2,400	2,400
Boot Camp	100	-	100
Heavenly Souls Walkers	100	-	100
New Programs	1,000	750	250
Total	6,000	3,150	2,850

Health and Fitness programs forecast a net profit of **\$2,850** in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RECREATION
Description: Programs - Adults
Priority: Medium
Account Number: Revenues - 11-20-28-4-3630
Expenses - 11-20-28-5-4561

A variety of classes and activities are offered year round for adults age 18 and up. Programs include craft classes, educational workshops, special interest classes, dance, music lessons, informative lectures and outings. We will attempt to offer something for everyone. Adult content programming celebrates creativity both individually and through collective group classes and activities. Its purpose is to encourage, promote, teach and inform participants in Hawthorn Woods and surrounding communities. Three criteria have been established: Outreach, Education and Skill Enhancement. All activities shall be evaluated on their ability to involve new participants, educate those involved and to whatever extent possible, offer a public showcase for the newly acquired or developed skills of our registrants.

	Projected Revenue	Expense	Net Profit/(Loss)
Arts and Crafts	400	300	100
Dance Lessons	250	188	62
Financial Lecture Series	180	-	180
New Programs	500	500	-
Total	1,330	988	342

Adult programs forecast a net profit of **\$342** in Fiscal Year 2014.

PARKS MAINTENANCE

Department Purpose

The purpose of the Parks Maintenance Department is to maintain all Village parks and parks facilities, including landscape maintenance, ball field/turf maintenance, playground maintenance and playground safety inspections.

Personnel

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	2	2	2	2
Part-Time	3	3	6	2
* Department Head position is allocated in Parks & Rec.				

Revenues

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
41,985	32,000	Fees	32,000	32,000
41,985	32,000	Total Revenues	32,000	32,000

Expenditures

Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
			2014	2015
116,263	157,036	Personnel Services	180,311	184,070
441	2,800	Contractual Services	2,800	3,000
23,899	25,000	Commodities	29,000	30,500
-	10,000	Capital Outlay	6,000	6,000
140,603	194,836	Total Expenditures	218,111	223,570
(98,618)	(162,836)	Source (Use) of Cash	(186,111)	(191,570)

Significant Changes

* The 2014 budget includes funding for one additional seasonal (March 1 - October 31) and one additional summer (May 1 - August 31) Parks Maintenance employee.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-7-3630	FIELD LEASE	41,985	32,000	26,833	32,000	32,000
TOTAL REVENUES		41,985	32,000	26,833	32,000	32,000
EXPENDITURES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	93,165	105,000	49,964	100,000	108,150
11-40-00-1-4011	SEASONAL SALARIES	-	14,880	-	14,880	30,380
11-40-00-1-4012	SUMMER SEASONAL	-	12,240	-	12,240	16,320
11-40-00-1-4020	OVERTIME	4,394	1,000	595	1,000	1,000
11-40-00-1-4040	IMRF	11,346	13,732	5,743	13,732	16,297
11-40-00-1-4090	FICA MATCHING	7,358	10,184	3,792	10,184	11,923
TOTAL PERSONNEL SERVICES		116,263	157,036	60,094	152,036	180,311
CONTRACTUAL SERVICES						
11-40-00-3-4371	PUBLIC PARK UTILITIES	441	2,800	101	1,000	3,000
TOTAL CONTRACTUAL SERVICES		441	2,800	101	1,000	3,000
COMMODITIES						
11-40-00-5-4570	MAINTENANCE SUPPLIES	23,899	-	-	-	-
11-40-00-5-4571	FIELD/TURF MAIN SUPPLIES	-	15,000	5,290	16,000	16,000
11-40-00-5-4572	BUILD/GROUNDS MAINT SUPPLIES	-	8,000	5,207	10,000	8,500
11-40-00-5-4573	PLAYGROUND MAINT SUPPLIES	-	2,000	-	6,000	6,000
TOTAL COMMODITIES		23,899	25,000	10,497	32,000	30,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<u>CAPITAL OUTLAY</u>						
11-40-00-8-4895	LANDSCAPE IMPROVEMENTS	-	10,000	-	-	6,000
TOTAL CAPITAL OUTLAY		-	10,000	-	-	6,000
TOTAL PARK MAINTENANCE		140,603	194,836	70,692	185,036	218,111
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(98,618)	(162,836)	(43,859)	(153,036)	(186,111)

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE

Description: Field Lease

Account Number: 11-40-00-7-3630

This account is used to record the field lease revenue from the various teams and leagues that utilize the Village's baseball and soccer fields.

Park Maintenance forecasts **\$32,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARK MAINTENANCE**

Description: **Salaries**

Priority: **High**

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

This account is used to pay the salaries of the employees allocated to the Parks Maintenance Department, as follows:

Maintenance Specialist of Parks - 100%

Maintenance Specialist of Parks - 100%

Park Maintenance requests **\$105,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARK MAINTENANCE**

Description: **Seasonal Salaries**

Priority: **High**

Account Number: **11-40-00-1-4011**

This account is used for the salaries of the Park Maintenance seasonal employees. This account provides for two seasonal employees from April 1 to October 31. This is an increase of one additional seasonal employee.

Park Maintenance requests **\$30,380** for Fiscal Year 2014. This represents a **\$15,500** increase from Fiscal Year 2013. The primary reason for the increase is the addition of one seasonal employee.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Summer Seasonal Salaries
Priority: High
Account Number: 11-40-00-1-4012

This account is used for the salaries of the Park Maintenance Summer Seasonal employees. This account provides for four summer employees from May 15 to August 15.

Park Maintenance requests **\$16,320** for Fiscal Year 2014. This represents a **\$4,080** increase from Fiscal Year 2013. The primary reason for the increase is the addition of one summer employee.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$1,000** or Fiscal year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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, 2014, the Village's portion will be 11.68%.

Park Maintenance requests **\$15,929** for Fiscal Year 2014. This represents a **\$2,197** increase from Fiscal Year 2013. The primary reason for the increase is the addition of one new seasonal employee. Since this employee will work more than 1,000 hours, this position is covered by IMRF.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$11,682 for** Fiscal Year 2014. This represents a **\$1,498** increase from Fiscal Year 2013. The primary reason for the increase is the addition of one new seasonal employee and one new summer employee.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$2,800** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Ball Field / Turf Maintenance Supplies
Priority: High
Account Number: 11-40-00-5-4571

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's ball fields.

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

- Ball field prep
- Turf maintenance
- Ball field equipment
- Insect control

Park Maintenance requests **\$15,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Building/Grounds Maintenance Supplies
Priority: High
Account Number: 11-40-00-5-4572

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's municipal buildings and grounds within the Village parks.

This account pays for all materials associated with maintaining all elements of the municipal park buildings and grounds such as;

Restrooms
Gazebos
Mechanical Rooms
Irrigation Systems
Outdoor Lighting
Cleaning/Restroom Supplies

Park Maintenance requests **\$8,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Playground Maintenance Supplies
Priority: High
Account Number: 11-40-00-5-4572

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Villages' playground equipment.

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

Parts for playground repairs
Mulch and playground safety surfacing

Park Maintenance requests **\$6,000** for Fiscal Year 2014. This represents a **\$4,000** increase from Fiscal Year 2013. The primary reason for the increase is the Village maintains several older playgrounds with equipment that will need to be repaired in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Landscape 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 **\$6,000** for Fiscal Year 2014. This represents **\$4,000** decrease from Fiscal Year 2013. The primary reason for the decrease is an anticipated reduction in the number of landscape improvements, based upon projected actuals for Fiscal Year 2013.

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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0.75
Part-Time	0	0	0	0
* Director of Public Works & Street Maintenance positions are allocated in Public Works.				

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
222,965	235,402	184,678	Taxes	180,081	180,081
2,959	1,576	1,500	Interest	1,000	1,000
225,924	236,978	186,178	Total Revenues	181,081	181,081

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
10,859	11,318	49,092	Personnel Services	47,970	49,410
66,152	38,432	95,000	Contractual Services	140,000	141,000
81,904	86,968	127,500	Commodities	103,000	103,500
-	-	-	Other Financing Uses	-	-
158,915	136,718	271,592	Total Expenditures	290,970	293,910

Excess (Deficiency) of Revenues

67,009	100,260	(85,414)	Over Expenditures	(109,889)	(112,829)
368,909	469,169	383,755	Fund Balance as of 12/31	273,866	161,037

Significant Changes

* The 2014 budget includes \$25,000 additional funding for crack sealing program.

* The 2014 budget includes \$25,000 additional funding for new pavement marking program.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
REVENUES						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	235,402	184,678	92,486	184,678	180,081
TOTAL TAXES		235,402	184,678	92,486	184,678	180,081
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	1,576	1,500	460	920	1,000
TOTAL INTEREST INCOME		1,576	1,500	460	920	1,000
TOTAL REVENUES		236,978	186,178	92,946	185,598	181,081

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
EXPENDITURES						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	9,309	41,250	17,706	41,250	41,406
28-00-00-1-4020	OVERTIME	273	-	29	29	-
28-00-00-1-4040	IMRF	1,102	4,686	2,006	4,686	4,836
28-00-00-1-4090	FICA MATCHING	634	3,156	1,140	3,156	3,168
TOTAL PERSONNEL SERVICES		11,318	49,092	20,881	49,121	49,410
CONTRACTUAL SERVICES						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	38,432	10,000	2,314	5,000	6,000
28-00-00-3-4151	STREET PATCHING	-	60,000	-	55,000	60,000
28-00-00-3-4152	CRACK SEALING	-	25,000	3,975	25,000	50,000
28-00-00-3-4153	PAVEMENT MARKING	-	-	-	-	25,000
28-00-00-3-4220	ENGINEERING SERVICES	-	-	-	9,688	-
TOTAL CONTRACTUAL SERVICES		38,432	95,000	6,289	94,688	141,000
COMMODITIES						
28-00-00-5-4571	ROAD PATCH MATERIALS	4,184	2,500	1,469	2,500	3,500
28-00-00-5-4572	SALT & DEICERS	82,784	100,000	48,943	65,000	80,000
28-00-00-5-4573	TRAFFIC SIGNAGE	-	20,000	4,581	15,000	20,000
28-00-00-5-4574	ROW MATERIALS	-	5,000	-	-	-
TOTAL COMMODITIES		86,968	127,500	54,993	82,500	103,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<u>OTHER FINANCING USES</u>						
28-00-00-9-4910	INTERFUND TRANSFER	-	-	-	-	-
TOTAL OTHER FINANCING USES		-	-	-	-	-
TOTAL EXPENDITURES		136,718	271,592	82,163	290,970	293,910
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		100,260	(85,414)	10,783	(109,889)	(112,829)

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Motor Fuel Tax Allotment

Priority: High

Account Number: 28-00-00-1-3097

This account is used to record the revenue related to funds received from the motor fuel tax.

The motor fuel tax allotment is distributed to municipalities in proportion to the municipality's population and the distribution is received on a monthly basis.

The Village uses the Illinois Municipal League (IML) forecast to estimate the Motor Fuel Tax allotment. Based upon the most recent IML data, the per capita Motor Fuel Tax allotment is \$23.50. Therefore, based upon the Village's current population of 7,663, the anticipated Fiscal Year 2014 revenue is \$180,081 ($\$23.50 \times 7,663$).

We forecast **\$180,081** in revenue from motor fuel tax. This represents a **\$4,597** decrease in revenue from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Salaries

Priority: High

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

This account is used to pay the salaries of the employees allocated to Motor Fuel Tax Fund, as follows:

Maintenance Specialist of Streets - 75%

Motor Fuel Tax Fund request is **\$40,200** for Fiscal Year 2014. This represents a **\$1,050** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014BUDGET 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 \$0 for the Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014BUDGET 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, 2014, the Village's portion will be 11.68%.

Motor Fuel Tax Fund request is **\$4,695** for Fiscal Year 2014. This represents a **\$9** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,075** for Fiscal Year 2014. This represents an **\$81** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Traffic Signal Maintenance

Priority: High

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

This account is used to pay for contracted services for traffic signal maintenance.

Motor Fuel Tax Fund request is **\$5,000** for Fiscal Year 2014. This represents a **\$5,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the correction of an error in the billing rate by Lake County.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Contract- Street Patching Maintenance

Priority: High

Account Number: 28-00-00-3-4151

This account is used to pay for contracted services for street patching.

Motor Fuel Tax Fund request is \$60,000 for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND
Description: Contract- Crack Sealing Maintenance
Priority: High
Account Number: 28-00-00-3-4152

This account is used to pay for contracted services for crack sealing.

Motor Fuel Tax Fund request is \$50,000 for Fiscal Year 2014. This represents a \$25,000 increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND
Description: Contract- Pavement Markings
Priority: High
Account Number: 28-00-00-3-4153

This account is used to pay for contracted services for pavement markings. This is a new account in fiscal year 2014.

Motor Fuel Tax Fund request is **\$25,000** for Fiscal Year 2014. This represents a **\$25,000** increase from Fiscal Year 2013. The primary reason for the increase is this is a new line item in Fiscal Year 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 **\$3,000** for Fiscal Year 2014. This represents a **\$500** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Road Salt & Liquid Deicers Supplies

Priority: High

Account Number: 28-00-00-5-4572

This account is used to pay for commodities such as road salt and liquid deicers supplies as needed.

Motor Fuel Tax Fund request is **\$80,000** for Fiscal Year 2014. This represents a **\$20,000** decrease from Fiscal Year 2013. The primary reason for the decrease is due to the mild winter experienced in Fiscal Year 2013, which resulted in ending the snow season with a full salt dome.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND
Description: Traffic Signage Maintenance
Priority: High
Account Number: 28-00-00-5-4573

This account is used to pay for commodities such as traffic sign materials.

Motor Fuel Tax Fund request is \$20,000 for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND
Description: ROW Maintenance Supplies
Priority: High
Account Number: 28-00-00-5-4574

This account is used to pay for commodities such as soil and seed for ROW restoration and ROW drainage supplies.

Motor Fuel Tax Fund request is **\$0** for Fiscal Year 2014. This represents a **\$5,000** decrease from Fiscal Year 2013. The primary reason for the decrease is these expenses will be paid from the General Fund in Fiscal Year 2014.

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.

Personnel

	Actual		Proposed	
	2012	2013	2014	FTE 2014
Full-Time	0	0	0	0
Seasonal	55	55	55	14

The concession stand has an outdoor picnic area seating for over 75. A community room is 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

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
232,193	272,245	278,850	Fees	291,400	288,800
223	214	250	Interest	100	100
1,199	2,261	300	Miscellaneous	550	550
233,615	274,720	279,400	Total Revenues	292,050	289,450

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
159,960	149,283	173,672	Personnel Services	176,842	176,842
71,455	86,384	58,295	Contractual Services	86,765	86,765
28,364	28,742	28,902	Commodities	24,050	24,050
-	-	10,000	Capital Outlay Reserve	4,000	10,000
259,779	264,409	270,869	Total Expenditures	291,657	297,657

(26,164)	10,311	8,531	Operating Income (Loss)	393	(8,207)
1,819,515	1,799,473	1,808,004	Net Assets as of 12/31	1,808,397	1,800,191

Significant Changes

*The 2014 budget includes \$25,000 additional funding for waste hauling due to continued delays in sewer connection.

* No increase in Season Pass rates or Daily Admission rates are budgeted for 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER OPERATIONS FUND						
REVENUES						
FEES						
40-00-00-4-3632	SEASON PASSES	124,903	128,750	124,088	130,708	130,000
40-00-00-4-3635	DAILY ADMISSIONS	82,469	78,000	16,886	71,325	78,000
40-00-00-4-3636	SWIM TEAM REVENUE	4,595	5,000	7,993	8,630	8,000
40-00-00-4-3637	SWIM LESSON REVENUE	28,945	30,000	26,254	33,219	33,000
40-00-00-4-3638	PRIVATE SWIM LESSONS	8,865	10,500	7,150	16,031	16,000
40-00-00-4-3639	DIVE CAMP	3,232	4,000	1,835	2,286	2,500
40-00-00-4-3640	CONCESSIONS	6,181	7,000	-	5,572	6,000
40-00-00-4-3641	SCUBA	600	600	298	547	600
40-00-00-4-3642	WATER FITNESS CLASS	1,980	2,000	781	1,217	1,500
40-00-00-4-3643	LIFEGUARD TRAINING	175	1,000	547	833	800
40-00-00-4-3644	SPECIAL EVENTS	830	1,000	138	510	500
40-00-00-4-3645	BIRTHDAY PARTY REV	3,725	5,000	2,585	5,791	6,500
40-00-00-4-3646	POOL RENTAL	5,745	6,000	3,483	7,960	8,000
TOTAL FEES		272,245	278,850	192,038	284,629	291,400
INTEREST INCOME						
40-00-00-6-3810	INTEREST INCOME	214	250	49	100	100
TOTAL INTEREST INCOME		214	250	49	100	100
MISCELLANEOUS INCOME						
40-00-00-7-3825	GIFT SHOP REVENUE	338	300	121	299	300
40-00-00-7-3890	MISCELLANEOUS INCOME	1,683	-	-	-	-
40-00-00-7-3900	REFUND SERVICE CHARGE	240	-	266	459	250
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		2,261	300	387	758	550
TOTAL REVENUES		274,720	279,400	192,474	285,487	292,050

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENSES						
PERSONNEL SERVICES						
40-00-00-1-4010	MANAGERS	49,060	52,702	19,169	43,991	45,000
40-00-00-1-4011	LIFEGUARDS	55,503	55,500	11,822	63,088	60,000
40-00-00-1-4012	CASHIER/ATTENDANT	13,557	13,600	3,886	16,382	16,000
40-00-00-1-4013	SWIM TEAM/DIVE COACH	2,024	2,600	296	2,745	2,700
40-00-00-1-4014	BIRTHDAY PARTY ATTENDANT	123	-	-	-	-
40-00-00-1-4015	SWIM LESSON INSTRUCTORS	13,051	12,800	1,862	17,432	17,500
40-00-00-1-4016	AQUA INSTRUCTORS	1,179	1,195	73	830	850
40-00-00-1-4017	SPECIAL EVENTS	-	290	-	-	-
40-00-00-1-4018	PRIVATE LESSONS	-	-	-	-	-
40-00-00-1-4019	MAINTENANCE	-	16,500	7,282	16,080	16,080
40-00-00-1-4020	OVERTIME	1,218	1,500	827	1,072	1,500
40-00-00-1-4040	IMRF	3,192	4,998	2,497	4,998	5,000
40-00-00-1-4090	FICA MATCHING	10,376	11,987	3,394	11,987	12,212
TOTAL PERSONNEL SERVICES		149,283	173,672	51,108	178,605	176,842
CONTRACTUAL SERVICES						
40-00-00-3-1430	INSPECTIONS	774	1,400	1,077	1,302	1,500
40-00-00-3-4110	SECURITY	299	700	299	299	700
40-00-00-3-4130	EQUIPMENT RENTAL	776	800	156	376	800
40-00-00-3-4329	OTHER PROFESSIONAL SERVICES	-	-	-	-	-
40-00-00-3-4330	INTERNET SERVICE	889	-	-	-	-
40-00-00-3-4342	SWIM TEAM EXP	55	1,200	333	1,049	1,200
40-00-00-3-4351	MARKETING	11,073	10,000	10,623	10,623	11,000
40-00-00-3-4353	TELEPHONE	3,546	375	1,440	2,181	2,000
40-00-00-3-4360	PROCESSING FEES	6,852	7,000	4,943	7,763	7,500
40-00-00-3-4361	DUES	915	960	-	960	960
40-00-00-3-4365	PROFESSIONAL DEVELOPMENT	637	910	140	400	605
40-00-00-3-4371	UTILITIES	26,008	27,400	5,047	23,617	28,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
40-00-00-3-4372	WASTE HAULING	29,100	2,000	20,100	34,500	27,000	27,000
40-00-00-3-4373	LIABILITY INSURANCE	5,000	5,000	-	5,000	5,000	5,000
40-00-00-3-4377	EMPLOYEE RECOGNITION	139	300	72	243	300	300
40-00-00-3-4390	MISC EXPENDITURES	321	250	35	200	200	200
TOTAL CONTRACTUAL SERVICES		86,384	58,295	44,265	88,513	86,765	86,765
COMMODITIES							
40-00-00-5-4561	OFFICE SUPPLIES	2,041	1,600	1,217	2,314	1,600	1,600
40-00-00-5-4563	EQUIPMENT	1,807	5,560	443	836	1,600	1,600
40-00-00-5-4566	CHEMICAL SUPPLIES	12,426	10,000	3,407	9,252	10,000	10,000
40-00-00-5-4570	MAINTENANCE SUPPLIES	6,766	5,000	4,172	8,973	7,000	7,000
40-00-00-5-4575	FIRST AID SUPPLIES	583	600	358	549	600	600
40-00-00-5-4576	TRAINING SUPPLIES	749	500	511	540	500	500
40-00-00-5-4578	UNIFORMS	3,688	3,442	1,919	1,683	2,000	2,000
40-00-00-5-4580	BIRTHDAY PARTY EXP	59	500	-	-	-	-
40-00-00-5-4585	GIFT SHOP EXPENDITURES	151	200	231	231	250	250
40-00-00-5-4595	SPECIAL EVENTS	458	1,500	768	1,343	500	500
40-00-00-7-3895	CASH OVER/SHORT	14	-	-	-	-	-
TOTAL COMMODITIES		28,742	28,902	13,026	25,721	24,050	24,050
CAPITAL OUTLAY							
40-00-00-8-4899	CAPITAL REPLACEMENT RESERVE	-	10,000	-	-	4,000	10,000
TOTAL CAPITAL OUTLAY		-	10,000	-	-	4,000	10,000
TOTAL EXPENSES		264,409	270,869	108,399	292,839	291,657	297,657
OPERATING INCOME (LOSS)		10,311	8,531	84,075	(7,352)	393	(8,207)

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center Season Pass Rates

	2011	2012	2013	2014
Resident - Individual	\$100	\$103	\$106	\$106
Non-Resident - Individual	\$150	\$154	\$158	\$158
Resident - Senior 65+	\$75	\$77	\$79	\$79
Non-Resident - Senior 65+	\$125	\$128	\$132	\$132
Resident - Family - 2 person	\$150	\$154	\$158	\$158
Resident - Family - 3 person	\$185	\$190	\$195	\$195
Resident - Family - 4 person	\$225	\$231	\$238	\$238
Resident - Family - 5 person	\$265	\$272	\$280	\$280
Additional Family Member Resident	\$60	\$62	\$63	\$63
Non-Resident - Family - 2 person	\$250	\$256	\$264	\$264
Non-Resident - Family - 3 person	\$300	\$308	\$317	\$317
Non-Resident - Family - 4 person	\$350	\$359	\$370	\$370
Non-Resident - Family - 5 person	\$400	\$410	\$422	\$422
Additional Family Member Non-Resident	\$80	\$82	\$84	\$84

The proposed Fiscal Year 2014 fee schedule assumes no increase from the Fiscal Year 2013 fee schedule, to encourage season pass purchases which may be negatively impacted due to the unseasonably low temperatures experienced during the Summer of 2014.

Aquatic Center forecasts **\$130,000** for Fiscal Year 2014. This represents a **\$1,250** increase from Fiscal Year 2013. With improvements to the Aquatic Center and the return of moderately fair summer weather these figures are realizable.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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

Aquatic Center forecasts **\$78,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013. The proposed Fiscal Year 2014 fee schedule assumes no increase from the Fiscal Year 2013 fee schedule, to encourage daily admission purchases which may be negatively impacted due to the unseasonably low temperatures experienced during the Summer of 2014.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL REVENUES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Swim Team Revenue
Priority: High
Account Number: 40-00-00-4-3636

This account is used to record the revenue related to the swim team.

Aquatic Center forecasts **\$8,000** for Fiscal Year 2014. This represents a **\$3,000** increase from Fiscal Year 2013. With additional training and success of the program in 2013 we believe the program will build moving forward and appeal to more young athletes.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL REVENUES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Swim Lesson Revenue

Priority: High

Account Number: 40-00-00-4-3637

This account is used to record the revenue related to the group swim lessons. Private and semi-private lessons are recorded in account number 40-00-00-4-3638. The group swim lessons continue to grow in popularity. For the 2014 operating season, there will be additional classes offered to accommodate demand for this service.

Aquatic Center forecasts **\$33,000** for Fiscal Year 2014. This represents a **\$3,000** increase from Fiscal Year 2013. Lessons should rebound and continue to grow with warmer weather earlier in the season.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL REVENUES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Private Swim Lesson Revenue
Priority: High
Account Number: 40-00-00-4-3638

This account is used to record the revenue related to the private and semi-private swim lessons. Group lessons are recorded in account number 40-00-00-4-3637. The private and semi-private swim lessons continue to grow in popularity.

Aquatic Center forecasts **\$16,000** for Fiscal Year 2014. This represents a **\$5,500** increase from Fiscal Year 2013. With less frequent closings and improved weather conditions, private lessons should gain popularity.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL REVENUES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Dive Camp Revenue
Priority: High
Account Number: 40-00-00-4-3639

This account is used to record the revenue related to the dive camp.

Aquatic Center forecasts **\$2,500** for Fiscal Year 2014. This represents a **\$1,500** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center forecasts **\$6,000** for Fiscal Year 2014. This represents a **\$1,000** decrease from Fiscal Year 2013. The concession vendor contract is up for renewal in Fiscal Year 2014. Both internal and external concession opportunities will be considered.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: SCUBA

Priority: High

Account Number: 40-00-00-4-3641

This account records revenue from the SCUBA classes offered at the Aquatic Center.

Aquatic Center forecasts **\$600** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013. With the advent of more moderate temperatures and more open dates, this program should rebound and hit targeted projections.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Water Fitness Class
Priority: High
Account Number: 40-00-00-4-3642

This account records revenue from the Water Fitness classes offered at the Aquatic Center.

Aquatic Center forecasts **\$1,500** for Fiscal Year 2014. This represents a **\$500** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Lifeguard Training
Priority: High
Account Number: 40-00-00-4-3643

This account records revenue from the Lifeguard training classes offered at the Aquatic Center.

The Aquatic Center forecasts **\$800** for Fiscal Year 2014. This represents a **\$200** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Special Events

Priority: High

Account Number: 40-00-00-4-3644

This account records revenue from the Special Events offered at the Aquatic Center, such as the Family Movie night which will be offered once a month.

Aquatic Center forecasts \$500 for Fiscal Year 2014. This represents a \$1,000 decrease from Fiscal Year 2013. This decrease results from the elimination of the Youth Triathlon.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Birthday Party Revenue
Priority: High
Account Number: 40-00-00-4-3645

This account records revenue from the birthday parties offered at the Aquatic Center.

Aquatic Center forecasts **\$6,500** for Fiscal Year 2013. This represents a **\$1,500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Pool Rental Revenue
Priority: High
Account Number: 40-00-00-4-3646

This account records revenue from the after hour pool rentals offered at the Aquatic Center.

Aquatic Center forecasts **\$8,000** for Fiscal Year 2014. This represents a **\$2,000** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Gift Shop Revenue

Priority: High

Account Number: 40-00-00-7-3825

This account records revenue from the Aquatic Center gift shop.

Aquatic Center forecasts **\$300** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$176,842** for Fiscal Year 2014. This represents a **\$3,170** increase from Fiscal Year 2013. The primary reason for the increase is the forecasted increased revenue from the swim lesson program which will require additional funding for the swim instructor salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Inspections

Priority: High

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

This account includes the following mandatory annual inspection fees:

Fire Extinguisher Maintenance	\$ 100
Sprinkler Inspection	\$ 300
Fire Alarm Inspection	\$ 400
Security Alarm Inspection	\$ 400
Backflow Inspection	\$ 200
Waterslide Inspection	<u>\$ 100</u>
Total:	\$ 1,500

Aquatic Center requests **\$1,500** for Fiscal Year 2014. This represents a **\$100** increase from Fiscal Year 2013. This is due to the addition of a waterslide inspection this year.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 300
Alarm Service Calls (estimate 2 @ \$200)	<u>\$ 400</u>
Total	\$ 700

Aquatic Center requests **\$700** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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:

Scaffolding Rental (Cleaning Ceiling Fans & Light bulbs)	\$ 100
Pump Rental	\$ 100
Miscellaneous Rental	\$ 200
Scrubber -Floors	<u>\$ 400</u>
Total	\$ 800

Aquatic Center requests **\$800** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Internet Service

Priority: High

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

In prior years, this account included the monthly service for Comcast high speed internet for the Aquatic Center internet service.

Aquatic Center requests **\$0** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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:

2014 Northern Illinois Swim Conference Membership Fee	\$ 400
T-Shirts	\$ 450
Swim Meet Software Maintenance Fee	\$ 300
Miscellaneous	<u>\$ 50</u>
Total	\$ 1,200

Aquatic Center requests **\$1,200** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$11,000** for Fiscal Year 2014. This represents a **\$1,000** increase from Fiscal Year 2013. Additional promotional materials will help spur early season pass sales and recruitment for swim team efforts.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Telephone

Priority: High

Account Number: 40-00-00-3-4353

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=)	\$ 1,625
Cellular Phone - Business Use (\$75 x 5)	<u>\$ 375</u>
Total	\$ 2,000

Aquatic Center requests **\$2,000** for Fiscal Year 2014. This represents **\$1,625** increase from Fiscal Year 2012. The primary reason for the increase is the T-1 line for communication between the Aquatic Center Facility and Village Hall.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Processing Fees

Priority: High

Account Number: 40-00-00-3-4360

This line item is used to fund the processing fees for credit card transactions and activity processing fees through Activenet, the Aquatic Center's cloud software.

Aquatic Center requests **\$7,500** for Fiscal Year 2014. This represents a **\$500** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 2014:

IPRA	\$ 260
Red Cross Member Fee	<u>\$ 700</u>
Total	\$ 960

Aquatic Center requests **\$960** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 & Recreation Association Annual Conference	
Aquatic Center Manager	\$ 305
WSI Training	<u>\$ 300</u>
Total	\$ 605

Aquatic Center requests **\$605** for Fiscal Year 2014. This represents a **\$305** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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	\$ 12,000
Gas	\$ 15,575
XM Radio	\$ 100
ASCAP	<u>\$ 325</u>
Total	\$ 28,000

Aquatic Center requests **\$28,000** for Fiscal Year 2014. This represents a **\$600** increase from Fiscal Year 2013. The primary reason for the increase is the cost to heat the facility.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Sewer Service (Formerly 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 able to utilize sewer until the connection is complete.

Aquatic Center requests **\$27,000** for Fiscal Year 2014. This represents a **\$25,000** increase from Fiscal Year 2013. This increase results from continued delays in the sewer connection provided for in an intergovernmental agreement with the Village of Lake Zurich.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$5,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$300** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests \$200 for Fiscal Year 2014. This represents a \$50 decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$1,600** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$1,600** for Fiscal Year 2014. This represents a **\$3,960** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$10,000** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests \$7,000 for Fiscal Year 2014. This represents a \$2,000 increase from Fiscal Year 2013. The primary reason for the increase is an anticipated increase in the maintenance supplies purchased, based upon projected actuals for Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$600** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Training Supplies

Priority: High

Account Number: 40-00-00-5-4576

This line item includes all supplies necessary for Training Supplies at the Aquatic Center.

Aquatic Center requests **\$500** for Fiscal Year 2014. This represents **no change** from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Uniforms

Priority: High

Account Number: 40-00-00-5-4578

All Aquatic Center staff is required to wear uniforms. The Aquatic Center will cover the cost of the standard uniform. If the employee does not complete the season as promised, the employee will be charged for the issued uniform.

Aquatic Center requests **\$2,000** for Fiscal Year 2014. This represents a **\$1,442** decrease from Fiscal Year 2013. The primary reason for the decrease is the new policy requiring all staff to contribute \$25 to help defray the cost of the uniforms.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$0** for Fiscal Year 2014. This represents a **\$500** decrease from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$250** for Fiscal Year 2014. This represents a **\$50** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$500** for Fiscal Year 2013. This represents a **\$1,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the elimination of the Kids Triathlon Event.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Aquatic Center requests **\$4,000** for Fiscal Year 2014. This represents a **\$6,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the unanticipated additional expense related to the waste hauling, which will negatively impact the cash flow in the Aquatic Center Fund.

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

	Actual		Proposed	
	Headcount 2012	2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
1,100	651	500	Interest	50	50
342,587	110,673	252,910	Interfund Transfers	254,535	256,035
343,687	111,324	253,410	Total Revenues	254,585	256,085

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	428	500	Contractual Services	500	500
201,804	255,605	252,910	Debt Service	254,585	256,035
201,804	256,033	253,410	Total Expenditures	255,085	256,535

141,883	(144,709)	-	Change in Net Assets	(500)	(450)
145,038	329	329	Net Assets as of 12/31	(171)	(621)

Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
2011 AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	651	500	21	50	50
TOTAL INTEREST INCOME		651	500	21	50	50
INTERFUND TRANSFERS						
43-00-00-7-3990	TRANSFER FROM OTHER FUNDS	110,673	252,910	84,303	252,910	254,535
TOTAL INTERFUND TRANSFERS		110,673	252,910	84,303	252,910	254,535
TOTAL REVENUES		111,324	253,410	84,324	252,960	254,585
EXPENSES						
CONTRACTUAL SERVICES						
43-00-00-3-4329	OTHER PROFESSIONAL SERVICES	428	500	428	500	500
TOTAL CONTRACTUAL SERVICES		428	500	428	500	500
DEBT SERVICE						
43-00-00-7-4737	PRINCIPAL	135,000	135,000	-	135,000	140,000
43-00-00-7-4738	INTEREST EXPENSE	120,605	117,910	58,955	117,910	114,585
TOTAL DEBT SERVICE		255,605	252,910	58,955	252,910	254,585
TOTAL EXPENSES		256,033	253,410	59,383	253,410	255,085
OPERATING INCOME (LOSS)		(144,709)	-	24,941	(450)	(450)

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

	Actual		Proposed	
	Headcount		Headcount	FTE
	2012	2013	2014	2014
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
618	878	1,000	Interest	200	200
88,675	-	10,000	Capital Reserve	4,000	10,000
<u>89,293</u>	<u>878</u>	<u>11,000</u>	Total Revenues	<u>4,200</u>	<u>10,200</u>

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
34,886	16,356	20,500	Aquatic Center Improvements	46,000	50,000
<u>34,886</u>	<u>16,356</u>	<u>20,500</u>	Total Expenditures	<u>46,000</u>	<u>50,000</u>
<u>54,407</u>	<u>(15,478)</u>	<u>(9,500)</u>	Change in Net Assets	<u>(41,800)</u>	<u>(39,800)</u>
<u>193,020</u>	<u>177,542</u>	<u>168,042</u>	Net Assets as of 12/31	<u>126,242</u>	<u>86,442</u>

Significant Changes

* The 2014 budget reflects \$6,000 reduction in funding of capital reserve due to continued waste hauling expenses.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	878	1,000	136	200	200
TOTAL INTEREST INCOME		878	1,000	136	200	200
MISCELLANEOUS						
41-00-00-7-3860	INSURANCE REIMBURSEMENT	-	-	41,405	-	-
41-00-00-7-3990	INTERFUND TRANSFER	-	-	-	-	-
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	10,000	-	4,000	10,000
TOTAL MISCELLANEOUS		-	10,000	41,405	4,000	10,000
TOTAL REVENUES		878	11,000	41,541	4,200	10,200
EXPENSES						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	3,000	-	-	-	-
41-00-00-8-4894	EQUIPMENT	-	11,000	2,135	2,135	-
41-00-00-8-4895	AQUATIC CENTER IMPROVEMENTS	13,356	9,500	78,209	78,209	50,000
TOTAL CAPITAL OUTLAY		16,356	20,500	80,344	80,344	50,000
TOTAL EXPENSES		16,356	20,500	80,344	46,000	50,000
OPERATING INCOME (LOSS)		(15,478)	(9,500)	(38,803)	(41,800)	(39,800)

**MAINTENANCE AND OPERATIONS BUDGET
2014 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 replacement reserve is required by the bond covenants.

Aquatic Center Depreciation Fund forecast **\$4,000** for Fiscal Year 2014. This represents a **\$6,000** decrease from Fiscal Year 2013. The primary reason for the decrease is the unanticipated additional expense related to the waste hauling in the Aquatic Center fund, which results in insufficient funds to make the planned \$10,000 contribution to the capital replacement reserve.

**MAINTENANCE AND OPERATIONS BUDGET
2014 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.

Sandblasting & Repainting Pools	\$ 43,000
Removal of Acid Tanks	<u>\$ 3,000</u>
Total	\$ 46,000

The Aquatic Center Depreciation Fund requests **\$46,000** for Fiscal Year 2014. This represents a **\$36,500** increase from Fiscal Year 2013.

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.

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 had to be at least partially located within the 65 dBA contour. Pursuant to the memorandum of agreement, the reimbursement for the noise mitigation program ended in 2013.

Personnel

	Actual		Proposed	
	Headcount 2012	Headcount 2013	Headcount 2014	FTE 2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
42,542	255,619	483,900	Noise and Safety Mitigation	-	-
6,381	2,262	-	Interest	-	-
48,923	257,881	483,900	Total Revenue	-	-

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
38,229	108,688	181,162	Noise Mitigation Reimbursement	-	-
4,313	146,931	323,622	Capital Outlay	-	-
42,542	255,619	504,784	Total Expenditures	-	-

			Excess (Deficiency) of Revenues Over Expenditures		
6,381	2,262	(20,884)		-	-
18,622	20,884	-	Fund Balance as of 12/31	-	-

Significant Changes

* The CN Agreement fund has been fully allocated in the Fiscal Year 2013 budget, therefore, the budget for Fiscal Year 2014 is zero.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CN AGREEMENT FUND						
REVENUES						
NOISE AND SAFETY MITIGATION						
29-10-00-7-3825	NOISE AND SAFETY MITIGATION	255,619	483,900	-	483,900	-
TOTAL NOISE AND SAFETY MITIGATION		255,619	483,900	-	483,900	-
INTEREST INCOME						
29-00-00-6-3810	INTEREST INCOME	2,262	-	467	800	-
TOTAL INTEREST INCOME		2,262	-	467	800	-
TOTAL REVENUES		257,881	483,900	467	484,700	-
EXPENDITURES						
CAPITAL OUTLAY						
29-10-00-8-4890	NOISE MITIGATION REIMBURSEMENT	108,688	181,162	86,267	181,162	-
29-10-00-8-4893	VEHICLES	52,522	-	-	-	-
29-10-00-8-4894	EQUIPMENT	94,409	323,622	84,318	323,622	-
TOTAL CAPITAL OUTLAY		255,619	504,784	170,585	504,784	-
TOTAL EXPENDITURES		255,619	504,784	170,585	504,784	-
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		2,262	(20,884)	(170,118)	(20,084)	-

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
	2011	2012	2013	2014
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
1,232	320	-	Interest	-	-
227,347	-	-	Park Donations	-	-
228,579	320	-	Total Revenue	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	-	-	Capital Outlay	-	-
245,783	-	-	Other Financing Uses	-	-
245,783	-	-	Total Expenditures	-	-

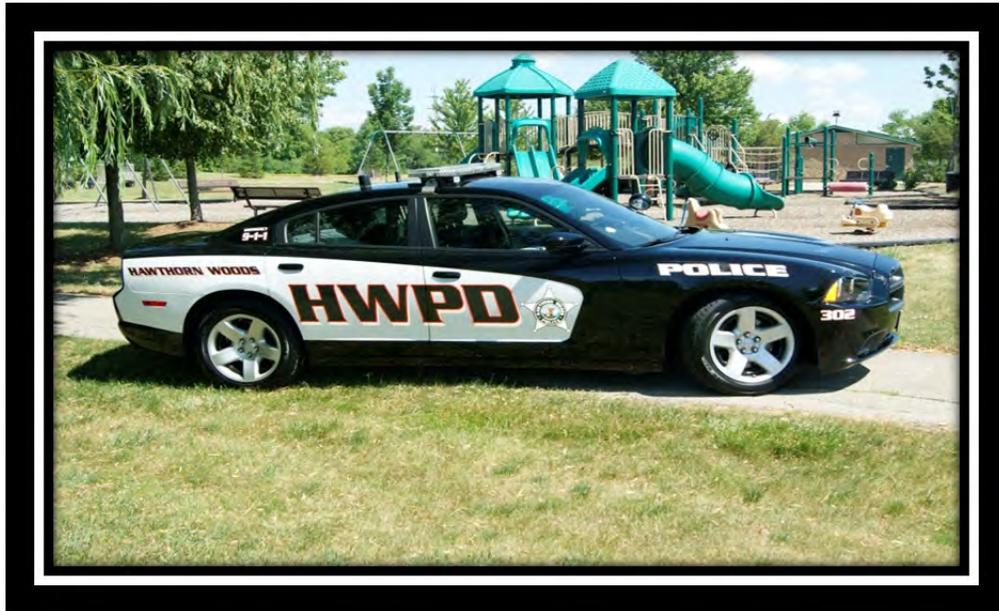
			Excess (Deficiency) of Revenues Over Expenditures	
(17,204)	320	-	-	-
-	320	320	Fund Balance as of 12/31	320

Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013		2014 REQUESTED BUDGET	2015 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK DONATION FUND						
REVENUES						
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	-	-	-	-	-
TOTAL PARK DONATIONS		-	-	-	-	-
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	320	-	-	-	-
TOTAL INTEREST INCOME		320	-	-	-	-
TOTAL REVENUES		320	-	-	-	-
EXPENDITURES						
CAPITAL OUTLAY						
10-00-00-8-4895	OTHER IMPROVEMENTS	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
INTERFUND TRANSFERS						
10-00-00-9-4910	INTERFUND TRANSFER	-	-	-	-	-
TOTAL INTERFUND TRANSFERS		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	75,000	125,000	Transfer from General Fund	-	-
-	25,000	75,000	Transfer from Community Dev	190,000	90,000
-	66,250	-	Proceeds from Sale of Equipment	-	-
-	121	1,000	Interest	1,000	1,000
-	166,371	201,000	Total Revenues	191,000	91,000

Expenditures

Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
				2014	2015
-	158,721	83,226	Capital Outlay	206,250	-
-	158,721	83,226	Total Expenditures	206,250	-

	7,650	117,774	Excess (Deficiency) of Revenues Over Expenditures	(15,250)	91,000
	7,650	125,424	Fund Balance as of 12/31	110,174	201,174
		40,000	Restricted for Roads	60,000	80,000
		85,424	Available Fund Balance	50,174	121,174

Significant Changes

* Consistent with prior year, \$20,000 annually will be restricted for a road repair and replacement program. Balance restricted for roads will be \$60,000 at the end of Fiscal Year 2014.

Capital Projects Plan

Project Funding Source 2014 2 to 3 years 4 to 5 years

ADMINISTRATION DEPARTMENT:

Replace desks		\$ 3,500		
Purchase ergonomic chairs		\$ 600		
Totals		\$ 4,100	\$ -	\$ -

BUILDING DEPARTMENT:

Building Department Vehicle Replacement	Capital Improvement Plan		\$ 25,000	
Wide format printer			\$ 10,000	
Flat screen TV for lobby information kiosk			\$ 500	
Plan review table			\$ 1,000	
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		\$ 100,000	\$ -	\$ 1,040,000

MUNICIPAL BUILDINGS

Public Works security update	Capital Improvement Plan		\$ 15,000	
Replace Carpeting - 2nd Floor of Village Hall	Capital Improvement Plan	\$ 4,000		
Epoxy Village Hall Barn Floor	Capital Improvement Plan		\$ 7,600	
Replace Barn Roof	Capital Improvement Plan		\$ 47,675	
Install furnace/ductwork for 2nd Floor @ Village Hall	Capital Improvement Plan		\$ 6,000	
Police Department Furnace replacement (1990)	Capital Improvement Plan	\$ 3,600		
Village Hall Furnace replacement (1985)	Capital Improvement Plan	\$ 4,000		
Public Works Furnace replacement (1991)	Capital Improvement Plan	\$ 3,800		
Public Works Cold Storage/Salt Dome electrical upgrades	Capital Improvement Plan	\$ 4,300		
Park Pavilion Water Heater Replacement	Capital Improvement Plan	\$ 1,500		
Public Works Fence/Gate	Capital Improvement Plan		\$ 13,000	
Krueger Road Lift Station Repairs	Connection Fee Fund	\$ 3,100		
Krueger Road Generator Automatic Transfer Switch	Connection Fee Fund	\$ 3,400		
Totals		\$ 27,700	\$ 89,275	\$ -

Capital Projects Plan
Project

Funding Source

2014

2 to 3 years

4 to 5 years

POLICE DEPARTMENT:

Vehicle Replacement	Capital Improvement Plan	\$ 25,000	\$ 25,000	\$ 25,000
Livescan Fingerprint system	Capital Improvement Plan			\$ 20,000
	Totals	\$ 25,000	\$ 25,000	\$ 45,000

PUBLIC WORKS:

Air handling fan for PW garage	Capital Improvement Plan	\$ 5,800		
Aerator - walk behind	Capital Improvement Plan	\$ 3,000		
Spreader	Capital Improvement Plan		\$ 7,000	
Jumping Jack Compactor	Capital Improvement Plan	\$ 1,950		
1.5-ton Truck	Capital Improvement Plan		\$ 100,000	
6" flood pump	Capital Improvement Plan	\$ 17,000		\$ -
Paint the new chipper	Capital Improvement Plan	\$ 4,000		
Zero turn mower	Capital Improvement Plan	\$ 8,000		
Shop air compressor	Capital Improvement Plan	\$ 1,200		
Bobcat 72 inch sweeper	Capital Improvement Plan		\$ 4,100	
Trailer replacement	Capital Improvement Plan		\$ 8,000	
Rock drill set	Capital Improvement Plan		\$ 1,400	
John Deer tractor with deck for ROW mowing	Capital Improvement Plan			\$ 55,000
	Totals	\$ 40,950	\$ 107,000	\$ -

PARKS:

OSLAD Grant -Hawthorn Trails ADA Park	To be Determined		\$ 200,000	
Install New ADA Compliant Floor @ Aquatic Center	Special Recreation Levy	\$ 40,000		
ADA Accessible Gazebo, Picnic Tables & Pathway	Special Recreation Levy	\$ 16,000		
Implement ADA Plan Compliance Measures	Special Recreation Levy	\$ 16,000	\$ 16,000	\$ 16,000
Install ADA Compliant Pathways for Parks	Special Recreation Levy	\$ 10,000	\$ 10,000	\$ 10,000
Restore ADA Compliant Playground Surface	Special Recreation Levy	\$ 8,000	\$ 10,000	\$ 10,000
Heritage Oaks Irrigation System - East & Center	Capital Improvement Plan		\$ 30,500	
Build and ADA Compliant Corrective Trail System	Special Recreation Levy		\$ 150,000	\$ 75,000
	Totals	\$ 90,000	\$ 416,500	\$ 111,000

Capital Projects Plan
Project

Funding Source 2014 2 to 3 years 4 to 5 years

ROADS, DRAINAGE, & RIGHT OF WAYS:

Finish Road Program (resurfacing/ribbons)	To Be Determined		\$ 2,217,000	\$ 2,558,000
Create Village wide ditch program	To Be Determined			\$ 100,000
Sign replacement plan	Motor Fuel Tax	\$ 20,000		
Crack sealing program	Motor Fuel Tax	\$ 50,000	\$ 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		\$ 130,000	\$ 2,412,000	\$ 2,853,000

TECHNOLOGY

New Police Records Software	Capital Improvement Plan-75%	\$ 15,000		
	DUI Funds-25%	\$ 5,000		
Totals		\$ 20,000	\$ -	\$ -
		\$ 437,750	\$ 3,074,775	\$ 4,049,000

FUNDING SOURCE SUMMARY

Capital Improvement Plan	\$ 206,250	\$ 301,775	\$ 110,000
Motor Fuel Tax	\$ 130,000	\$ 170,000	\$ 170,000
Special Recreation Levy	\$ 90,000	\$ 186,000	\$ 111,000
Connection Fee Fund	\$ 6,500	\$ -	\$ -
DUI Fund	\$ 5,000	\$ -	\$ -
To be Determined	\$ -	\$ 2,417,000	\$ 3,658,000
Totals	\$ 437,750	\$ 3,074,775	\$ 4,049,000

Village Vehicle Schedule

<u>Department</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>
Police	1987	Humvee	Hummer
Police-CERT	1998	Ford	Econoline E450 CERT
Public Works	1999	International	Dump Truck 2T #812
Public Works	2000	International	Dump Truck 5T #813
Public Works	2000	International	Truck 5T #814
Parks & Recreation	2002	Ford	Econoline E350 Van
Public Works	2003	Jeep	Liberty #300
Public Works	2003	Ford F-50	Dump Truck 1T #816
Police	2004	Chevy	Blazer #310
Building Department	2006	Ford	Explorer Building Dept
Public Works	2005	Ford	Pickup Truck #819
Public Works	2008	International	Truck 2T #821
Public Works	2008	Ford	Truck - F550#811
Police	2009	Ford	Crown Victoria #301
Public Works	2010	Ford	Pickup Truck #804
Police	2010	Dodge	Charger #305
Police	2010	Ford	Expedition #300
Police	2012	Dodge	Charger #302
Police	2012	Dodge	Charger # 304
Public Works	2012	International	2T Dump Truck #818
Public Works	2012	Ford	Pickup Truck #810
Police	2013	Dodge	Durango #306

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Community Park			
<i>Water Heater</i>	Short electric water heater	2001	Ruud
<i>Well Pump</i>	10HP well pump, 3450 RPM	2002	Franklin Electric
Heritage Oaks Baseball Pavilion			
<i>Water Heater</i>	Short Electric Water Heater	2006	Bradford White
Heritage Oaks Soccer Pavilion			
<i>Water Heater</i>	Tall Electric Water Heater	2006	Bradford White
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
Aquatic Center			
<i>Furnaces and Air Conditioners</i>			
Furnace #1 (Pump Room)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #2 (Com. Rm Supply Rm.)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #3 (Com. Rm Supply Rm.)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #4 (East com. Rm. Closet)	91% AFUE Nat Gas Furnace	2007	TempStar
Mens Lockerroom Heater	5kw electric space heater	2007	Dayton
Womens Lockerroom Heater	5kw electric space heater	2007	Dayton
Mechanical Room Heater	5kw electric space heater	2007	Dayton
Pump Room Heater	84% AFUE Furnace	2007	Reznor
Air Conditioner #1	R410a AC Unit	2007	TempStar
Air Conditioner #2	R410a AC Unit	2007	TempStar
Air Conditioner #3	R410a AC Unit	2007	TempStar
Air Conditioner #4	R410a AC Unit	2007	TempStar
<i>Pool Heaters</i>			
Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak
<i>Water Heaters</i>			
Water Heater (Com. Rm.)	tall electric water heater	2007	Bradford White
Shower Water Heater	Ultra HE DV Nat Gas Water He	2007	Lochinvar
Circulator Pump	1hp circulating pump	2007	Emerson

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Aquatic Center - Continued			
<i>Variable Frequency Drives</i>			
Speed Slide VFD	Variable Frequency Drive	2010	Danfoss
Flume Slide VFD	Variable Frequency Drive	2010	Danfoss
Feature VFD	Variable Frequency Drive	2010	Danfoss
Activity Pool VFD	Variable Frequency Drive	2010	Danfoss
Lap Pool VFD	Variable Frequency Drive	2010	Danfoss
<i>Pool Pumps</i>			
Speed slide	3ph 10hp cont. duty motor	2007	WEG
Flume Slide	3ph 15hp cont. duty motor	2007	WEG
Activity Feature	3ph 20hp cont. duty motor	2007	US Motors
Activity Pool	3ph 15hp cont. duty motor	2007	WEG
Lap Pool	3ph 15hp cont. duty motor	2007	WEG
Village Hall			
<i>Furnaces and Air Conditioners</i>			
Booking Room (PD) Furnace	80% AFUE Nat. Gas Furnace	Nov-12	Ducane
PD Office Furnace 1st floor	80% AFUE Nat. Gas Furnace	1990	Carrier
PD back office (2nd Floor)	91% AFUE Nat. Gas Furnace	1999	Carrier
Mayors Office Furnace	80% AFUE Nat. Gas Furnace	2008	Weather King
Village Hall Front Office Furnace	80% AFUE Nat. Gas Furnace	Feb-85	Lennox
West Barn Furnace	95.5% AFUE Nat. Gas Furnace	Nov-12	Payne
East Barn Furnace	91% AFUE Nat. Gas Furnace	2002	Carrier
West Barn Air Conditioner	R22 AC Unit	2002	Carrier
East Barn Air Conditioner	R22 AC Unit	2002	Carrier
Village Hall Front Office Air Conditioner	R22 AC Unit	1990	Tempstar 5000
Mayors Office Air Conditioner	R22 AC Unit	2008	Carrier
Pd Front Office Air Conditioner	R22 AC Unit	1990	Carrier
Pd Upstairs Air Conditioner	R22 AC Unit	1999	Carrier
Pd Booking Room Air Conditioner	R22 AC Unit	2001	Tempstar 10
Pd rear Air Conditioner	R22 AC Unit	2013	Ducane

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
<i>Water Heaters</i>			
PD upstairs water heater (2nd Floor)	Direct Vent Nat. Gas Water Hea	2013	State Select
PD Downstairs Bathroom/Kitchen	Electric Point of Use Water Hea	1990	A.O. Smith
Village Hall Front office Water Heater	Natural Gas Water Heater	2010	State Select
Generator-Village Hall side	Nat. Gas 20KW Generator	2013	Generac
Generator-Pd side	nat. Gas 60kw Generator	2013	Generac
Kruger Road Lift Station			
Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar
Public Works			
North Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
South Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
Office Furnace	80%AFUE Nat. Gas Furnace	1991	York
Office Air Conditioner	R22 AC unit	1991	York
Water Heater	natural gas water heater	1991	Rheem
Salt Brine Circulation Pump	circulator pump	2011	Dayton

RESERVE FUND



RESERVE FUND

Actual Eight Months Ended 12/31/2009	Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Budget Fiscal Year Ended 12/31/2013		Proposed	
						2014	2015
-	-	-	-	-	Transfer from General Fund	-	-
-	-	-	-	-	Transfer from Community Dev	-	-
-	-	-	-	-	Total Cash Transfers	-	-
304,679	355,475	911,442	1,639,345	1,709,505	General Fund Bal. @ 12/31	1,756,620	1,789,782
10%	11%	29%	43%	44%	% of Next Year's Budget	45%	

Significant Changes

* The purpose of this fund is to accumulate a cash reserve to provide financial stability to the Village. The Village's fund balance and reserves policy dictates that the Village should maintain 33% of the next years' operating budget in reserves. This goal was attained by the end of 2012, three years ahead of the scheduled 2015 target to achieve this goal.