



2013 APPROVED BUDGET



VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2013
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

September 21, 2012

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, 2013. This document reflects a responsible budget and our determination to allocate available resources in a responsible manner by incorporating best financial management practices into every Village Department. This budget was prepared in accordance with the goals of improving the quality of Village services provided to the Village's residents and businesses and keeping expenditures and other levies conservative. We are confident that this budget provides the means to maintain essential Village programs and services, while re-building the Village's fund balance reserves and initiating planning for capital equipment replacement and street maintenance that will secure our financial stability. This is the first budget that this administration has presented to the public that successfully restores the fund balance in the Village's General Fund to the goal of 35% of the subsequent year's operating budget. 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.) Through unwavering fiscal restraint and innovative planning, the Village of Hawthorn Woods will achieve a fund balance in the General Fund of \$1,249,003 as of December 31, 2012.

Fiscal year 2012 has presented many challenges and rewards to the Village's financial future. The State of Illinois remains three months delinquent in payment of the shared income tax revenue; the economic recession has continued to impede some custom home developments, while others like ICON Builders have found a successful price point in the market to bring eight new residential home building permits into the Village.

The Village was involved in several matters involving legal expenses for land use consultants (T-Mobile and Dimucci property). However, we have focused on land annexations, like Apex landscaping and in-progress Fischer Burton, to increase our property tax base and incorporate land for future reuse and revenue. In this proposed 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 2013 is healthy and sound.

Budget Overview

The Village's total budget is balanced. General Fund budgeted revenues of \$3,949,469 exceed budgeted expenditures \$3,556,399 by \$393,070. Of this amount, \$10,000 will be transferred to the Reserve Fund, \$60,000 will be transferred to the Capital Improvement Plan, and \$252,910 will be transferred to the Debt Service Fund, resulting in a net change in fund balance of \$70,160. 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 six 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	Estimated Fiscal Year Ended 12/31/2012
Net Change in Fund Balance	\$ (758,600)	\$ (380,550)	\$ 125,326	\$ 50,796	\$ 555,967	\$ 70,160
Fund Balance	\$ 550,432	\$ 179,353	\$ 304,679	\$ 355,475	\$ 911,442	\$ 1,249,003
Fund Balance/Expenditure Budget %	22%	5%	10%	11%	29%	35%

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 will have a 35% ratio, rather than the 20% anticipated ratio, by December 31, 2012. This exceeds all performance standards and should be acknowledged as a team success.

Significant Changes

Headcount changes from 2012 to 2013:

1. Public Works Mechanic increased from part-time to full time (from .50 FTE)
2. Public Works Superintendent (hired in 2012) (1.0 FTE)
3. Police Officer full time to replace 4 part time officers (no net FTE change)
4. Net result is an additional 1.50 FTE

Significant Changes - Continued

Savings Opportunities:

1. General Fund – Administration department is saving \$8,500 annually resulting from final payment on the lease of the Avaya phone system.
2. Overtime budgets have been cut in every department – resulting in a total savings of \$9,250. (\$4,750 savings from the Police Department, \$3,000 savings from the Public Works Department and \$1,500 savings from the Aquatic Center)

Additional Revenue Opportunities:

1. Income Tax - \$64,000 additional revenue based on estimated actual 2012 results and IML per capita forecasts
2. Use Tax- \$7,000 additional revenue based on estimated actual 2012 results and IML per capita forecasts
3. Franchise Fees - \$39,000 additional revenue based on anticipated 2012 results
4. SWALCO Recycling Fees - \$7,000 additional revenue based upon estimated actual 2012 results.
5. Economic Development – \$28,000 in new revenue from developer fees related to site grading work.

Forecasted Stagnant/Declining Revenue Sources:

1. Property Taxes – forecasted at the same level as the prior year. Although the published CPI allowable increase under the property tax caps will be 3.0%, the Village does not plan to request an increase in its property tax levy for 2013.
2. Telecommunications Tax- \$6,000 decline based on 2012 actual results

Increased Expenditures for essential operations:

1. General Fund – Auto Fuel & Oil expenses - \$14,000 increase due to rising fuel and oil costs.
2. General Fund – Technology Support - \$24,500 to purchase 200 hours of IT support, which qualifies for a 15% volume discount and should provide 18 months of IT support services. In addition to the 15% volume discount, our IT firm has not increased the price for support services in the past two years.
3. General Fund – Legal Fees - \$23,000 increase in legal services to fund land use issues and possible adjustment in ICC ruling.
4. All Funds with Salary Allocations - Investment in human capital - \$161,406 to bring all non-union employees to entry level salaries. This was the result of the Village's comprehensive job description, salary and benefit analysis which was approved in 2012.

Significant Changes - Continued

The proposed budget includes funding for our Superintendent of Public Works, which was a new position hired in 2012. The budget also reflects an increase from part-time to full time for our Public Works mechanic. With an aging fleet, the need for more in-house hours in fleet management will save the Village from the additional expenses of sending our police vehicles, public works trucks, and building department SUV and Parks and Recreation van to external service stations for repair and regular maintenance.

As the pool for part time police offers has diminished this year, this 2013 budget considers replacing the 4 part time patrol officers with one full time officer. The cost of constantly training, outfitting, and equipping 4 officers is no longer cost effective, as we have a constant turnover of part-time officers when they get hired full time at another municipality. The 2013 budgetary impact is minimal and frees up the ride along officer every time we train a new part-timer. With the economy improving, there is no longer a large pool of qualified, unemployed police officers looking for part time employment.

Because of our investment in human capital in 2012, there was a more holistic approach taken this year during the budget review sessions to allocate FTE's to reflect actual human resource allocations. 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.

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
GENERAL GOVERNMENT								
Administration	3.0	3.0	3.0	3.0	3.0	2.0	4.0	4.0
Finance	2.0	1.0			1.0	1.0	1.0	1.0
Building and zoning	3.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0
PARKS AND RECREATION	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
PUBLIC SAFETY								
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Officers	15.0	11.0	11.0	8.0	9.0	9.0	9.0	10.0
HIGHWAYS AND STREETS								
Administration	2.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0
Maintenance	5.0	3.0	3.0	3.0	4.0	5.0	5.0	6.0
TOTAL	32.0	22.0	22.0	19.0	22.0	23.0	25.0	27.0

Note that the employee census chart displays only full-time employees. Although, the total full time employees increased by 2 people, the net result is a 1.5 increase in FTE (full time equivalent). The proposed full-time mechanic was funded as a part-time position in 2012 (.50 FTE). The proposed full time police officer (1.0 FTE) was funded as four part time police officers (1.0 FTE); therefore there was no impact on the FTE total. There is a summary of Village Staff FTE on pages viii – x.

Local Economy and Finances

The Village's main revenue stream is based upon the choice location of its land and the premier value of its residential base. Although there has been a slight improvement in the economic conditions of the Village (8 new home starts in 2012), 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 three 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 and is in the process of negotiating revenue from Route 12 and Old McHenry in Lake County. We anticipate new revenue streams that can double our annual sales tax revenue in the year 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 2013. Property tax revenues are forecasted flat because the Village is subject to tax caps and limited to an increase equal to the CPI which was 1.5% for last year. This 2013 budget includes conservative revenue estimates, based upon the most current information available.

Summary

The Village finances have improved dramatically during the last four fiscal years, as shown by the fund balance in the General Fund growing from \$179,353 in 2009 to an anticipated \$1,249,003 (35% of the 2013 Budgeted Expenses). However, as we celebrate this significant turn-around, 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, 2013. Collectively, we appreciate the fiscally conservative planning and public input that took place over the past several months as we place the Village back in a secure fiscal position during unprecedented economic conditions.

We acknowledge that the preparation of this budget document was the work of numerous hours of dedicated effort by staff, the Finance Committee, the interdepartmental volunteer committee members, Mayor Mancino and the Board of Trustees. We extend our sincere appreciation to all of these dedicated individuals who contributed time and talent to the compilation of the fiscal year ended December 31, 2013 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>Board of Police Commissioners Randy Hertel Pete Wifler</p>	<p>Environmental Committee John Bickley, Chairperson Steve Riess, Trustee Liaison Kathy Felice Brian Heraty Ivan Lee</p>
<p>Finance Committee Peter Ponzio, Chairperson Kelly Corrigan, Trustee Liaison Surinderpal Singh Kalra Jayne Kosik Steve Riess Bill Zanco</p>	<p>Parks and Recreation Committee Tom Chmela Larry DeGraff Lisa Murphy</p>
<p>Planning Building and Zoning Commission Susy Rein, Chairperson Dominick DiMaggio, Trustee Liaison Jim Kaiser Phil LaGro Dave Lindquist Jim Merkel Mike Salvi Arnold Thomas</p>	<p>Police Pension Fund Board of Trustees Doug Samz, Chairperson Stewart Gordon Tim McCue John Tennant Mike Viramontes Kristin Kazenas, Ex-Officio Treasurer</p>
<p>Public Safety and Judicial Gene Gawalek, Chairperson Neil Morgan, Trustee Liaison Michael David Surinderpal Singh Kalra</p>	<p>Public Works Committee John Harchut, Chairperson Larry Hill Richard Hunt Brian Ibbotson Dan McConchie Cliff Wright</p>
<p>Zoning Board of Appeals John Kosik, Chairperson Jeff Johnston Harry Schildkraut Paul Sedlacek Pam Scaletta</p>	

VILLAGE STAFF

Staff Member	Titles	Departmental Responsibility	2012 FTE	2013 FTE	CHANGE	
Pamela Newton	Chief Operating Officer	Administration	1.00	0.90	(0.10)	
		Legal				
		Village Clerk				
		Risk Management				
		Human Resources				
		Technology				
		Finance				
		Engineering				
		Police				
		Public Works				
		Building and Zoning				
		CN Agreement				
		Director of Parks and Recreation	Parks and Recreation			
Economic Development Director	Economic Development	Community Development		0.10	0.10	
		Economic Development				
		Community Events				
Donna Lobaito	Chief Administrative Officer	Administration	1.00	0.60	(0.40)	
		Legal				
		Engineering				
		Village Clerk		0.05	0.05	
		Technology				
Director of Building Department	Building and Zoning	Economic Development		0.25	0.25	
		Economic Development		0.10	0.10	
Karen Baker	Executive Administrative Assistant	Administration	1.00	1.00	-	
		Building and Zoning				
		Village Clerk				
		Public Works				
David Fitzgerald	Management Analyst	Administration	1.00	1.00	-	
		Technology				
		Village Clerk				
Vacant	Intern	Administration	-	-	-	
		Technology				
Danette Russell	Administrative Assistant of Finance	Administration	-	-	-	
		Building and Zoning				
		Finance	0.50	0.50	-	
		Human Resources	0.10	0.10	-	
Kristin Kazenas	Chief Financial Officer	Finance	0.75	0.75	-	
		Director of Human Resources	Human Resources	0.25	0.25	-
		Risk Management Director	Risk Management			
		Technology				

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2012 FTE	2013 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	-
Vacant	Patrol Officer	Police	-	1.00	1.00
Regan Cruz	Part-Time Patrol Officer	Police	0.25	-	(0.25)
Marcus Pittl	Part-Time Patrol Officer	Police	0.25	-	(0.25)
Aaron Santiago	Part-Time Patrol Officer	Police	0.25	-	(0.25)
Vacant	Part-Time Patrol Officer	Police	0.25	-	(0.25)
Jan Filenko	Records Supervisor	Police	1.00	1.00	-
Erika Frable	Director of Public Works Village Engineer	Public Works Engineering Motor Fuel Tax Parks Maintenance	1.00 -	0.80 0.20	(0.20) 0.20
Matt Bartlett	Superintendent of Public Works	Public Works Motor Fuel Tax Parks Maintenance	-	1.00	1.00
Dave Barkemeyer	Maintenance Specialist of Buildings	Public Works Aquatic Center	1.00	1.00	-
Tim O'Connor	Maintenance Specialist of Buildings	Public Works Aquatic Center	1.00	0.50 0.50	(0.50) 0.50
Nick Glauner	Maintenance Specialist of Streets	Public Works Motor Fuel Tax	1.00	0.25 0.75	(0.75) 0.75
Rich Richter	Maintenance Specialist of Parks	Public Works Parks Maintenance	1.00	1.00	-
Rick Stevens	Maintenance Specialist of Parks	Public Works	1.00	1.00	-

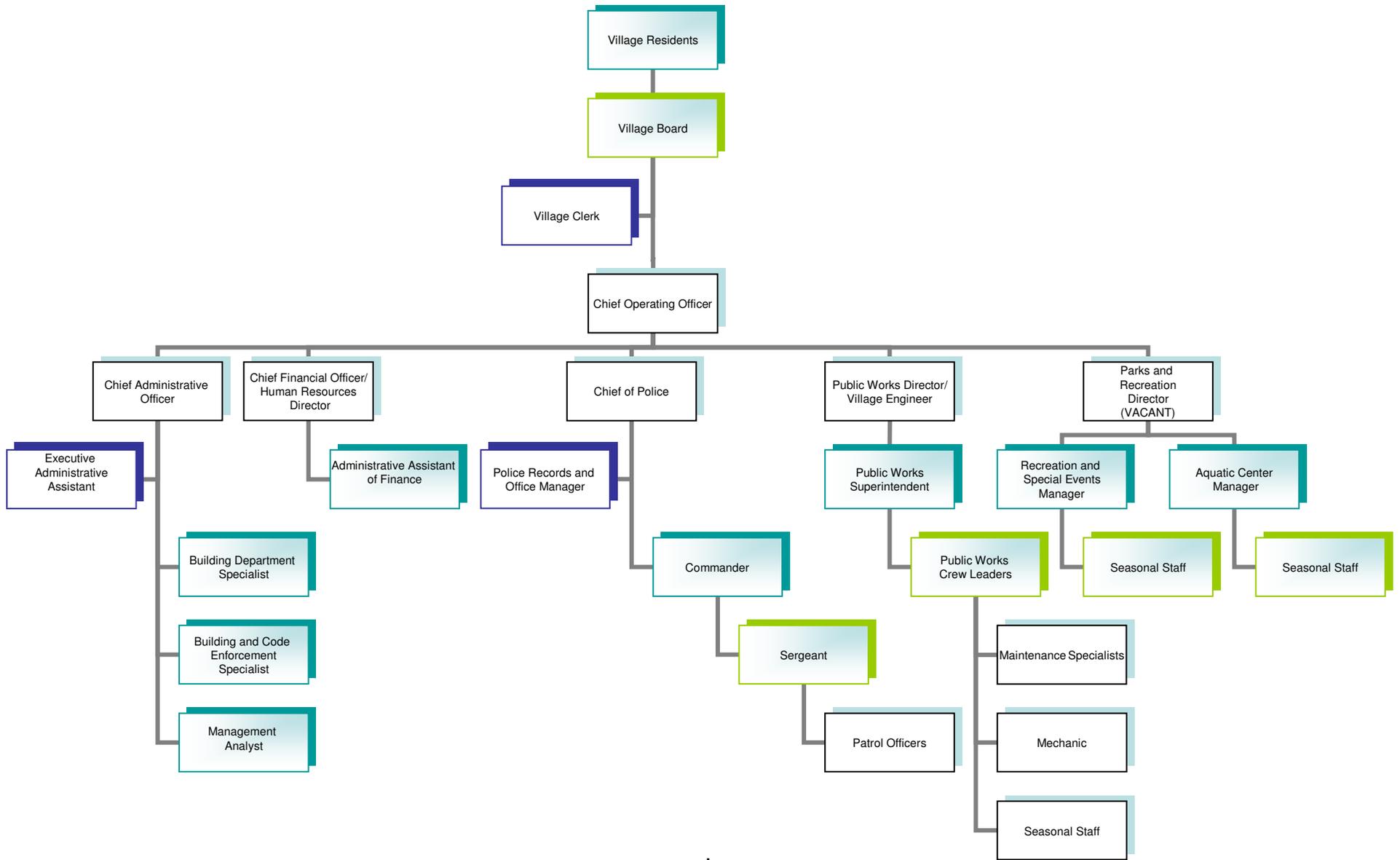
VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2012 FTE	2013 FTE	CHANGE
		Parks Maintenance			
Sean Eisen	Mechanic	Public Works	0.50	1.00	0.50
Vacant	Seasonal	Public Works Parks Maintenance	1.75	1.75	-
Sandy Hansen	Building Department Specialist Deputy Village Clerk	Building and Zoning Village Clerk Community Development	1.00	1.00	-
Dan Thake	Building & Code Enforcement Specialist	Building and Zoning Community Development	1.00	1.00	-
Kelly Carlson	Recreation & Special Events Manager	Parks and Recreation Community Events	1.00	0.75 0.25	(0.25) 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	43.85	45.35	1.50

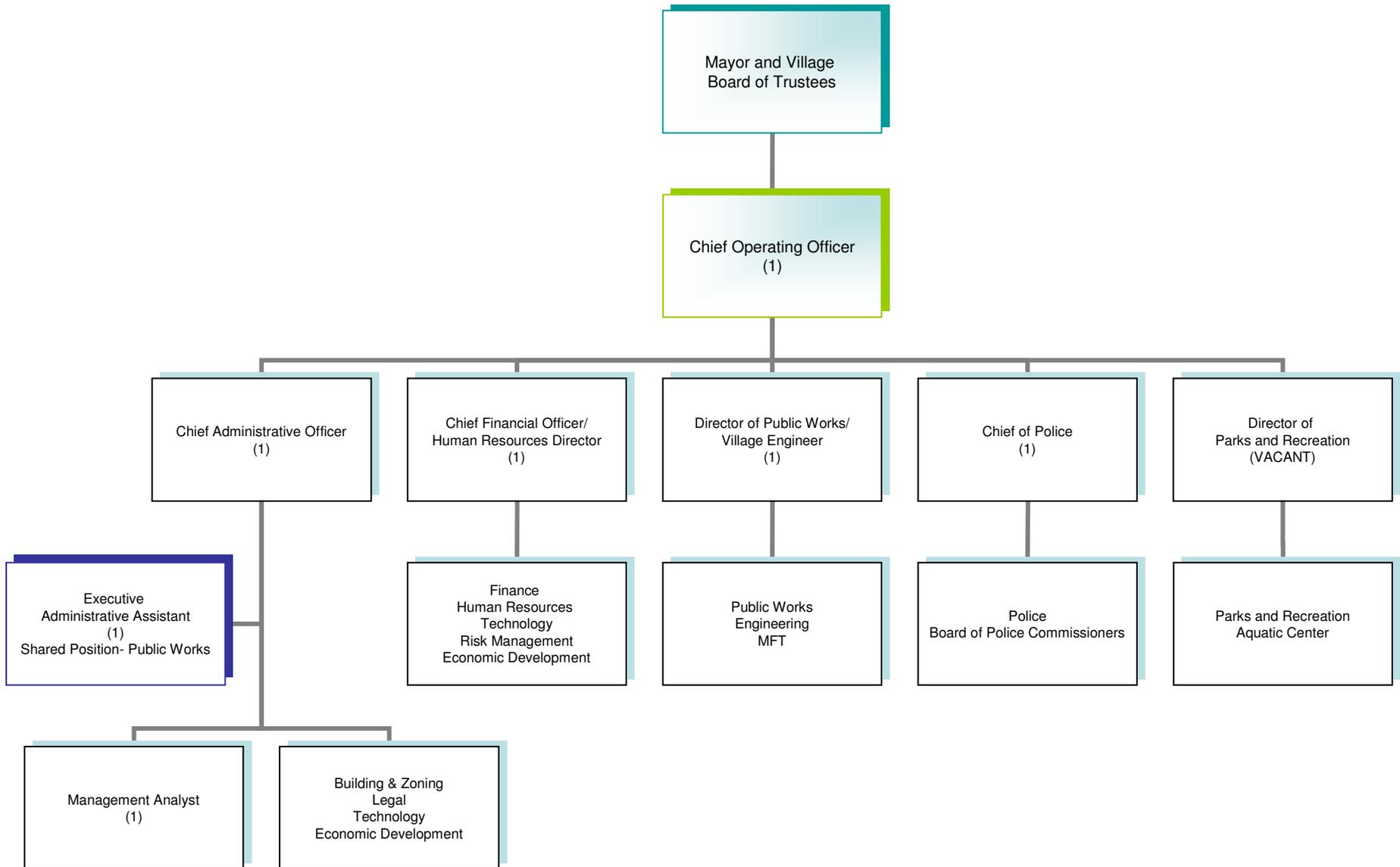
The total FTE (full time equivalents) increased by 1.50. The new positions funded are Superintendent of Public Works (+1.00 FTE) and increasing the Mechanic position from part-time to full time (+.50 FTE).

New this year: 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.

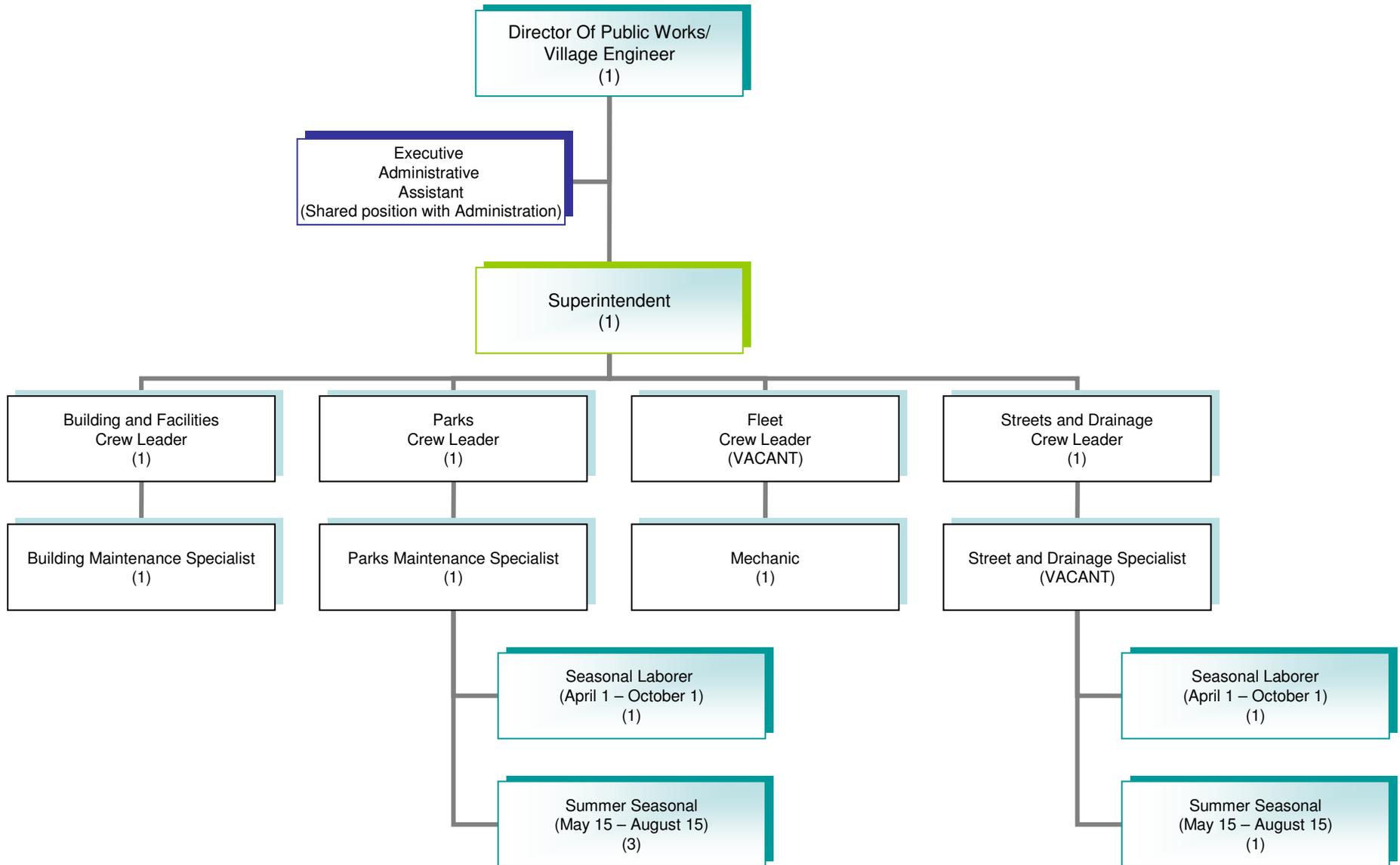
Village of Hawthorn Woods – Organizational Chart



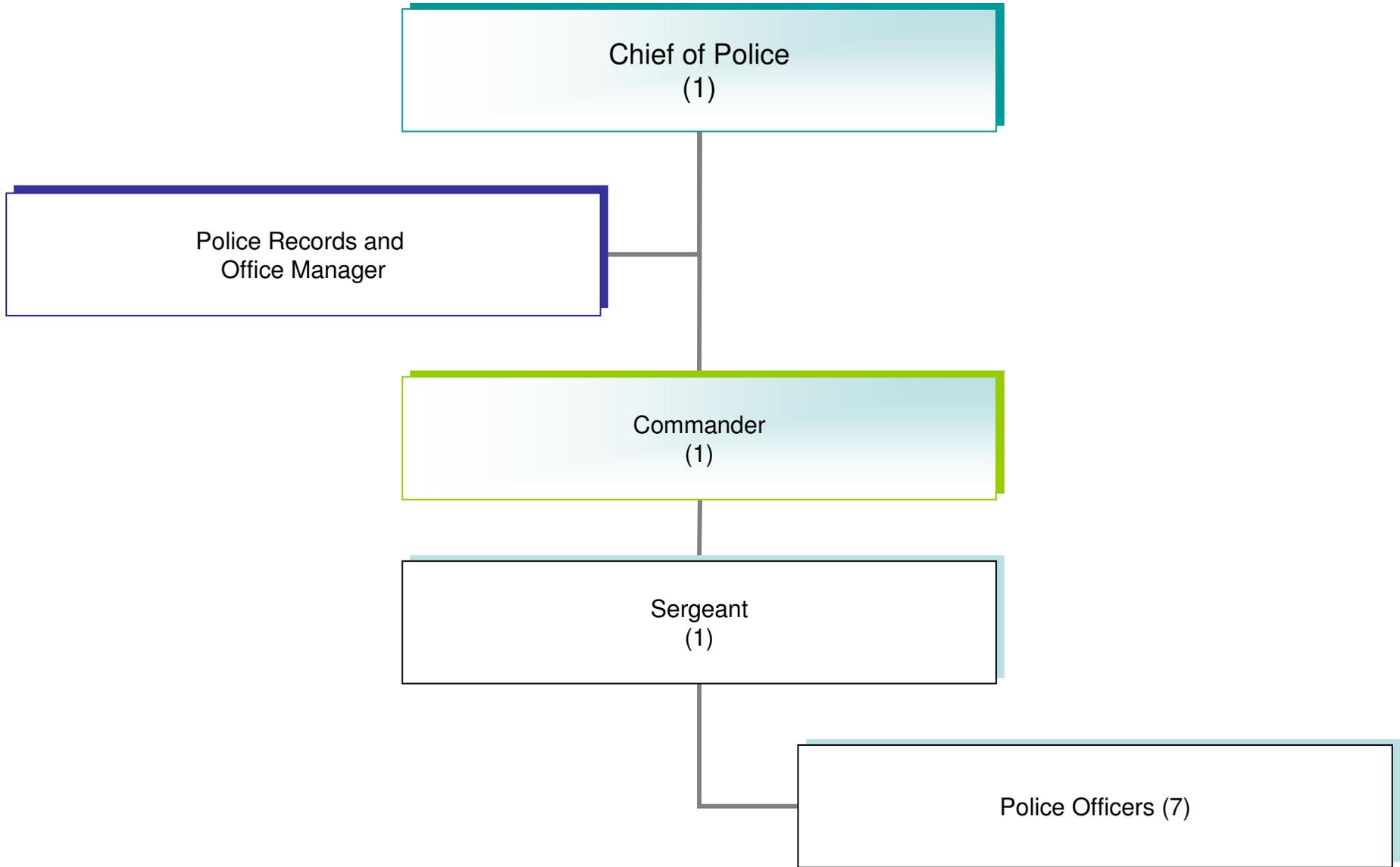
Administration Department Organization Chart



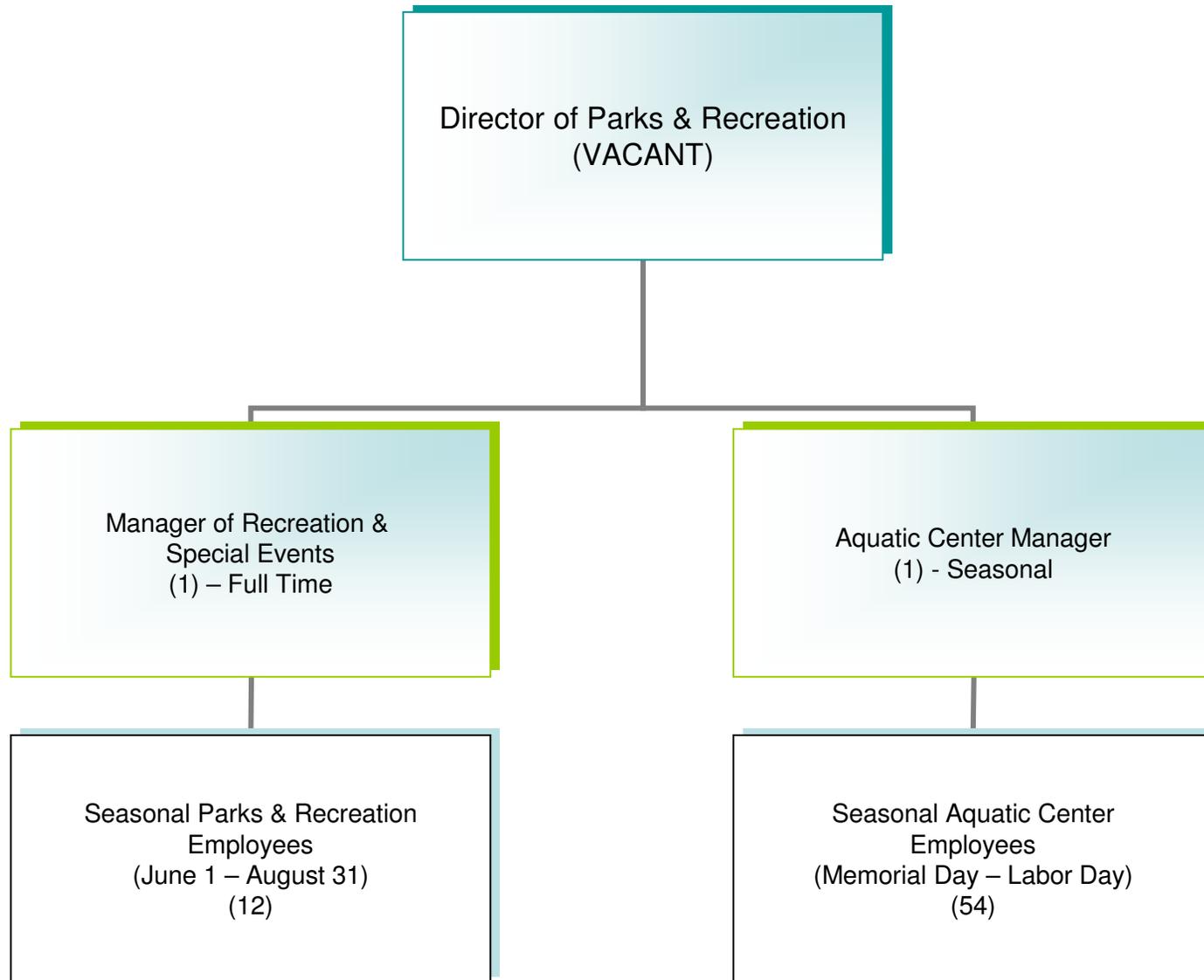
Public Works Department Organization Chart



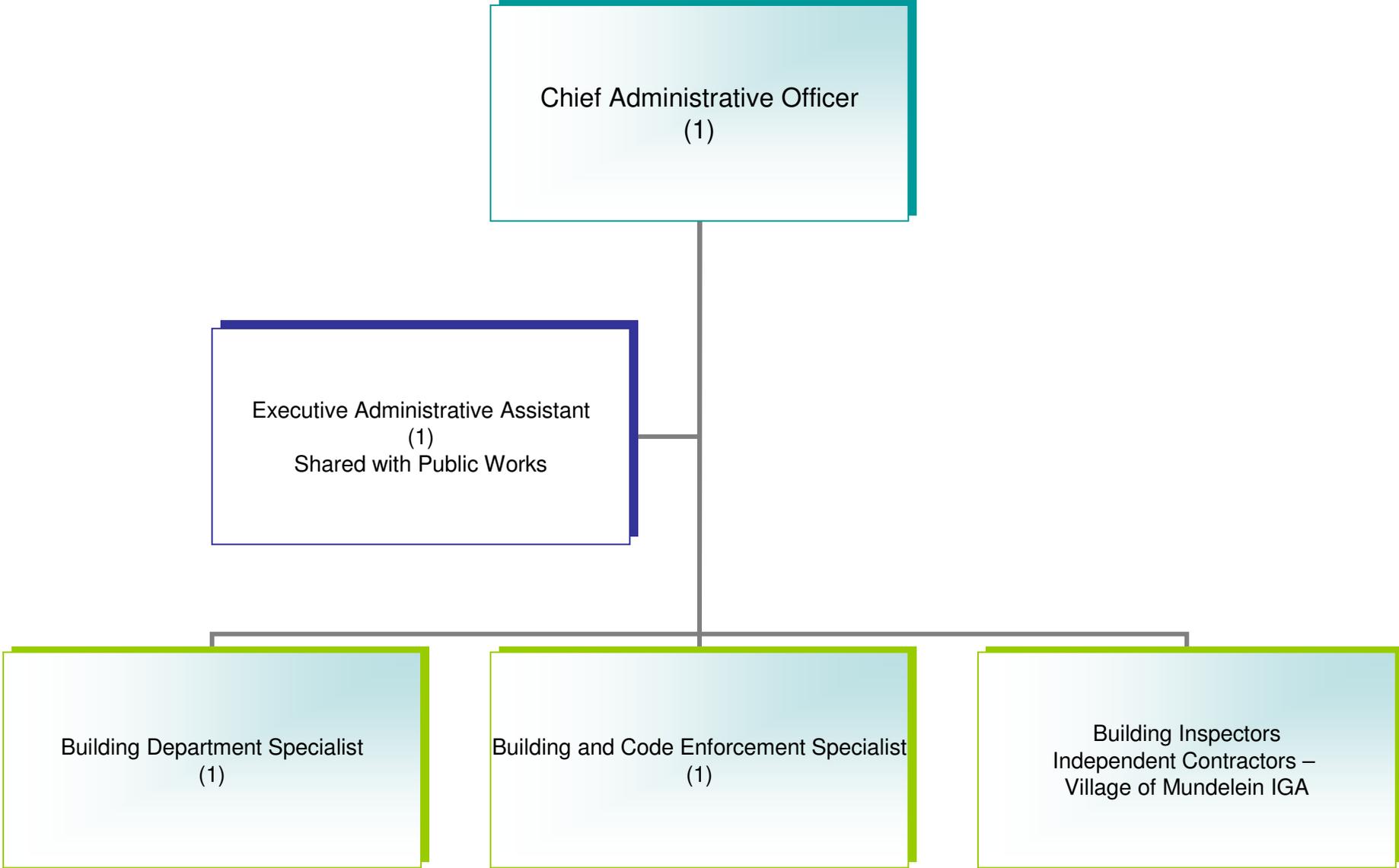
Police Department Organization Chart



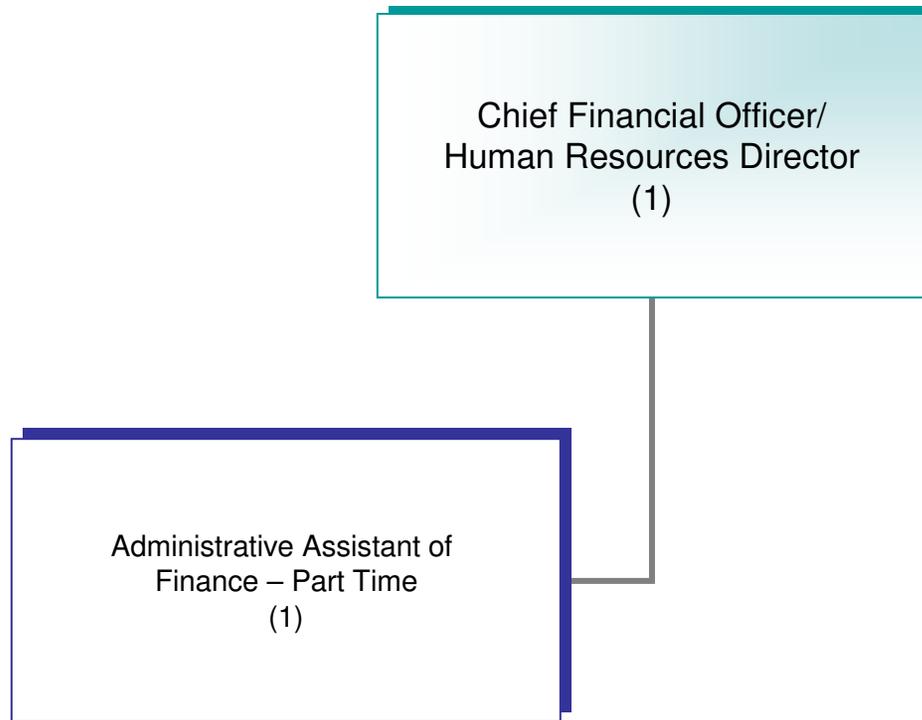
Parks and Recreation Department Organization Chart



Building and Zoning Department Organization Chart



Finance & Human Resources Departments Organization Chart



GENERAL FUND

				Revenue		
Actual Fiscal	Actual Fiscal	Actual Fiscal	Budget Fiscal			
Year Ended	Year Ended	Year Ended	Year Ended	Proposed		
12/31/2009	12/31/2010	12/31/2011	12/31/2012	2013	2014	
				General Government		
2,521,996	2,605,679	3,034,507	3,015,146	Taxes	3,113,544	3,113,544
293,553	302,811	319,562	310,900	Licenses	346,475	346,475
736	1,995	500	-	Permits	-	-
-	5,300	238	-	Fees	-	-
-	-	175,000	173,000	Intergovernmental	-	-
8,914	4,623	1,225	2,500	Interest Income	2,500	2,500
103,508	82,039	193,753	95,200	Miscellaneous	289,000	289,000
-	-	-	-	Building	-	-
250,869	188,955	202,626	188,200	Police	197,950	197,950
8,190	34,049	91,867	-	Public Works	-	-
3,187,766	3,225,451	4,019,278	3,784,946	Total Revenue	3,949,469	3,949,469

				Expenditures		
Actual Fiscal	Actual Fiscal	Actual Fiscal	Budget Fiscal			
Year Ended	Year Ended	Year Ended	Year Ended	Proposed		
12/31/2009	12/31/2010	12/31/2011	12/31/2012	2013	2014	
(1,746)	1,442	710	3,525	Elected Officials	1,975	1,975
654,594	411,156	622,163	436,354	Administration	438,690	468,114
151,720	217,086	205,897	231,000	Legal	254,000	258,000
-	-	7,184	7,340	Village Clerk	7,107	7,308
311,955	376,764	423,532	399,210	Risk Management	426,038	426,261
-	17,052	35,918	130,225	Human Resources	54,180	56,137
31,989	58,663	57,231	21,044	Technology	47,765	47,885
-	141,377	127,969	136,120	Finance	144,487	147,528
-	25,772	36,373	25,000	Engineering	50,468	51,232
993,971	1,068,042	1,048,022	1,050,128	Police	1,116,111	1,161,731
163,992	163,992	163,992	219,588	Police Pension Contribution	217,155	217,155
1,628	2,718	1,171	2,700	Police Commission	2,700	1,700
660,070	591,867	631,491	509,537	Public Works	633,581	654,107
84,796	98,724	101,658	108,942	Building	162,142	162,668
3,052,969	3,174,655	3,463,311	3,280,713	Total Expenditures	3,556,399	3,661,802

				Excess (Deficiency) of Revenues		
134,797	50,796	555,967	504,233	Over Expenditures	393,070	287,667
-	-	-	(25,000)	Transfer to Reserve Fund	(10,000)	(10,000)
-	-	-	(60,000)	Transfer to C.I.P Fund	(60,000)	(10,000)
-	-	-	(81,672)	Transfer to Debt Service Fund	(252,910)	(254,535)
134,797	50,796	555,967	337,561	Net Change in Fund Balance	70,160	13,132
304,679	355,475	911,442	1,249,003	Fund Balance as of 12/31	1,319,163	1,332,295

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,402,507	1,421,000	700,984	1,421,000	1,421,000
01-10-00-1-3012	PROPERTY TAX-INSURANCE	119,950	122,815	61,837	122,815	122,815
01-10-00-1-3015	PROPERTY TAX-AUDIT	18,453	19,793	11,042	19,793	19,793
01-10-00-1-3020	PROPERTY TAXES-R&B	17,251	17,788	11,029	22,306	22,000
01-10-00-1-3030	SALES TAX	113,385	95,000	50,470	117,224	115,000
01-10-00-1-3080	USE TAX	111,735	105,750	59,005	112,723	121,075
01-10-00-1-3090	STATE INCOME TAX	596,510	575,000	340,884	659,912	639,861
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,459	1,500	889	1,500	1,500
01-10-00-1-3097	UTILITY TAX	381,092	384,000	177,653	384,000	384,000
01-10-00-1-3098	TELECOM TAX	272,165	270,000	132,764	264,146	264,000
01-10-00-1-3099	AMUSEMENT TAX	-	2,500	-	2,500	2,500
TOTAL TAXES		3,034,507	3,015,146	1,546,557	3,127,919	3,113,544
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	9,750	7,000	7,750	7,750	7,750
01-10-00-2-3120	VEHICLE LICENSES	159,870	154,500	149,435	150,750	150,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	4,240	5,000	8,695	8,750	5,000
01-10-00-2-3130	ANIMAL LICENSES	10,363	10,400	10,373	10,442	10,400
01-10-00-2-3140	FRANCHISE LICENSES	125,389	124,000	74,289	148,578	163,200
01-10-00-2-3150	BUSINESS LICENSES	9,950	10,000	10,125	10,125	10,125
TOTAL LICENSES		319,562	310,900	260,667	336,395	346,475
PERMITS						
01-10-00-3-3250	VARIANCE PERMITS	500	-	-	-	-
01-10-00-3-3260	OVERWEIGHT TRUCK PERMIT	-	-	-	-	-
TOTAL PERMITS		500	-	-	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FEES						
01-10-00-4-3670	ANNEXATION FEES	-	-	-	-	-
01-10-00-4-3675	MANAGEMENT FEES	238	-	-	-	-
TOTAL FEES		238	-	-	-	-
INTERGOVERNMENTAL						
01-10-00-5-3805	GRANTS	175,000	173,000	173,000	173,000	-
TOTAL INTERGOVERNMENTAL		175,000	173,000	173,000	173,000	-
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	1,225	2,500	789	2,500	2,500
TOTAL INTEREST INCOME		1,225	2,500	789	2,500	2,500
MISCELLANEOUS						
01-10-00-7-3820	RENTAL INCOME	6,375	3,000	-	-	-
01-10-00-7-3825	SECURITY FEE	250	200	-	-	-
01-10-00-7-3835	SWALCO RECYCLING	44,560	28,000	18,381	36,762	35,000
01-10-00-7-3840	YARD STICKERS	8,797	9,000	3,786	9,000	9,000
01-10-00-7-3890	MISCELLANEOUS INCOME	76,142	15,000	8,507	5,000	5,000
01-10-00-7-3990	TRANSFER FROM OTHER FUNDS	57,629	40,000	300,000	340,000	240,000
TOTAL MISCELLANEOUS		193,753	95,200	330,674	390,762	289,000
TOTAL GENERAL GOVERNMENT REVENUES		3,724,785	3,596,746	2,311,687	4,030,576	3,751,519

ELECTED OFFICIALS



ELECTED OFFICIALS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0
Part-Time	7	7	7	7

Revenue

Actual Fiscal Year Ended <u>12/31/2010</u>	Actual Fiscal Year Ended <u>12/31/2011</u>	Budget Fiscal Year Ended <u>12/31/2012</u>	Proposed	
			2013	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended <u>12/31/2010</u>	Actual Fiscal Year Ended <u>12/31/2011</u>	Budget Fiscal Year Ended <u>12/31/2012</u>		Proposed	
				2013	2014
-	-	-	Personnel Services	-	-
1,442	710	3,525	Contractual Services	1,975	1,975
1,442	710	3,525	Total Expenditures	1,975	1,975

(1,442)	(710)	(3,525)	Source (Use) of Cash	(1,975)	(1,975)
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Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 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	20	100	40	100	100
01-10-12-3-4361	DUES	268	375	-	375	375
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	100	2,200	75	1,075	1,000
01-10-12-3-4390	MISC EXPENSE	322	850	-	500	500
<hr/>						
TOTAL CONTRACTUAL SERVICES		710	3,525	115	2,050	1,975
TOTAL ELECTED OFFICIALS		710	3,525	115	2,050	1,975

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS

Description: Dues

Priority: High

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

This account is used to pay for dues to the International Council of Shopping Centers (ICSC), and the Metropolitan Mayors Caucus.

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

Elected Officials request **\$375** for Fiscal Year 2013. This represents no change from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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>850</u>
	\$1,000

Elected Officials request **\$1,000** for Fiscal Year 2013. This represents a decrease of **\$1,200** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ELECTED OFFICIALS

Description: Miscellaneous Expense

Priority: High

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

This account is to be used for items not budgeted in any other Elected Official accounts, such as attendance at the Evening of Excellence Chamber dinner, name badges, logo shirts and appointed officials supplies, such as nameplates and name tags.

Elected Officials request **\$500** for Fiscal Year 2013. This represents a **\$350** decrease from Fiscal Year 2012.

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		Headcount	FTE
	2011	2012	2013	2013
Full-Time	2	4	4	3.25
Part-Time	2	0	0	0

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

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			2013	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
283,994	260,557	319,258	Personnel Services	327,065	352,859
87,307	78,676	110,796	Contractual Services	105,475	109,080
4,769	6,554	6,300	Commodities	6,150	6,175
-	175,000	-	Capital Outlay	-	-
35,136	101,376	-	Other Financing Uses	-	-
411,206	622,163	436,354	Total Expenditures	438,690	468,114

(411,206)	(622,163)	(436,354)	Source (Use) of Cash	(438,690)	(468,114)
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Significant Changes

* \$8,500 in savings resulting from the final lease payment for the Avaya phone system

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	189,157	263,176	113,485	263,176	278,306
01-10-10-1-4015	PART TIME INTERN	23,568	-	-	-	15,000
01-10-10-1-4040	IMRF	26,301	30,449	13,185	30,449	31,616
01-10-10-1-4060	457 BENEFIT PLAN	5,596	5,500	1,153	5,500	5,500
01-10-10-1-4090	FICA MATCHING	15,935	20,133	8,785	20,133	22,438
TOTAL PERSONNEL SERVICES		260,557	319,258	136,608	319,258	352,859
CONTRACTUAL SERVICES						
01-10-10-3-4130	CONT MAINT-EQUIPMENT	950	1,200	300	1,000	1,000
01-10-10-3-4329	OTHER PROF SERVICES	8,350	-	(850)	(850)	-
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	6,835	8,000	2,469	5,500	7,000
01-10-10-3-4351	POSTAGE	7,340	7,550	4,175	7,500	8,000
01-10-10-3-4353	TELEPHONE - CELL PHONE	1,810	2,400	910	2,100	2,500
01-10-10-3-4354	TELEPHONE - LAND LINE	8,133	8,300	3,514	8,500	9,250
01-10-10-3-4355	PUBLISHING/ADVERTISING	478	800	168	800	850
01-10-10-3-4357	PRINTING/COPYING	8,897	7,200	1,713	6,600	5,800
01-10-10-3-4361	DUES	3,493	3,960	2,509	3,870	5,200
01-10-10-3-4362	TRAVEL EXPENSE	185	200	416	600	200
01-10-10-3-4363	MILEAGE REIMBURSEMENT	64	200	-	-	200
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	1,173	8,530	573	2,670	8,500
01-10-10-3-4367	PUBLICATIONS	277	550	-	326	350
01-10-10-3-4370	SALES TAX REBATES	(2,728)	300	-	-	-
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	9,265	9,000	579	9,000	10,300
01-10-10-3-4375	RENTAL/LEASE	12,160	14,475	8,937	14,475	6,700
01-10-10-3-4377	EMPLOYEE RECOGNITION	898	500	737	740	750
01-10-10-3-4378	VOLUNTEER APPRECIATION	-	500	-	500	500
01-10-10-3-4379	DONATIONS	125	-	-	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-10-10-3-4380	YARD WASTE STICKERS	7,140	8,300	1,710	8,300	12,450
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	500	-	500	500
01-10-10-3-4382	SWALCO FEE	2,631	2,631	2,571	2,571	2,600
01-10-10-3-4390	MISC EXPENSE	1,200	700	1,058	1,450	1,000
01-10-10-3-4399	CONTINGENCY	-	25,000	-	-	25,000
TOTAL CONTRACTUAL SERVICES		78,676	110,796	31,489	76,152	105,475
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	5,039	4,500	2,130	4,500	4,725
01-10-10-5-4563	MINOR EQUIPMENT	585	600	53	200	200
01-10-10-5-4578	UNIFORMS	-	400	338	405	425
01-10-10-5-4595	MEETING SUPPLIES	930	800	119	400	800
TOTAL COMMODITIES		6,554	6,300	2,640	5,505	6,150
CAPITAL OUTLAY						
01-10-10-8-4999	GLENSHIRE GRANT PAYMENTS	175,000	-	-	-	-
TOTAL CAPITAL OUTLAY		175,000	-	-	-	-
OTHER FINANCING USES						
01-10-10-9-4910	INTERFUND TRANSFER	101,376	-	75,000	75,000	-
TOTAL OTHER FINANCING USES		101,376	-	75,000	75,000	-
TOTAL ADMINISTRATION		622,163	436,354	245,737	475,915	438,690
						468,114

**MAINTENANCE AND OPERATIONS BUDGET
2013 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%

Management Analyst - 100%

Executive Administrative Assistant - 75%

Administration requests **\$270,200** for Fiscal Year 2013. This represents a **\$7,024** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Part Time Intern

Priority: Medium

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

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

Administration requests **\$0** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012. This position is not funded in the Fiscal Year 2013 budget; the program will be re-instated in Fiscal Year 2014, provided funding is available.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Administration requests **\$30,695** for Fiscal Year 2013. This represents a **\$246** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: 457 Benefit Plan

Priority: High

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

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

The Administration Department requests **\$5,500** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: FICA Matching

Priority: High

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

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

Administration requests **\$20,670** for Fiscal Year 2013. This represents a **\$537** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Contract Maintenance - Equipment
Priority: Medium
Account Number: 01-10-10-3-4130

This account is used to pay for the cleaning and maintenance of office machines, including printers, computers and fax machines as well as re-programming of the phone system for the Village.

Administration recommends **\$1,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Credit Card Processing Fees
Priority: High
Account Number: 01-10-10-3-4345

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

Administration requests **\$6,500** for Fiscal Year 2013. This represents a **\$1,500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013 (two newsletters, one tree lighting, and one miscellaneous mailing).

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

Administration requests **\$7,550** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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
- Cell phone - Management Analyst - reimbursement for business related usage on Management Analyst's personal cellular telephone

Administration requests **\$2,400** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Telephone - Landline**

Priority: **High**

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

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

Administration requests **\$8,800** for Fiscal Year 2013. This represents a **\$500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Administration requests **\$800** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Printing / Copying**

Priority: **High**

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

This account is used to pay for the printing of various forms, envelopes, business cards, special mailings, Village newsletter, motor vehicle stickers, and house plan copies for residents and engraving of nameplates for certain committee members. Staff is working towards the Village sending electronic newsletters in Fiscal Year 2013.

Administration requests **\$5,800** for Fiscal Year 2013. This represents a **\$1,400** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	\$ 770
International City/County Managers Assoc. - COO	\$1,360
ICMA - CAO	\$ 876
Illinois City Management Assoc. - COO	\$ 310
Illinois City Management Assoc. - CAO	\$ 150
Illinois City Management Assoc. - Mgmt. Analyst	\$ 154
Lake County Municipal League	\$1,100
Additional amount to cover increases	<u>\$ 100</u>
Total	\$4,820

Administration requests **\$4,820** for Fiscal Year 2013. This represents an **\$860** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Travel Expense**

Priority: **Medium**

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

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

Administration requests **\$200** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 \$.555 per mile.

Administration requests **\$200** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	\$3,600
ILCMA Conference	\$1,200
IML Conference	\$ 450
LZ Chamber Board meetings	\$ 600
Business expenses (Women in Govt., Admin meetings)	\$1,200
Additional training - Not specified	<u>\$900</u>
Total	\$7,950

Administration requests **\$7,950** for Fiscal Year 2013. This represents a **\$580** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Publications

Priority: Low

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

This account pays for the various publications used by the administrative staff. Included in this account are the Illinois Compiled Statutes. Staff now obtains newspaper information online.

Daily Herald	_____	\$200
Pioneer Press	_____	\$100
State Statutes		<u>\$325</u>
Total		\$325

Administration requests **\$325** for Fiscal Year 2013. This represents a **\$225** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Sales Tax Rebate

Priority: High

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

This account paid for the sales tax rebate owed to Country Bumpkin. This arrangement ended January 24, 2010. The final payment has not been disbursed pending resolution of ordinance compliance issues.

Administration requests **\$0** for Fiscal Year 2013. This represents a **\$300** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$630** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Leased Equipment

Formerly: Rental/Lease

Priority: High

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

This account is used to pay for the lease and maintenance agreements of the Village Hall upstairs copy machine. Staff is presently securing three quotes for the replacement of the downstairs copy machine. It is anticipated that the lease of the new machine will cost less than the current maintenance contract on the existing machine.

In June, 2012, the Village paid off its lease on the Avaya phones which amounted to about \$8,500 annually.

Copier costs - upstairs	\$ 4,575
Copier costs - downstairs	\$ 2,125
Avaya phones	\$ 4,245
Total	\$6,700

Administration requests **\$6,700** for Fiscal Year 2013. This represents a **\$7,775** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 the APWA Public Works Week and Law Enforcement Week.

Administration requests **\$750** for Fiscal Year 2013. This represents a **\$250** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Yard Waste Stickers

Priority: High

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

This account pays for yard waste stickers sold to the public. Presently, we are paying \$2.04 per sticker and selling them for \$3 each or 10 for \$25. Residents are informed they can purchase them at cost through Waste Management. With the leaf burning ban going into effect January 1, 2013, this line item is being increased by fifty percent.

Administration requests **\$12,450** for Fiscal Year 2013. This represents a **\$4,150** increase from Fiscal Year 2012 due to the leaf burning ban going into effect January 1, 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: SWALCO fee

Priority: High

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

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

Administration requests **\$2,600** for Fiscal Year 2013. This represents a **\$31** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$300** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Office Supplies**

Priority: **High**

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

This account represents the amount paid for various office supplies.

Finance and Building and Zoning office supplies are contained in the Administration request.

Administration requests **\$4,725** for Fiscal Year 2013. This represents a **\$225** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Minor Equipment**

Priority: **Low**

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

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

Administration requests **\$200** for Fiscal Year 2013. This represents a **\$400** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Uniforms

Priority: Medium

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

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

Administration (4)

Parks and Recreation (1)

Finance (2)

Administration recommends **\$425** for Fiscal Year 2013. This represents a **\$25** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, and meeting consumables.

Water	\$250
Other items	<u>\$550</u>
Total	\$800

Administration requests **\$800** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

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		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			2013	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	-	-	Personnel Services	-	-
217,086	205,897	231,000	Contractual Services	254,000	258,000
217,086	205,897	231,000	Total Expenditures	254,000	258,000

(217,086)	(205,897)	(231,000)	Source (Use) of Cash	(254,000)	(258,000)
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Significant Changes

* Legal Services - Retainer increased \$30,000 to reflect new contract for legal services. All legal services other than litigation and labor issues are included in the monthly retainer. Funding is provided for land use issues and possible intervention before the ICC.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	161,130	160,000	46,142	88,200	150,000
01-10-11-3-4231	RETAINER-GENERAL	26,521	30,000	30,000	60,000	66,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	14,560	12,500	7,500	15,500	15,500
01-10-11-3-4233	HUMAN RESOURCES / LABOR ISSUES	362	3,500	550	2,380	3,000
01-10-11-3-4234	ADJUDICATION	3,018	3,000	1,137	3,250	3,500
01-10-11-3-4235	LEGAL-LAND USE	-	20,000	1,496	1,496	20,000
01-10-11-3-4236	CONSULTING - VILLAGE CLERK (FOIA)	306	2,000	-	-	-
TOTAL CONTRACTUAL SERVICES		205,897	231,000	86,825	170,826	254,000
TOTAL LEGAL		205,897	231,000	86,825	170,826	254,000

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Legal Department requests **\$150,000** for Fiscal Year 2013. This represents a **\$10,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Legal Department requests **\$62,000** for Fiscal Year 2013. This represents a **\$32,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Legal Department requests **\$15,500** for Fiscal Year 2013. This represents a **\$3,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

A wage re-opener is scheduled for October 2012 which will likely be resolved prior to the start of FY 2013 and the current contract runs through the end of 2013. In addition, this account is used to fund the HR consulting fee for Sikich, LLP.

The Legal Department requests **\$3,000** for Fiscal Year 2013. This represents a **\$500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. The Fiscal Year 2013 budget includes funding for one administrative hearing per month, averaging two hours per hearing.

The Legal Department requests **\$3,500** for Fiscal Year 2013. This represents a **\$500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Legal Department requests **\$20,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: LEGAL

Description: Consulting - Village Clerk (FOIA)

Priority: High

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

This account used to pay for outside consultants and special counsel to assist the Village Clerk with compliance with the Freedom of Information Act and Open Meetings Act requirements, as well as questions regarding business licenses, liquor licenses, and general code amendment issues. Our current Village Attorney provides these services covered under the retainer, account number 01-10-11-3-4231.

The Legal Department requests **\$0** for Fiscal Year 2013. This represents a **\$2,000** decrease from Fiscal Year 2012.

VILLAGE CLERK



VILLAGE CLERK

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0.05
Part-Time	0	0	0	0
* Village Clerk position is allocated in Administration.				

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

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			FTE	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				FTE	2014
-	6,223	6,110	Personnel Services	6,367	6,558
-	961	1,230	Contractual Services	740	750
-	7,184	7,340	Total Expenditures	7,107	7,308

-	(7,184)	(7,340)	Source (Use) of Cash	(7,107)	(7,308)
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Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
EXPENSES						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	5,193	5,125	2,366	5,125	5,511
01-10-13-1-4040	IMRF	633	593	273	593	626
01-10-13-1-4090	FICA MATCHING	397	392	181	392	422
TOTAL PERSONNEL SERVICES		6,223	6,110	2,820	6,110	6,558
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	876	950	500	800	450
01-10-13-3-4361	DUES	85	280	135	280	300
TOTAL CONTRACTUAL SERVICES		961	1,230	635	1,080	750
TOTAL EXPENSES		7,184	7,340	3,455	7,190	7,308

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, as follows:

Chief Administrative Officer/Village Clerk - 5%

Village Clerk requests **\$5,350** for Fiscal Year 2013. This represents a **\$225** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Village Clerk requests **\$608** for Fiscal Year 2013. This represents a **\$15** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$409** for Fiscal Year 2013. This represents a **\$17** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

Village Code hosting	Sterling Codifiers	\$500	To Technology budget
Notary, insurance and stamps		\$450	

Village Clerk requests **\$450** for Fiscal Year 2013. This represents a **\$500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: VILLAGE CLERK

Description: Dues

Priority: Medium

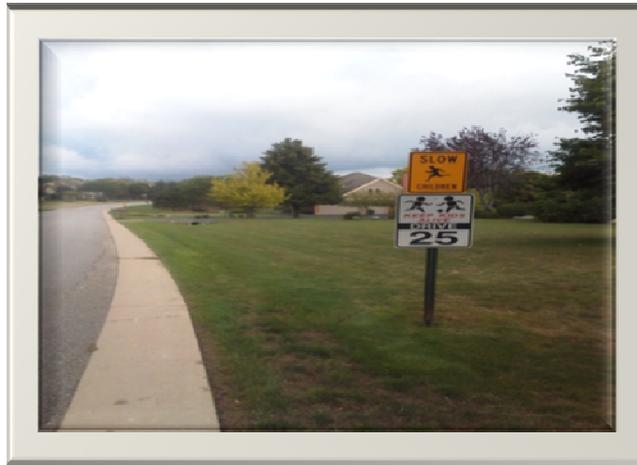
Account Number: 01-10-13-3-4361

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

Municipal Clerk's of Lake Co. - Village Clerk	\$ 25
Municipal Clerk's of Lake Co. - Deputy Clerk	\$ 25
Internat'l. Institute of Mun. Clerk's - Village Clerk	\$140
Municipal Clerk's of Illinois - Village Clerk	\$ 70
Municipal Clerk's of Illinois - Deputy Clerk	<u>\$ 30</u>
Total	\$290

Village Clerk requests **\$290** for Fiscal Year 2013. This represents a **\$10** increase from Fiscal Year 2012.

RISK MANAGEMENT



RISK MANAGEMENT

Department Purpose

The primary responsibility of the Risk Management Department is to manage the various risk exposures of the Village. Included are expenses related to employee medical, dental, and vision premiums; general liability and workers' compensation premiums, and unemployment premiums payable to the Illinois Department of Employment Security. The Chief Financial Officer/Human Resources Director is responsible for the Risk Management Department.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0.05
Part-Time	0	0	0	0
* Risk Manager position is allocated in Finance.				

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			2013	2014
-	-	-	-	-
Total Revenue			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	6,253	6,110	Personnel Services	7,438	7,661
376,764	416,175	388,100	Contractual Services	413,600	413,600
-	1,104	5,000	Capital Outlay	5,000	5,000
376,764	423,532	399,210	Total Expenditures	426,038	426,261

(376,764)	(423,532)	(399,210)	Source (Use) of Cash	(426,038)	(426,261)
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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	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RISK MANAGEMENT						
EXPENSES						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	5,252	5,125	2,365	5,125	6,438
01-10-14-1-4040	IMRF	639	593	273	593	731
01-10-14-1-4090	FICA MATCHING	362	392	167	392	492
TOTAL PERSONNEL SERVICES		6,253	6,110	2,805	6,110	7,661
CONTRACTUAL SERVICES						
01-10-14-3-4070	MEDICAL INSURANCE PREMIUMS	227,749	207,000	108,574	207,783	220,000
01-10-14-3-4071	DENTAL & VISION PREMIUMS	24,115	15,500	14,136	26,939	28,000
01-10-14-3-4072	EMPLOYEE ASSISTANCE PROGRAM	1,080	600	-	600	600
01-10-14-3-4073	WORKERS COMPENSATION	40,727	45,000	-	45,000	45,000
01-10-14-3-4080	UNEMPLOYMENT PREMIUM	54,864	40,000	34,482	37,535	40,000
01-10-14-3-4373	LIABILITY INSURANCE	67,640	80,000	405	70,000	80,000
TOTAL CONTRACTUAL SERVICES		416,175	388,100	157,597	387,857	413,600
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	1,104	5,000	2,242	2,242	5,000
TOTAL CAPITAL OUTLAY		1,104	5,000	2,242	2,242	5,000
TOTAL EXPENSES		423,532	399,210	162,644	396,209	426,038

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$6,250** for Fiscal Year 2013. This represents a **\$1,125** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Risk Management requests **\$710** for Fiscal Year 2013. This represents a **\$117** increase from Fiscal Year 2013.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 \$478 for Fiscal Year 2013. This represents a \$86 increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Medical Insurance Premiums

Priority: High

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

This account represents the amount paid by the Village towards health insurance for all eligible full time employees. In prior years, these expenses were allocated to the individual employee departments. In fiscal year 2012, to facilitate better transparency and monitoring of this expenditure, this line item has been consolidated in the newly created Risk Management department. In addition, this presentation will protect employee privacy and facilitate better compliance with the HIPPA laws concerning the safeguarding of employee medical information.

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

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

The Village 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 **\$220,000** for the 2013 Fiscal Year. This represents an increase of **\$13,000** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: RISK MANAGEMENT

Description: Dental and Vision Insurance Premiums

Priority: High

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

This account represents the amount paid by the Village towards dental and vision insurance for all eligible full time employees. In prior years, these expenses were allocated to the individual employee departments and included in the same account as the health insurance premium. In fiscal year 2012, to facilitate better transparency and monitoring of this expenditure, this line item has been consolidated in the newly created Risk Management department. In addition, this presentation will protect employee privacy and facilitate better compliance with the HIPPA laws concerning the safeguarding of employee medical information.

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

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

The Village's insurance broker, the Linden Group, is working with the Village's medical provider, Guardian to obtain renewal quotes. In addition, alternate providers will be asked to provide quotes.

Risk Management requests **\$28,000** for the 2013 Fiscal Year. This represents a **\$12,500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

The Village's unemployment premium is based on a ratio, called the benefit ratio, which is determined in such a way that the greater the unemployment caused by the employer, the higher the rate. This premium is payable quarterly and is calculated as the benefit ratio times the first \$13,560 of an employee's annual wages. The Village's current benefit ratio is 7.65%, which is a slight improvement over the prior year rate of 8.4%.

Risk Management requests **\$40,000** for Fiscal Year 2013. This represents a **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

Risk Management requests **\$80,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

HUMAN RESOURCES



TEAMWORK

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		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0.25
Part-Time	0	0	0	0.25

Revenue

Actual Fiscal Year Ended <u>12/31/2010</u>	Actual Fiscal Year Ended <u>12/31/2011</u>	Budget Fiscal Year Ended <u>12/31/2012</u>	Proposed	
			FTE	2014
-	-	-	-	-
Total Revenue			-	-

Expenditures

Actual Fiscal Year Ended <u>12/31/2010</u>	Actual Fiscal Year Ended <u>12/31/2011</u>	Budget Fiscal Year Ended <u>12/31/2012</u>		Proposed	
				FTE	2014
12,169	29,952	120,490	Personnel Services	45,540	46,887
4,883	5,966	9,735	Contractual Services	8,640	9,250
<u>17,052</u>	<u>35,918</u>	<u>130,225</u>	Total Expenditures	<u>54,180</u>	<u>56,137</u>
<u>(17,052)</u>	<u>(35,918)</u>	<u>(130,225)</u>	Source (Use) of Cash	<u>(54,180)</u>	<u>(56,137)</u>

Significant Changes

* The 2012 budget amendment to implement the new compensation structure was allocated to the Human Resources department. In the 2013 budget, the appropriate salary allocations are funded in each departmental budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	24,393	29,244	11,235	29,244	38,873
01-10-16-1-4100	COMPENSATION MARKET ADJUST	-	85,000	-	67,511	-
01-10-16-1-4040	IMRF	2,999	3,384	1,333	3,384	4,416
01-10-16-1-4060	457 BENEFIT PLAN	855	625	288	625	625
01-10-16-1-4090	FICA MATCHING	1,705	2,237	796	2,237	2,974
TOTAL PERSONNEL SERVICES		29,952	120,490	13,652	103,001	46,887
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	585	360	339	600	850
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	934	875	425	425	900
01-10-16-3-4366	WELLNESS PROGRAM	690	1,000	-	-	1,000
01-10-16-3-4367	PRE- EMPLOYMENT SCREENING	1,120	500	516	516	500
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	2,210	5,000	606	1,674	5,000
01-10-16-3-4399	CONTINGENCY	427	2,000	25	3,525	1,000
TOTAL CONTRACTUAL SERVICES		5,966	9,735	1,911	6,740	9,250
TOTAL HUMAN RESOURCES		35,918	130,225	15,563	109,741	56,137

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 (Part Time) - 25%

Human Resources requests **\$37,740** for Fiscal Year 2013. This represents a **\$8,496** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: IMRF

Priority: High

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

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

Effective January 1, 2012, the Village's portion will be 11.36%.

Human Resources requests **\$4,287** for Fiscal Year 2013. This represents a **\$903** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: 457 Benefit Plan

Priority: High

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

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

Human Resources requests **\$625** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: FICA Matching

Priority: High

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

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

Human Resources requests **\$2,887** for Fiscal Year 2013. This represents a **\$650** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	\$240
Illinois Labor Law Poster	<u>\$250</u>
 Total	 \$840

Human Resources requests **\$840** for Fiscal Year 2013. This represents a **\$480** increase from Fiscal Year 2012.

The primary reason for the increase is the allocation of IL Labor Law Poster service (annual labor law posters to comply with State and Federal labor law) and public salary.com. These were paid from contingency line item in prior years.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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>\$ 50</u>
Total	\$300

Human Resources requests **\$300** for Fiscal Year 2013. This represents a **\$575** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Wellness Program

Priority: High

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

This account is to provide funding for a new Wellness Program. The Village intends to apply for new Federal grants available in early 2013 from the Department of Health and Human Services. The Village Wellness Program will comply with the Federal Requirements as follows:

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

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

Human Resources requests **\$1,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: HUMAN RESOURCES

Description: Pre-Employment Screening

Priority: High

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

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

Human Resources requests **\$500** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$1,000** decrease from Fiscal Year 2012.

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
	2011	2012	2013	2013
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			FTE	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				FTE	2014
55,544	23,659	21,044	Contractual Services	47,765	47,885
-	-	-	Commodities	-	-
3,119	33,572	-	Capital Outlay	-	-
58,663	57,231	21,044	Total Expenditures	47,765	47,885

(58,663)	(57,231)	(21,044)	Source (Use) of Cash	(47,765)	(47,885)
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Significant Changes

* The 2013 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 two years. Staff estimates the 200 hours will be an 18-month supply of support hours.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	12,889	15,010	13,833	14,033	17,425
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICE	(857)	1,000	13,500	13,500	25,500
01-10-17-3-4330	WEBSITE	3,802	3,934	3,547	4,026	3,700
01-10-17-3-4331	INTERNET ACCESS	874	1,100	467	1,103	1,200
01-10-17-3-4332	WEBSITE UPGRADE	6,951	-	-	-	-
TOTAL CONTRACTUAL SERVICES		23,659	21,044	31,347	32,662	47,765
CAPITAL OUTLAY						
01-10-17-8-4893	SOFTWARE	6,849	-	6,849	-	-
01-10-17-8-4894	EQUIPMENT	26,723	-	13,487	1,026	-
TOTAL CAPITAL OUTLAY		33,572	-	20,336	1,026	-
TOTAL TECHNOLOGY		57,231	21,044	51,683	33,688	47,885

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

MSI maintenance	\$11,990	
Laserfiche maintenance	\$ 815	
IACP - PD	\$ 525	
Critical Reach - PD	\$ 145	
Sterling Codifiers	\$ 3,000	
In Time - PD	\$ 200	To CIP budget in 2013 (upgrade required)
Additional - increases	<u>\$ 950</u>	
	\$17,425	

Technology requests **\$17,425** for Fiscal Year 2013. This represents a **\$2,415** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. These hours never expire and can be carried forward into subsequent fiscal years, if not utilized. Staff estimates this purchase will provide approximately 18 months of IT support.

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

Technology requests **\$25,500** for Fiscal Year 2013. This represents a **\$24,500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Civic Plus annual maintenance fee	\$3,000
Constant Contact	<u>\$ 640</u>
Total	\$3,640

Domain name to be renewed in 2021.

Technology requests **\$3,640** for Fiscal Year 2013. This represents a **\$294** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 \$1,200

Technology requests **\$1,200** for Fiscal Year 2013. This represents a **\$100** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **TECHNOLOGY**

Description: **Software**

Priority: **High**

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

Technology requests \$0 for Fiscal Year 2013. This no change from Fiscal Year 2012 as this line item has been moved to the Capital Improvement Plan (CIP) Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: TECHNOLOGY

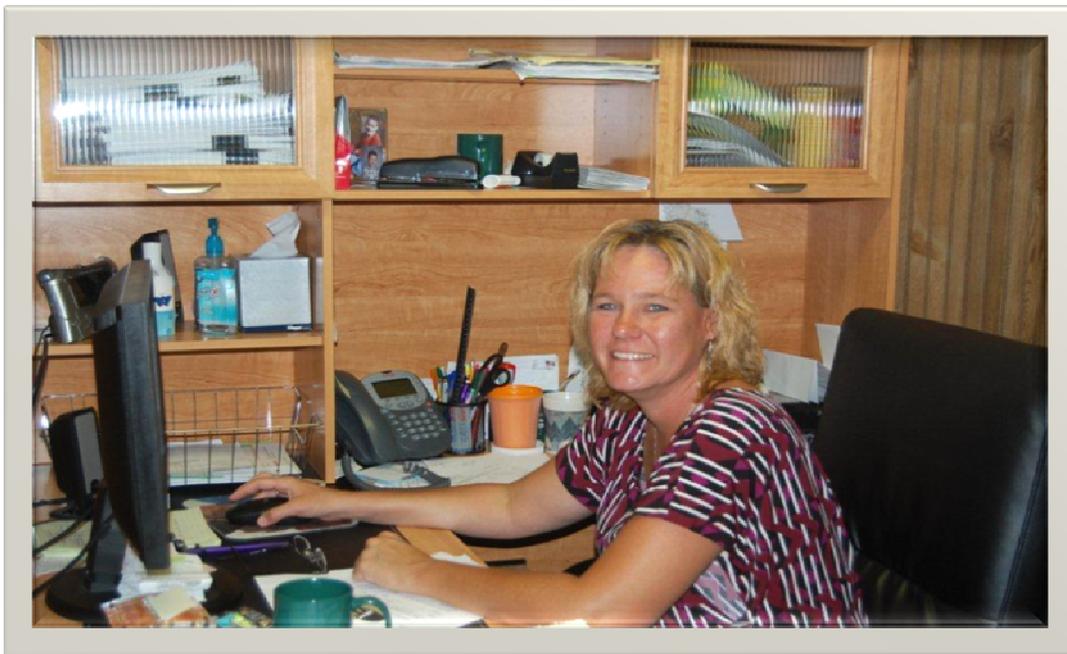
Description: Equipment

Priority: High

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

Technology requests \$0 for Fiscal Year 2013. This represents a \$0 from Fiscal Year 2012 as all technology capital improvements will be funded by the Capital Improvement Plan (CIP) Fund.

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		Headcount	FTE
	2011	2012	2013	2013
Full-Time	1	1	1	0.60
Part-Time	0	0	1	0.75

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

Revenue

Actual Fiscal Year Ended <u>12/31/2010</u>	Actual Fiscal Year Ended <u>12/31/2011</u>	Budget Fiscal Year Ended <u>12/31/2012</u>	Proposed	
			FTE	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended <u>12/31/2010</u>	Actual Fiscal Year Ended <u>12/31/2011</u>	Budget Fiscal Year Ended <u>12/31/2012</u>		Proposed	
				FTE	2014
109,175	99,865	105,633	Personnel Services	114,305	117,678
31,252	28,220	30,487	Contractual Services	30,182	29,850
950	(116)	-	Commodities	-	-
141,377	127,969	136,120	Total Expenditures	144,487	147,528

(141,377)	(127,969)	(136,120)	Source (Use) of Cash	(144,487)	(147,528)
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Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FINANCE						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	82,686	87,031	40,960	87,031	97,305
01-10-18-1-4040	IMRF	9,586	10,069	4,822	10,069	11,054
01-10-18-1-4060	457 BENEFIT PLAN	1,740	1,875	865	1,875	1,875
01-10-18-1-4090	FICA MATCHING	5,853	6,658	2,945	6,658	7,444
TOTAL PERSONNEL SERVICES		99,865	105,633	49,592	105,633	117,678
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	18,639	19,012	17,810	19,012	20,000
01-10-18-3-4211	ACTUARY SERVICES	250	1,500	250	250	250
01-10-18-3-4329	BOND FINANCIAL ADVISOR	5,500	6,200	2,500	6,200	6,200
01-10-18-3-4353	CELLULAR PHONE	1,600	1,500	367	1,000	1,000
01-10-18-3-4355	PUBLISHING/ADVERTISING	493	800	54	54	500
01-10-18-3-4361	DUES	1,360	1,375	1,075	1,375	1,400
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	378	100	100	-	500
TOTAL CONTRACTUAL SERVICES		28,220	30,487	22,156	27,891	29,850
COMMODITIES						
01-10-18-5-4561	OFFICE SUPPLIES	(116)	-	-	-	-
TOTAL COMMODITIES		(116)	-	-	-	-
TOTAL FINANCE		127,969	136,120	71,748	133,524	147,528

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$94,471** for Fiscal Year 2013. This represents a **\$7,440** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Finance requests **\$10,732** for Fiscal Year 2013. This represents a **\$663** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Finance requests **\$1,875** for Fiscal Year 2013. This represents no change from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$7,227** for Fiscal Year 2013. This represents a **\$569** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 signed a 3-year renewal contract with Sikich, LLP in December of 2012 for the audits of 2010, 2012 and 2013.

Finance requests **\$19,582** for Fiscal Year 2013. This represents a **\$570** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$1,500** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a \$300 decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	\$ 260
Certificate of Achievement in Financial Reporting Application Fee	\$ 375
Illinois CPA Society	\$ 275
AICPA	<u>\$ 290</u>
Total	\$1,400

Finance requests **\$1,400** for Fiscal Year 2013. This represents a **\$25** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

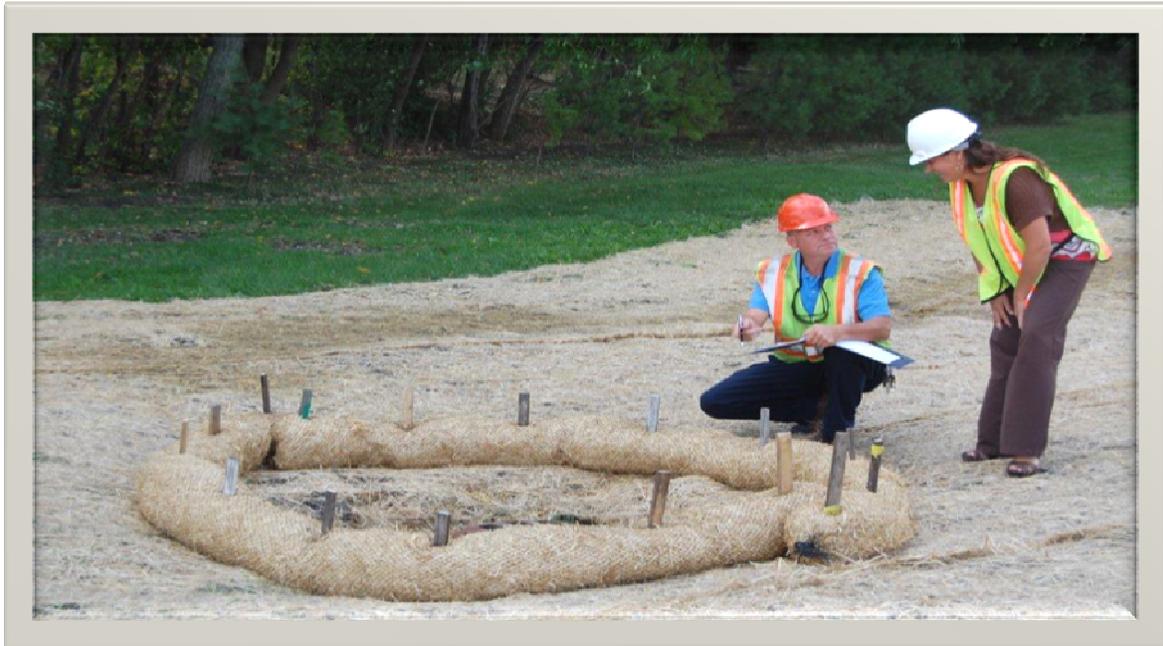
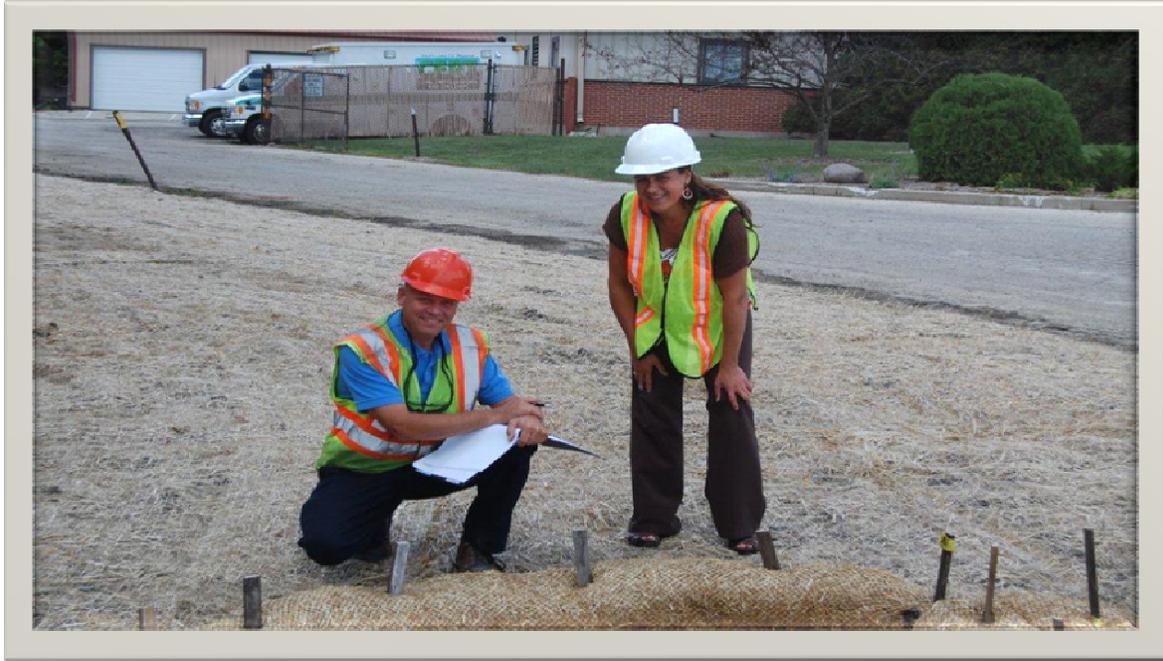
This account is used to pay for Finance related professional development classes. This line item includes the following continuing education opportunities for the Chief Financial Officer

Illinois Government Finance Officers Association

Annual Conference	_____	\$0
2 Local Training Classes	_____	\$100

Finance requests **\$0** for Fiscal Year 2013. This represents a **\$100** decrease from Fiscal Year 2012. This is due to the deferral of the IGFOA annual conference in prior years and the fact that most professional development required for the Finance Department employees is available for free on-line.

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
	2011	2012	2013	2013
Full-Time	0	0	0	0.20
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			2013	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	-	-	Personnel Services	25,468	26,232
25,772	36,373	25,000	Contractual Services	25,000	25,000
25,772	36,373	25,000	Total Expenditures	50,468	51,232

(25,772)	(36,373)	(25,000)	Source (use) of cash	(50,468)	(51,232)
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Significant Changes

* In Fiscal Year 2012, the Village hired a Professional Engineer to serve as the Director of Public Works/Village Engineer. Therefore, a salary allocation was made to the Engineering Department to reflect this new position.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
ENGINEERING							
PERSONNEL SERVICES							
01-10-14-1-4010	SALARIES	-	-	-	-	21,400	22,042
01-10-14-1-4040	IMRF	-	-	-	-	2,431	2,504
01-10-14-1-4090	FICA MATCHING	-	-	-	-	1,637	1,686
TOTAL PERSONNEL SERVICES		-	-	-	-	25,468	26,232
CONTRACTUAL SERVICES							
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	35,243	25,000	6,576	25,000	25,000	25,000
01-10-19-3-4220	ENGINEERING SERVICES-CONTRACT	1,130	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		36,373	25,000	6,576	25,000	25,000	25,000
TOTAL ENGINEERING		36,373	25,000	6,576	25,000	50,468	51,232

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 employee allocated to the Engineering Department, as follows:

Director of Public Works/Village Engineer - 20%

Public Works requests **\$21,400** for Fiscal Year 2013. This represents a **\$21,400** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Public Works requests **\$2,431** for Fiscal Year 2013. This represents an **\$2,431** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$1,637** for Fiscal Year 2013. This represents a **\$1,637** increase from Fiscal Year 2012.

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

Department: ENGINEERING

Description: Engineering Services

Priority: High

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

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

Engineering requests **\$25,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

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
	2011	2012	2013	2013
Full-Time	10	9	9	10
Part-Time	0	4	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 homeowner's meetings, block parties, school events, etc. Officers consider themselves part of the community, work for the community and owe their loyalty to the community.

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
175,767	196,258	183,450	Fees	197,950	197,950
4,972	5,375	4,500	Intergovernmental	-	-
6,141	993	250	Miscellaneous	-	-
186,880	202,626	188,200	Total Revenue	197,950	197,950

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
837,566	842,567	857,878	Personnel Services	920,771	963,391
132,577	130,763	130,650	Contractual Services	133,240	136,240
48,960	52,695	56,600	Commodities	57,100	57,100
-	-	-	Debt Service	-	-
48,939	21,997	5,000	Capital Outlay	5,000	5,000
1,068,042	1,048,022	1,050,128	Total Expenditures	1,116,111	1,161,731

163,992	163,992	219,588	Police Pension Contribution	217,155	217,155
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(1,045,154)	(1,009,388)	(1,081,516)	Source (Use) of Cash	(1,135,316)	(1,180,936)
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Significant Changes

* The 2013 Budget includes funding for hiring one full-time police officer to replace four part-time police officers.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
EXPENSES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	787,473	803,789	370,696	775,000	908,941
01-20-20-1-4020	OVERTIME	33,580	34,500	8,524	22,000	32,000
01-20-20-1-4040	IMRF	5,364	5,166	2,384	5,000	6,450
01-20-20-1-4090	FICA MATCHING	16,150	14,423	7,524	15,000	16,000
TOTAL PERSONNEL SERVICES		842,567	857,878	389,128	817,000	963,391
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	7,600	10,000	2,993	6,500	7,500
01-20-20-3-4130	CONT MAINT-EQUIPMENT	1,895	4,000	1,122	2,500	4,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	2,789	2,500	1,143	2,500	2,500
01-20-20-3-4351	POSTAGE	98	100	75	100	100
01-20-20-3-4353	TELEPHONE - CELL PHONE	4,414	4,500	1,774	4,000	4,000
01-20-20-3-4355	PUBLISHING/ADVERTISING	-	500	-	350	350
01-20-20-3-4357	PRINTING/COPYING	2,256	2,500	-	2,000	2,500
01-20-20-3-4359	DISPATCH SERVICE	81,046	75,750	76,275	76,275	85,000
01-20-20-3-4361	DUES	17,239	14,200	12,815	14,000	14,440
01-20-20-3-4362	TRAVEL EXPENSE	14	100	-	100	100
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	2,681	8,500	648	3,000	8,500
01-20-20-3-4367	PUBLICATIONS	185	500	100	100	250
01-20-20-3-4381	COMMUNITY RELATIONS	372	2,000	644	2,000	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	10,174	5,500	965	5,000	5,000
TOTAL CONTRACTUAL SERVICES		130,763	130,650	98,554	118,425	136,240
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	1,806	2,500	819	2,500	2,500
01-20-20-5-4562	AUTO FUEL & OIL	39,485	37,000	11,405	38,000	38,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-20-20-5-4563	MINOR EQUIPMENT	2,978	3,000	2,572	3,500	3,500
01-20-20-5-4569	VEHICLE SUPPLIES	3,603	4,000	2,027	4,000	4,000
01-20-20-5-4570	MAINT SUPPLIES	-	100	-	-	100
01-20-20-5-4578	UNIFORMS	4,053	8,000	876	4,000	7,000
01-20-20-5-4595	OTHER CHARGES	770	2,000	858	2,000	2,000
TOTAL COMMODITIES		52,695	56,600	18,557	54,000	57,100
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	21,997	-	-	-	-
01-20-20-8-4894	EQUIPMENT	-	5,000	-	4,000	5,000
TOTAL CAPITAL OUTLAY		21,997	5,000	-	4,000	5,000
TOTAL POLICE		1,048,022	1,050,128	506,239	993,425	1,116,111
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	163,992	219,588	109,794	217,155	217,155

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 sworn full-time, 1 administrative civilian and the Chief of Police for regular personnel services. This also includes the step increases and longevity pay awarded to officers per labor agreement. In addition, this reflects a staffing change, one full time officer to replace 4 part-time officers.

Police requests **\$869,415** for Fiscal Year 2013. This represents a **\$65,626** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Overtime

Priority: High

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

This account is the amount paid to eligible full-time sworn officers for overtime hours worked in excess of regularly scheduled shifts and includes hire back, special details and Holiday Double Time pay. Generally accepted practice calculates this figure at 8% of the total budget for eligible sworn salaries. This request was calculated at 7.5% of eligible salaries.

Police requests **\$29,750** for Fiscal Year 2013. This represents a **\$4,750** decrease from Fiscal Year 2012.

With the added 1 full time officer we anticipate OT savings due to improved shift overage.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Police requests **\$6,250** for Fiscal Year 2013. This represents a **\$1,084** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013 budget request includes funding at the full amount recommended by the independent actuary.

Police requests **\$217,155** for Fiscal Year 2013. This represents a **\$2,433** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 (7.65%) and Medicare (1.45%) matching for sworn Police Department employees.

Police requests **\$15,356** for Fiscal Year 2013. This represents a **\$933** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$2,500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Contract Maint-Equipment

Priority: High

Account Number: 01-20-20-3-4130

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

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

Police requests **\$4,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$4,000** for Fiscal Year 2013. This represents a **\$500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$150** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2012) 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 **\$82,000** for Fiscal Year 2013. This represents a **\$6,250** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	\$14,440

Police requests **\$14,440** for Fiscal Year 2013. This represents a **\$240** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **\$250** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

CERT funding has been eliminated by the State, therefore, CERT purchases under this account will no longer be reimbursed.

Police requests **\$5,000** for Fiscal Year 2013. This represents a **\$500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Automotive Fuel and Oil

Priority: High

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

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

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

Police requests **\$38,000** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Uniform

Priority: High

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

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

Based on the above established allowances, the cost for the anticipated headcount of the Chief of Police and 10 full-time officers

Police requests **\$7,000** for Fiscal Year 2013. This represents a **\$1,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: POLICE DEPARTMENT

Description: Equipment

Priority: High

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

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

Police requests **\$5,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

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
	2011	2012	2013	2013
Full-Time	0	0	0	0
Part-Time	0	0	0	0

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

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			2013	2014
2,075	-	-	-	-
2,075	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
2,618	1,171	2,700	Contractual Services	2,700	1,700
100	-	-	Commodities	-	-
2,718	1,171	2,700	Total Expenditures	2,700	1,700

(643)	(1,171)	(2,700)	Source (Use) of Cash	(2,700)	(1,700)
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Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
REVENUES						
FEES						
01-10-15-4-3751	APPLICATION FEE	-	-	-	2,075	-
TOTAL FEES		-	-	-	2,075	-
TOTAL REVENUES		-	-	-	2,075	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
EXPENSES						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	596	2,500	-	1,304	1,500
01-10-15-3-4361	DUES	575	200	498	200	200
TOTAL CONTRACTUAL SERVICES		1,171	2,700	498	1,504	1,700
COMMODITIES						
01-10-15-5-4561	OFFICE SUPPLIES	-	-	-	-	-
01-10-15-5-4595	OTHER CHARGES	-	-	-	-	-
TOTAL COMMODITIES		-	-	-	-	-
TOTAL EXPENSES		1,171	2,700	498	1,504	1,700

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BOARD OF POLICE COMMISSIONERS

Description: Application Fees

Priority: High

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

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

A hiring list was just completed summer of 2012 and another test should not be needed until late 2014.

Police requests **\$0** for Fiscal Year 2013. This represents a **\$2,075 decrease** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BOARD OF POLICE COMMISSIONERS

Description: Other Professional Services

Priority: High

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

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

Police requests **\$2,500** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BOARD OF POLICE COMMISSIONERS

Description: Dues

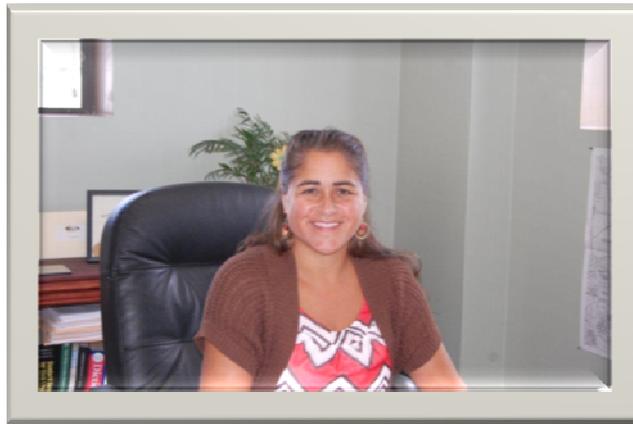
Priority: High

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 2013. This represents **no change** from Fiscal Year 2012.

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	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	4	4	5	3.3
Part-Time	5	4	4	1
Summer	0	5	5	0.75
Snow	10	10	10	0

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

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
34,049	1,724	-	Miscellaneous	-	-
-	-	-	Other Financing Services	-	-
34,049	1,724	-	Total Revenue	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
			Administration/Operations		
402,660	360,903	332,587	Personnel Services	332,440	341,412
73,292	121,954	55,450	Contractual Services	53,806	56,700
64,011	92,580	79,000	Commodities	94,000	97,500
18,510	18,510	19,000	Debt Service	18,511	18,511
2,000	-	-	Capital Outlay	-	-
			Buildings/Grounds		
-	-	-	Personnel Services	105,324	108,484
16,649	19,583	16,500	Contractual Services	17,500	18,500
3,987	8,594	7,000	Commodities	12,000	13,000
10,758	9,367	-	Capital Outlay	-	-
591,867	631,491	509,537	Total Expenditures	633,581	654,107

(557,818)	(629,767)	(509,537)	Source (Use) of Cash	(633,581)	(654,107)
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Significant Changes

- * Reduction in overtime expenses of \$3,000 due to more efficient staffing plan
- * Increase of \$13,000 in fuel & oil budget due to rising fuel costs

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	90,143	-	-	-	-
TOTAL INTERGOVERNMENTAL		90,143	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	-	-	-	-	-
01-40-00-7-3840	50%/50% DRAINAGE PROGRAM	-	-	-	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	599	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	1,724	-	76,983	-	-
TOTAL MISCELLANEOUS		1,724	-	77,582	-	-
TOTAL REVENUES: PUBLIC WORKS		91,867	-	77,582	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
PUBLIC WORKS							
EXPENSES							
PUBLIC WORKS ADMINISTRATION/OPERATIONS							
PERSONNEL SERVICES							
01-40-40-1-4010	SALARIES	291,869	263,032	138,307	26,032	237,350	244,471
01-40-40-1-4011	SEASONAL SALARIES	-	-	-	-	14,880	15,190
01-40-40-1-4012	SUMMER SALARIES	-	-	-	-	4,080	4,200
01-40-40-1-4013	SNOW PLOW DRIVERS	-	-	-	-	8,200	8,200
01-40-40-1-4020	OVERTIME	15,943	19,000	7,059	14,118	16,000	16,000
01-40-40-1-4040	IMRF	31,054	30,433	14,326	30,433	30,471	31,315
01-40-40-1-4090	FICA MATCHING	22,037	20,122	10,178	20,122	21,459	22,037
TOTAL PERSONNEL SERVICES		360,903	332,587	169,870	90,705	332,440	341,412
CONTRACTUAL SERVICES							
01-40-40-3-4120	CONTR MAINT-VEHICLE	17,235	18,000	6,471	16,000	18,000	18,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	2,697	4,000	147	1,000	2,000	4,000
01-40-40-3-4190	CONTR MAINT-OTHER	77,438	10,000	745	3,000	7,500	10,000
01-40-40-3-4329	OTHER PROF SERVICES	5,026	4,000	693	4,000	3,000	3,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	2,894	2,000	1,625	3,600	3,600	3,600
01-40-40-3-4355	PUBLISHING/ADVERTISING	-	600	-	100	200	200
01-40-40-3-4357	PRINTING/COPYING	-	125	8	125	300	300
01-40-40-3-4361	DUES	278	825	833	1,056	856	1,000
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	1,181	1,200	285	1,200	3,250	1,000
01-40-40-3-4367	PUBLICATIONS	130	200	-	-	100	100
01-40-40-3-4371	PUBLIC UTILITIES	13,685	12,500	6,488	13,000	13,000	13,500
01-40-40-3-4375	RENTAL / LEASE	1,390	2,000	958	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES		121,954	55,450	18,253	45,081	53,806	56,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
01-40-40-5-4561	OFFICE SUPPLIES	2,537	2,000	629	2,000	2,000
01-40-40-5-4562	AUTO FUEL & OIL	36,895	25,000	12,134	35,000	38,000
01-40-40-5-4563	MINOR EQUIPMENT	5,376	5,000	388	2,369	2,500
01-40-40-5-4564	SMALL TOOLS	1,409	3,000	616	2,000	3,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	8,742	4,000	4,620	8,000	8,000
01-40-40-5-4569	VEHICLE SUPPLIES	22,322	22,000	5,543	15,000	18,000
01-40-40-5-4570	MAINT SUPPLIES	3,818	5,000	2,099	5,000	5,000
01-40-40-5-4571	ROAD PATCH MATERIALS	252	-	-	-	-
01-40-40-5-4572	MOSQUITO ABATEMENT	-	2,000	-	500	2,000
01-40-40-5-4573	DRAINAGE SUPPLIES	638	2,000	86	2,000	5,000
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	-	-	-	-	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	7,750	5,000	2,605	6,500	6,500
01-40-40-5-4595	OTHER CHARGES	2,841	4,000	3,445	4,500	3,000
TOTAL COMMODITIES		92,580	79,000	32,165	82,869	94,000
DEBT SERVICE						
01-40-40-7-4737	PRINCIPAL	14,192	13,000	7,423	15,091	16,041
01-40-40-7-4738	INTEREST	4,318	6,000	1,831	3,420	2,470
TOTAL DEBT SERVICE		18,510	19,000	9,254	18,511	18,511
TOTAL PUBLIC WORKS ADMIN/OPERATIONS		593,947	486,037	229,542	237,166	498,757

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
PUBLIC WORKS BUILDING & GROUNDS							
PERSONNEL SERVICES							
01-40-45-1-4010	SALARIES	-	-	-	-	88,500	91,155
01-40-45-1-4040	IMRF	-	-	-	-	10,054	10,355
01-40-45-1-4090	FICA MATCHING	-	-	-	-	6,770	6,973
TOTAL PERSONNEL SERVICES		-	-	-	-	105,324	108,484
CONTRACTUAL SERVICES							
01-40-45-3-4110	CONT MAINT-BUILDING	19,073	16,500	8,024	16,500	17,500	18,500
01-40-45-3-4329	OTHER PROFESSIONAL SERVICES	510	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		19,583	16,500	8,024	16,500	17,500	18,500
COMMODITIES							
01-40-45-5-4570	MAINTENANCE SUPPLIES	8,530	7,000	6,732	12,000	-	-
01-40-45-5-4571	BUILDING MAINTENANCE SUPPLIES	-	-	-	-	6,000	6,500
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	-	-	-	-	6,000	6,500
01-40-45-5-4595	OTHER CHARGES	64	-	-	-	-	-
TOTAL COMMODITIES		8,594	7,000	6,732	12,000	12,000	13,000
CAPITAL OUTLAY							
01-40-45-8-4892	BUILDING	-	-	-	-	-	-
01-40-45-8-4894	EQUIPMENT	-	-	-	-	-	-
01-40-45-8-4895	OTHER IMPROVEMENTS	9,367	-	-	-	-	-
TOTAL CAPITAL OUTLAY		9,367	-	-	-	-	-
TOTAL PUBLIC WORKS BUILDING & GROUNDS		37,544	23,500	14,756	28,500	134,824	139,984
TOTAL PUBLIC WORKS		631,491	509,537	244,298	265,666	633,581	654,107

**MAINTENANCE AND OPERATIONS BUDGET
2013 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%

Mechanic - 100%

Executive Administrative Assistant - 25%

Part Time Arborist

Public Works requests **\$237,350** for Fiscal Year 2013. This represents a **\$25,682** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 is a newly created account in fiscal year 2013 and provides for one seasonal employee from April 1 to October 31. In prior years, seasonal employees were included in the general salaries account.

Public Works requests **\$14,880** for Fiscal Year 2013. This represents a **\$14,880** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 is a newly created account in fiscal year 2013 and provides for one summer employee from May 15 to August 15. In prior years, summer employees were included in the general salaries account.

Public Works requests **\$4,080** for Fiscal Year 2013. This represents a **\$4,080** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 is a newly created account in fiscal year 2013 and 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. In prior years, snow plow drivers were included in the general salaries account.

Public Works requests **\$8,200** for Fiscal Year 2013. This represents an **\$8,200** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 – 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 -	\$9,000
Weather Emergencies -	\$1,396
Bike Rodeo	\$540
July 3 rd /4 th	\$2,760
Fall Family Fun Fest	\$1,080
Concerts in the Park	<u>\$1,224</u>
 Total	 \$16,000

Public Works requests **\$16,000** for Fiscal year 2013. This represents a **\$3,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Public Works requests **\$30,471** for Fiscal Year 2013. This represents a **\$38** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$21,459** for Fiscal Year 2013. This represents a **\$1,337** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Public Works requests **\$18,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

We added two new vehicles to our fleet in 2012 and anticipate that routine maintenance can be performed by Village mechanic and any larger issues for new vehicles would be under warrantee, so there is not a recommendation to increase the amount.

TRUCK	MAKE	YEAR	MILES (8-24-12)	R-COST	R-YR	VIN#
Crown Vic	Ford	2008	101,000			2FAHP71V28X108981
804	Ford	2010	20,065	\$35,000	2017	1FTNF2B55AEA70266
811	Ford	2008	35,025	\$100,000	2015	1FDAF57R08EC52913
812	Int	1999	54,855	\$120,000	2011	1HTSDAAN2XH672265
813	Int	2000	40,673	\$122,000	2012	1HTSHAARXYH328224
814	Int	2000	36,565	\$122,000	2012	1HTSHAAR91H367344
816	Ford	2003	85,888	\$90,000	2010	1FDAF57F61ED33264
819	Ford	2005	70,613	\$55,000	2012	1FTWW33P66EA02267
821	Int	2008	21,400	\$148,000	2021	1HTWDAAR48J657765
Loader	Case	2007	2147	\$165,000	2019	JEE0139879
Backhoe	Case	1992	5242	\$100,000	2011	JAB0021696
Rec Van - spent \$1000 to repair AC						
	Int	2012	0	\$122,000		
	Ford	2012	0	\$26,000		

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

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**MAINTENANCE AND OPERATIONS BUDGET
2013 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 the turf roller.

Public Works requests **\$2,000** for Fiscal Year 2013. This represents a **\$2,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Public Works requests **\$7,500** for Fiscal Year 2013. This represents a **\$2,500** decrease from Fiscal Year 2012.

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

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Public Works requests **\$3,000** for Fiscal Year 2013. This represents a **\$1,000** decrease from Fiscal Year 2012.

JULIE locating service	\$2,200
Other services	<u>\$ 800</u>
Total	\$3,000

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$3,600** for Fiscal Year 2013. This represents a **\$1,600** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$200** for Fiscal Year 2013. This represents a **\$400** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$175** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Dues

Priority: High

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

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

A breakdown of membership dues is as follows;

APWA	\$ 306
Drug testing pool	\$ 250
IPRA - IL Park & Rec Assn.	\$ 275
MIPE - MW Inst of Park Exec.	<u>\$ 25</u>
 Total	 \$ 856

Public Works requests **\$856** for Fiscal Year 2013. This represents **\$31** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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;

IPSI conference registration	\$700
IPSI conference expenses	\$875
Snow and Ice workshops	\$400
APWA training	\$150
NIPSTA training	\$790
Supervisor training	<u>\$335</u>
Total	\$ 3,250

Public Works requests **\$3,250** for Fiscal Year 2013. This represents **\$2,050** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$100** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Public Works requests **\$2,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Auto Fuel & Oil

Priority: High

Account Number: 01-40-40-5-4562

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

Public Works requests **\$38,000** for Fiscal Year 2013. This represents **\$13,000** increase from Fiscal Year 2012.

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

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **\$2,500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$4,000** increase from Fiscal Year 2012.

More of our equipment such as the Bunton mowers, loader and back hoe are older and require more maintenance.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Vehicle Supplies

Priority: High

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

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

Public Works requests **\$18,000** for Fiscal Year 2013. This represents a **\$4,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS

Description: Road Patch Materials

Priority: High

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

This account is used to pay for cold patch used for emergency asphalt repairs such as filling potholes. This line item is funded from the Motor Fuel Tax fund.

Public Works requests **\$0** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Public Works requests **\$5,000** for Fiscal Year 2013. This represents a **\$3,000** increase from Fiscal Year 2012.

The primary reason for the increase is a plan to address drainage issues at various parks and other public properties.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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). This is a new account in Fiscal Year 2013.

Public Works requests **\$1,000** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 Public Works employees and the purchase of T-shirts, sweatshirts, coats and boot reimbursements.

Public Works requests **\$6,500** for Fiscal Year 2013. This represents **\$1,500** increase from Fiscal Year 2012.

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 reflective safety stripes.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, holiday decorations and paint.

Public Works requests **\$3,000** for Fiscal Year 2013. This represents a **\$1,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 - 70%
Maintenance Specialist of Buildings - 100%

This is a new account in fiscal year 2013; in prior years, these salaries were recorded in Public Works account 01-40-40-1-4010.

Public Works requests **\$88,500** for Fiscal Year 2013. This represents a **\$88,500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Public Works requests **\$10,054** for Fiscal Year 2013. This represents an **\$10,054** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$6,770** for Fiscal Year 2013. This represents a **\$6,770** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

Public Works requests **\$17,500** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

Dust Busters \$1100/month x 12 months	\$13,200
Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 1,225
Miscellaneous	<u>\$ 2,875</u>
Total	\$17,500

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: Maintenance Supplies

Priority: High

Account Number: 01-40-45-5-4570

In prior years, this account is used to pay for all building maintenance materials that are necessary to maintain the Village Hall and the Police Department. This account was allocated to two new accounts in the 2013 budget, for better accounting and transparency, as follows:

01-40-45-5-4571 - Building Maintenance Supplies

01-40-45-5-4572 - Cleaning/ Restroom Supplies

Public Works requests \$0 for Fiscal Year 2013. This represents a \$7,000 decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. This is a new account in fiscal year 2013; in prior years, these expenses were recorded in account 01-40-45-5-4570.

Public Works requests **\$6,000** for Fiscal Year 2013. This represents a **\$6,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. This is a new account in fiscal year 2013; in prior years, these expenses were recorded in account 01-40-45-5-4570.

Public Works requests **\$6,000** for Fiscal Year 2013. This represents a **\$6,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PUBLIC WORKS-Building & Grounds

Description: Other Improvements

Priority: High

Account Number: 01-40-45-8-4895

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

Public Works requests \$0 for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

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
	2011	2012	2013	2013
Full-Time	1	2	2	2.25
Part-Time	1	0	0	0
* Department Head position is allocated in Administration.				

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

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

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012	Proposed	
			2013	2014
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
88,269	96,479	99,492	Personnel Services	151,202	155,728
7,123	4,755	8,525	Contractual Services	9,925	6,465
1,332	424	925	Commodities	1,015	475
2,000	-	-	Capital Outlay	-	-
98,724	101,658	108,942	Total Expenditures	162,142	162,668

(98,724)	(101,658)	(108,942)	Source (Use) of Cash	(162,142)	(162,668)
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Significant Changes

* Allocation of a portion of the Chief Administrative Officer's salary due to her job responsibilities as Building Department Director.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BUILDING & ZONING						
PERSONNEL SERVICES						
01-60-65-1-4010	SALARIES	80,938	83,201	40,818	83,201	130,553
01-60-65-1-4020	OVERTIME	133	300	15	30	300
01-60-65-1-4040	IMRF	9,779	9,626	4,718	9,626	14,865
01-60-65-1-4090	FICA MATCHING	5,629	6,365	2,879	6,365	10,010
TOTAL PERSONNEL SERVICES		96,479	99,492	48,430	99,222	155,728
CONTRACTUAL SERVICES						
01-60-65-3-4120	CONTRACT MAINT-VEHICLES	-	1,000	-	-	1,200
01-60-65-3-4240	PLANNING SERVICES	716	4,000	346	4,000	1,000
01-60-65-3-4329	OTHER PROFESSIONAL SERVICES	286	500	210	420	500
01-60-65-3-4353	CELLULAR PHONE	475	350	299	720	785
01-60-65-3-4355	PUBLISHING/ADVERTISING	1,697	1,000	-	400	800
01-60-65-3-4357	PRINTING/COPYING	566	500	-	400	500
01-60-65-3-4361	DUES	-	125	-	125	130
01-60-65-3-4362	TRAVEL EXPENSE	100	50	28	50	50
01-60-65-3-4365	PROFESSIONAL DEVELOPMENT	915	1,000	122	750	1,500
TOTAL CONTRACTUAL SERVICES		4,755	8,525	1,005	6,865	6,465
COMMODITIES						
01-60-65-5-4561	OFFICE SUPPLIES	26	-	-	-	-
01-60-65-5-4562	AUTO FUEL & OIL	385	500	260	500	-
01-60-65-5-4578	UNIFORMS	10	325	48	225	375
01-60-65-5-4595	OTHER CHARGES	3	100	-	50	100
TOTAL COMMODITIES		424	925	308	775	475

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
	VEHICLES					
01-60-65-8-4893	VEHICLES	-	-	-	-	-
	TOTAL VEHICLES	-	-	-	-	-
	TOTAL BUILDING & ZONING	101,658	108,942	49,743	106,862	162,668

**MAINTENANCE AND OPERATIONS BUDGET
2013 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% (*new allocation in Fiscal Year 2013*)

Building Department Specialist/Deputy Village Clerk - 100%

Building and Code Enforcement Specialist - 100%

Building & Zoning requests **\$126,750** for Fiscal Year 2013. This represents a **\$43,549** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Overtime

Priority: Low

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

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

Building & Zoning requests **\$300** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Building & Zoning requests **\$14,433** for Fiscal Year 2013. This represents a **\$4,807** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$9,719** for Fiscal Year 2013. This represents a **\$3,354** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Planning Services

Priority: High

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

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

Building & Zoning requests **\$4,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$1,500** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$400** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$800** for Fiscal Year 2013. This represents a **\$200** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Printing/Copying

Priority: High

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

This account is used to pay for the printing of inspection forms and other building department printing needs.

Building & Zoning requests **\$500** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$125** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

Building & Zoning requests **\$1,200** for Fiscal Year 2013. This represents a **\$200** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$550** for Fiscal Year 2013. This represents a **\$50** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 Building and Zoning Department employees as follows.

Boot reimbursement	\$125
Uniform - Building & Code Enforcement Specialist	\$180
Logo shirt - Building Department Specialist	<u>\$ 60</u>
Total	\$365

Building & Zoning requests **\$365** for Fiscal Year 2013. This represents a **\$40** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: BUILDING & ZONING

Description: Other Charges

Priority: High

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

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

Building & Zoning requests **\$100** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

COMMUNITY DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
17,645	35,010	33,775	Community Events	39,200	39,200
22,416	194,541	19,400	Economic Development	60,421	42,221
225,254	372,625	214,000	Building and Zoning	205,900	205,900
265,315	602,176	267,175	Total Revenue	305,521	287,321

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
19,269	34,840	42,525	Community Events	59,939	60,530
-	19,655	34,329	Economic Development	77,372	64,725
169,809	97,822	49,500	Building and Zoning	280,500	291,700
189,078	152,317	126,354	Total Expenditures	417,811	416,955

Excess (Deficiency) of Revenues

76,237	449,859	140,821	Over Expenditures	(112,290)	(129,634)
	-	(10,000)	Transfer to Reserve Fund	(10,000)	(10,000)
	-	(25,000)	Transfer to C.I.P Fund	(30,000)	(30,000)
76,237	449,859	105,821	Net Change in Fund Balance	(152,290)	(169,634)
527,080	976,939	1,082,760	Fund Balance as of 12/31	930,470	760,837

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

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

COMMUNITY EVENTS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0.25
Part-Time	0	0	0	0
* Special Events position is allocated in Parks and Recreation.				

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

Revenue					
Actual Fiscal	Actual Fiscal	Budget Fiscal		Proposed	
Year Ended	Year Ended	Year Ended		2013	2014
12/31/2010	12/31/2011	12/31/2012			
17,245	-	5,000	Donations	8,000	8,000
-	34,585	24,000	Golf Outing	25,000	25,000
400	425	4,775	Vendor Fees	6,200	6,200
17,645	35,010	33,775	Total Revenue	39,200	39,200

Expenditures					
Actual Fiscal	Actual Fiscal	Budget Fiscal		Proposed	
Year Ended	Year Ended	Year Ended		2013	2014
12/31/2010	12/31/2011	12/31/2012			
-	-	-	Personnel Services	16,364	16,855
19,269	34,840	42,525	Contractual Services	43,575	43,675
19,269	34,840	42,525	Total Expenditures	59,939	60,530

(1,624)	170	(8,750)	Source (use) of Cash	(20,739)	(21,330)
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Significant Changes

* Allocation of a portion of the Recreation and Special Events Manager's salary to reflect her job responsibilities related to Community Events.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
REVENUES						
SPECIAL EVENTS						
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	-	5,000	9,400	9,400	8,000
02-10-00-7-3832	GOLF OUTING	34,585	24,000	30,556	30,656	25,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	50	50	-	-	50
02-10-00-7-3835	4TH CONCESSION VENDOR FEE	375	350	-	350	350
02-10-00-7-3836	FARMERS MARKET VENDOR FEE	-	3,375	3,370	4,808	4,800
02-10-00-7-3837	CRAFT FAIR VENDOR FEE	-	1,000	-	1,000	1,000
TOTAL SPECIAL EVENTS		35,010	33,775	43,326	46,214	39,200
TOTAL REVENUES		35,010	33,775	43,326	46,214	39,200

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
COMMUNITY EVENTS							
EXPENSES							
PERSONNEL SERVICES							
02-10-10-1-4010	SALARIES	-	-	-	-	13,750	14,163
02-10-10-1-4040	IMRF	-	-	-	-	1,562	1,609
02-10-10-1-4090	FICA MATCHING	-	-	-	-	1,052	1,083
TOTAL PERSONNEL SERVICES		-	-	-	-	16,364	16,855
CONTRACTUAL SERVICES							
02-10-10-3-4333	FIREWORKS/PARADE	10,287	11,000	10,700	11,409	12,000	12,000
02-10-10-3-4334	OUTDOOR SUMMER MOVIES	1,042	2,000	1,521	1,521	2,000	2,000
02-10-10-3-4335	CONCERTS IN THE PARK	6,050	7,000	6,850	7,140	7,000	7,000
02-10-10-3-4336	FALL FESTIVAL	484	2,000	-	400	2,000	2,000
02-10-10-3-4337	TREE LIGHTING	2,751	2,000	-	2,000	2,000	2,000
02-10-10-3-4338	GOLF OUTING	8,638	12,000	13,167	13,168	13,000	13,000
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	533	600	360	600	600	600
02-10-10-3-4340	BIKE RODEO	3,373	3,000	3,326	4,043	3,400	3,500
02-10-10-3-4341	FARMERS MARKET	-	1,800	-	28	750	750
02-10-10-3-4342	CRAFT FAIR	-	800	-	-	500	500
02-10-10-3-4361	DUES (ASCAP MUSIC LICENSING)	309	325	-	325	325	325
02-10-10-3-4363	BUSINESS DEVELOPMENT /LOCAL	373	-	-	-	-	-
02-10-10-3-4379	DONATIONS	1,000	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		34,840	42,525	35,924	40,634	43,575	43,675
TOTAL COMMUNITY EVENTS		34,840	42,525	35,924	40,634	59,939	60,530

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 employee allocated to the Community Events Department, as follows:

Recreation and Special Events Manager - 25%

Community Events requests **\$13,750** for Fiscal Year 2013. This represents a **\$13,750** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Community Events requests **\$1,562** for Fiscal Year 2013. This represents an **\$1,562** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$1,051** for Fiscal Year 2013. This represents a **\$1,051** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$12,000** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: COMMUNITY EVENTS

Description: Outdoor Summer Movies

Priority: High

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

This account is used for the Outdoor Summer Movies that are held at the Hawthorn Woods Country Club and Community Park. The expenses for the two movies shown under the stars in summer and early fall are the licensing rights of the film and the company that provides the screen and all other needed equipment.

Community Events requests **\$2,000** for Fiscal Year 2013. This represents a **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$7,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

Community Events requests **\$2,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$13,000** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$3,400** for Fiscal Year 2013. This represents a **\$400** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$750** for Fiscal Year 2013. This represents a **\$1,050** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$500** for Fiscal Year 2013. This represents a **\$300** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

ECONOMIC DEVELOPMENT

Department Purpose

The Economic Development Department is designed to initiate and manage planned growth opportunities within the Village of Hawthorn Woods. With a median household income greater than \$172,000 and a location 32 miles northwest of Chicago, Hawthorn Woods is a highly desirable place to live. In addition, the Village is a vibrant location for commercial businesses and boasts natural resource open space recreational areas as preserved amenities.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0.30
Part-Time	0	0	0	0
* The Chief Operating Officer serves as the Director of Economic Development; position is allocated in Administration.				

With more than 600 acres of undeveloped land adjacent to state and county highways, this department within the Village will offer concierge service to prospective residents, business speculators, or developers who are interested in bringing their projects to Hawthorn Woods. The surrounding region is home to more than 55,000 people, and located in the center of this hub is an oasis of 8,000 Village residents who desire services and amenities that fit in with the character of this upscale community.

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
20,000	191,304	16,400	Fees	57,421	39,221
2,416	3,237	3,000	Interest Income	3,000	3,000
22,416	194,541	19,400	Total Revenue	60,421	42,221

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	19,110	6,259	Personnel Services	44,272	45,600
-	545	28,070	Contractual Services	33,100	19,125
-	19,655	34,329	Total Expenditures	77,372	64,725

22,416	174,886	(14,929)	Source (Use) of Cash	(16,951)	(22,504)
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Significant Changes

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-10-00-4-3670	ANNEXATION FEES	12,667	10,000	6,000	10,667	11,766
02-10-00-4-3675	MANAGEMENT FEES	17,400	-	-	-	-
02-10-00-4-3676	GENERAL FUND DEVELOP DONATION	161,237	6,400	3,531	21,186	17,655
02-10-00-4-3680	COMMUNITY DEVELOPMENT DONATION	-	-	17,000	21,833	9,800
TOTAL FEES		191,304	16,400	26,531	53,686	39,221
INTEREST INCOME						
02-10-00-6-3810	INTEREST INCOME	3,237	3,000	1,731	3,000	3,000
TOTAL INTEREST INCOME		3,237	3,000	1,731	3,000	3,000
TOTAL REVENUES		194,541	19,400	28,262	56,686	42,221

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
EXPENSES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	15,266	5,250	2,767	5,250	38,316
02-30-00-1-4040	IMRF	1,967	607	425	607	4,353
02-30-00-1-4060	457 BENEFIT PLAN	1,115	-	1,384	-	-
02-30-00-1-4090	FICA MATCHING	762	402	207	402	2,931
TOTAL PERSONNEL SERVICES		19,110	6,259	4,783	6,259	45,600
CONTRACTUAL SERVICES						
02-30-00-3-4240	PLANNING SERVICES	-	15,000	-	975	10,000
02-30-00-3-4355	PUBLISHING/ADVERTISING	176	7,000	277	277	3,000
02-30-00-3-4361	DUES	-	420	-	320	475
02-30-00-3-4365	BUSINESS DEVELOPMENT	369	5,650	-	-	5,650
TOTAL CONTRACTUAL SERVICES		545	28,070	277	1,572	19,125
TOTAL ECONOMIC DEVELOPMENT		19,655	34,329	5,060	7,831	64,725

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. The 2013 requested revenue budget for annexation fees is estimated as follows:

Fischer Burton	\$3,000
Apex	\$3,776
Hawthorn Trails (5 homes @ \$1,000)	<u>\$5,000</u>
Total	\$11,776

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT
Description: General Fund Developer Donation
Priority: High
Account Number: 02-10-001-4-3676

This account is used to record the general fund developer donation fees received related to various annexation agreements. The 2013 requested revenue budget for annexation fees is estimated as follows:

Hawthorn Trails (5 homes @ \$3,531)	\$17,655
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**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013 requested revenue budget for annexation fees is estimated as follows:

DA Development - Krueger Fill Project	\$28,000
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**MAINTENANCE AND OPERATIONS BUDGET
2013 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 employee allocated to the Community Events Department, as follows:

Chief Operating Officer - 10%

Chief Administrative Officer - 10%

Chief Financial Officer - 10%

Economic Development requests **\$37,200** for Fiscal Year 2013. This represents a **\$31,950** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Economic Development requests **\$4,226** for Fiscal Year 2013. This represents a **\$4,833** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$2,846** for Fiscal Year 2013. This represents a **\$2,444** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Planning Services

Priority: High

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

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

	<u>2013</u>	<u>2014</u>
Hire planning group to design and engineer Downtown Water Walk pedestrian path (Phase 1) and Incorporate updated architectural overlay district	\$10,000	\$10,000
Integrate three corner parks at Midlothian into downtown center including landscape design (Phase 2)	\$ 1,000	\$ 0
Create town center identity (Phase 1 and Phase 2)	\$ 3,000	\$ 0
Purchase banners and brackets for uptown/ downtown	\$ 2,000	\$ 0
Create Northern Planning Area identity	<u>\$ 4,000</u>	<u>\$ 0</u>
Total	\$20,000	\$10,000

Economic Development requests **\$20,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

This is a carryover from 2012 to initiate in 2013. Some of these items will be incorporated into the re-write of the Village's Comprehensive Plan scheduled for 2013 using the DCEO \$90,000 grant award.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ECONOMIC DEVELOPMENT

Description: Publishing/Advertising

Priority: High

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

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

Create marketing brochure highlighting community development opportunities for trade shows, prospective developers, land investors, and national vendors seeking expansion opportunities	\$4,000
Promotional materials needed for show booth/ conference materials	<u>\$3,000</u>
Total	<u>\$7,000</u>

Economic Development requests **\$7,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$30** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents **no change** from Fiscal Year 2012.

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		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0
Part-Time	0	0	0	0
* Department Head position is allocated in Administration.				

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
37,550	41,550	35,000	Licenses	30,000	30,000
64,664	99,703	77,000	Permits	52,200	52,200
123,040	231,372	102,000	Fees	123,700	123,700
225,254	372,625	214,000	Total Revenue	205,900	205,900

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
169,809	76,443	49,500	Contractual Services	80,500	91,700
-	21,379	-	Interfund Transfer	200,000	200,000
169,809	97,822	49,500	Total Expenditures	280,500	291,700

55,445	274,803	164,500	Source (Use) of Cash	(74,600)	(85,800)
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Significant Changes

* Interfund transfer of \$200,000 to General Fund - actual year-end transfer for Fiscal Year 2012 to reserves was \$300,000.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BUILDING & ZONING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR LICENSES	41,550	35,000	18,300	30,000	30,000
TOTAL LICENSES		41,550	35,000	18,300	30,000	30,000
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	91,898	75,000	19,121	50,000	50,000
02-60-00-3-3260	USE & OCCUPANCY	1,575	1,000	175	775	1,000
02-10-00-3-3270	SUBDIVISION REVIEWS	4,330	-	-	-	-
02-60-00-3-3290	OTHER PERMITS	1,900	1,000	925	1,350	1,200
TOTAL PERMITS		99,703	77,000	20,221	52,125	52,200
FEES						
02-60-00-4-3620	ENGINEERING REVIEW FEES	5,400	4,000	750	3,000	3,000
02-60-00-4-3650	PLAN REVIEW FEES	24,370	20,000	11,415	20,000	20,000
02-60-00-4-3660	BUILDING INSPECTION FEES	86,867	60,000	29,870	58,000	58,000
02-60-00-4-3665	PLUMBING FIXTURES	10,580	6,500	2,203	6,500	6,500
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	15,349	4,000	2,259	20,000	20,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	45,407	2,000	850	2,000	2,000
02-60-00-4-3784	PLANNING REIMBURSEMENTS	591	500	375	500	5,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	3,000	2,000	4,284	4,500	4,500
02-60-00-4-3788	OTHER REIMBURSEMENTS	8,454	2,000	1,979	7,300	2,000
02-60-00-4-3789	FIRE SUPPRESSION FEES	-	-	261	261	200
02-60-00-4-3790	RECAPTURE FEES PASS THRU	2,500	1,000	-	3,000	2,500
02-60-00-4-3791	HAWTHORN TR-QUENTIN ROAD WATER	28,854	-	2,091	12,058	-
TOTAL FEES		231,372	102,000	56,337	137,119	123,700
TOTAL REVENUES		372,625	214,000	94,858	219,244	205,900

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BUILDING & ZONING						
EXPENSES						
CONTRACTUAL SERVICES						
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	15,394	4,000	12,488	20,000	25,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	(1,569)	2,000	-	2,000	2,500
02-60-65-3-4245	PLANNING SERVICES-REIMB	-	500	-	500	5,000
02-60-65-3-4260	OTHER REIMBURSEMENT	2,218	2,000	1,139	7,300	2,000
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	11,088	10,000	3,475	10,000	12,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	350	-	100	800	1,200
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	47,962	30,000	15,220	30,000	36,000
02-60-65-3-4360	RECAPTURE FEE PAID	1,000	1,000	500	3,000	2,500
TOTAL CONTRACTUAL SERVICES		76,443	49,500	32,922	73,600	91,700
INTERFUND TRANSFERS						
02-00-00-9-4910	INTERFUND TRANSFER	21,379	-	300,000	300,000	200,000
TOTAL INTERFUND TRANSFERS		21,379	-	300,000	300,000	200,000
TOTAL BUILDING & ZONING		97,822	49,500	332,922	373,600	291,700

PARKS AND RECREATION



PARKS AND RECREATION FUND

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	1	3	3	2.75
Part-Time	10	10	12	2
* Acting Director of Parks and Recreation is allocated in Administration.				

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
199,984	200,515	267,972	Special Recreation	316,878	246,878
28,817	151,839	114,312	Administration	117,137	117,137
20,204	25,692	53,291	Programs	51,831	52,000
29,210	23,350	20,000	Park Maintenance	32,000	32,000
278,215	401,396	455,575	Total Revenue	517,846	448,015

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
50,481	93,481	164,481	Special Recreation	190,481	120,481
42,537	51,122	54,084	Administration	60,262	61,734
12,818	21,064	32,332	Programs	30,408	31,000
36,695	122,325	175,422	Park Maintenance	194,836	196,091
142,531	287,992	426,319	Total Expenditures	475,987	409,307

135,684	113,404	29,256	Excess (Deficiency) of Revenues		
			Over Expenditures	41,859	38,708
171,123	284,527	313,783	Fund Balance as of 12/31	355,642	38,708

Significant Changes

* \$100,000 in funding for accessible projects is allocated in the Special Recreation department.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SPECIAL RECREATION						
REVENUES						
TAXES						
11-70-00-1-3017	PROPERTY TAXES-SRACLC	193,765	193,972	88,339	176,678	176,878
11-70-00-5-3805	SRACLC REIMBURSEMENT	6,750	74,000	1,864	74,000	70,000
TOTAL TAXES		200,515	267,972	90,203	250,678	246,878
EXPENSES						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACLC DUES	50,481	50,481	-	-	50,481
TOTAL CONTRACTUAL SERVICES		50,481	50,481	-	-	50,481
MISCELLANEOUS						
11-70-00-9-4910	TRANSFER TO OTHER FUNDS	36,250	40,000	-	40,000	40,000
TOTAL TRANSFER TO OTHER FUNDS		36,250	40,000	-	40,000	40,000
CAPITAL OUTLAY						
11-70-00-8-4893	SRACLC ACCESSIBILITY GRANT	6,750	74,000	5,375	-	100,000
TOTAL CAPITAL OUTLAY		6,750	74,000	5,375	-	100,000
TOTAL EXPENSES		93,481	164,481	5,375	40,000	190,481

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: SPECIAL RECREATION

Description: SRACLC Dues

Priority: High

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

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

Special Recreation requests **\$50,481** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: SPECIAL RECREATION

Description: Transfer to Other Funds

Priority: High

Account #: 11-70-00-9-4910

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

Special Recreation requests **\$40,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 Pathways for Parks	\$ 36,000
Replace Sand Surface at B&B Park with ADA Compliant Mulch	\$ 8,000
Redesign Barn Stage for ADA Compliant Access	\$ 31,000
<u>Create Plan for ADA Compliant Access to Parks</u>	<u>\$ 25,000</u>
Total	\$100,000

Special Recreation requests **\$100,000** for Fiscal Year 2013. This represents a **\$26,000** increase from Fiscal Year 2012.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
REVENUES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	110,723	113,312	56,541	113,082	113,312
11-10-00-6-3810	INTEREST INCOME	1,116	1,000	553	1,106	1,000
11-10-00-7-3820	RENTAL INCOME	-	-	2,600	2,600	2,500
11-10-00-7-3825	SECURITY FEE	-	-	325	325	325
11-00-00-7-3990	INTERFUND TRANSFER	40,000	-	-	-	-
11-10-00-7-3830	DONATIONS	-	-	-	-	-
TOTAL REVENUES		151,839	114,312	60,019	117,113	117,137
EXPENSES						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	35,303	36,834	17,461	36,834	42,488
11-10-00-1-4040	IMRF	4,308	4,262	2,020	4,262	4,827
11-10-00-1-4090	FICA MATCHING	2,619	2,818	1,408	2,818	3,250
TOTAL PERSONNEL SERVICES		42,230	43,914	20,889	43,914	49,092
CONTRACTUAL SERVICES						
11-10-00-3-4353	TELEPHONE	246	300	120	240	300
11-10-00-3-4357	PRINTING/COPYING	6,387	7,200	-	4,500	6,500
11-10-00-3-4360	PROCESSING FEES	-	-	1,351	2,000	2,000
11-10-00-3-4361	DUES	418	870	685	870	870
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	1,341	800	89	800	800
TOTAL CONTRACTUAL SERVICES		8,392	9,170	2,245	8,410	10,470
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	301	500	202	202	400
11-10-00-5-4595	OTHER CHARGES	199	500	-	-	300
TOTAL COMMODITIES		500₂₅₁	1,000	202	202	700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
TOTAL EXPENSES		51,122	54,084	23,336	52,526	60,262	61,734

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: 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:

Recreation and Special Events Manager – 75%

Administration requests **\$42,250** for Fiscal Year 2013. This represents a **\$4,416** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: IMRF

Priority: High

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

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

Effective January 1, 2012, the Village's portion will be 11.36%.

Administration requests **\$4,686** for Fiscal Year 2013. This represents a **\$424** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: FICA Matching

Priority: High

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

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

Parks and Recreation requests **\$3,156** for Fiscal Year 2013. This represents a **\$338** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This account is used for the business-related cellular telephone service for the Recreation and Special Events Manager.

Administration requests **\$300** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Printing / Copying

Priority: High

Account #: 11-10-00-3-4357

This line item is used to fund the printing, copying, and postage associated with the Parks and Recreation program brochures. The following brochures are planned for Fiscal Year 2013:

Winter Brochure	\$ 2,600 (on-line brochure only)
Summer Brochure	\$ 2,000
Fall Brochure	\$ 3,500
Postcard	<u>\$ 1,000</u>
Total	\$ 6,500

Administration requests **\$6,500** for Fiscal Year 2013. This represents a **\$700** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: 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. In prior years, the processing fees were recorded net against the revenues received. For better transparency and accounting, the processing fees are recorded in this new account.

Administration requests **\$2,000** for Fiscal Year 2013. This represents a **\$2,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION

Description: Dues

Priority: Medium

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

This line item is used to fund dues to professional organizations in the Parks and Recreation field. Memberships in professional organizations are essential as the Village expands and improves its recreational programming. The following dues are requested for Fiscal Year 2013

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

Administration requests **\$870** for dues for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: ADMINISTRATION
Description: Professional Development
Priority: High
Account Number: 11-10-00-3-4365

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

Illinois Parks and Recreation Association Annual Conference	
Director of Recreation	\$ 305
Recreation Coordinator	\$ 305
Certified Parks and Recreation Professional Training	<u>\$ 190</u>
Total	<u>\$ 800</u>

Administration requests **\$800** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Office Supplies**

Priority: **High**

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

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

Administration requests **\$400** for Fiscal Year 2013. This represents a **\$100** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **ADMINISTRATION**

Description: **Other Charges**

Priority: **High**

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

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

Administration requests **\$300** for Fiscal Year 2013. This represents a **\$200** decrease from Fiscal Year 2012.

Class/Information 2013	(ant. sessions x # of sessions x ant. charge)	2012 Net Profit Budget	2012 Net Profit Est. Actual	2013 Revenue Budget	2013 Expense Budget	2013 Net Profit Budget
20 - EARLY CHILDHOOD EDUCATION						
Bookin' It	2 sessions X 3 = 6 participants X \$65 =	\$ 340	\$ -	Program	Discontinued	\$ -
Messes are Marvelous/Messy Monday Materials and supplies:	1 sessions X 3 =3 participants X \$55 =	\$ 340	\$ -	\$ 165	\$ 25	\$ 140
Kids in the Kitchen Materials and supplies:	1 sessions X 3 = 3 participants X \$55 =	\$ 340	\$ -	\$ 165	\$ 25	\$ 140
Monthly Holiday Craft Class	12 sessions x 10 participants x \$25 =			\$ 3,000	\$ 600	\$ 2,400
Movin' to the Music Materials and supplies:	1sessions X 3 =3 participants X \$55 =	\$ 340	\$ -	\$ 165	\$ 25	\$ 140
FUTURE PROGRAMMING		\$ 100	\$ -	\$ 100		\$ 100

TOTAL EARLY CHILDHOOD EDUCATION

\$ 1,460	\$ -	\$ 3,595	\$ 675	\$ 2,920
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21 - YOUTH						
Babysitter's Training Supplies and materials:	3 sessions X 10 = 30 participants X \$75 =	\$ 2,200	\$ 1,035	\$ 2,250	\$ 600	\$ 1,650
Home Alone Safety Materials and supplies:	3 sessions X 3 = 9 participants X \$30 =	\$ 270	\$ 150	\$ 270	\$ -	\$ 270
Craft Camp Vendor supplied:	1 session X 15 = 15 participants X \$120	\$ 360	\$ 612	\$ 1,800	\$ 1,350	\$ 450
PartyCakes Party Cakes Vendor supplied:	3 sessions X 15 = 45 participants X \$13	\$ 90	\$ 8	Program	Discontinued	\$ -
Magic and Balloon Making Vendor supplied:	1 sessions X 10 = 10 participants X \$13		\$ 8	Program	Discontinued	\$ -
Young Rembrandt's Art Classes Vendor supplied:	3 sessions X 10 = 30 participants X \$55			\$ 1,650	\$ 1,238	\$ 412

Class/Information 2013	(ant. sessions x # of sessions x ant. charge)	2012 Net Profit Budget	2012 Net Profit Est. Actual	2013 Revenue Budget	2013 Expense Budget	2013 Net Profit Budget
21 - YOUTH - continued						
Monthly Craft Class	12 sessions x 10 participants x \$25 =			\$ 3,000		\$ 2,400
Supplies:					\$ 600	
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100
TOTAL YOUTH		\$ 3,020	\$ 1,813	\$ 9,070	\$ 3,788	\$ 5,282

22 - SPORTS						
Tennis (6-8 years)	3 sessions X 6 = 18 participants X \$50 =	\$ 600	\$ -	\$ 900		\$ 600
Materials and supplies:					\$ 30	
Salaries:					\$ 270	
Tennis (9+ years)	3 sessions X 4 = 12 participants X \$100 =	\$ 640	\$ -	\$ 1,200		\$ 640
Materials and supplies:					\$ 20	
Salaries:					\$ 540	
JBS Sports Camps	15 sessions X 6 = 90 participants X \$65 =	\$ 1,755	\$ 567	\$ 5,850		\$ 1,287
Vendor supplied:					\$ 4,563	
Midwest Tennis Camps and Classes			\$ 325	Program	Discontinued	\$ -
Vendor supplied:					\$ -	
Soccer (JT)	5 sessions X 6 = 11 participants X \$250 =	\$ 688	\$ 410	\$ 1,800		\$ 450
Vendor supplied:					\$ 1,350	
Lacrosse Camps (Boys and Girls)	1 session X 15 = 15 participants X \$105 =	\$ 1,181	\$ 1,575	\$ 1,575		\$ 1,181
Vendor supplied					\$ 394	
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100
TOTAL SPORTS		\$ 4,964	\$ 2,877	\$ 11,425	\$ 7,167	\$ 4,258

Class/Information 2013	(ant. sessions x # of sessions x ant. charge)	2012 Net Profit Budget	2012 Net Profit Est. Actual	2013 Revenue Budget	2013 Expense Budget	2013 Net Profit Budget
23 - TEEN						
FUTURE PROGRAMMING		\$ 100	\$ -	\$ 100		\$ 100
TOTAL TEEN		\$ 100	\$ -	\$ 100	\$ -	\$ 100
24 - SUMMER CAMP						
Woodchucks		\$ 3,000	\$ 1,115	\$ 6,000		\$ 1,500
Materials/supplies/salaries:					\$ 4,500	
Advanced Woodchucks		\$ 3,000	\$ 1,416	\$ 6,000		\$ 1,500
Materials/supplies/salaries:					\$ 4,500	
TOTAL SUMMER CAMP		\$ 6,000	\$ 2,531	\$ 12,000	\$ 9,000	\$ 3,000
25 - SENIOR						
Potluck Luncheons	<i>FREE</i>	\$ (300)	\$ (300)	\$ 700		\$ 400
Materials and supplies: Consumables:	***We have \$700 donation from the Annual Golf Outing***				\$ 300	
Monthly Outings:	12 sessions X 6 = 72 participants X \$20 =	\$ -	\$ -	\$ 1,440	\$ 1,440	\$ -
Transportation:						
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100
TOTAL SENIOR		\$ (200)	\$ (300)	\$ 2,240	\$ 1,740	\$ 500

Class/Information 2013	(ant. sessions x # of sessions x ant. charge)	2012 Net Profit Budget	2012 Net Profit Est. Actual	2013 Revenue Budget	2013 Expense Budget	2013 Net Profit Budget
26 - FITNESS						
Zumba	95 sessions X 8 = 760 participants X \$5	\$ 2,019	\$ 3,511	\$ 5,800		\$ 3,456
Salary/supplies:					\$ 2,344	
Supplies:						
Fitness Bootcamp			\$ 96	Program	Discontinued	
Vendor supplied:						
Yoga	95 sessions X 5 = 760 participants X \$5	\$ -	\$ -	\$ 1,900		\$ 475
Salary:					\$ 1,425	
TOTAL FITNESS		\$ 2,019	\$ 3,607	\$ 7,700	\$ 3,769	\$ 3,931

27 - RECREATION SPECIAL EVENTS						
Daddy/Daughter Dance	1 session X 15 = 15 participants X \$20 = DJ = \$150 + \$50 supplies	\$ (100)	\$ -	\$ 300	\$ 200	\$ 100
Materials and supplies:						
Consumables:						
Marketing:						
Mother/Son Outing	1 session X 15 = 15 participants X \$25 =	\$ 175	\$ -	\$ 375	\$ 200	\$ 175
Materials and supplies:						
Consumables:						
Marketing:						
Movies in the Barn	<i>FREE EVENT</i>	\$ (550)		\$ -	\$ 350	\$ (350)
Materials and supplies:	2 movies x \$150 =					
Consumables:	\$50 supplies					
Marketing:						
Picnics in the Parks	<i>FREE EVENT</i>	\$ (50)		\$ -	\$ 50	\$ (50)
Materials and supplies:						
Consumables:						
Marketing:						
FUTURE PROGRAMMING		\$ 500			\$ -	\$ -
TOTAL RECREATION SPECIAL EVENTS		\$ (25)	\$ -	\$ 675	\$ 800	\$ (125)

Class/Information 2013	(ant. sessions x # of sessions x ant. charge)	2012 Net Profit Budget	2012 Net Profit Est. Actual	2013 Revenue Budget	2013 Expense Budget	2013 Net Profit Budget
28 - ADULT						
Home-Brewing Basics 101 Vendor supplied:	2 sessions X 4 = 8 participants X \$25	\$ 50	\$ -	\$ 200	\$ 150	\$ 50
Pet First Aid Vendor supplied:	1 session x 10 = 10 participants X \$40	\$ 100	\$ -	\$ 400	\$ 300	\$ 100
Photography Vendor supplied:	1 session x 10 = 10 participants X \$50	\$ 125	\$ -	\$ 500	\$ 375	\$ 125
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100

TOTAL ADULT

\$ 375	\$ -	\$ 1,200	\$ 825	\$ 375
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29 -DANCE						
Dancing - Adult/Senior Vendor Supplied	6 sessions X 10 = 60 participants X \$50	\$ 750	\$ -	Program	Discontinued	\$ -
Dancing - Children Vendor supplied:	12 sessions X 5 = 60 participants X \$65 =	\$ 975	\$ -	Program	Discontinued	\$ -
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100

TOTAL DANCE

\$ 1,825	\$ -	\$ 100	\$ -	\$ 100
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Class/Information 2013	(ant. sessions x # of sessions x ant. charge)	2012 Net Profit Budget	2012 Net Profit Est. Actual	2013 Revenue Budget	2013 Expense Budget	2013 Net Profit Budget
30 - MUSIC						
Mini-Mozarts Vendor supplied:	2 sessions X 3 = 6 participants X \$145 =	\$ 218	\$ -	\$ 870	\$ 653	\$ 218
Music, Movement and Me Vendor supplied:	8 sessions x 4 = 32 participants X \$45 =	\$ 360	\$ -	Program	Discontinued	\$ -
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100

TOTAL MUSIC

\$ 678	\$ -	\$ 970	\$ 653	\$ 318
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31 - MARTIAL ARTS						
Fencing Vendor supplied:	8 sessions X 4 = 32 participants X \$50 =	\$ 400	\$ -	\$ 1,600	\$ 1,200	\$ 400
Boxing Vendor supplied:	3 sessions X 2 = 6 participants X \$88 =	\$ 132	\$ 44	\$ 528	\$ 396	\$ 132
Cardio-Boxing Vendor supplied:	3 sessions X 2 = 6 participants X \$88 =	\$ 132	\$ -	\$ 528	\$ 396	\$ 132
FUTURE PROGRAMMING		\$ 100		\$ 100		\$ 100

TOTAL MARTIAL ARTS

\$ 764	\$ 44	\$ 2,756	\$ 1,992	\$ 764
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33 - BIRTHDAY PARTIES						
Birthday Parties	8 sessions X \$40 =	\$ 320	\$ -	Program	Discontinued	\$ 320

TOTAL BIRTHDAY PARTIES

\$ 320	\$ -	\$ -	\$ -	\$ 320
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TOTAL PROGRAMS

\$ 21,299	\$ 10,572	\$ 51,831	\$ 30,408	\$ 21,743
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-7-3630	FIELD LEASE	23,350	20,000	28,185	31,385	32,000
TOTAL REVENUES		23,350	20,000	28,185	31,385	32,000
EXPENSES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	71,071	123,236	39,856	123,236	107,100
11-40-00-1-4011	SEASONAL SALARIES	-	-	-	-	15,190
11-40-00-1-4012	SUMMER SEASONAL	-	-	-	-	12,600
11-40-00-1-4020	OVERTIME	5,620	4,000	2,691	4,000	1,000
11-40-00-1-4040	IMRF	9,358	14,258	4,990	14,258	14,006
11-40-00-1-4090	FICA MATCHING	5,730	9,428	3,226	9,428	10,396
TOTAL PERSONNEL SERVICES		91,779	150,922	50,763	150,922	160,291
CONTRACTUAL SERVICES						
11-40-00-3-4371	PUBLIC PARK UTILITIES	172	500	-	600	2,800
TOTAL CONTRACTUAL SERVICES		172	500	-	600	2,800
COMMODITIES						
11-40-00-5-4570	MAINTENANCE SUPPLIES	19,198	16,000	14,975	24,000	-
11-40-00-5-4571	FIELD/TURF MAINTENANCE SUPPLIES	-	-	-	-	15,000
11-40-00-5-4572	BUILDING/GROUNDS MAINT SUPPLIES	-	-	-	-	8,000
11-40-00-5-4573	PLAYGROUND MAINT SUPPLIES	-	-	-	-	2,000
TOTAL COMMODITIES		19,198	16,000	14,975	24,000	25,000
CAPITAL OUTLAY						
11-40-00-8-4895	OTHER IMPROVEMENTS	11,176	8,000	-	500	8,000
TOTAL CAPITAL OUTLAY		11,176	8,000	-	500	8,000
TOTAL PARK MAINTENANCE		122,325	175,422	65,738	176,022	196,091

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents an **\$18,236** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: **PARK MAINTENANCE**

Description: **Seasonal Salaries**

Priority: **High**

Account Number: **11-40-00-1-4011**

This account is used to pay seasonal employees allocated to the Park Maintenance Department. This is a newly created account in fiscal year 2013 and provides for one seasonal employee from April 1 to October 31. In prior years, seasonal employees were included in the general salaries account.

Park Maintenance requests **\$14,880** for Fiscal Year 2013. This represents a **\$14,880** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Summer Seasonal Salaries
Priority: High
Account Number: 11-40-00-1-4012

This account is used to pay summer employees allocated to the Public Works Department. This is a newly created account in fiscal year 2013 and provides for three summer employees from May 15 to August 15. In prior years, summer employees were included in the general salaries account.

Park Maintenance requests **\$12,240** for Fiscal Year 2013. This represents a **\$12,240** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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** for Fiscal year 2013. This represents a **\$3,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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, 2013, the Village's portion will be 11.36%.

Park Maintenance requests **\$13,732** for Fiscal Year 2013. This represents a **\$526** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$10,184** Fiscal Year 2013. This represents a **\$756** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013. This represents a **\$2,300** increase from Fiscal Year 2012. The primary reason for the increase is related to the repair of the aerators at Copperfield Park and Heritage Oaks Park. Once the aerators are operational there will be increased electricity charges to power the functional aerators.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Park Buildings & Grounds
Priority: High
Account Number: 11-40-00-5-4570

In the prior fiscal years, this account was used to pay for all building and grounds materials that are necessary to maintain the Villages park systems. In the 2013 budget, this general account has been allocated to three new accounts for better planning and transparency, as follows:

11-40-00-5-4571 - Field/Turf Maintenance
11-40-00-5-4572 - Building/Grounds Maintenance
11-40-00-5-4573 - Playground Maintenance

Park Maintenance requests **\$0** for Fiscal Year 2013. This represents a **\$16,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. In prior years, these expenses were recorded in Maintenance Supplies - account number 11-40-00-5-4570.

Park Maintenance requests **\$15,000** for Fiscal Year 2013. This represents a **\$15,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. In prior years, these expenses were recorded in Maintenance Supplies - account number 11-40-00-5-4570.

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

Park Maintenance requests **\$8,000** for Fiscal Year 2013. This represents a **\$8,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. In prior years, these expenses were recorded in Maintenance Supplies – account number 11-40-00-5-4570.

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 **\$2,000** for Fiscal Year 2013. This represents a **\$2,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: PARK MAINTENANCE
Description: Other Park Improvements
Priority: High
Account Number: 11-40-00-8-4895

This line item is used for any capital improvements that are to be funded in the parks. Included in this account are tree, shrub and herbaceous plant replacements as well as any improvements such as paving paths and new signs.

Park Maintenance requests **\$10,000** for Fiscal Year 2013. This represents a **\$2,000** increase from Fiscal Year 2012.

This account will help fund tree replacement associated with Emerald Ash and the drought that occurred in 2012.

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
	2011	2012	2013	2013
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.				

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
230,940	222,965	182,000	Taxes	184,678	184,768
2,259	2,959	3,000	Interest	1,500	1,500
233,199	225,924	185,000	Total Revenue	186,178	186,268

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	10,859	17,388	Personnel Services	49,092	50,564
78,587	66,152	93,500	Contractual Services	95,000	95,000
-	81,904	117,500	Commodities	127,500	127,500
-	-	-	Other Financing Uses	-	-
78,587	158,915	228,388	Total Expenditures	271,592	273,064

Excess (Deficiency) of Revenues

154,612	67,009	(43,388)	Over Expenditures	(85,413)	(86,796)
301,900	368,909	325,521	Fund Balance as of 12/31	240,108	153,311

* Allocation of a portion of the Maintenance Specialist of Streets to reflect job responsibilities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
REVENUES						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	222,965	182,000	102,156	204,312	184,678
TOTAL TAXES		222,965	182,000	102,156	204,312	184,678
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	2,959	3,000	792	1,500	1,500
TOTAL INTEREST INCOME		2,959	3,000	792	1,500	1,500
TOTAL REVENUES: MOTOR FUEL TAX FUND		225,924	185,000	102,948	205,812	186,178

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
EXPENSES						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	8,952	15,510	3,755	15,510	42,488
28-00-00-1-4020	OVERTIME	179	100	172	100	-
28-00-00-1-4040	IMRF	1,114	1,070	448	1,070	4,827
28-00-00-1-4090	FICA MATCHING	614	708	255	708	3,250
TOTAL PERSONNEL SERVICES		10,859	17,388	4,630	17,388	50,564
CONTRACTUAL SERVICES						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	66,152	93,500	4,827	65,000	10,000
28-00-00-3-4151	STREET PATCHING	-	-	-	-	60,000
28-00-00-3-4152	CRACK SEALING	-	-	-	-	25,000
28-00-00-3-4220	ENGINEERING SERVICES	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		66,152	93,500	4,827	65,000	95,000
COMMODITIES						
28-00-00-5-4571	ROAD PATCH MATERIALS	-	2,500	699	2,500	2,500
28-00-00-5-4572	SALT & DEICERS	81,904	115,000	74,881	90,000	100,000
28-00-00-5-4573	TRAFFIC SIGNAGE	-	-	-	-	20,000
28-00-00-5-4574	ROW MATERIALS	-	-	-	-	5,000
TOTAL COMMODITIES		81,904	117,500	75,580	92,500	127,500
TOTAL EXPENSES: MOTOR FUEL TAX FUND		158,915	228,388	85,037	174,888	273,064

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$41,250** for the Fiscal Year 2013. This represents a **\$25,740** increase from Fiscal Year 2012. The primary reason for the increase is a change in the allocation of the employee charged to this account, based upon actual job responsibilities.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Overtime

Priority: High

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

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

Motor Fuel Tax Fund request is \$0 for the Fiscal Year 2013. This represents a \$100 decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: IMRF

Priority: High

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

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

Effective January 1, 2013, the Village's portion will be 11.36%.

Motor Fuel Tax Fund request is **\$4,686** for the Fiscal Year 2013. This represents a **\$3,616** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$3,156** for the Fiscal Year 2013. This represents a **\$2,448** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. In prior years, this account was a general street maintenance account that contained all contract street maintenance. In the fiscal 2013 budget, this account will be utilized exclusively for traffic signal maintenance for better transparency.

Motor Fuel Tax Fund request is **\$10,000** for the Fiscal Year 2013. This represents a **\$83,500** decrease from Fiscal Year 2012. The primary reason for the decrease is due to the creation of new accounts for better recordkeeping and transparency. See pages 289 – 290 for more information.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND
Description: Street Patching Maintenance
Priority: High
Account Number: 28-00-00-3-4151

This account is used to pay for contracted services for street patching. In prior years, these expenses were recorded in account 28-00-00-3-4150 - Contract Maintenance - Streets.

Motor Fuel Tax Fund request is **\$60,000** for the Fiscal Year 2013. This represents a **\$60,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Crack Sealing

Priority: High

Account Number: 28-00-00-3-4152

This account is used to pay for contracted services for crack sealing. In prior years, these expenses were recorded in account 28-00-00-3-4150 - Contract Maintenance - Streets.

Motor Fuel Tax Fund request is **\$25,000** for the Fiscal Year 2013. This represents a **\$25,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Road Patching Materials

Priority: High

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

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

Motor Fuel Tax Fund request is **\$2,500** for the fiscal year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 road salt and liquid deicers for road maintenance during winter snow events.

Motor Fuel Tax Fund request is **\$100,000** for the fiscal year 2013. This represents a **\$15,000** decrease from the fiscal year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: MOTOR FUEL TAX FUND

Description: Traffic Signage

Priority: High

Account Number: 28-00-00-5-4573

This account is used to pay for traffic sign materials. This is a new account in fiscal year 2013. In prior years, these expenses were recorded in account 28-00-00-5-4572.

Motor Fuel Tax Fund request is **\$20,000** for the fiscal year 2013. This represents a **\$20,000** increase from the fiscal year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$5,000** for the fiscal year 2013. This represents a **\$5,000** increase from the fiscal year 2012.

AQUATIC CENTER



AQUATIC CENTER

Department Purpose

The Hawthorn Woods Aquatic Center features a six lane 25 yard competition pool with a five foot depth, a separate diving well with a depth of 12 feet with two diving boards, a zero depth pool with two water slides and various spray features for toddlers. The pool has a seating capacity of 200.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0
Seasonal	55	55	55	14

The bathhouse features a concession stand with an outdoor picnic area seating for over 75. Also included in the bathhouse are men's and women's locker rooms, a community room available for groups such as homeowners associations and rentals for private functions. The paved parking lot has 176 spaces. The grounds of the Hawthorn Woods Aquatic Center are adorned with trees, natural grasses and flowers. The Aquatic Center has become the central feature of the Village's Park And Recreation programming

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
240,828	232,231	279,850	Fees	278,850	278,713
889	223	500	Interest	250	250
2,528,927	(35,931)	400	Miscellaneous	300	300
2,770,644	196,523	280,750	Total Revenue	279,400	279,263

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
139,254	159,960	150,733	Personnel Services	173,672	173,672
96,325	71,455	91,000	Contractual Services	58,295	58,320
26,808	28,364	28,050	Commodities	28,902	28,952
75,000	-	10,000	Capital Outlay Reserve	10,000	10,000
337,387	259,779	279,783	Total Expenditures	270,869	270,944

		967	Change in Net Assets	8,531	8,319
2,749,848	2,749,848	2,750,815	Net Assets as of 12/31	2,759,346	2,767,665

Significant Changes

- * Connection to new sewer service planned before start of 2013 operating season, resulting in \$18,000 in savings
- * 3% increase in season pass rates; no change in daily admission rate

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
AQUATIC CENTER OPERATIONS FUND							
REVENUES							
FEES							
40-00-00-4-3632	SEASON PASSES	110,738	142,000	120,260	124,607	128,750	132,613
40-00-00-4-3635	DAILY ADMISSIONS	72,979	77,000	31,077	81,446	78,000	78,000
40-00-00-4-3636	SWIM TEAM REVENUE	3,899	5,000	4,479	4,595	5,000	5,000
40-00-00-4-3637	SWIM LESSON REVENUE	15,833	17,000	2,071	28,000	30,000	30,000
40-00-00-4-3638	PRIVATE SWIM LESSONS	7,991	8,000	1,940	8,865	10,500	8,000
40-00-00-4-3639	DIVE CAMP	1,642	1,900	590	3,917	4,000	3,000
40-00-00-4-3640	CONCESSIONS	7,772	6,000	-	7,000	7,000	7,000
40-00-00-4-3641	SCUBA	246	650	150	600	600	600
40-00-00-4-3642	WATER FITNESS CLASS	1,087	700	853	1,980	2,000	1,500
40-00-00-4-3643	LIFEGUARD TRAINING	600	600	148	148	1,000	1,000
40-00-00-4-3644	SPECIAL EVENTS	465	1,000	315	890	1,000	1,000
40-00-00-4-3645	BIRTHDAY PARTY REV	4,029	10,000	1,645	3,725	5,000	5,000
40-00-00-4-3646	POOL RENTAL	4,950	10,000	700	5,745	6,000	6,000
TOTAL FEES		232,231	279,850	164,228	271,518	278,850	278,713
INTEREST INCOME							
40-00-00-6-3810	INTEREST INCOME	223	500	133	250	250	250
TOTAL INTEREST INCOME		223	500	133	250	250	250
MISCELLANEOUS INCOME							
40-00-00-7-3825	GIFT SHOP REVENUE	361	400	163	323	300	300
40-00-00-7-3890	MISCELLANEOUS INCOME	-	-	(183)	-	-	-
40-00-00-7-3900	REFUND SERVICE CHARGE	798	-	50	50	-	-
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	(37,090)	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		(35,931)	400	30	373	300	300
TOTAL REVENUES:		196,523	280,750	164,391	272,141	279,400	279,263

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENSES						
PERSONNEL SERVICES						
40-00-00-1-4010	MANAGERS	64,496	58,295	17,999	48,935	52,702
40-00-00-1-4011	LIFEGUARDS	50,409	49,966	12,803	55,503	55,500
40-00-00-1-4012	CASHIER/ATTENDANT	13,414	13,000	3,564	13,557	13,600
40-00-00-1-4013	SWIM TEAM/DIVE COACH	2,508	4,800	360	2,024	2,600
40-00-00-1-4014	BIRTHDAY PARTY ATTENDANT	398	1,440	36	123	-
40-00-00-1-4015	SWIM LESSON INSTRUCTORS	10,270	5,750	1,216	12,772	7,700
40-00-00-1-4016	AQUA INSTRUCTORS	1,235	1,100	230	1,178	1,195
40-00-00-1-4017	SPECIAL EVENTS	-	-	-	279	290
40-00-00-1-4018	PRIVATE LESSONS	-	-	-	-	5,100
40-00-00-1-4019	MAINTENANCE	-	-	-	-	16,500
40-00-00-1-4020	OVERTIME	1,215	3,000	562	1,218	1,500
40-00-00-1-4040	IMRF	5,003	3,982	1,465	3,054	4,998
40-00-00-1-4090	FICA MATCHING	11,012	9,400	2,808	10,286	11,987
TOTAL PERSONNEL SERVICES		159,960	150,733	41,043	148,929	173,672
CONTRACTUAL SERVICES						
40-00-00-3-1430	INSPECTIONS	1,585	1,400	425	775	1,400
40-00-00-3-4110	SECURITY	299	2,920	299	300	700
40-00-00-3-4130	EQUIPMENT RENTAL	266	500	775	776	800
40-00-00-3-4329	OTHER PROFESSIONAL SERVICES	555	-	-	-	-
40-00-00-3-4330	INTERNET SERVICE	1,459	950	521	523	-
40-00-00-3-4342	SWIM TEAM EXP	646	1,200	187	367	1,200
40-00-00-3-4351	MARKETING	7,513	10,000	10,000	10,000	10,000
40-00-00-3-4353	TELEPHONE	3,473	4,480	1,440	3,546	375
40-00-00-3-4360	PROCESSING FEES	-	-	4,551	6,841	7,000
40-00-00-3-4361	DUES	625	700	-	655	960
40-00-00-3-4365	PROFESSIONAL DEVELOPMENT	2,095	1,000	54	555	910
40-00-00-3-4371	UTILITIES	34,897	35,300	4,636	27,172	27,425

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
40-00-00-3-4372	WASTE HAULING	12,600	20,000	7,200	26,700	2,000	2,000
40-00-00-3-4373	LIABILITY INSURANCE	5,000	12,000	-	5,000	5,000	5,000
40-00-00-3-4377	EMPLOYEE RECOGNITION	234	300	-	300	300	300
40-00-00-3-4390	MISC EXPENSES	208	250	81	280	250	250
TOTAL CONTRACTUAL SERVICES		71,455	91,000	30,169	83,790	58,295	58,320
COMMODITIES							
40-00-00-5-4561	OFFICE SUPPLIES	1,955	2,000	996	1,506	1,600	1,600
40-00-00-5-4563	EQUIPMENT	5,784	5,500	3,949	1,658	5,560	5,560
40-00-00-5-4566	CHEMICAL SUPPLIES	9,582	11,000	4,967	9,000	10,000	10,000
40-00-00-5-4570	MAINTENANCE SUPPLIES	6,571	5,000	3,252	4,035	5,000	5,000
40-00-00-5-4575	FIRST AID SUPPLIES	211	400	567	583	600	600
40-00-00-5-4576	TRAINING SUPPLIES	-	-	403	403	500	500
40-00-00-5-4578	UNIFORMS	1,896	1,600	1,801	3,688	3,442	3,442
40-00-00-5-4580	BIRTHDAY PARTY EXP	826	1,000	58	59	500	500
40-00-00-5-4585	GIFT SHOP EXPENSES	1,539	550	91	152	200	250
40-00-00-5-4595	SPECIAL EVENTS	-	1,000	-	458	1,500	1,500
40-00-00-7-3895	CASH OVER/SHORT	-	-	(4)	(4)	-	-
TOTAL COMMODITIES		28,364	28,050	16,080	21,538	28,902	28,952
CAPITAL OUTLAY							
40-00-00-8-4899	CAPITAL REPLACEMENT RESERVE	-	10,000	-	10,000	10,000	10,000
TOTAL CAPITAL OUTLAY		-	10,000	-	10,000	10,000	10,000
TOTAL EXPENSES		259,779	279,783	87,292	264,257	270,869	270,944

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

	2010	2011	2012	2013
Resident - Individual	\$ 160	\$100	\$103	\$106
Non-Resident - Individual	\$ 210	\$150	\$154	\$158
Resident - Senior 65+	N/A	\$75	\$77	\$79
Non-Resident - Senior 65+	N/A	\$125	\$128	\$132
Resident - Family - 2 person	\$ 265	\$150	\$154	\$158
Resident - Family - 3 person	\$ 265	\$185	\$190	\$195
Resident - Family - 4 person	\$ 265	\$225	\$231	\$238
Resident - Family - 5 person	\$ 265	\$265	\$272	\$280
Additional Family Member Resident	\$ 55	\$60	\$62	\$63
Non-Resident - Family - 2 person	\$ 395	\$250	\$256	\$264
Non-Resident - Family - 3 person	\$ 395	\$300	\$308	\$317
Non-Resident - Family - 4 person	\$ 395	\$350	\$359	\$370
Non-Resident - Family - 5 person	\$ 395	\$400	\$410	\$422
Additional Family Member Non-Resident	\$ 55	\$80	\$82	\$84
Nanny Pass-Resident	\$ 55	\$75	\$103	\$106
Nanny Pass-Non-Resident	\$ 55	\$125	\$154	\$159

The proposed Fiscal Year 2013 fee schedule assumes a 3% increase from the Fiscal Year 2012 fee schedule.

The Aquatic Center forecasts **\$128,750** for Fiscal Year 2013. This represents a **\$13,250** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL REVENUES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Daily Admissions
Priority: High
Account Number: 40-00-00-4-3635

This account considers only daily admissions to the pool. The daily admission fee schedule is as follows:

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

The Aquatic Center forecasts **\$78,000** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$5,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013 operating season, there will be additional classes offered to accommodate demand for this service.

The Aquatic Center forecasts **\$30,000** for Fiscal Year 2013. This represents a **\$13,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. For the 2013 operating season, there will be additional classes offered to accommodate demand for this service. In addition, the price per lesson will be increased \$5 for both private (\$25 per half hour) and semi-private (\$20 per half hour) lessons, based upon price comparisons with other area aquatic facilities.

The Aquatic Center forecasts **\$10,500** for Fiscal Year 2013. This represents a **\$2,500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$4,000** for Fiscal Year 2013. This represents a **\$2,100** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Concessions

Priority: High

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

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

The Aquatic Center forecasts **\$7,000** for Fiscal Year 2013. This represents a **\$1,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$650** for Fiscal Year 2013. This represents a **\$50** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$2,000** for Fiscal Year 2013. This represents a **\$1,300** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 **\$1,000** for Fiscal Year 2013. This represents a **\$400** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 Kids Triathlon and the new Family Movie night.

The Aquatic Center forecasts **\$1,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$5,000** for Fiscal Year 2013. This represents a **\$5,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$6,000** for Fiscal Year 2013. This represents a **\$4,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center forecasts **\$300** for Fiscal Year 2013. This represents a **\$100** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL EXPENSES
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Personnel Services

Priority: High

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

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

The Aquatic Center requests **\$173,672** for Fiscal Year 2013. This represents a **\$22,939** increase from Fiscal Year 2012. The primary reason for the increase is an allocation of the Public Works Maintenance Specialist of Buildings who performs the maintenance function at the Aquatic Center Facility. This allocation is necessary to identify the true cost of operating the Aquatic Center.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	<u>\$200</u>
Total:	\$1,400

The Aquatic Center requests **\$1,400** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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

The Aquatic Center requests **\$700** for Fiscal Year 2013. This represents a **\$2,220** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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

The Aquatic Center requests **\$800** for Fiscal Year 2013. This represents a **\$300** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. The internet service at the Aquatic Center will be provided by a new wireless bridge, which will eliminate the need for this monthly charge.

Comcast (\$76 monthly x 12 months) = \$0

The Aquatic Center requests **\$0** for Fiscal Year 2013. This represents **\$950** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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:

2013 Northern Illinois Swim Conference Membership Fee	\$ 400
T-Shirts	\$ 450
Swim Meet Software Maintenance Fee	\$ 300
Miscellaneous	<u>\$ 50</u>
Total	\$1,200

The Aquatic Center requests **\$1,200** for Fiscal Year 2013. This represents a **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Marketing

Priority: High

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

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

The Aquatic Center requests **\$10,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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=)	\$2,905
Cellular Phone - Business Use (\$75 x 5)	\$ 375

The Aquatic Center requests **\$375** for Fiscal Year 2013. This represents **\$4,105** decrease from Fiscal Year 2012. The T-1 line can be eliminated as a result of the installation of a new wireless bridge.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. In prior years, these fees were recorded net of the revenue received. In the Fiscal Year 2013 budget, these fees are separately recorded for better transparency and accounting.

The Administration department requests **\$7,000** for Fiscal Year 2013. This represents a **\$7,000** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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 2013:

IPRA	\$260
Red Cross Member Fee	<u>\$700</u>
Total	\$960

The Administration department requests **\$960** for Fiscal Year 2013. This represents a **\$260** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

Illinois Parks and Recreation Association Annual Conference	
Aquatic Center Manager	\$ 305
Aquatic Center Office Coordinator	\$ 305
WSI Training	<u>\$ 300</u>
Total	\$ 910

The Aquatic Center requests **\$910** for Fiscal Year 2013. This represents a **\$90** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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	\$15,000
XM Radio	\$ 100
ASCAP	<u>\$ 325</u>
Total	\$27,425

The Aquatic Center requests **\$27,400** for Fiscal Year 2013. This represents a **\$7,900** decrease from Fiscal Year 2012. The primary reason for the decrease is cost savings from bidding the electricity supply to alternate providers, resulting in a lower rate.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Sewer Service (Formerly Waste Hauling)
Priority: High
Account Number: 40-00-00-3-4372

In prior years, this account included waste hauling at the Aquatic Center. This account will now record the expense for the sewer service at the Aquatic Center facility. Staff anticipates that the connection will be complete prior to the commencement of the 2013 season. The 2013 Budget request is based upon the current Lake Zurich sewer rates and an estimate of the total gallons of waste water hauled during the 2012 operating season.

The Aquatic Center requests **\$2,000** for Fiscal Year 2013. This represents an **\$18,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Liability Insurance
Priority: High
Account Number: 40-00-00-3-4373

This account pays for the liability and workers' compensation insurance for the Aquatic Center.

The Aquatic Center requests **\$5,000** for Fiscal Year 2013. This represents a **\$7,000** decrease from Fiscal Year 2012. The Fiscal Year 2013 budget was reduced to reflect the actual experience from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Employee Recognition
Priority: High
Account Number: 40-00-00-3-4377

This line item includes expenses for employee recognition. All Aquatic Center staff are required to attend weekly in-service training. This account provides for incentives related to excellent performance at these training sessions.

The Aquatic Center requests **\$300** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Misc. Expenses

Priority: High

Account Number: 40-00-00-3-4390

This line item includes miscellaneous expenses.

The Aquatic Center requests **\$250** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Office Supplies

Priority: High

Account Number: 40-00-00-5-4561

This line item includes all office supplies for the Aquatic Center operations.

The Aquatic Center requests **\$1,600** for Fiscal Year 2013. This represents a **\$400** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Equipment

Priority: High

Account Number: 40-00-00-5-4563

This line item includes equipment with a value less than \$5,000 necessary for the Aquatic Center operations.

The Aquatic Center requests **\$5,560** for Fiscal Year 2013. This represents a **\$60** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Chemical Supplies
Priority: High
Account Number: 40-00-00-5-4566

This line item includes all chemicals necessary for treating the pools at the Aquatic Center.

The Aquatic Center requests **\$10,000** for Fiscal Year 2013. This represents a **\$1,000** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Maintenance Supplies

Priority: High

Account Number: 40-00-00-5-4570

This line item includes all supplies necessary for maintenance of the Aquatic Center.

The Aquatic Center requests **\$5,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: First Aid Supplies

Priority: High

Account Number: 40-00-00-5-4575

This line item includes all supplies necessary for first aid at the Aquatic Center.

The Aquatic Center requests **\$600** for Fiscal Year 2013. This represents a **\$200** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 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.

The Aquatic Center requests **\$500** for Fiscal Year 2013. This represents a **\$500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center

Description: Uniforms

Priority: High

Account Number: 40-00-00-5-4578

All Aquatic Center staff are required to wear uniforms. The 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.

The Aquatic Center requests **\$3,442** for Fiscal Year 2013. This represents a **\$1,842** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Birthday Party Expenses
Priority: Medium
Account Number: 40-00-00-5-4580

This line item is used to fund the birthday party supplies.

The Aquatic Center requests **\$500** for Fiscal Year 2013. This represents a **\$500** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center
Description: Gift Shop Expenses
Priority: Medium
Account Number: 40-00-00-5-4585

This line item is used to fund the gift shop supplies.

The Aquatic Center requests **\$200** for Fiscal Year 2013. This represents a **\$350** decrease from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

The Aquatic Center requests **\$1,500** for Fiscal Year 2013. This represents a **\$500** increase from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This allocation to capital replacement reserve in the Aquatic Center Depreciation Fund is required by the bond covenants. The contribution to the capital reserve has been decreased from prior years due to the extensive repairs required in Fiscal Year 2010.

The Aquatic Center requests **\$10,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

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		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
1,098	1,100	-	Interest	500	500
96,463	342,587	255,610	Interfund Transfers	252,910	254,535
97,561	343,687	255,610	Total Revenue	253,410	255,035

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
375	-	-	Contractual Services	500	500
127,300	201,804	255,610	Debt Service	252,910	254,535
127,675	201,804	255,610	Total Expenditures	253,410	255,035

(30,114)	141,883	-	Change in Net Assets	-	-
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3,155	145,038	145,038	Net Assets as of 12/31	145,038	145,038
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
2011 AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	1,100	-	373	500	500
TOTAL INTEREST INCOME		1,100	-	373	500	500
INTERFUND TRANSFERS						
43-00-00-7-3990	TRANSFER FROM OTHER FUNDS	342,587	255,610	81,672	81,672	252,910
TOTAL INTERFUND TRANSFERS		342,587	255,610	81,672	81,672	252,910
TOTAL REVENUES:		343,687	255,610	82,045	82,172	253,410
EXPENSES						
CONTRACTUAL SERVICES						
43-00-00-3-4329	OTHER PROFESSIONAL SERVICES	-	-	428	500	500
TOTAL CONTRACTUAL SERVICES		-	-	428	500	500
DEBT SERVICE						
43-00-00-7-4737	PRINCIPAL	105,000	135,000	-	135,000	140,000
43-00-00-7-4738	INTEREST EXPENSE	96,804	120,610	60,300	120,610	114,535
TOTAL DEBT SERVICE		201,804	255,610	60,300	255,610	252,910
TOTAL EXPENSES		201,804	255,610	60,728	256,110	253,410

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
	2011	2012	2013	2013
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
1,400	618	800	Interest	1,000	1,000
6,640	88,675	10,000	Capital Reserve	10,000	10,000
8,040	89,293	10,800	Total Revenue	11,000	11,000

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
12,398	34,886	15,000	Aquatic Center Improvements	20,500	10,000
12,398	34,886	15,000	Total Expenditures	20,500	10,000
(4,358)	54,407	4,200	Change in Net Assets	(20,500)	(10,000)
138,613	193,020	197,220	Net Assets as of 12/31	176,720	166,720

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	618	800	586	1,000	1,000
TOTAL INTEREST INCOME		618	800	586	1,000	1,000
MISCELLANEOUS						
41-00-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-
41-00-00-7-3990	INTERFUND TRANSFER	88,675	-	-	-	-
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	10,000	-	10,000	10,000
TOTAL MISCELLANEOUS		88,675	10,000	-	10,000	10,000
TOTAL REVENUES:		89,293	10,800	586	11,000	11,000
EXPENSES						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	18,950	-	-	-	-
41-00-00-8-4894	EQUIPMENT	4,004	-	-	11,000	10,000
41-00-00-8-4895	AQUATIC CENTER IMPROVEMENTS	11,932	15,000	8,421	8,421	9,500
TOTAL CAPITAL OUTLAY		34,886	15,000	8,421	8,421	20,500
TOTAL EXPENSES		34,886	15,000	8,421	8,421	10,000

**MAINTENANCE AND OPERATIONS BUDGET
2013 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. The contribution to the capital reserve has been decreased from prior years due to the extensive repairs required in Fiscal Year 2010.

The Aquatic Center Depreciation Fund requests **\$10,000** for Fiscal Year 2013. This represents **no change** from Fiscal Year 2012.

**MAINTENANCE AND OPERATIONS BUDGET
2013 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Department: Aquatic Center Depreciation
Description: Aquatic Center Improvements
Priority: High
Account Number: 41-00-00-8-4895

This line item accounts for all Aquatic Center improvements.

Aquatic Center Mechanical Upgrades	\$11,000
New Wireless Bridge	<u>\$9,500</u>
Total	\$20,500

The Aquatic Center Depreciation Fund requests **\$20,500** for Fiscal Year 2013. This represents a **\$2,500** increase from Fiscal Year 2012.

CANADIAN NATIONAL AGREEMENT FUND



CN AGREEMENT FUND

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2011	2012	2013	2013
Full-Time	0	0	0	0
Part-Time	0	0	0	0

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

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
127,814	42,542	100,000	Noise and Safety Mitigation	481,162	-
10,264	6,381	5,000	Interest	-	-
138,078	48,923	105,000	Total Revenue	481,162	-

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	38,229	100,000	Noise Mitigation Reimbursement	181,162	-
127,814	4,313	-	Capital Outlay	323,622	-
127,814	42,542	100,000	Total Expenditures	504,784	-

			Excess (Deficiency) of Revenues	
10,264	6,381	5,000	Over Expenditures	(23,622)
12,241	18,622	23,622	Fund Balance as of 12/31	-

Significant Changes

* The CN Agreement specifies that all funding must be allocated by 2013. These funds will be fully utilized by the Spring of 2013.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CN AGREEMENT FUND						
REVENUES						
NOISE AND SAFETY MITIGATION						
29-10-00-7-3825	NOISE AND SAFETY MITIGATION	42,542	100,000	-	-	481,162
TOTAL NOISE AND SAFETY MITIGATION		42,542	100,000	-	-	481,162
INTEREST INCOME						
29-00-00-6-3810	INTEREST INCOME	6,381	5,000	1,260	5,000	-
TOTAL INTEREST INCOME		6,381	5,000	1,260	5,000	-
TOTAL REVENUES		48,923	105,000	1,260	5,000	481,162
EXPENSES						
CAPITAL OUTLAY						
29-10-00-8-4890	NOISE MITIGATION REIMBURSEMENT	38,229	100,000	72,393	80,661	181,162
29-10-00-8-4893	VEHICLES	-	-	21,997	26,522	-
29-10-00-8-4894	EQUIPMENT	4,313	-	10,130	14,470	323,622
TOTAL CAPITAL OUTLAY		42,542	100,000	104,520	121,653	504,784
TOTAL EXPENSES		42,542	100,000	104,520	121,653	504,784

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
	2010	2011	2012	2013
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
267	1,232	-	Interest	-	-
25,667	227,347	28,686	Park Donations	-	-
25,934	228,579	28,686	Total Revenue	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	-	28,686	Capital Outlay	-	-
98,183	245,783	-	Other Financing Uses	-	-
98,183	245,783	28,686	Total Expenditures	-	-

Excess (Deficiency) of Revenues

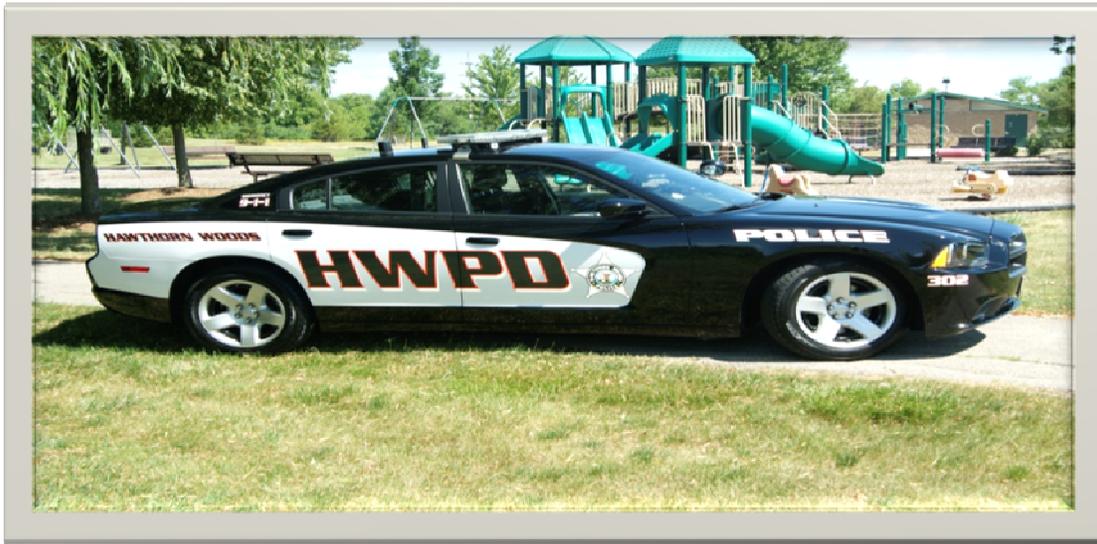
(72,249)	(17,204)	-	Over Expenditures	-	-
17,204	-	-	Fund Balance as of 12/31	-	-

Significant Changes

* There were no significant changes from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012		2013 REQUESTED BUDGET	2014 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK DONATION FUND						
REVENUES						
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	227,347	28,686	-	-	-
TOTAL PARK DONATIONS		227,347	28,686	-	-	-
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	1,232	-	320	320	-
TOTAL INTEREST INCOME		1,232	-	320	320	-
TOTAL REVENUES		228,579	28,686	320	320	-
EXPENSES						
CAPITAL OUTLAY						
10-00-00-8-4895	OTHER IMPROVEMENTS	-	28,686	-	-	-
TOTAL CAPITAL OUTLAY		-	28,686	-	-	-
INTERFUND TRANSFERS						
10-00-00-9-4910	INTERFUND TRANSFER	245,783	-	-	-	-
TOTAL INTERFUND TRANSFERS		245,783	-	-	-	-
TOTAL EXPENSES		245,783	28,686	-	-	-

CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

Revenue

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	-	75,000	Transfer from General Fund	60,000	10,000
-	-	25,000	Transfer from Community Dev	30,000	30,000
-	-	1,000	Interest	1,000	1,000
-	-	101,000	Total Revenue	91,000	41,000

Expenditures

Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
				2013	2014
-	-	51,200	Capital Outlay	83,226	-
-	-	51,200	Total Expenditures	83,226	-

Excess (Deficiency) of Revenues

49,800	Over Expenditures	7,774	41,000
49,800	Fund Balance as of 12/31	57,574	98,574
20,000	Restricted for Roads	40,000	60,000
29,800	Available Fund Balance	17,574	38,574

Significant Changes

* The purpose of this fund is to plan for the replacement of large capital equipment items and to plan for large capital projects.

* Consistent with prior year, \$20,000 annually will be restricted for a road repair and replacement program. Balance restricted for roads will be \$40,000 at the end of Fiscal Year 2013.

Capital Projects Plan

Project Funding Source 2013 2 to 3 years 4 to 5 years

ADMINISTRATION DEPARTMENT:

Totals	\$ -	\$ -	\$ -

BUILDING DEPARTMENT:

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

ECONOMIC DEVELOPMENT

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

FINANCE DEPARTMENT:

Totals		\$ -	\$ -

MUNICIPAL BUILDINGS

Village Hall/Police Department security update	Capital Improvement Plan		\$ 50,000	
Replace Barn stage to be ADA compliant	Special Recreation Levy	\$ 31,000		
Replace Carpeting - 2nd Floor of Village Hall	Capital Improvement Plan		\$ 4,000	
Replace Village Hall - 2nd Floor Fire Exit Stairs	Capital Improvement Plan	\$ 1,000		
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	
Totals		\$ 32,000	\$ 115,275	\$ -

Capital Projects Plan

Project Funding Source 2013 2 to 3 years 4 to 5 years

POLICE DEPARTMENT:

Vehicle Replacement	Capital Improvement Plan	\$ 38,000	\$ 25,000	\$ 25,000
Motorcycle Purchase	Capital Improvement Plan		\$ 15,500	
Livescan Fingerprint system	Capital Improvement Plan			\$ 20,000
Totals		\$ 38,000	\$ 40,500	\$ 45,000

PUBLIC WORKS:

Air compressor	Capital Improvement Plan		\$ 3,000	
Wetland maintenance	Capital Improvement Plan		\$ 1,800	
Air handling fan for PW garage	Capital Improvement Plan		\$ 5,500	
Line striper for pavement/ball fields	Capital Improvement Plan		\$ 3,000	
Aerator - walk behind	Capital Improvement Plan		\$ 2,800	
Spreader	Capital Improvement Plan		\$ 6,600	
Jumping Jack Compactor	Capital Improvement Plan		\$ 1,700	
Blower	Capital Improvement Plan		\$ 1,600	
Brine Storage Tank	Capital Improvement Plan		\$ 5,000	
Light Tower with Generator (Used)	Capital Improvement Plan		\$ 4,500	
Pickup Truck	Capital Improvement Plan		\$ 30,000	
1-ton Truck	Capital Improvement Plan		\$ 65,000	
Set of Snap On shop tools	Capital Improvement Plan		\$ 7,500	
Set of Mechanic Tools	Capital Improvement Plan		\$ 10,000	
Wood & Buildings Tools	Capital Improvement Plan		\$ 6,000	
6" flood pump	Capital Improvement Plan			\$ 10,000
Totals		\$ -	\$ 154,000	\$ 10,000

Capital Projects Plan

Project Funding Source 2013 2 to 3 years 4 to 5 years

PARKS:

Copperfield Aerator	Capital Improvement Plan	\$ 1,600		
Heritage Oaks-Fountain, Aerators & Electrical	Capital Improvement Plan	\$ 7,600		
Heritage Oaks Irrigation System - West	Capital Improvement Plan	\$ 18,500		
Heritage Oaks Irrigation System - East & Center	Capital Improvement Plan		\$ 30,500	
Install Donated Playground Equipment at Copperfield Park	Capital Improvement Plan	\$ 10,000		
Install ADA Compliant Pathways for Parks	Special Recreation Levy	\$ 36,000		
Replace Sand Surface with ADA Compliant Mulch	Special Recreation Levy	\$ 8,000		
Create Plan for ADA Compliant Access to Parks	Special Recreation Levy	\$ 25,000		
Implement Plan for ADA Compliant Access to Parks	Special Recreation Levy		\$ 300,000	
Totals		\$ 106,700	\$ 330,500	\$ -

ROADS, DRAINAGE, & RIGHT OF WAYS:

Finish Road Program (resurfacing/ribbons)	To Be Determined			\$ 280,000
Create Village wide ditch program	To Be Determined			\$ 100,000
Sign replacement plan	Motor Fuel Tax	\$ 20,000		
Crack sealing program	Motor Fuel Tax	\$ 25,000	\$ 50,000	\$ 50,000
Tree care program	Capital Improvement Plan		\$ 25,000	\$ 25,000
Street patching & micro-surfacing	Motor Fuel Tax	\$ 60,000	\$ 120,000	\$ 120,000
Totals		\$ 105,000	\$ 195,000	\$ 575,000

TECHNOLOGY

Upgrade Police In-Time Scheduling Software	Capital Improvement Plan	\$ 3,540	\$ -	\$ -
Police Records Software	Capital Improvement Plan		\$ 10,000	
Hosted Email & Backup	Capital Improvement Plan	\$ 8,000		
Laser Fiche Upgrade to Version 8.3.1	Capital Improvement Plan	\$ 1,200		
Adobe In Design - 2 Licenses	Capital Improvement Plan	\$ 1,386	\$ -	\$ -
Totals		\$ 14,126	\$ 10,000	\$ -

Capital Projects Plan
Project

Funding Source

2013

2 to 3 years

4 to 5 years

FUNDING SOURCE SUMMARY

Capital Improvement Plan	\$ 83,226	\$ 384,775	\$ 200,000
Motor Fuel Tax	\$ 105,000	\$ 170,000	\$ 170,000
Special Recreation Levy	\$ 100,000	\$ 300,000	\$ -
To be Determined	\$ -	\$ -	\$ 1,380,000
Totals	\$ 288,226	\$ 854,775	\$ 1,750,000

Capital Projects Plan

Project

Funding Source

2013

2 to 3 years

4 to 5 years

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
Police	2003	Jeep	Liberty #300
Public Works	2003	Ford F-50	Dump Truck 1T #816
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 #306
Police	2012	Dodge	Charger #302
Police	2012	Dodge	Charger # 304

RESERVE FUND



RESERVE FUND

Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Budget Fiscal Year Ended 12/31/2012		Proposed	
						2013	2014
-	-	-	-	40,000	Transfer from General Fund	50,000	50,000
-	-	-	-	300,000	Transfer from Community Dev	100,000	100,000
-	-	-	-		Interest	1,000	1,000
-	-	-	-	340,000	Total Cash Transfers	151,000	151,000
				340,000	Cash Savings-Reserve Fund	491,000	642,000
179,353	304,679	355,475	911,442	1,249,003	General Fund Bal. @ 12/31	1,319,163	1,332,295
5%	10%	11%	29%	35%	% of Next Year's Budget	36%	

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 will be attained by the end of 2012, three years ahead of the scheduled 2015 target to achieve this goal.