



2017 APPROVED BUDGET

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2017
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 4, 2016

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 ending December 31, 2017. This document reflects a responsible budget and our determination to allocate available resources in an equitable manner by incorporating best financial management practices into every Village Department. This budget was prepared in accordance with the goals of improving the quality of Village services, investing in the public infrastructure provided to the Village's stakeholders and keeping expenditures and other levies conservative. With state allocations uncertain, we have planned slow growth funding accordingly. We are confident that this budget provides the means to maintain and support our essential Village programs and services, while recommitting our responsibility to maintain the Village's fund balance reserves. The fund balance in the Village's General Fund meets the Village Board approved goal of 35% of the subsequent year's operating budget. In addition, we have maintained this industry standard of excellence for three full operating years. This fund balance goal complies with best practices in governmental accounting and the Village's Fund Balance and Reserve Policy (adopted on July 18, 2016). In 2016, we transferred \$800,000 in reserves from the General Fund to the Capital Improvement Fund to provide critical funding for capital projects and equipment replacement. Our unwavering fiscal restraint and innovative planning has allowed the Village of Hawthorn Woods to achieve a fund balance in the General Fund of \$2,199,434 as of December 31, 2015.

As the fiscal year 2016 concludes, it has presented many rewards and opportunities to the Village's financial future. The State of Illinois is now just one month delinquent in payment of the shared income tax revenue; the recovery from the economic recession has continued to improve consumer confidence, home developments are on the rise in the Chicago-land region allowing real estate developers like Icon Building Group to redefine a successful price point in the market. Following the Pulte Group's interest in Hawthorn Woods, several other residential developers have expressed interest in home building developments in the Village. The William Ryan Stonebridge development broke ground on a new subdivision in August 2016, which includes plans to build 60 homes on approximately 60 acres. One of our greatest challenges remains the accessibility of water and sewer connections to support potential land use development.

Continuing the trend from the previous year, the Village was not involved in land use matters requiring litigation and the realized financial savings have been remarkable. The Village funded continuing legal expenses regarding a court case involving the public safety and a vicious dog which has now been resolved. We expect a legal determination regarding the termination of the 62 Acres fill project litigation by the end of 2016. The Village also invested new finances in the public education of the proposed Route 53, which may impact the physical, environmental, and financial characteristics of Hawthorn Woods. We continued to focus on land development and invested in a study conducted by AECOM for downtown planning, as the residential development market has had a resounding return to the Hawthorn Woods market. These actions have the potential to increase our property tax base and incorporate land for future reuse and revenue.

In this proposed 2017 budget, our greatest concern remains the uncertainty of state revenues, as the state stop gap budget expires in December 2016. We also note a trend where commodities are increasing at a pace higher than revenues. The 2017 state budget remains open for debate and unapproved. The Village budget thoughtfully anticipates conservative estimates of the state revenue stream, and has slowed our budget expenditures from controlled growth to a maintenance budget reflecting only critical expenditures to maintain municipal operations. Our cash reserves are forecasted at 35% of the following year's operating budget, which is the level required the Village's Fund Balance and Reserve Policy. Our operating expenses are discussed line item by line item and defended against a zero based budgeting process. Our financial forecast for fiscal year 2017 is healthy and stable.

Budget Overview

The Village's total budget is balanced. General Fund budgeted revenues are forecasted at \$3,939,034; budgeted expenditures are estimated at \$4,059,752; operating transfers from other funds are planned at \$150,000, resulting in a planned net change in fund balance of \$29,282. 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 and Public Works.

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

	Actual Fiscal Year Ended 4/30/2008	Actual Eight Months Ended 12/31/2008	Actual Fiscal Year Ended 12/31/2009	Actual Fiscal Year Ended 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Actual Fiscal Year Ended 12/31/2013	Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Estimated Fiscal Year Ended 12/31/2016
Net Change in Fund Balance	\$(758,600)	\$ (380,550)	\$ 125,326	\$ 50,796	\$ 555,967	\$ 727,903	\$ 116,239	\$ 188,114	\$ 255,736	\$(781,954)
Fund Balance	\$ 550,432	\$ 179,353	\$ 304,679	\$ 355,475	\$ 911,442	\$ 1,639,345	\$ 1,755,584	\$ 1,943,698	\$ 2,199,434	\$ 1,417,480
Fund Balance/Budget %	22%	5%	10%	11%	29%	43%	45%	48%	54%	35% *

Source: Audited Financial Statements

* 2016 Fund Balance was adjusted to reflect financial best practices after a transfer of excess reserves to the Capital Improvement Fund.

The Village's Fund Balance and Reserve Policy dictates that the Village should maintain a fund balance reserve equal to 35% of the subsequent year's expenditure budget. As shown above, this ratio improved from the low point of 5% as of December

31, 2008 to 11% as of December 31, 2010. Our goal was to have a 15% ratio by December 31, 2011 and a 20% ratio by December 31, 2012. However, due to an extraordinary effort on behalf of each employee getting three price quotes for every purchase order, combined with an asserted effort to reduce contractual billing rates and increase municipal donations, the Village of Hawthorn Woods achieved a 43% ratio, rather than the 20% anticipated ratio, by December 31, 2012. This exceeds all performance standards and should be acknowledged as a team success. The Village maintained that ratio for the 2013 operating year, increasing performance and improving services without expending Village reserves. The Village again exceeded its forecast in the 2014 operating year; and as of December 31, 2014 a 48% ratio was achieved.

As of December 31, 2015, the Fund Balance in the General Fund was 54% of the following year's expenditure budget. Since the fund balance was consistently in excess of the stated policy, the Village Board approved a transfer of \$800,000 from the General Fund to the Capital Improvement Fund to fund much needed capital projects. Each subsequent year, the Village will analyze the General Fund balance to assure compliance with the fund balance policy. Excess reserves will be transferred to the Capital Improvement Fund.

Significant Changes as Summarized in the 2017 Budget:

Total Headcount decreased by one position from 2016 to 2017, as a result of the contractual park maintenance. However, we have a significant challenge as our revenue projections are virtually stagnant, while our expenses, many of which are contractually obligated, are increasing. Without additional revenues to offset the cost of these increases, the Village will monitor its modernization of equipment and capital investment until such time that new revenues are realized or the state revenues are fully reinstated. We have also utilized a conservative approach to hiring part-time interns in the planning department and finance department to assist with the growing workload without adding to the full time head count.

The new priority based budgeting initiative is cross referenced on every line item expenditure request and revenue forecast. This year, there was an increased focus on properly allocating the true cost of each budget priority. Each departmental director created a comprehensive list of their departmental programs and services, which is included in the priority based budgeting document. The directors carefully examined their time allocation to each operating budget priority. Therefore, the 2017 Operating budget includes new staff allocations which more accurately account for the time spent by staff.

The Building Department function was split between the General Fund and the Community Development fund in prior year Operating budgets. This split allocation was difficult to manage and analyze operating results. Therefore, in the 2017 Operating budget, all of the Community Development departmental functions will be accounted for in the Community Development Fund. We recognize the importance of isolating one time revenues and limiting reliance on these revenues to sustain operations. We will diligently monitor revenue forecasts to ensure that adequate sustainable funding is available to pay for the Village operating expenses.

The Budget also reflects an opportunity to recover one time donations from annexation fees, park donations, and general fund contributions as land parcels develop. The Budget will seize these one-time revenues as opportunities to reduce the Aquatic Center debt, relieving the general fund of this obligation. We will also cautiously monitor all new projects and equipment purchases until revenues are securely in place.

Although this 2017 Budget reflects a stable position from moderate growth budgets in the past, we will continue to monitor the potential negative financial impacts due to the uncertainty in Springfield. Department Heads have planned a contingency program for their expenditures in the event state revenues negatively impact Village operations. For example, if anticipated revenue from state funds should not be realized, anticipated new purchases will be delayed. In short, we will not spend the funds just because they are allocated in the Budget, but will proactively plan for them to keep Village operations professional, modernized, and service oriented.

Other significant changes include:

1. Police Commander is retiring in May 2017. This position will remain vacant and a replacement entry level Police Officer will be hired mid-year.
2. Promotion of the Mechanic to Crew Leader – Fleet.
3. Promotion of the Administrative Assistant of Finance to Finance Specialist.
4. Two Parks Maintenance Specialist positions were eliminated due to the decision to outsource certain seasonal parks maintenance responsibilities such as mowing and fertilizing.
5. Hiring of a Parks Maintenance Apprentice to assist the Crew Leader of Parks Maintenance with daily responsibilities including capital projects and playground safety inspections.

The net result is a 1.0 reduction in FTE in Fiscal Year 2017, compared to Fiscal Year 2016. A detailed analysis can be found on xiii.

Savings Opportunities:

1. General Fund – Risk Management is forecasting a \$4,000 reduction in unemployment insurance due to an improved benefit ratio.
2. General Fund – Public Works is forecasting a \$10,000 reduction in auto fuel and oil based upon the installation of a fuel pump at the Public Works Facility and the outsourcing of the Parks Maintenance mowing function.
3. General Fund – Public Works is forecasting a \$5,000 reduction in Contractual Maintenance – Vehicles due to the ability of the full time mechanic to complete these repairs in-house.
4. General Fund – Public Works is forecasting a \$4,000 reduction in Vehicle Supplies due to a new cooperative purchasing program.

Additional Revenue Opportunities:

1. Property Tax - \$10,000 additional revenue based upon capturing new growth from new home construction. It is important to note that the 2013 property tax levy request was a zero percent increase, the 2014 property tax levy request was 1.7% (CPI), the 2015 property tax levy request was 1.5%(CPI), and the 2016 property tax levy request was 0.8% (CPI). The CPI for the 2017 property tax levy request is 0.7%.
2. Income Tax - \$9,196 additional revenue based on estimated actual 2015 results and IML per capita forecasts.
3. Use Tax- \$31,419 additional revenue based on estimated actual 2016 results and IML per capita forecasts.
4. Sales Tax - \$20,000 forecasted additional revenue based upon 2016 estimated actual results.

Forecasted Stagnant/Declining Revenue Sources:

1. Telecommunications Tax- \$4,000 decline based on 2016 estimated actual results.
2. SWALCO Recycling Revenue - \$12,125 decline based upon 2016 estimated actual results.
3. Community Development - \$26,400 decrease in annexation fees
4. Utility Tax - \$35,000 decline based upon 2016 estimated actual results.

Increased Expenditures for Essential Operations:

1. General Fund – Risk Management - \$79,250 increase in medical insurance premiums due to rising cost related to the implementation of the Affordable Care and Patient Protection Act and employee census changes.
2. General Fund – Police Department - \$62,500 increase in total personnel services due to the 4% salary increase provided in the collective bargaining agreement, the progression of patrol officers in the salary steps provided in the collective bargaining agreement (\$71,660), partially offset by the savings from the retirement of the Police Commander (\$9,160 in savings).
3. General Fund – Police Department - \$27,485 increase in police pension employer contributions based upon the independent actuarial valuation.
4. All Funds with Salary Allocations, Other than the Police Department - The Fiscal Year 2016 budget includes funding for merit increases and promotions based upon employee performance (\$89,000). The merit based increases range from 0% (below expectation performance review) to 4% (exceeds expectation in all ten performance categories), with the average increase forecasted at 3%. A detailed schedule of Village staff and changes in the Employee Census and FTE is found on the following pages. All union employees will receive a 4% increase per the Metropolitan Alliance of Police (MAP) collective bargaining agreement.

The proposed budget includes monitoring the funding for our significant Capital Improvement Projects as a result of our commitment to investing in our aging infrastructure, and conservatively authorizing those expenditures once revenues are determined and realized. It also utilizes one time revenues from Developer donations to set aside restricted funds to reduce the Aquatic Center Debt.

Parks Division will focus on the continued investment in funds to bring into ADA compliance several of our community park sites. We will also continue our Parks signage program as funds allow. Hawthorn Woods is working toward compliance in our legal requirements to meet certain safety standards and accessibility design. The Special

Recreation Association of Central Lake County (SRACLC) restricted funds will be utilized to plan allocations to continue ADA compliant access to parks. The 2017 budget reflects our strong commitment to investing in our park system so that our open space and recreational facilities grow along with the population increase in order to maintain a balanced, smart growth concept.

The Village Hall will continue to pursue modernization enhancements in the public meeting space barn area. We will also seek grants to support modernization, public safety, and enhance energy efficiency. With a newly renovated kitchen area, rental revenues are anticipated to increase.

Priority Based Budgeting

A detailed analysis was conducted this year to prioritize our programs and services in each department. Determinations for funding were cross referenced to a list of 7 priorities for funding in 2017. A separate executive summary details the new transparency initiative.

- Priority 1.1 - Prioritize a Safe and Secure Community
- Priority 1.2 - Prioritize Parks, Recreation and Open Spaces
- Priority 1.3 - Prioritize Strong Fiscal Sustainability
- Priority 1.4 - Prioritize Modernization of Infrastructure
- Priority 1.5 - Prioritize a Healthy, Sustainable Community and Environment
- Priority 1.6 - Prioritize Citizen Services
- Priority 1.7 - Prioritize Hawthorn Woods' Unique Village Character

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

Also, included in the 2017 budget, is a detailed inventory of all Public Works vehicles and equipment with a detailed replacement cost analysis. This is a component that complements our municipal capital assets with make, model, serial number and voltage for all of our electrical machinery.

Our Capital Replacement Program continues to be funded, but as the 2017 Budget reflects conservative spending considerations, only emergency life, safety, and welfare purchases will be considered until revenues are secured. New in 2017 is an expanded 5 year planning guide for future equipment replacement, vehicle life span planning, and funding requirements for CIP initiatives.

Employee Census

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

Function/Program	Actual											Proposed
	4/30/07	4/30/08	12/31/08	12/31/09	12/31/10	12/31/11	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	12/31/17
GENERAL GOVERNMENT												
Administration	3.0	3.0	3.0	3.0	3.0	2.0	4.0	4.0	2.0	3.0	3.0	3.0
Finance	2.0	1.0			1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0
COMMUNITY DEVELOPMENT												
Planning	-	-	-	-	-	-	-	-	-	1.0	1.0	1.0
Economic Development	-	-	-	-	-	-	-	-	-	-	-	-
Planning, Building & Zoning	3.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0
PARKS AND RECREATION												
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0
Parks Maintenance *	-	-	-	-	-	-	2.0	2.0	2.0	3.0	3.0	2.0
PUBLIC SAFETY												
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Officers	15.0	11.0	11.0	8.0	9.0	9.0	9.0	10.0	10.0	12.0	12.0	12.0
PUBLIC WORKS												
Administration	2.0	1.0	1.0	1.0	1.0	2.0	1.0	2.0	2.0	3.0	3.0	3.0
Maintenance	5.0	3.0	3.0	3.0	4.0	5.0	3.0	4.0	4.0	6.0	6.0	6.0
TOTAL	32.0	22.0	22.0	19.0	22.0	23.0	24.0	27.0	28.0	36.0	36.0	35.0

* Parks Maintenance was contractual prior to 2011.

Data Source

Village Records

Note that the employee census chart displays only full-time employees.

The Fiscal Year 2017 budget includes four promotional opportunities as follows:

Department	Current Position	Promotion
Administration	Management Analyst/ Public Information Apprentice	Management Analyst/ Public Information Specialist
Finance	Administrative Assistant of Finance	Finance Specialist
Public Works	Mechanic	Crew Leader – Fleet

There is a summary of Village Staff FTE on pages xi - xiv.

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 significant interest in the residential land development area and annexations trending toward growth, the Village staff has continued to carefully monitor all expenditures. This conservative approach prohibits expenditures of anticipated revenue, even after approval of development entitlements. All purchases in excess of \$1,000 still require three quotes to ensure the best possible pricing is obtained. Department Heads follow a zero-based budgeting strategy, 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.

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 2017. This 2017 budget includes conservative revenue estimates, based upon the most current information available.

Summary

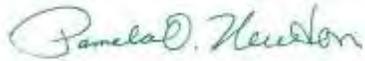
The Village finances have improved dramatically during the last seven fiscal years, as shown by the fund balance in the General Fund growing from \$179,353 in 2008 to an anticipated \$2,199,434 in 2015 (54% of the 2016 Budgeted Expenses). However, as we celebrate this significant turn-around and its sustainability, there is still significant work to be done to achieve our goal of financial security. We will continue to closely monitor revenues and expenses to ensure that the Village remains on course for projections prepared in this budget and approved by the Village Board.

We acknowledge that this Budget year has been met with various uncertainties regarding the expectations of revenue sharing from state funds. The Village has planned accordingly, and is prepared to adjust mid-year from a slow growth position to a stable no-growth Budget should the distribution of funds from state coffers be reduced. Should the state reduce financial support or freeze funding at a time when municipal costs are rising, the effects on our municipality would be profound and impactful and a change of course would be immediate. We are prepared with thoughtful analysis should the need to adjust the Budget be necessary.

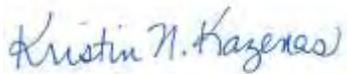
We are pleased to present you a balanced budget for the fiscal year ended December 31, 2017. Collectively, we appreciate the fiscally conservative planning and public input that took place over the past several months as we have placed the Village back in a secure fiscal position and have recovered municipal finances during unprecedented economic conditions. With several potential new land use development opportunities foreseeable, we predict a strong trend of sound financial foundations on which to grow the Village of Hawthorn Woods.

However, we note this year that the budget has been trimmed to reflect expenditures only for critical operations. In order to keep the level of services at an excellent level, and initiate priority services such as ADA compliance, streets maintenance, flood control projects, and drainage improvements in the foreseeable future, a new funding source will be necessary. As the rising price of commodities outpaces new revenues, new funding sources should be discussed to sustain financial success.

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, 2017 budget.



Pamela O. Newton MSOL
Chief Operating Officer



Kristin N. Kazenas CPA MBA CPFO
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 John Malcom, Chairperson Randy Hertel Pete Wifler</p>	<p>Environmental Committee John Bickley, Chairperson Steve Riess, Trustee Liaison Kathy Felice Brian Heraty Joan Mitnick</p>
<p>Finance Committee Peter Ponzio, Chairperson Kelly Corrigan, Trustee Liaison Steve Riess Surinderpal Singh Kalra Jayne Kosik Chuck Schulte</p>	<p>Planning Building and Zoning Commission Jim Kaiser, Chairperson Dominick DiMaggio, Trustee Liaison Chris Donovan Dave Lindquist Jim Merkel Tom Rychlik Paul Sedlacek</p>
<p>Police Pension Fund Board of Trustees Doug Samz, Chairperson Tim McCue John Tennant Mike Viramontes Kristin Kazenas, Ex-Officio Treasurer</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	2016 FTE	2017 FTE	CHANGE
Pamela Newton	Chief Operating Officer	Administration	0.90	0.90	-
		Legal			
		Village Clerk			
		Risk Management			
		Human Resources			
		Technology			
		Finance			
		Engineering			
		Police			
		Public Works			
		Building and Zoning			
		Parks & Recreation			
		Aquatic Center			
		Community Development			
		Economic Development			
Community Events					
Donna Lobaito	Chief Administrative Officer	Administration	0.60	0.30	(0.30)
		Legal			
		Engineering			
		Village Clerk			
		Technology			
Donna Lobaito	Village Clerk	Building and Zoning	0.30	0.20	(0.10)
		Economic Development			
		Planning			
		Community Events			
Vacant	Executive Administrative Assistant	Administration	-	-	-
Ashley Eccles	Management Analyst/Public Information Specialist	Administration	1.00	1.00	-
		Technology			
		Village Clerk			
Vacant	Intern	Administration	-	-	-
		Technology			
Danette Russell	Finance Specialist	Finance	0.70	0.65	(0.05)
		Human Resources			
		Risk Management			
		Aquatic Center			
Kristin Kazenas	Chief Financial Officer	Finance	0.60	0.55	(0.05)
		Economic Development			
	Director of Human Resources	Human Resources	0.25	0.25	-
		Risk Management			
	Risk Management Director	Risk Management	0.05	0.05	-
		Technology			
Kristin Kazenas	Aquatic Center	Aquatic Center	-	0.05	0.05
		Community Events			
Vacant	Intern	Finance	0.10	0.10	-

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2016 FTE	2017 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	-
Sara Canada	Sergeant	Police	1.00	1.00	-
Ed Armijo	Patrol Officer	Police	1.00	1.00	-
Armando Escamilla	Patrol Officer	Police	1.00	1.00	-
Mike Viramontes	Patrol Officer	Police	1.00	1.00	-
Mike Rossini	Patrol Officer	Police	1.00	1.00	-
Anthony Cortez	Patrol Officer	Police	1.00	1.00	-
Michael Behan III	Patrol Officer	Police	1.00	1.00	-
Alexander Miller	Patrol Officer	Police	1.00	1.00	-
Donald Rathje	Patrol Officer	Police	1.00	1.00	-
Jan Filenko	Police Records and Office Manager	Police	1.00	1.00	-
Erika Frable	Director of Public Works	Public Works	0.70	0.60	(0.10)
	Village Engineer	Engineering	0.20	0.10	(0.10)
		Motor Fuel Tax	-	-	-
		Economic Development	0.10	0.25	0.15
		Aquatic Center	-	0.05	0.05
Matt Bartlett	Assistant Director of Public Works	Public Works	1.00	0.65	(0.35)
		Motor Fuel Tax	-	-	-
		Parks Maintenance	-	0.10	0.10
		Community Events	-	0.10	0.10
		Economic Development	-	0.10	0.10
		Aquatic Center	-	0.05	0.05
Dave Barkemeyer	Crew Leader - Buildings Maintenance	Public Works	0.50	0.65	0.15
		Community Events	-	0.05	0.05
		Aquatic Center	0.40	0.20	(0.20)
		Sewer	0.10	0.10	-
Michael Marquardt	Specialist I - Buildings Maintenance	Public Works	1.00	0.65	(0.35)
		Community Events	-	0.05	0.05
		Aquatic Center	-	0.20	0.20
		Sewer	-	0.10	0.10
Tim O'Connor	Maintenance Specialist of Sewers	Public Works	-	-	-
		Aquatic Center	-	-	-
		Sewer	1.00	1.00	-
Nick Glauner	Crew Leader - Streets	Public Works	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-
Brian Wadkins	Specialist I - Streets Maintenance	Public Works	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-
Kelley Foster	Administrative Assistant	Public Works	1.00	1.00	-
Todd Knoll	Crew Leader - Fleet	Public Works	1.00	0.75	(0.25)
		Police	-	0.10	0.10
		Parks Maintenance	-	0.15	0.15
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	0.25	0.25	-

VILLAGE STAFF - CONTINUED

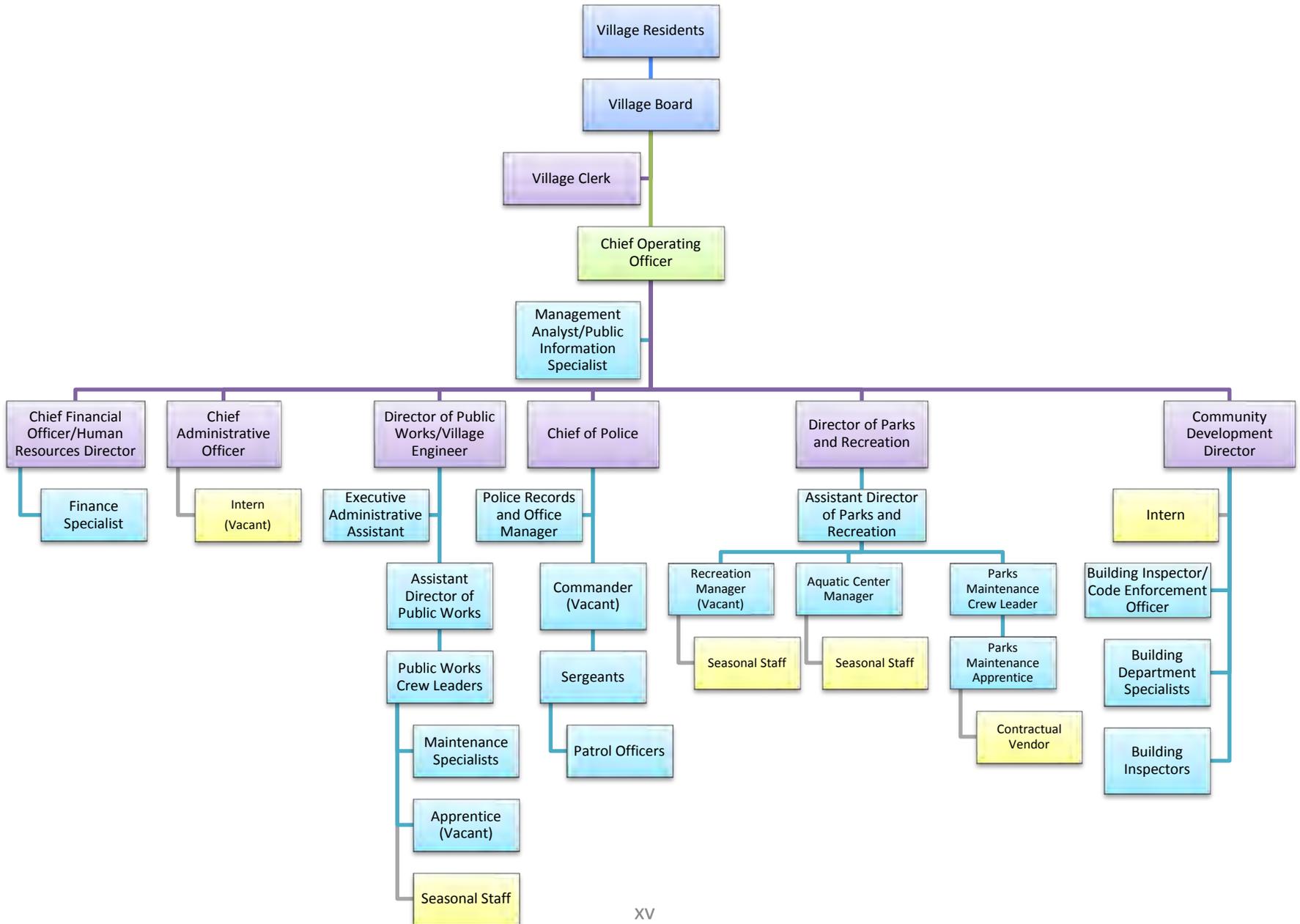
Staff Member	Titles	Responsibility	2016 FTE	2017 FTE	CHANGE
Michael Cassata	Director of Community Development	Planning, Building & Zoning	-	0.60	0.60
		Economic Development	1.00	0.40	(0.60)
Vacant	Economic Development Manager	Economic Development	-	-	-
Wayne Wehde	Building Inspector/Code Enforcement Officer	Planning, Building & Zoning	1.00	1.00	-
Amy Belmonte	Building Department Specialist	Planning, Building & Zoning	1.00	1.00	-
		Village Clerk	-	-	-
		Community Development			
Vacant	Executive Administrative Assistant	Planning, Building & Zoning	-	-	-
Karen Baker	Building Department Specialist	Planning, Building & Zoning	1.00	1.00	-
New Hire	Intern - Building and Zoning	Planning, Building & Zoning	0.25	0.25	-
Brian Sullivan	Director of Parks & Recreation	Parks & Recreation Admin.	0.60	0.20	(0.40)
		Parks Maintenance	-	0.30	0.30
		Community Events	0.30	0.30	-
		Economic Development	0.10	0.10	-
		Aquatic Center	-	0.10	0.10
Amy Scholz	Assistant Director of Parks & Recreation	Parks & Recreation Admin.	0.40	0.45	0.05
		Community Events	0.30	0.45	0.15
		Administration	0.30	0.10	(0.20)
Ryan Mathy	Crew Leader - Parks Maintenance	Parks Maintenance	1.00	1.00	-
		Public Works	-	-	-
Randy Wendt	Parks Maintenance Apprentice	Parks Maintenance	-	1.00	1.00
		Public Works			
Position Eliminated	Maintenance Specialist of Parks	Parks Maintenance	1.00	-	(1.00)
		Public Works			
Position Eliminated	Maintenance Specialist of Parks	Parks Maintenance	1.00	-	(1.00)
		Public Works			
Vacant	Seasonal	Parks and Recreation	0.75	0.75	-
Vacant	Summer Seasonal	Parks and Recreation	1.00	1.00	-
Dawn Johnson	Aquatic Center Manager	Aquatic Center	0.50	0.50	-
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
		TOTAL	<u>52.45</u>	<u>51.45</u>	<u>(1.00)</u>

The total FTE (full time equivalents) decreased by 1.0. A summary of the changes in FTE is as follows:

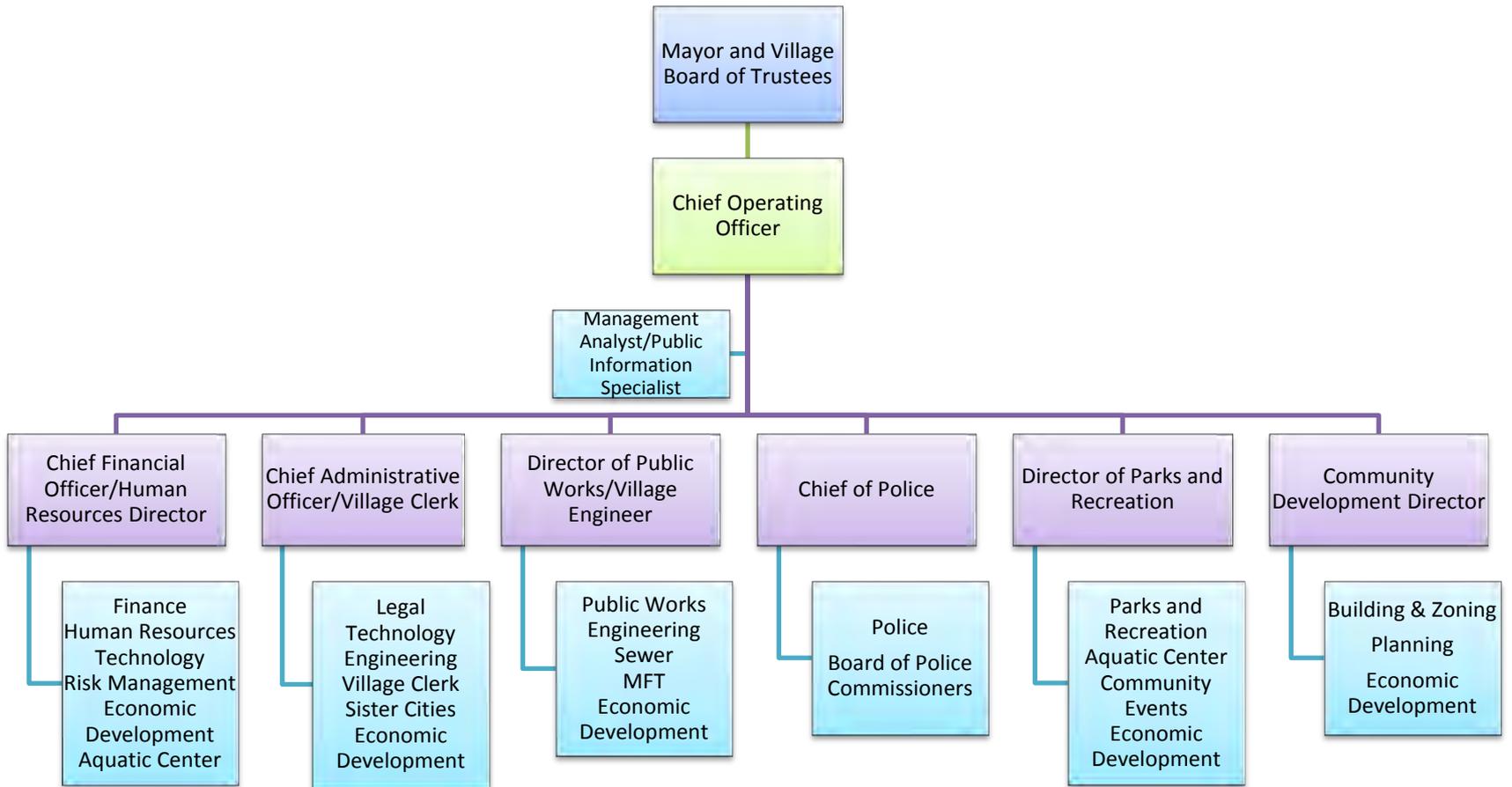
Position	Description of Change	2016 FTE	2017 FTE	CHANGE
Maintenance Specialist- Parks	Position Eliminated due to Contractual Parks Maintenance	2.00	-	(2.00)
Parks Maintenance Apprentice	Newly Created Position	-	1.00	1.00
Net Change in FTE		2.00	1.00	(1.00)

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.

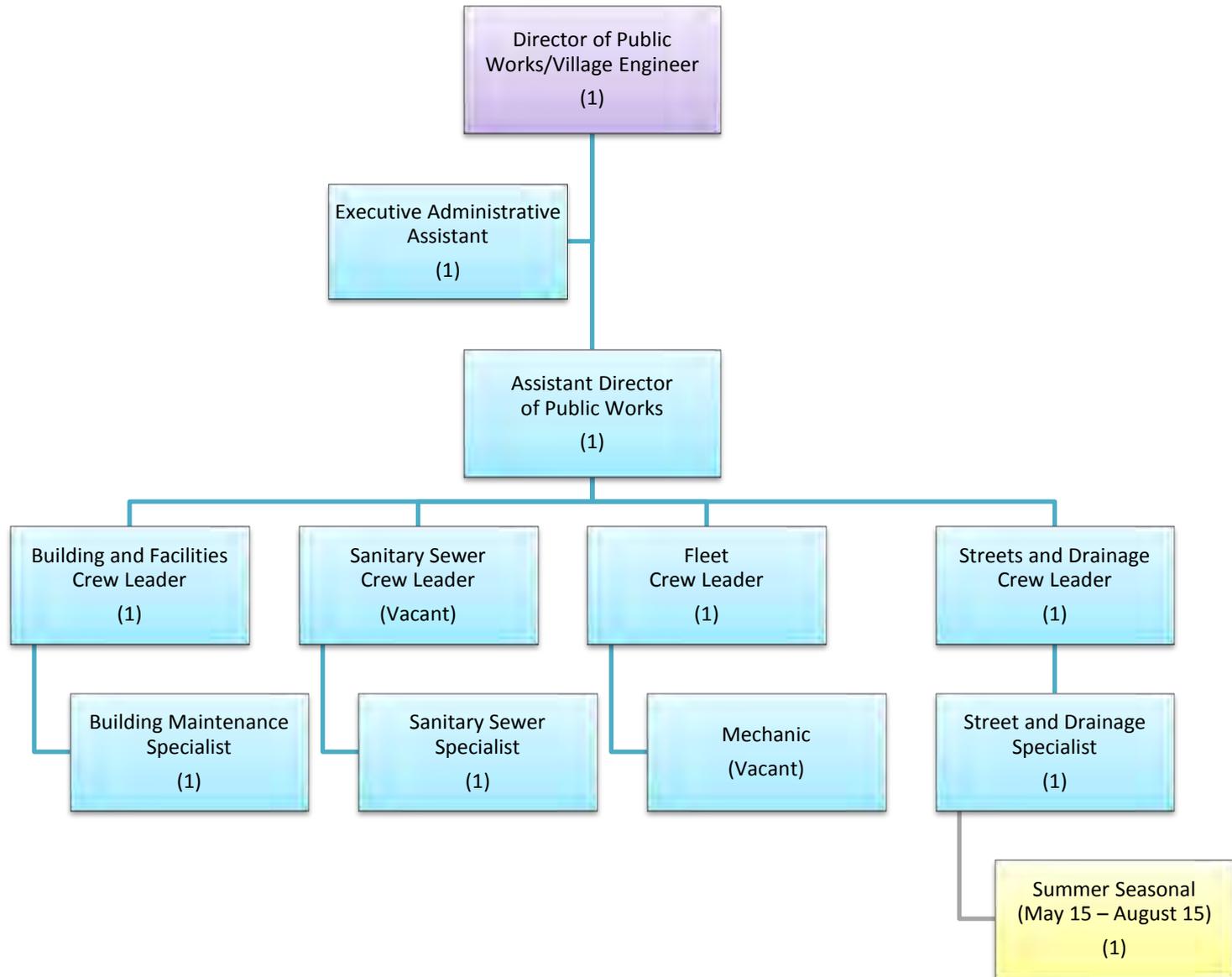
Village of Hawthorn Woods – Organizational Chart



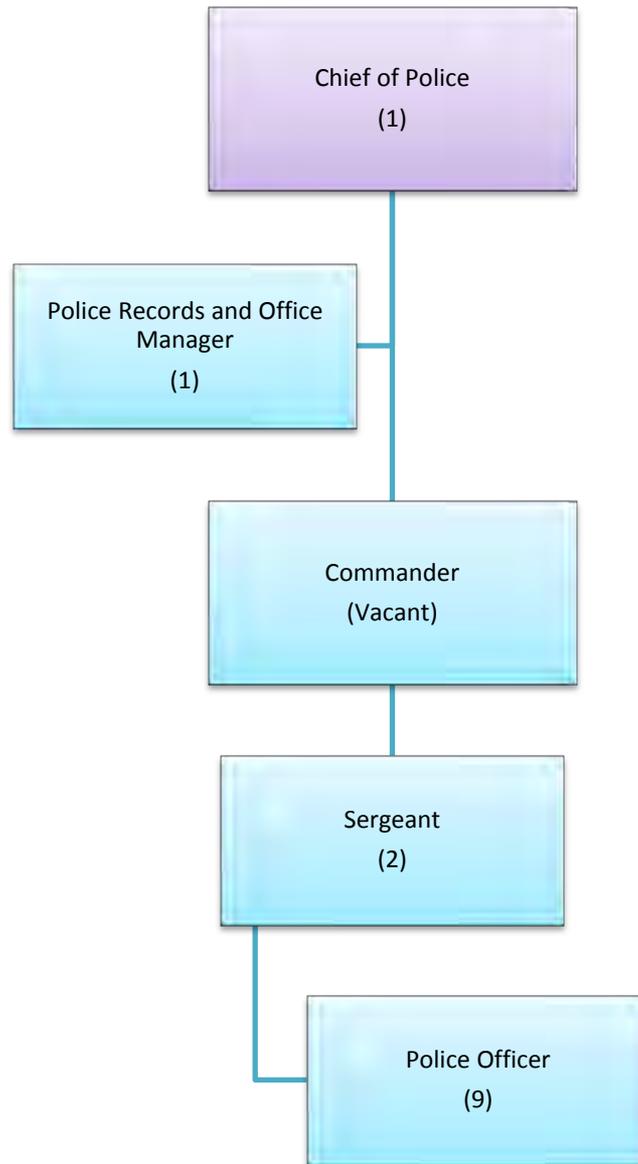
Administration Department Organizational Chart



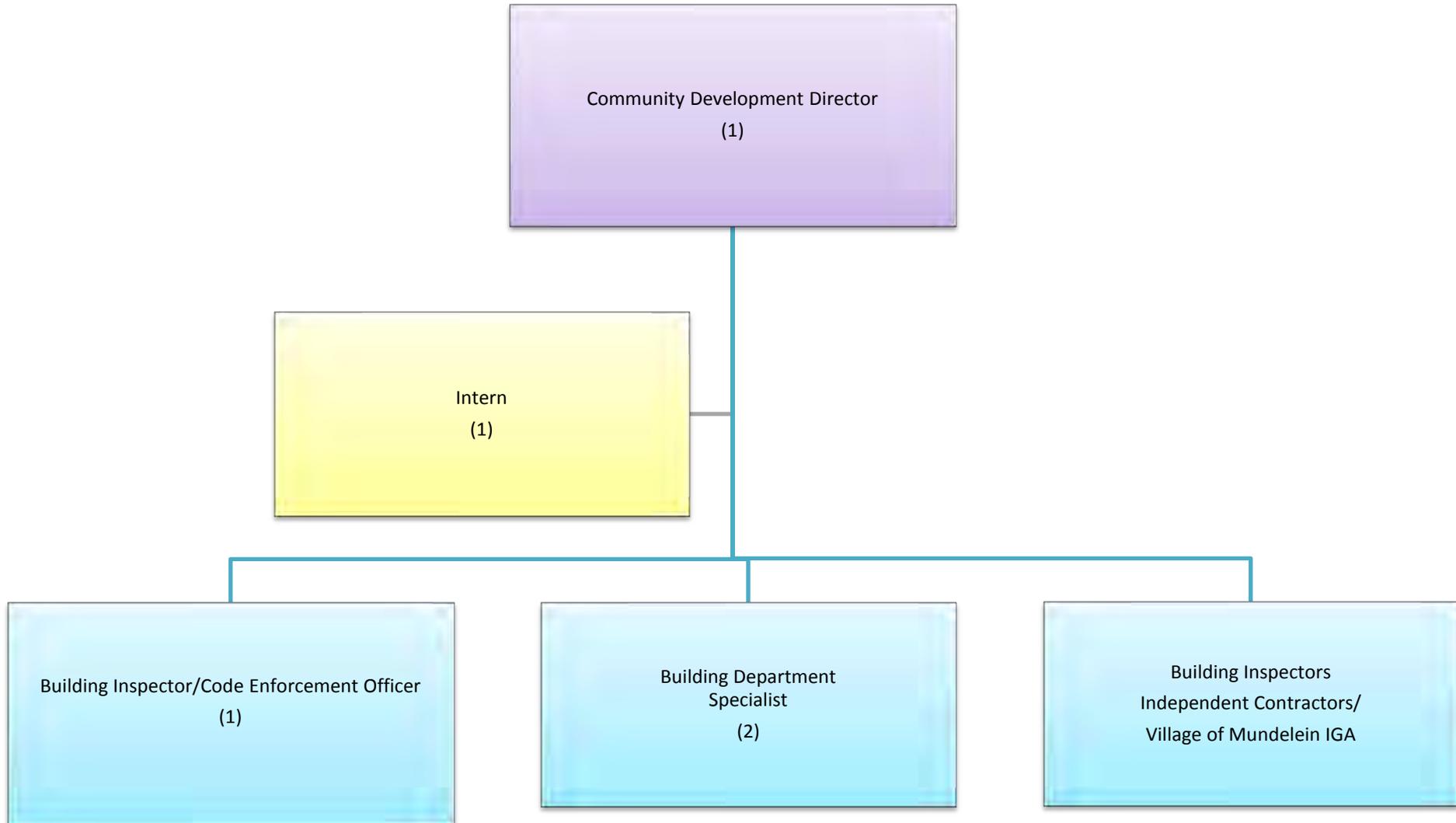
Public Works Department Organizational Chart



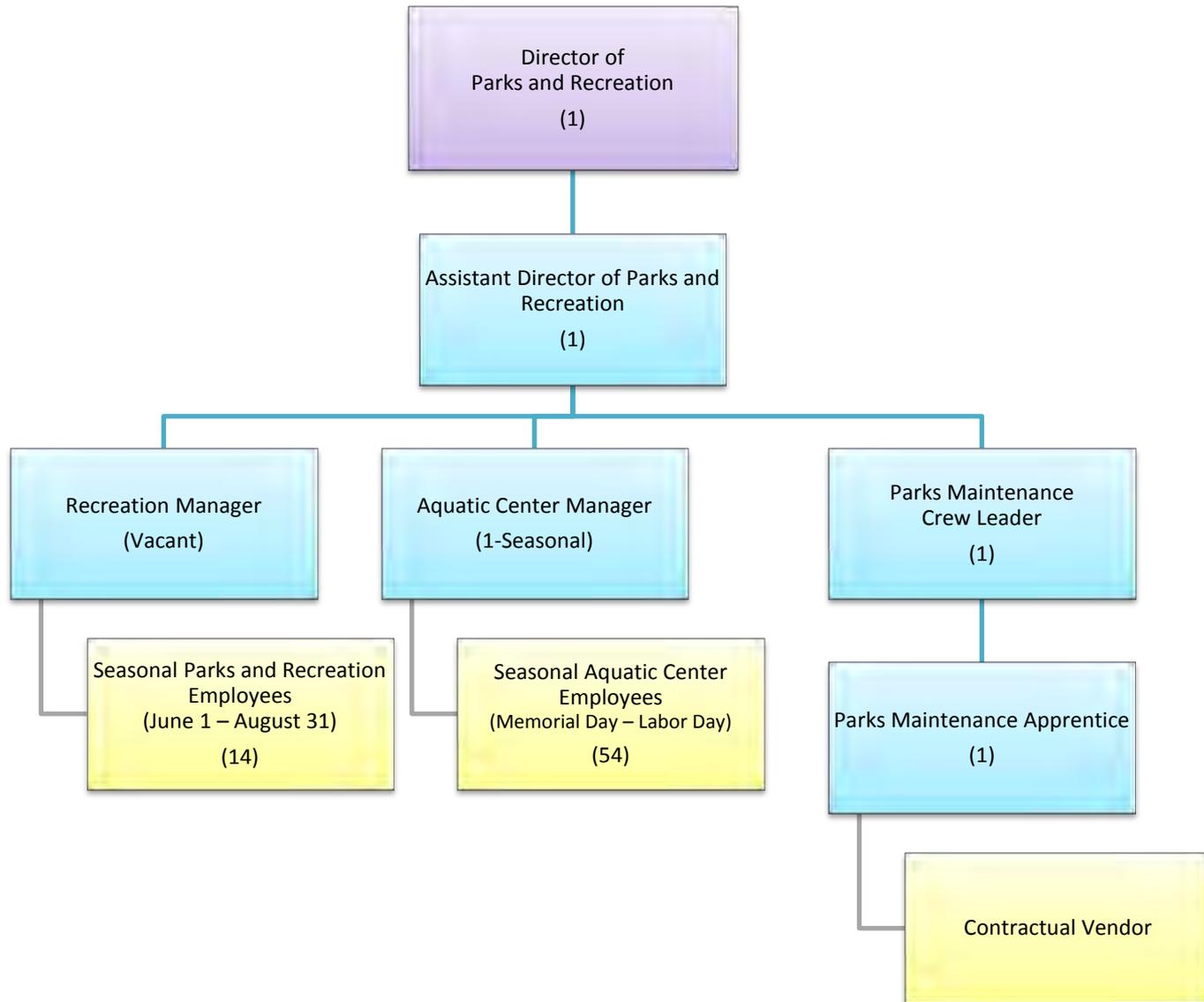
Police Department Organizational Chart



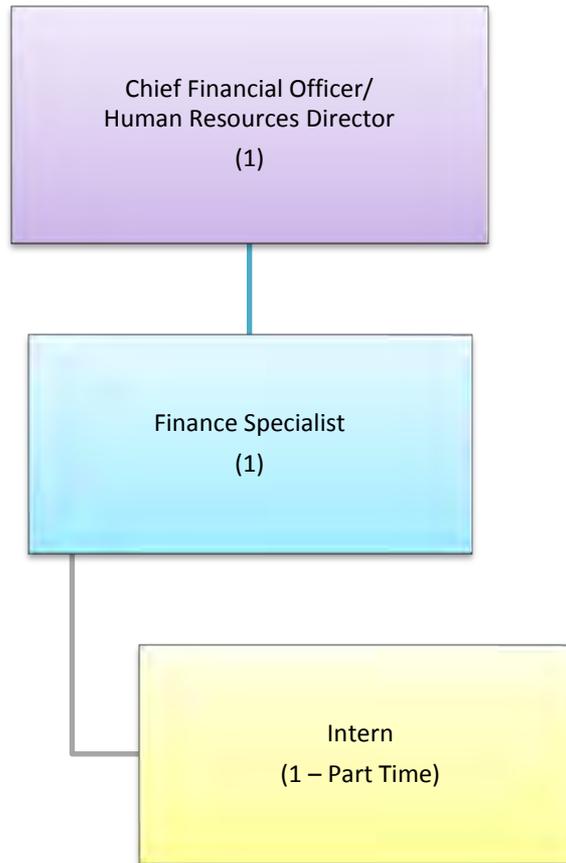
Community Development Department Organizational Chart



Parks and Recreation Department Organizational Chart



Finance and Human Resources Department Organizational Chart



GENERAL FUND

				Revenues		
Actual Fiscal Year Ended 12/31/2013	Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016			
				Proposed		
				2017	2018	
				General Government		
3,194,230	3,206,882	3,240,679	3,186,930	Taxes	3,287,664	3,287,664
338,870	341,910	352,972	357,000	Licenses	354,275	354,275
11,976	223,157	58,444	56,000	Intergovernmental *	56,000	56,000
3,627	4,819	4,201	3,500	Interest Income	3,500	3,500
26,958	44,499	18,407	24,625	Miscellaneous	15,745	15,745
212,703	255,185	227,865	207,450	Police	221,850	221,850
26,824	6,237	2,089	-	Public Works	-	-
3,815,188	4,082,689	3,904,657	3,835,505	Total Revenue	3,939,034	3,939,034

				Expenditures		
Actual Fiscal Year Ended 12/31/2013	Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016			
				Proposed		
				2017	2018	
1,778	1,327	2,070	2,295	Elected Officials	2,430	2,430
448,006	357,278	424,524	490,392	Administration	443,661	455,840
97,712	95,873	134,232	165,000	Legal	165,000	165,000
6,798	9,193	10,162	52,169	Village Clerk	38,591	34,885
426,940	470,385	519,873	543,878	Risk Management	620,822	638,175
38,453	62,229	73,603	75,134	Human Resources	83,583	85,375
51,243	64,462	66,313	67,075	Technology	90,740	90,800
127,803	161,736	170,670	180,027	Finance	179,804	184,321
76,512	30,516	36,856	38,359	Engineering	29,765	30,200
1,058,131	1,185,072	1,271,830	1,355,052	Police	1,476,576	1,481,293
217,155	234,261	280,551	280,223	Police Pension Contribution	308,036	308,036
375	2,418	1,770	2,800	Police Commission	5,300	2,800
601,690	750,955	575,277	687,026	Public Works	615,444	628,865
164,196	200,613	200,555	155,231	Building **	-	-
3,316,792	3,626,318	3,768,286	4,094,661	Total Expenditures	4,059,752	4,108,020
-	-	69,364	90,000	Transfer from Special Rec	-	-
-	-	50,000	187,202	Transfer from Community Dev.	150,000	200,000
(125,000)	(60,000)	-	(800,000)	Transfer to C.I.P. Fund	-	-
(257,158)	(208,256)	-	-	Transfer to Debt Service Fund	-	-
116,238	188,115	255,735	(781,954)	Net Change in Fund Balance	29,282	31,014
1,755,584	1,943,699	2,199,434	1,417,480	Fund Balance as of 12/31	1,446,762	1,477,776

* Intergovernmental Revenues are one-time grants.

** Building Department was moved to the Community Development Fund in Fiscal Year 2017.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,353,413	1,417,058	656,646	1,313,292	1,467,058
01-10-00-1-3012	PROPERTY TAX-INSURANCE	175,001	128,730	91,464	182,928	128,730
01-10-00-1-3015	PROPERTY TAX-AUDIT	20,372	20,763	11,148	22,296	20,763
01-10-00-1-3020	PROPERTY TAXES-R&B	17,361	19,580	8,867	17,734	19,580
01-10-00-1-3030	SALES TAX	121,596	90,000	54,693	109,386	110,000
01-10-00-1-3080	USE TAX	170,628	148,662	107,044	214,088	180,081
01-10-00-1-3090	STATE INCOME TAX	815,367	758,637	476,909	953,818	796,952
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,886	2,000	972	1,944	2,000
01-10-00-1-3097	UTILITY TAX	354,755	395,000	177,450	356,677	360,000
01-10-00-1-3098	TELECOM TAX	203,705	204,000	97,072	192,498	200,000
01-10-00-1-3099	AMUSEMENT TAX	6,595	2,500	179	2,500	2,500
TOTAL TAXES		3,240,679	3,186,930	1,682,444	3,367,161	3,287,664
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	4,525	9,000	8,275	8,275	8,275
01-10-00-2-3120	VEHICLE LICENSES	157,708	157,000	153,720	155,713	157,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	7,173	7,000	4,553	4,673	5,000
01-10-00-2-3130	ANIMAL LICENSES	12,175	12,000	11,655	11,765	12,000
01-10-00-2-3140	FRANCHISE LICENSES	161,679	162,000	78,658	160,762	162,000
01-10-00-2-3150	BUSINESS LICENSES	9,712	10,000	10,013	10,440	10,000
TOTAL LICENSES		352,972	357,000	266,874	351,628	354,275
INTERGOVERNMENTAL						
01-10-00-5-3805	GRANTS	2,200	-	25,860	28,220	-
01-10-00-5-3810	SALES TAX SHARING - IGA	56,244	56,000	27,652	56,000	56,000
TOTAL INTERGOVERNMENTAL		58,444	56,000	53,512	84,220	56,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	4,201	3,500	1,009	3,500	3,500
TOTAL INTEREST INCOME		4,201	3,500	1,009	3,500	3,500
MISCELLANEOUS						
01-10-00-7-3835	SWALCO RECYCLING	3,528	12,125	-	550	-
01-10-00-7-3836	SWALCO WM FEE	3,185	-	-	3,245	3,245
01-10-00-7-3840	YARD STICKERS	9,334	10,000	4,517	9,034	10,000
01-10-00-7-3890	MISCELLANEOUS INCOME	2,360	2,500	3,132	3,600	2,500
TOTAL MISCELLANEOUS		18,407	24,625	7,649	16,429	15,745
TOTAL GENERAL GOVERNMENT REVENUES		3,674,703	3,628,055	2,011,488	3,822,938	3,717,184

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Property Taxes
Account Number: 01-10-00-1-3010

This account is used to record the general property tax levy.

The Property Taxes revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 1,417,058
FY 2017 Budget request	<u>\$ 1,467,058</u>
Increase (Decrease)	<u>\$ 50,000</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2017 is 0.7%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Property Tax-Insurance
Account Number: 01-10-00-1-3012

This account is used to record the property tax levy for the Village's General/Liability Insurance.

The Property Taxes- Insurance revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 128,730
FY 2017 Budget request	<u>\$ 128,730</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2017 is 0.7%. The entire forecasted increase in property taxes due to new home construction estimates is allocated to the general property tax levy account 01-10-00-1-3010.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Property Tax-Audit
Account Number: 01-10-00-1-3015

This account is used to record the property tax levy for the Village's annual audit of the financial statements.

The Property Taxes- Audit revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 20,763
FY 2017 Budget request	<u>\$ 20,763</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2017 is 0.7%. The entire forecasted increase in property taxes due to new home construction estimates is allocated to the general property tax levy account 01-10-00-1-3010.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Property Taxes-R&B
Account Number: 01-10-00-1-3020

This account is used to record the property taxes for Road & Bridge levied by Ela Township and allocated to the Village of Hawthorn Woods.

The Property Taxes- R&B revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 19,580
FY 2017 Budget request	<u>\$ 19,580</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2017 is 0.7%. The entire forecasted increase in property taxes due to new home construction estimates is allocated to the general property tax levy account 01-10-00-1-3010.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Sales Tax

Account Number: 01-10-00-1-3030

This account is used to record the sales tax revenues generated by retail businesses in Hawthorn Woods. The current sales tax rate is 7.0% for general merchandise and food prepared for immediate consumption and 1.75% grocery and pharmacy items.

The Sales Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 90,000
FY 2017 Budget request	<u>\$110,000</u>
Increase (Decrease)	<u>\$ 20,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Use Tax
Account Number: 01-10-00-1-3080

This account is used to record the State of Illinois shared use taxes. Use taxes are assessed by the State of Illinois when goods are purchased outside of Illinois for consumption in Illinois. The State of Illinois collects these taxes and remits them to local municipalities on a per capita basis. Each year, the Illinois Municipal League (IML) forecasts the per capita use tax. The Village forecast is based upon the IML projections.

The Use Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 148,662
FY 2017 Budget request	<u>\$ 180,081</u>
Increase (Decrease)	<u>\$ 31,419</u>

The use tax forecast varies from year to year. For Fiscal Year 2017, the forecast is equal to \$23.50 per capita x 7,663 population.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: State Income Tax
Account Number: 01-10-00-1-3090

This account is used to record the State of Illinois income taxes shared with the Village of Hawthorn Woods through the Local Government Distributive Fund. The State of Illinois collects these taxes and remits them to local municipalities on a per capita basis. Each year, the Illinois Municipal League (IML) forecasts the per capita shared income taxes. The Village forecast is based upon the IML projections.

The State Income Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 758,637
FY 2017 Budget request	<u>\$ 796,952</u>
Increase (Decrease)	<u>\$ 38,315</u>

The shared income tax forecast varies from year to year. For Fiscal Year 2017, the forecast is equal to \$104.00 per capita x 7,663 population.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Personal Property Replacement Tax
Account Number: 01-10-00-1-3095

This account is used to record the personal property replacement tax revenues received from the State of Illinois.

The Personal Property Replacement Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Utility Tax

Account Number: 01-10-00-1-3097

This account is used to record the utility taxes collected by the Village on electricity and natural gas services.

The Utility Tax budget revenue forecast from the prior year, as follows:

FY 2016 Budget request	\$ 395,000
FY 2017 Budget request	<u>\$ 360,000</u>
Increase (Decrease)	<u>\$ (35,000)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Telecom Tax

Account Number: 01-10-00-1-3098

This account is used to record the telecommunications taxes on cellular and land line phones within the Village of Hawthorn Woods. This tax is collected by the State of Illinois and remitted to the Village on a monthly basis.

The Telecom Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 204,000
FY 2017 Budget request	<u>\$ 200,000</u>
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Amusement Tax
Account Number: 01-10-00-1-3099

This account is used to record the amusement tax collected by the Village.

The Amusement Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Liquor Licenses

Account Number: 01-10-00-2-3110

This account is used to record the revenue from issuing liquor licenses to local businesses and for special events where liquor is sold.

The Liquor Licenses revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 9,000
FY 2017 Budget request	<u>\$ 8,275</u>
Increase (Decrease)	<u>\$ (725)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Vehicle Licenses

Account Number: 01-10-00-2-3120

This account is used to record the vehicle license revenue. Vehicle stickers are due by January 31 each Fiscal Year.

The Vehicle Licenses revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 157,000
FY 2017 Budget request	<u>\$ 157,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Vehicle Licenses-Late Fee
Account Number: 01-10-10-2-3125

This account is used to record late fees for vehicle stickers purchased after the January 31 deadline.

The Vehicle Licenses-Late Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 7,000
FY 2017 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Animal Licenses

Account Number: 01-10-00-2-3130

This account is used to record animal license fees (dog tags.) The Village requires all dog owners to purchase an animal license each year by January 31.

The Animal License revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 12,000
FY 2017 Budget request	<u>\$ 12,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Franchise Licenses
Account Number: 01-10-00-2-3140

This account is used to record the franchise license fees received by various community service providers such as Comcast, AT&T and Waste Management.

The Franchise Licenses revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 162,000
FY 2017 Budget request	<u>\$ 162,000</u>
Increase (Decrease)	<u>\$ -</u>

There is change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Business Licenses
Account Number: 01-10-00-2-3150

This account is used to record the revenue received from the sale of business licenses to local businesses who are required to be licensed by Village Ordinance.

The Business Licenses revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 10,000
FY 2017 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Grants

Account Number: 01-10-00-5-3805

This account is used to record revenue received from grants. Since grant revenues are never guaranteed, to be conservative, the Village always budgets grant revenue as \$0.

The Grants revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Sales Tax Sharing - IGA
Account Number: 01-10-00-5-3810

This account is used to record sales tax revenues received from the Intergovernmental Agreement with the Villages of Lake Zurich and Kildeer for the parcel at Quentin Road and Route 22 (Marianos and McDonalds).

The Sales Tax Sharing-IGA revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 56,000
FY 2017 Budget request	<u>\$ 56,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Interest Income
Account Number: 01-10-00-6-3810

This account is used to record the interest income received on the Village's investments.

The Interest Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 3,500
FY 2017 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: SWALCO Recycling
Account Number: 01-10-00-7-3835

This account is used to record the revenue received from SWALCO (the Solid Waste Agency of Lake County) for recycled materials salvaged.

The SWALCO Recycling revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 12,125
FY 2017 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (12,125)</u>

The primary reason for the decrease relates to the volatility of the recycled materials commodities market. Due to a drastic decline in the revenue received in Fiscal Year 2016, future forecasts will be forecasted at zero to be conservative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Description: Yard Stickers

Account Number: 01-10-00-7-3840

This account is used to record the revenue received from the sale of yard waste stickers.

The Yard Stickers revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 10,000
FY 2017 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Miscellaneous Income
Account Number: 01-10-00-7-3890

This account is used to record the miscellaneous revenue received by the Village.

The Miscellaneous Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



ELECTED OFFICIALS



Mayor Joseph Mancino



Trustee Kelly Corrigan



Trustee Michael David



Trustee Dominick DiMaggio



Trustee Neil Morgan



Trustee Peter Ponzio



Trustee Steve Riess

ELECTED OFFICIALS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount 2015	Headcount 2016	Headcount 2017	FTE 2017
Full-Time	0	0	0	0
Part-Time	7	7	7	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-		
1,327	2,070	2,295		
1,327	2,070	2,295		
			Personnel Services	-
			Contractual Services	2,430
			Total Expenditures	
			2,430	2,430

(1,327)	(2,070)	(2,295)	Source (Use) of Cash	(2,430)	(2,430)
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Significant Changes

- Mayor Mancino is serving as President of the Lake County Municipal League, which hosts an annual business dinner. He is also serving as Secretary of the Metro Mayors Caucus. The budget reflects an increase in required attendance.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 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	-	100	-	100	100
01-10-12-3-4361	DUES	345	295	-	400	400
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	225	750	-	580	580
01-10-12-3-4390	MISCELLANEOUS EXPENSE	1,500	1,150	230	1,350	1,350
<hr/>						
TOTAL CONTRACTUAL SERVICES		2,070	2,295	230	1,845	2,430
TOTAL ELECTED OFFICIALS		2,070	2,295	230	2,430	2,430

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ELECTED OFFICIALS
Description: Printing/Copying
Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character
Account Number: 01-10-12-3-4357

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

The Printing/Copying budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100
FY 2017 Budget request	<u>\$ 100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ELECTED OFFICIALS
Description: Dues
Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character
Account Number: 01-10-12-3-4361

This account is used to pay for dues to Metropolitan Mayors Caucus.

Metro Mayors Caucus	<u>\$400</u>
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The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 295
FY 2017 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u>\$ 105</u>

The primary reason for the increase relates to projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ELECTED OFFICIALS

Description: Professional Development

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

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	\$ 330
Lake County Municipal League Seminars	\$ 250
Total	<u>\$ 580</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 750
FY 2017 Budget request	\$ 580
Increase (Decrease)	<u>\$ (170)</u>

The primary reason for the decrease relates to the removal of the International Council of Shopping Centers conference.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ELECTED OFFICIALS

Description: Miscellaneous Expense

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

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, the Metro Mayors Caucus events, logo shirts, and appointed officials supplies, such as nameplates and name tags.

Lake County Municipal League Dinner	\$ 600
Chamber of Commerce Evening of Excellence Dinner	\$ 350
Metro Mayors Caucus	\$ 200
Miscellaneous - Not specified	\$ 200
Total	<u>\$ 1,350</u>

The Miscellaneous Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,150
FY 2017 Budget request	<u>\$ 1,350</u>
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase relates to the Metro Mayors Caucus event. Mayor Mancino serves as Secretary of the Caucus.



ADMINISTRATION



ADMINISTRATION

Department Purpose

The Administration Department serves as the leader for the 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 Village Board.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	3	3	3	2.3
Part-Time	1	0	0	0

The Chief Operating Officer is responsible for the day to day administrative operations of the Village based on the Village Board recommendations. Other responsibilities include the administering of the Village's personnel rules, policies and procedures; preparation and implementation of the annual operating 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 \$20,000; preparation of long-range capital expenditure programs for the Village; overseeing risk management functions; coordinating intergovernmental operations; serving as liaison to various Village committees; assuring compliance with federal and state government policies; investigation of all complaints received in relation to matters concerning the administration of the Village; directing communication activities to keep the public informed of Village plans and activities.

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
Total Revenues			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
273,538	327,182	374,958	Personnel Services	333,571	344,025
76,740	89,154	106,157	Contractual Services	102,100	103,625
7,000	8,208	9,277	Commodities	7,990	8,190
357,278	424,524	490,392	Total Expenditures	443,661	455,840

(357,278)	(424,524)	(490,392)	Source (Use) of Cash	(443,661)	(455,840)
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Significant Changes

- Cost savings associated with the cancellation of the point to point T1 line through Call One, and switching out the PRI from AT&T to Call One.
- The addition of the Legacy Project conference, CLC Communities of Excellence seminar and Adobe in the Professional Development budget.
- The reallocation of the reimbursement related to the holiday luncheon into a revenue account.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	250,147	317,896	138,509	277,018	292,400
01-10-10-1-4015	PART TIME INTERN	27,563	-	-	-	-
01-10-10-1-4040	IMRF	31,959	36,399	15,738	31,476	34,350
01-10-10-1-4090	FICA MATCHING	17,513	20,663	10,469	20,938	17,275
TOTAL PERSONNEL SERVICES		327,182	374,958	164,716	329,432	344,025
CONTRACTUAL SERVICES						
01-10-10-3-4120	CONT. MAINT-VEHICLES	-	-	-	-	1,000
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	1,600	1,000	588	1,000	1,200
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	5,595	5,500	4,567	5,500	6,000
01-10-10-3-4351	POSTAGE	12,976	11,785	9,589	10,650	11,500
01-10-10-3-4353	TELEPHONE - CELL PHONE	2,436	2,784	967	2,060	2,200
01-10-10-3-4354	TELEPHONE - LAND LINE	13,399	13,800	6,401	13,000	6,300
01-10-10-3-4355	PUBLISHING/ADVERTISING	1,063	200	-	200	200
01-10-10-3-4357	PRINTING/COPYING	7,125	7,850	5,081	5,950	8,000
01-10-10-3-4361	DUES	5,090	5,363	5,046	5,340	6,000
01-10-10-3-4362	TRAVEL EXPENSE	50	100	100	100	100
01-10-10-3-4363	MILEAGE REIMBURSEMENT	146	200	66	125	200
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	5,423	7,850	1,297	5,250	10,000
01-10-10-3-4367	PUBLICATIONS	213	250	-	250	250
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	9,172	9,000	568	8,800	9,000
01-10-10-3-4375	RENTAL/LEASE	7,377	-	-	-	-
01-10-10-3-4377	EMPLOYEE RECOGNITION	2,096	1,200	425	2,435	2,400
01-10-10-3-4378	VOLUNTEER APPRECIATION	636	900	223	900	900

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 6 MONTHS		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	ACTUAL		
01-10-10-3-4380	YARD WASTE STICKERS	7,605	8,500	2,070	8,500	8,500
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	2,200	500	620	500	500
01-10-10-3-4382	SWALCO FEE	3,214	3,375	3,214	3,213	3,375
01-10-10-3-4390	MISC. EXPENSE	1,738	1,000	409	1,000	1,000
01-10-10-3-4399	CONTINGENCY	-	25,000	-	-	25,000
TOTAL CONTRACTUAL SERVICES		89,154	106,157	41,231	74,773	102,100
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	6,044	7,177	2,854	6,000	6,300
01-10-10-5-4563	MINOR EQUIPMENT	472	200	37	37	200
01-10-10-5-4578	UNIFORMS	-	400	343	344	240
01-10-10-5-4595	MEETING SUPPLIES	1,692	1,500	470	1,000	1,250
TOTAL COMMODITIES		8,208	9,277	3,704	7,381	7,990
MISCELLANEOUS						
01-10-10-7-3895	CASH OVER/SHORT	(20)	-	-	-	-
TOTAL MISCELLANEOUS		(20)	-	-	-	-
TOTAL ADMINISTRATION		424,524	490,392	209,651	411,586	455,840

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Salaries
Priority: 1.6 Prioritize Citizen Services
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 - 30%
Assistant Director of Parks and Recreation - 10%
Management Analyst/Public Information Specialist - 100%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 317,896
FY 2017 Budget request	\$ 283,871
Increase (Decrease)	<u>\$ (34,025)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Part Time Intern

Priority: 1.6 Prioritize Citizen Services

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

This account represents the salary for a part time intern. This intern is a Masters in Public Administration graduate student recruited from a local university. The primary responsibility of this intern is researching and applying for grants and providing project management and administrative support to the Chief Operating Officer.

The Intern budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

This position was reclassified to a Management Analyst/Communications Apprentice position in the Fiscal Year 2016 budget.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: IMRF
Priority: 1.6 Prioritize Citizen Services
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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 36,399
FY 2017 Budget request	\$ 32,930
Increase (Decrease)	<u>\$ (3,469)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: FICA Matching
Priority: 1.6 Prioritize Citizen Services
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.

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 20,663
FY 2017 Budget request	\$ 16,770
Increase (Decrease)	<u>\$ (3,893)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Contract Maintenance -Vehicles

Priority: 1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-10-3-4120

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

The Contract Maintenance-Vehicles budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the reallocation of a vehicle to the Administration department for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Contract Maintenance -Equipment

Priority: 1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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.

The Contract Maintenance-Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	<u>\$ 1,100</u>
Increase (Decrease)	<u><u>\$ 100</u></u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Credit Card Processing Fees
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4345

This account pays for the cost to the Village when a customer uses their credit card for payment of Village services/products (other than recreation programs and aquatic center programs and passes).

The Credit Card Processing Fees budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,500
FY 2017 Budget request	\$ 5,800
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase is based upon population increases from new development.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Postage

Priority: 1.6 Prioritize Citizen Services

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 \$700 in postage. It is anticipated that there will be 6 bulk mailings in Fiscal Year 2017 (four newsletters and one tree lighting and craft fair mailing).

Bulk mailings (6 mailings @ \$700 ea.)	\$ 4,200
Bulk mailing annual fee	\$ 325
Postage - Stamps.com, post office (average \$530/month)	\$ 6,360
Stamps.com - monthly fee (\$15.99/month)	\$ 200
UPS	\$ 200
Total	<u>\$ 11,285</u>

The Postage budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 11,785
FY 2017 Budget request	<u>\$ 11,285</u>
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease relates to the utilization of UPS as the Village's primary shipping vendor.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Telephone - Cell Phone
Priority: 1.6 Prioritize Citizen Services
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

The Telephone-Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,784
FY 2017 Budget request	\$ 2,165
Increase (Decrease)	<u>\$ (619)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Telephone - Landline
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4354

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

The Telephone-Landline budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 13,800
FY 2017 Budget request	\$ 6,270
Increase (Decrease)	<u>\$ (7,530)</u>

The primary reason for the decrease is based upon savings through Call One for the cancellation of the point to point T1 line and switching out the AT&T PRI for a Call One PRI for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Publishing/Advertising
Priority: 1.6 Prioritize Citizen Services
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.

The Publishing/ Advertising budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Printing/Copying
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4357

This account is used to pay for the printing of various forms, envelopes, business cards, special mailings, motor vehicle stickers outsourcing with Direct Response, house plan copies for residents, check stock, deposit slips, new resident packets, and engraving of nameplates for certain committee members.

The Printing/Copying budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,850
FY 2017 Budget request	\$ 7,650
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Dues
Priority: 1.6 Prioritize Citizen Services
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	\$ 865
International City/County Managers Assoc. - COO	\$ 1,470
International City/County Managers Assoc. - CAO	\$ 1,080
Illinois Association of Municipal Management Assistants	\$ 35
Illinois City Management Assoc. - COO	\$ 385
Illinois City Management Assoc. - CAO	\$ 175
Lake County Municipal League	\$ 1,115
Lake County Bar Association	\$ 80
Lake Zurich Area Chamber of Commerce	\$ 350
ILCMA Legacy Project	\$ 95
Total	<u>\$ 5,650</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,363
FY 2017 Budget request	\$ 5,650
Increase (Decrease)	<u>\$ 287</u>

The primary reason for the increase relates to the addition of Illinois Association of Municipal Management Assistants - Student and Legacy Project dues, as well as projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Travel Expense
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4362

This account is used to pay for parking, cabs and train expenses not associated with travel for Professional Development for the Administration department.

The Travel Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100
FY 2017 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Mileage Reimbursement
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4363

This account is used by other administrative staff other than the Chief Operating Officer for travel expenses. Administration Department personnel will utilize a Village vehicle for business related travel when possible, with use of personal cars kept to a minimum. The current standard mileage reimbursement is \$.54 per mile.

The Mileage Reimbursement budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Professional Development
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4365

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

ICMA Conference - COO and CAO	\$ 3,800
ILCMA Conference - COO (Summer) and CAO (Winter)	\$ 1,300
IML Conference	\$ 850
LZ Chamber Board meetings	\$ 250
Business expenses (Women in Govt., Admin meetings)	\$ 1,200
Credentialed Manager Certification - COO	\$ 250
ILCMA Legacy Project	\$ 275
CLC - Communities of Excellence Seminar	\$ 695
Adobe Basics Training - Photoshop, Illustrator and InDesign	\$ 1,000
Additional training - Not specified	\$ 200
Total	<u>\$ 9,820</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,850
FY 2017 Budget request	\$ 9,820
Increase (Decrease)	<u>\$ 1,970</u>

The primary reason for the increase is related to the addition of the Legacy Project, CLC Communities of Excellence and the Adobe Basics training.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Publications
Priority: 1.6 Prioritize Citizen Services
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.

State Statutes	<u>\$ 250</u>
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The Publications budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Property Tax Rebate - Annexation
Priority: 1.6 Prioritize Citizen Services
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.

The Property Tax Rebate-Annexation budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 9,000
FY 2017 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Leased Equipment

Formerly: Rental/Lease

Priority: 1.6 Prioritize Citizen Services

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

In prior years, this account was used to pay for the lease and maintenance agreements of the Village Hall upstairs and downstairs copy machines.

Copier costs – lease - upstairs	\$ -
Copier costs – maintenance – upstairs	\$ -
Copier costs – lease - downstairs	\$ -
Total	<u>\$ -</u>

The Leased Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

In Fiscal Year 2016, the lease payments for the copiers were budgeted in the Capital Improvement Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Employee Recognition
Priority: 1.6 Prioritize Citizen Services
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 departmental recognitions and team building events.

Annual Employee Recognition	\$ 1,925
Incentive Awards	\$ 210
Administration team building lunch (all staff)	\$ 200
Total	<u>\$ 2,335</u>

The Employee Recognition budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,200
FY 2017 Budget request	\$ 2,335
Increase (Decrease)	<u>\$ 1,135</u>

The primary reason for the increase is the addition of the annual employee recognition event. The entire cost of this event is offset by voluntary donations which are recorded in a miscellaneous revenue account.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Volunteer Appreciation
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4378

This account is used for volunteer appreciation items.

The Volunteer Appreciation budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 900
FY 2017 Budget request	\$ 900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Yard Waste Stickers
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4380

This account pays for yard waste stickers sold to the public. Presently, we are paying \$2.07 per sticker and selling them for \$3 each or 10 for \$25. Residents are informed they can purchase them at cost through Waste Management. During the month of October, residents can purchase Leaf Only stickers at a discounted rate. Effective, January 1, 2013, leaf burning was banned in the Village of Hawthorn Woods.

The Yard Waste Stickers budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,500
FY 2017 Budget request	\$ 8,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Mortgage Default Property Maintenance
Priority: 1.6 Prioritize Citizen Services
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.

The Mortgage Default Property Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: SWALCO Fee
Priority: 1.6 Prioritize Citizen Services
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.

The SWALCO Fee budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,375
FY 2017 Budget request	<u>\$ 3,375</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Miscellaneous Expense

Priority: 1.6 Prioritize Citizen Services

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

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

LCML/LZ Evening of Excellence	\$ 450
Liquor license background checks	\$ 150
Retirement/bereavement	\$ 200
Miscellaneous	\$ 200
Total	<u>\$ 1,000</u>

The Miscellaneous Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Contingency
Priority: 1.6 Prioritize Citizen Services
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.

The Contingency budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 25,000
FY 2017 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Office Supplies
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-5-4561

This account represents the amount paid for various office supplies.

The Office Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,177
FY 2017 Budget request	\$ 6,300
Increase (Decrease)	<u>\$ (877)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Minor Equipment
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-5-4563

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

The Minor Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Uniforms
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-5-4578

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

Administration employees (3)

The Uniforms budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 400
FY 2017 Budget request	<u>\$ 240</u>
Increase (Decrease)	<u>\$ (160)</u>

The primary reason for the decrease relates to the re-allocation of the uniforms for the Finance Department employees to the Finance Department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Meeting Supplies
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-5-4595

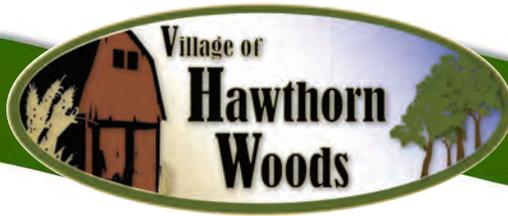
This account represents the amount paid for other expenses not previously charged to any other accounts. Historically, this includes water, coffee, pop, cups and napkins etc.

Water	\$ 400
Other items	\$ 850
Total	<u>\$ 1,250</u>

The Meeting Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ 1,250
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.



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
	2015	2016	2017	2017
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-		
95,873	134,232	165,000		
95,873	134,232	165,000		
			-	-
			165,000	165,000
			165,000	165,000
			Total Expenditures	
			165,000	165,000

(95,873)	(134,232)	(165,000)	Source (Use) of Cash	(165,000)	(165,000)
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Significant Changes

- There are no significant changes in the Fiscal Year 2017 Legal budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	50,100	70,000	6,038	20,000	70,000
01-10-11-3-4231	RETAINER-GENERAL	60,000	62,000	25,000	60,000	62,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	14,560	15,500	4,700	12,500	15,500
01-10-11-3-4233	HUMAN RESOURCES / LABOR	8,125	5,000	3,559	4,000	5,000
01-10-11-3-4234	ADJUDICATION	638	1,500	413	1,200	1,500
01-10-11-3-4235	LEGAL-LAND USE	140	10,000	-	-	10,000
01-10-11-3-4237	COURT REPORTER	669	1,000	-	-	1,000
TOTAL CONTRACTUAL SERVICES		134,232	165,000	39,710	97,700	165,000
TOTAL LEGAL		134,232	165,000	39,710	97,700	165,000

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: LEGAL
Description: Legal Services - Litigation
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-11-3-4230

This account represents fees paid for litigation legal counsel. Presently, the hourly rate for litigation is \$200 per hour.

The Legal Services-Litigation budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 70,000
FY 2017 Budget request	\$ 70,000
Increase (Decrease)	<u>\$ -</u>

There is no increase for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: LEGAL
Description: Legal Services - Retainer
Priority: 1.6 Prioritize Citizen Services
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 Services-Retainer budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 62,000
FY 2017 Budget request	\$ 62,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: LEGAL
Description: Legal Service - Prosecutor
Priority: 1.6 Prioritize Citizen Services
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 Service-Prosecutor budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 15,500
FY 2017 Budget request	\$ 15,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: LEGAL
Description: Legal - Labor Issues
Priority: 1.6 Prioritize Citizen Services
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 Officers' Labor Union.

The current collective bargaining contract with the Police Officers' Labor Union expires at the end of 2017.

The Legal-Labor Issues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: LEGAL

Description: Legal - Adjudication

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

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

This account is the amount paid to the Village's Administrative Adjudication Hearing Officer for preparation and attendance at the Village Administrative Adjudication Hearings. The current agreement provides for a rate of \$150/hour. Administrative Hearings are held monthly.

The Legal-Adjudication budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: LEGAL

Description: Legal Services - Land Use

Priority: 1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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 Services-Land Use budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 10,000
FY 2017 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: LEGAL
Description: Court Reporter
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-11-3-4237

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

The Court Reporter budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



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
	2015	2016	2017	2017
Full-Time	0	0	0	0.20
Part-Time	0	0	0	0
• Village Clerk position is allocated in Administration.				

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

Revenue

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		
			2017	2018
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016			
			Proposed		
			2017	2018	
8,893	7,476	46,344	Personnel Services	32,154	28,120
300	2,686	5,825	Contractual Services	6,437	6,765
9,193	10,162	52,169	Total Expenditures	38,591	34,885

(9,193)	(10,162)	(52,169)	Source (Use) of Cash	(38,591)	(34,885)
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Significant Changes

- The CAO/Village Clerk is pursuing the "Registered Municipal Clerk" designation and will be attending the Municipal Clerks of Illinois Institute - Year Two.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	6,304	38,912	17,671	35,342	22,770
01-10-13-1-4040	IMRF	728	4,455	2,019	4,038	3,225
01-10-13-1-4090	FICA MATCHING	444	2,977	1,347	2,694	2,125
TOTAL PERSONNEL SERVICES		7,476	46,344	21,037	42,074	28,120
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	2,446	5,570	3,138	5,160	6,470
01-10-13-3-4361	DUES	240	255	175	240	295
TOTAL CONTRACTUAL SERVICES		2,686	5,825	3,313	5,400	6,765
TOTAL EXPENDITURES		10,162	52,169	24,350	47,474	34,885

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: VILLAGE CLERK
Description: Salaries
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-13-1-4010

This account is used to pay the salary allocation for the Village Clerk and the Deputy Village Clerk, as follows:

Chief Administrative Officer/Village Clerk - 20%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 38,912
FY 2017 Budget request	\$ 26,959
Increase (Decrease)	<u>\$ (11,953)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: VILLAGE CLERK
Description: IMRF
Priority: 1.6 Prioritize Citizen Services
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 and Deputy Village Clerk allocated salaries. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,455
FY 2017 Budget request	<u>\$ 3,130</u>
Increase (Decrease)	<u><u>\$ (1,325)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: VILLAGE CLERK
Description: FICA Matching
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-13-1-4090

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

The FICA budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,977
FY 2017 Budget request	<u>\$ 2,065</u>
Increase (Decrease)	<u><u>\$ (912)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: VILLAGE CLERK

Description: Other Professional Services

Priority: 1.6 Prioritize Citizen Services

Account Number: 01-10-13-3-4329

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

Notary, insurance and stamps	\$ 50
Annual shredding of documents	\$ 400
Sterling Codifiers - biennial codification	\$ 4,000
Municipal Clerks of Illinois Institute	\$ 1,622
Municipal Clerks of Lake County meetings	\$ 90
Total	<u>\$ 6,162</u>

The Other Professional Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,570
FY 2017 Budget request	<u>\$ 6,162</u>
Increase (Decrease)	<u>\$ 592</u>

The primary reason for the increase relates to the Village Clerk's training at the Municipal Clerks of Illinois Institute which is one requirement in achieving "Registered Municipal Clerk" status as well as the addition of the Municipal Clerks of Lake County meetings. Ms. Lobaito serves as the Treasurer of the Municipal Clerks of Lake County.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: VILLAGE CLERK

Description: Dues

Priority: 1.6 Prioritize Citizen Services

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

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

Municipal Clerks of Lake Co. – Village Clerk	\$ 20
Municipal Clerks of Lake Co. – Deputy Clerk	\$ 20
International Institute of Municipal Clerks – Village Clerk	\$ 165
Municipal Clerks of Illinois – Village Clerk	\$ 70
Total	<u>\$ 275</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 255
FY 2017 Budget request	<u>\$ 275</u>
Increase (Decrease)	<u>\$ 20</u>

The primary reason for the increase relates to the addition of Deputy Village Clerk dues for the Municipal Clerks of Lake County.



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, and serves as the Village's Risk Management Coordinator.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0
• Risk Manager position is allocated in Finance.				

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
7,719	11,225	11,378	Personnel Services	11,722
458,511	505,076	527,500	Contractual Services	604,100
4,155	3,572	5,000	Capital Outlay	5,000
470,385	519,873	543,878	Total Expenditures	620,822
				638,175

(470,385)	(519,873)	(543,878)	Source (Use) of Cash	(620,822)	(638,175)
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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.
- \$4,000 decrease in unemployment premiums due to an improved benefit ratio.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RISK MANAGEMENT						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	9,525	9,553	4,408	8,816	10,125
01-10-14-1-4040	IMRF	1,072	1,094	502	1,004	1,175
01-10-14-1-4090	FICA MATCHING	628	731	288	752	775
TOTAL PERSONNEL SERVICES		11,225	11,378	5,198	11,722	12,075
CONTRACTUAL SERVICES						
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	291,318	309,750	170,218	365,725	405,000
01-10-14-3-4371	DENTAL & VISION PREMIUMS	23,810	26,150	10,712	26,789	28,500
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	-	600	-	-	600
01-10-14-3-4373	LIABILITY INSURANCE	97,120	100,000	89,616	89,616	100,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	14,363	16,000	5,757	11,514	12,000
01-10-14-3-4375	WORKERS COMPENSATION	73,238	75,000	34,752	72,084	75,000
01-10-14-3-4376	FLEX SPENDING	5,227	-	-	-	-
TOTAL CONTRACTUAL SERVICES		505,076	527,500	311,055	565,728	621,100
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	3,572	5,000	548	1,096	5,000
TOTAL CAPITAL OUTLAY		3,572	5,000	548	1,096	5,000
TOTAL EXPENDITURES		519,873	543,878	316,801	577,220	638,175

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

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%
Administrative Assistant of Finance - 5%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 9,553
FY 2017 Budget request	\$ 9,830
Increase (Decrease)	<u>\$ 277</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and reflects the promotion of the Administrative Assistant of Finance to the Finance Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: IMRF

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

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 (the Chief Financial Officer/Human Resources Director serves as the Risk Management Coordinator) and Administrative Assistant of Finance allocated salaries. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,094
FY 2017 Budget request	\$ 1,140
Increase (Decrease)	<u>\$ 46</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and reflects the promotion of the Administrative Assistant of Finance to the Finance Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: FICA Matching

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 731
FY 2017 Budget request	\$ 752
Increase (Decrease)	<u>\$ 21</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and reflects the promotion of the Administrative Assistant of Finance to the Finance Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Medical Insurance Premiums

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-10-14-3-4370

This account represents the amount paid by the Village towards health insurance for all eligible full time employees.

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

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

The Village is unable to obtain a renewal quote from Blue Cross Blue Shield until late October, therefore the increase is estimated with assistance from the Village's employee benefits consultant Digital Benefit Advisors.

The Medical Insurance Premiums budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 309,750
FY 2017 Budget request	\$ 389,000
Increase (Decrease)	<u>\$ 79,250</u>

The primary reason for the increase relates to the forecasted renewal rates related to the Patient Protection and Affordable Health Care Act and changes in the employee census.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Dental and Vision Insurance Premiums

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-10-14-3-4371

This account represents the amount paid by the Village towards dental and vision insurance for all eligible full time employees.

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

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

The Village’s insurance broker, Digital Benefit Advisors, is working with the Village’s dental provider (Principal) and vision provider (VSP) to obtain renewal quotes. In addition, alternate providers will be asked to provide quotes.

The Dental and Vision Insurance Premiums budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 26,150
FY 2017 Budget request	\$ 27,500
Increase (Decrease)	<u>\$ 1,350</u>

The primary reason for the increase is an anticipated increase in the dental and vision premiums, based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Employee Assistance Program

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-10-14-3-4372

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

The Employee Assistance Program budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 600
FY 2017 Budget request	<u>\$ 600</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Liability Insurance

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

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

This account pays for the liability insurance for the Village. The following insurance premiums are included in this account: property, liability, law enforcement, public officials' liability, employee benefits, auto liability, auto physical damage, excess liability, & crime.

The Liability Insurance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100,000
FY 2017 Budget request	<u>\$ 100,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Unemployment Premium

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-10-14-3-4374

This account is used to pay the Village’s unemployment premium due to the Illinois Department of Employment Security.

The Village’s unemployment premium is based on a ratio, called the benefit ratio, which is determined in such a way that the greater the unemployment caused by the employer, the higher the rate. This premium is payable quarterly and is calculated as the benefit ratio times the first \$12,960 (2016 wage base) of an employee’s annual wages. The Village’s benefit ratio has steadily improved, as shown below:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Benefit Ratio	8.40%	7.65%	5.40%	3.15%	2.15%	1.05%

The Unemployment Premium budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 16,000
FY 2017 Budget request	<u>\$ 12,000</u>
Increase (Decrease)	<u><u>\$ (4,000)</u></u>

The primary reason for the decrease is the improvement of the Village’s benefit ratio.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Workers Compensation

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-10-14-3-4375

This account pays for the workers' compensation insurance for the Village. The Village participates in the Illinois Public Risk Fund (IPRF) municipal risk pool.

The Workers Compensation budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 75,000
FY 2017 Budget request	\$ 75,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Flex Spending

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-10-14-3-4376

This account pays for the employer responsibility for Section 125 Flexible Spending accounts. This account will only be utilized if an employee separates from employment with reimbursements in excess of deductions withheld.

The Flex Spending budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Safety Improvements

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

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

This account pays for the safety committee recommended safety improvements 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.

The Safety Improvements budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



HUMAN RESOURCES



HUMAN RESOURCES

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0.50
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
51,213	54,953	57,364	Personnel Services	60,923	62,625
11,016	18,650	17,770	Contractual Services	22,660	22,750
62,229	73,603	75,134	Total Expenditures	83,583	85,375
(62,229)	(73,603)	(75,134)	Source (Use) of Cash	(83,583)	(85,375)

Significant Changes

- \$5,500 increase in funding for Tuition Reimbursement program to support employees pursuing advanced degrees (2 Masters in Public Administration, and 1 Associates Degree in Accounting.)
- \$1,000 decrease in funding for pre-employment drug and alcohol screening tests, based upon estimated actual results from 2016.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	46,537	48,164	22,040	44,080	52,600
01-10-16-1-4040	IMRF	5,362	5,515	2,511	5,022	6,000
01-10-16-1-4090	FICA MATCHING	3,054	3,685	1,441	2,882	4,025
TOTAL PERSONNEL SERVICES		54,953	57,364	25,992	51,984	62,625
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	1,026	870	108	1,026	1,200
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	244	400	449	450	550
01-10-16-3-4366	WELLNESS PROGRAM	2,132	1,000	900	1,000	1,000
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	4,562	4,500	1,918	3,000	3,500
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	9,212	10,000	5,843	11,686	15,500
01-10-16-3-4399	CONTINGENCY	1,474	1,000	-	500	1,000
TOTAL CONTRACTUAL SERVICES		18,650	17,770	9,218	17,662	22,750
TOTAL HUMAN RESOURCES		73,603	75,134	35,210	69,646	85,375

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: Salaries

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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%
Finance/Human Resources Specialist - 25%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 48,164
FY 2017 Budget request	\$ 51,073
Increase (Decrease)	<u>\$ 2,909</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and reflects the promotion of the Administrative Assistant of Finance to the Finance Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: IMRF

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,515
FY 2017 Budget request	\$ 5,925
Increase (Decrease)	<u>\$ 410</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and reflects the promotion of the Administrative Assistant of Finance to the Finance Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: FICA Matching

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-16-1-4090

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,685
FY 2017 Budget request	\$ 3,925
Increase (Decrease)	<u>\$ 240</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and reflects the promotion of the Administrative Assistant of Finance to the Finance Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: Dues

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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	\$ 220
National Public Employer Labor Relations Association	\$ 220
International Public Management Association for Human Resources	\$ 150
ILCMA Legacy Project	\$ 50
Public Salary.Com	\$ 250
Illinois Labor Law Poster	\$ 250
Total	<u>\$ 1,140</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 870
FY 2017 Budget request	<u>\$ 1,140</u>
Increase (Decrease)	<u>\$ 270</u>

The primary reason for the increase is the membership in the National Public Employer Labor Relations Association and the ILCMA Legacy Project.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: Professional Development

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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	\$ 150
ILCMA Legacy Project Annual Conference	\$ 120
Total	<u>\$ 520</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 400
FY 2017 Budget request	\$ 520
Increase (Decrease)	<u>\$ 120</u>

The primary reason for the increase relates to the addition of the ILCMA Legacy Project Annual Conference.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: Wellness Program

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy, Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

This account is to provide funding for the Village Wellness Program. The Village Wellness Program complies with the Federal Requirements as follows:

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

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

The Wellness Program budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: Pre-Employment Screening

Priority: 1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test. In addition, new police officers complete a physical and psychological examination.

The Pre-Employment Screening budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,500
FY 2017 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: HUMAN RESOURCES

Description: Tuition Reimbursement

Priority: 1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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 and is funded in the Police Department budget.

The Tuition Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 10,000
FY 2017 Budget request	<u>\$ 15,500</u>
Increase (Decrease)	<u><u>\$ 5,500</u></u>

The primary reason for the increase is an increase in participation in the program. In the current year, there are three employees participating - two are pursuing masters' degrees, and one is pursuing an associates degree.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: HUMAN RESOURCES
Description: Contingency
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-16-3-4399

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

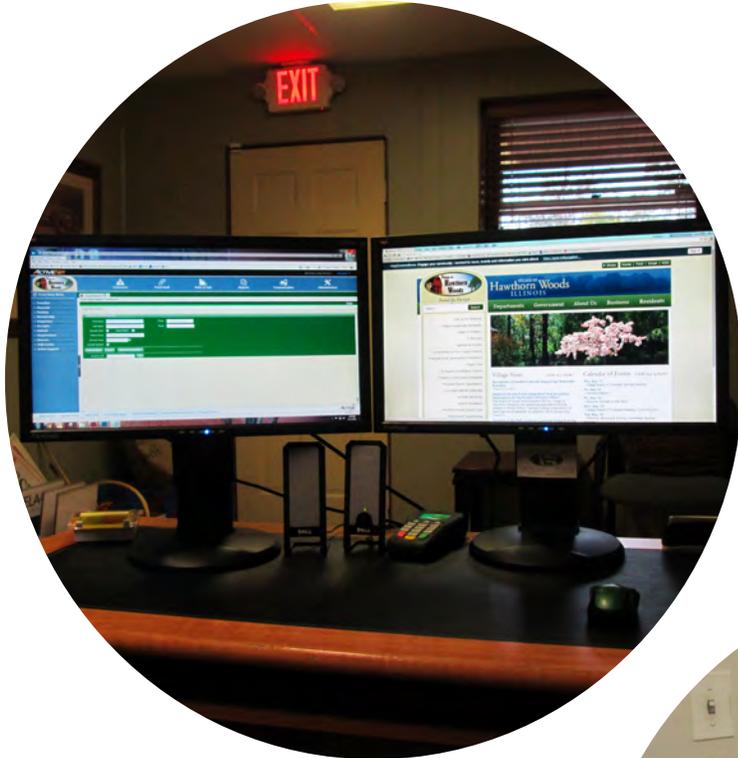
The Contingency budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



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, the Chief Administrative Officer and the Chief Financial Officer/Human Resources Director serve as the liaisons to our outside IT provider (Advanced Business Networks) for information needs.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
64,462	66,313	67,075	Contractual Services	90,740	90,800
-	-	-	Commodities	-	-
-	-	-	Capital Outlay	-	-
64,462	66,313	67,075	Total Expenditures	90,740	90,800
(64,462)	(66,313)	(67,075)	Source (Use) of Cash	(90,740)	(90,800)

Significant Changes

- \$23,500 increase to install a VPN to replace the current Comcast business internet connection.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	19,622	20,775	22,254	44,508	21,000
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	25,500	25,500	-	-	25,500
01-10-17-3-4330	WEBSITE	4,536	4,500	3,877	7,754	4,500
01-10-17-3-4331	INTERNET ACCESS	1,414	1,500	988	1,976	25,000
01-10-17-3-4332	MISCELLANEOUS	-	250	24	48	250
01-10-17-3-4333	HOSTED EXCHANGE SERVICES	15,241	14,550	7,108	14,216	14,550
TOTAL CONTRACTUAL SERVICES		66,313	67,075	34,251	68,502	90,800
TOTAL TECHNOLOGY		66,313	67,075	34,251	68,502	90,800

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: TECHNOLOGY

Description: Software Support and Maintenance

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-17-3-4130

This account is used for expenses related to the software licensing and maintenance fees for various software programs utilized on the Village's computer system.

MSI maintenance	\$ 14,000
Laserfiche maintenance	\$ 850
IACP - PD	\$ 550
Critical Reach - PD	\$ 150
InTime - PD	\$ 2,700
Sterling Codifiers	\$ 500
Anti-virus Software	\$ 1,100
Adobe Creative Cloud - 2 Licenses	\$ 840
Contingency	\$ 250
Total	<u>\$ 20,940</u>

The Software Support and Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 20,775
FY 2017 Budget request	\$ 20,940
Increase (Decrease)	<u>\$ 165</u>

The primary reason for the increase relates to the Adobe Creative Cloud licenses which replaced the Photoshop license (\$665 increase), offset by the cost savings resulting from the elimination of the Log-Me-In subscription (\$500 savings).

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: TECHNOLOGY

Description: Technology Support Services

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-17-3-4329

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

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

The Technology Support Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 25,500
FY 2017 Budget request	\$ 25,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: TECHNOLOGY

Description: Website Hosting and Maintenance

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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

This account is used for paying the website hosting and maintenance fee through Civic Plus and the monthly subscription to Constant Contact.

Civic Plus annual maintenance fee	\$ 3,500
Constant Contact	<u>\$ 1,000</u>
Total	<u><u>\$ 4,500</u></u>

vhw.org Domain name to be renewed in 2021.
hwpd.com Domain name to be renewed in 2025.

The Website Hosting and Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,500
FY 2017 Budget request	<u>\$ 4,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: TECHNOLOGY

Description: Internet Access

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-17-3-4331

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

Secure VPN provided by ABN \$25,000

The Internet Access budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ 23,500</u></u>

The primary reason for the increase is due to the installation of a secure VPN through ABN. This upgrade will result in a secure , private network that links the three Village locations - Village Hall/Police Department, Public Works and Aquatic Center. Although this budget line item increased significantly, there will be cost savings from the elimination of the two T-1 lines (\$6,960) and log-me-in subscription (\$500). A secure VPN will provide enhanced efficiency and data security compared to the current internet access.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: TECHNOLOGY

Description: Miscellaneous

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-17-3-4332

This account is used for paying miscellaneous technology expenses such as new batteries for the battery backups, keyboard replacements, etc.

The Miscellaneous budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: TECHNOLOGY

Description: Hosted Exchange Service

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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

This account is used for paying for various hosted services, as follows:

Hosted Exchange (Village Outlook Emails) and Hosted Backup (Village Software & Files)	\$ 13,650
Hosted File Exchange Service (Box.com)	<u>\$ 900</u>
Total	<u><u>\$ 14,550</u></u>

The Hosted Exchange Service budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 14,550
FY 2017 Budget request	<u>\$ 14,550</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.



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
	2015	2016	2017	2017
Full-Time	2	2	2	1.20
Part-Time	1	1	1	0.25

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

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
132,131	139,508	145,622	142,536	146,825
29,605	31,162	34,405	37,108	37,336
-	-	-	160	160
161,736	170,670	180,027	Total Expenditures	
			179,804	184,321

(161,736)	(170,670)	(180,027)	Source (Use) of Cash	(179,804)	(184,321)
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Significant Changes

- \$3,683 increase in audit contingency payment due to Azavar Audit Solutions revenue audits. Note that this contingency payment will be offset by new revenue received as a result of the audit findings.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FINANCE						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	118,280	122,268	56,098	112,196	123,100
01-10-18-1-4040	IMRF	13,396	14,000	6,271	12,542	14,300
01-10-18-1-4090	FICA MATCHING	7,832	9,354	3,703	7,406	9,425
TOTAL PERSONNEL SERVICES		139,508	145,622	66,072	132,144	146,825
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	20,370	23,280	17,500	35,000	22,216
01-10-18-3-4211	ACTUARY SERVICES	250	1,500	1,950	3,900	-
01-10-18-3-4329	BOND FINANCIAL ADVISOR	6,180	6,600	2,060	4,120	6,600
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	-	-	1,827	4,020	3,070
01-10-18-3-4353	TELEPHONE-CELL PHONE	570	750	302	604	750
01-10-18-3-4355	PUBLISHING/ADVERTISING	877	600	10	500	600
01-10-18-3-4361	DUES	1,500	1,525	1,155	1,530	1,600
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	1,415	150	279	558	2,500
TOTAL CONTRACTUAL SERVICES		31,162	34,405	25,083	50,232	37,336
COMMODITIES						
01-10-18-5-4578	UNIFORMS	-	-	-	-	160
TOTAL COMMODITIES		-	-	-	-	160
TOTAL FINANCE		170,670	180,027	91,155	182,376	184,321

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Salaries

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-1-4010

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

Chief Financial Officer/Human Resources Director - 55%
Finance Specialist - 65%
Finance Part-Time Summer Intern - 100%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 122,268
FY 2017 Budget request	\$ 119,511
Increase (Decrease)	<u>\$ (2,757)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: IMRF

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 14,000
FY 2017 Budget request	\$ 13,875
Increase (Decrease)	<u>\$ (125)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: FICA Matching

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 9,354
FY 2017 Budget request	\$ 9,150
Increase (Decrease)	<u>\$ (204)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Annual Audit

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-3-4210

Audit services are paid for from this account. The Village accepted a 3-year renewal proposal from Sikich, LLP for the audits of 2016, 2017 and 2018.

The Annual Audit budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 23,280
FY 2017 Budget request	<u>\$ 21,780</u>
Increase (Decrease)	<u><u>\$ (1,500)</u></u>

The primary reason for the decrease relates to one-time additional fee of \$2,500 for the implementation of GASB Statement No. 68, Accounting and Financial Reporting for Pensions, an amendment of GASB Statement No. 27 that was charged in Fiscal Year 2016. This implementation fee will not be required in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Actuary Services

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-3-4211

This account is used for the professional actuary who calculates the post-employment benefits required by Governmental Accounting Standards Board Statement No. 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.

The Actuary Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,500)</u>

In Fiscal Year 2017, the actuary will be performing an update, rather than a full valuation. Therefore, there is no additional fee required. The next full valuation will be budgeted in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Bond Financial Advisor

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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 monthly retainer fee for Bridgeport Financial.

The Bond Financial Advisor budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,600
FY 2017 Budget request	\$ 6,600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Audit Contingency Payment

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-3-4330

In Fiscal Year 2016, the Village retained Azavar Audit Solutions to conduct a comprehensive audit of sales tax, utility tax, telecommunications tax, and franchise fees. The audits were conducted on a contingent fee basis. This account records the contingent fee due to Azavar as a result of new revenue discovered in the audit process.

The Audit Contingency Payment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 3,683</u>
Increase (Decrease)	<u><u>\$ 3,683</u></u>

This is a new account in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Telephone-Cell Phone

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

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

The Telephone-Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 750
FY 2017 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Publishing/Advertising

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-3-4355

This account is used to pay for publishing the annual treasurer's report and any other required legal notices such as the Truth in Taxation notice.

The Publishing/ Advertising budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 600
FY 2017 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Dues

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-3-4361

This account is used to pay for the following dues:

Government Finance Officers Association Membership	\$ 200
Illinois Government Finance Officers Association	\$ 300
Certificate of Achievement in Financial Reporting Application Fee	\$ 375
Illinois CPA Society Membership	\$ 320
American Institute of Certified Public Accountants (AICPA) Membership	\$ 400
Total	<u>\$ 1,595</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,525
FY 2017 Budget request	\$ 1,595
Increase (Decrease)	<u>\$ 70</u>

The primary reason for the increase relates to forecasted increased membership dues in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Professional Development

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-3-4365

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

Government Finance Officers Association	
National Convention - Denver, CO	\$ 1,750
Fred Pryor Seminars - Career Track	
Unlimited Training Membership	\$ 200
Illinois Government Finance Officers Association	
2 Local Training Classes	\$ 150
Total	<u>\$ 2,100</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 150
FY 2017 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u>\$ 1,950</u>

The primary reason for the increase is the Chief Financial Officer's attendance at the Government Finance Officers Association (GFOA) national conference, and an unlimited training membership with Fred Pryor Seminars & Career Track.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: FINANCE

Description: Uniforms

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 01-10-18-5-4578

This account is used to pay for the Finance employee uniform shirts for casual Fridays.

Finance employees (2)

The Uniforms budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 160
Increase (Decrease)	<u>\$ 160</u>

The primary reason for the increase relates to the re-allocation of the uniforms for the Finance Department employees to this new account. In prior years, these uniform purchases were funded in the Administration departmental budget.



ENGINEERING



ENGINEERING

Department Purpose

The primary responsibility of the Engineering Department is to provide engineering services related to the construction projects of the Village and to participate in the planning of new development and infrastructure. The Public Works Director/Village Engineer is responsible for the Engineering Department.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
26,549	27,582	28,359	Personnel Services	14,765	15,200
3,967	9,274	10,000	Contractual Services	15,000	15,000
30,516	36,856	38,359	Total Expenditures	29,765	30,200
(30,516)	(36,856)	(38,359)	Source (use) of cash	(29,765)	(30,200)

Significant Changes

- The 2017 budget includes an increase of \$5,000 for Engineering Services.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ENGINEERING						
PERSONNEL SERVICES						
01-10-19-1-4010	SALARIES	23,171	23,811	10,990	21,980	12,750
01-10-19-1-4040	IMRF	2,681	2,726	1,258	2,516	1,475
01-10-19-1-4090	FICA MATCHING	1,730	1,822	826	1,652	975
TOTAL PERSONNEL SERVICES		27,582	28,359	13,074	26,148	15,200
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	9,274	10,000	5,186	10,372	15,000
TOTAL CONTRACTUAL SERVICES		9,274	10,000	5,186	10,372	15,000
TOTAL ENGINEERING		36,856	38,359	18,260	36,520	30,200

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ENGINEERING

Description: Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-10-19-1-4010

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

Director of Public Works/Village Engineer - 10%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 23,811
FY 2017 Budget request	\$ 12,382
Increase (Decrease)	<u>\$ (11,429)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ENGINEERING

Description: IMRF

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-10-19-1-4040

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, 2017, the Village's portion was 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,726
FY 2017 Budget request	\$ 1,436
Increase (Decrease)	<u>\$ (1,290)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ENGINEERING

Description: FICA Matching

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-10-19-1-4090

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,822
FY 2017 Budget request	\$ 947
Increase (Decrease)	<u>\$ (875)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ENGINEERING

Description: Engineering Services

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The Engineering Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 10,000
FY 2017 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is the Village is requesting additional services from the engineering consultant relating to Public Works projects, as well as resident drainage requests.



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
	2015	2016	2017	2017
Full-Time	13	13	13	13.10
Part-Time	0	0	0	0

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

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
176,319	182,927	207,450	Fees	196,850	196,850
2,791	4,494	-	Intergovernmental	-	-
76,075	40,444	-	Miscellaneous	25,000	25,000
255,185	227,865	207,450	Total Revenues	221,850	221,850

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
934,378	1,048,493	1,139,437	Personnel Services	1,215,712	1,234,613
126,524	142,011	158,065	Contractual Services	168,964	169,130
46,597	41,559	54,550	Commodities	54,600	49,550
77,573	39,767	3,000	Capital Outlay	37,300	28,000
1,185,072	1,271,830	1,355,052	Total Expenditures	1,476,576	1,481,293
234,261	280,551	280,223	Police Pension Contribution	308,036	308,036

(1,164,148)	(1,324,516)	(1,427,825)	Source (Use) of Cash	(1,562,762)	(1,567,479)
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Significant Changes

Includes funding for:

- Replacement officer for retiring Patrol Commander.
- Two replacement squad cars

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
REVENUES						
FEES						
01-20-00-4-3710	COURT FINES	94,100	105,000	36,566	80,000	100,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	47,555	65,000	20,889	50,000	60,000
01-20-00-4-3732	ADMIN ADJUDICATION HEARING FEE	220	500	60	120	200
01-20-00-4-3733	ADJUDICATION FINES	1,470	2,000	520	1,000	1,500
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	29,500	30,000	13,000	30,000	30,000
01-20-00-4-3735	POLICE PROTECTION FEES	9,405	4,500	2,895	4,500	4,500
01-20-00-4-3750	RECORDS REQUESTS	677	450	350	650	650
TOTAL FEES		182,927	207,450	74,280	166,270	196,850
INTERGOVERNMENTAL						
01-20-00-5-3805	GRANTS	4,494	-	404	404	-
TOTAL INTERGOVERNMENTAL		4,494	-	404	404	-
MISCELLANEOUS						
01-20-00-7-3860	INSURANCE REIMBURSEMENT	1,551	-	-	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	110	-	58	78	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	14,290	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	24,493	-	-	-	25,000
TOTAL MISCELLANEOUS		40,444	-	58	78	25,000
TOTAL REVENUES: POLICE		227,865	207,450	74,742	166,752	221,850

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	997,540	1,069,952	501,236	1,088,616	1,147,302
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	-	-	-	-	6,600
01-20-20-1-4020	OVERTIME	25,646	42,336	11,701	42,336	51,629
01-20-20-1-4040	IMRF	7,433	7,548	3,484	7,547	8,111
01-20-20-1-4090	FICA MATCHING	17,874	19,601	8,872	19,232	20,971
TOTAL PERSONNEL SERVICES		1,048,493	1,139,437	525,293	1,157,731	1,234,613
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	10,704	6,000	3,717	6,000	6,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	(100)	6,500	400	6,500	6,500
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	1,826	1,000	37	1,000	1,000
01-20-20-3-4353	TELEPHONE - CELL PHONE	2,734	2,410	1,515	3,030	3,030
01-20-20-3-4355	PUBLISHING/ADVERTISING	-	350	-	-	350
01-20-20-3-4357	PRINTING/COPYING	1,203	2,500	175	2,500	2,500
01-20-20-3-4359	DISPATCH SERVICE	93,408	100,000	96,525	96,525	103,000
01-20-20-3-4361	DUES	21,026	21,555	20,804	22,300	25,000
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	5,784	10,500	2,776	10,500	14,500
01-20-20-3-4367	PUBLICATIONS	100	250	100	250	250
01-20-20-3-4381	COMMUNITY RELATIONS	892	2,000	469	2,000	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	4,434	5,000	2,522	5,000	5,000
TOTAL CONTRACTUAL SERVICES		142,011	158,065	129,040	155,605	169,130
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	2,218	2,500	823	2,500	2,500
01-20-20-5-4562	AUTO FUEL & OIL	22,032	35,000	4,635	28,000	30,000
01-20-20-5-4563	MINOR EQUIPMENT	5,292	4,500	915	4,500	4,500
01-20-20-5-4569	VEHICLE SUPPLIES	2,675	4,000	1,116	4,000	4,000
01-20-20-5-4578	UNIFORMS	8,440	6,550	3,265	6,550	6,550

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
01-20-20-5-4595	OTHER CHARGES	902	2,000	610	2,000	5,000	2,000
TOTAL COMMODITIES		41,559	54,550	11,364	47,550	54,600	49,550
CAPITAL OUTLAY							
01-20-20-8-4893	VEHICLE	24,493	-	-	-	25,000	25,000
01-20-20-8-4894	EQUIPMENT	15,274	3,000	-	3,000	12,300	3,000
TOTAL CAPITAL OUTLAY		39,767	3,000	-	3,000	37,300	28,000
TOTAL POLICE		1,271,830	1,355,052	665,697	1,363,886	1,476,576	1,481,293
POLICE PENSION CONTRIBUTION							
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	280,551	280,223	140,112	280,223	308,036	308,036

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Court Fines

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Court Fines revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 105,000
FY 2017 Budget request	\$ 100,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based on projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Village Code Violations

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Village Code Violations revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 65,000
FY 2017 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ (5,000)</u>

This primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Adjudication Hearing Fee

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 01-20-00-4-3732

This account is the amount of revenue generated through payment of the \$20 fee to have a case heard in administrative adjudication. This account is specific to citations resolved at administrative adjudication hearings.

The Adjudication Hearing Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Adjudication Fines

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Adjudication Fines revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is an anticipated decline in the adjudication fines received, based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Administrative Impound Fee

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Administrative Impound Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 30,000
FY 2017 Budget request	<u>\$ 30,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Police Protection Fees

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Police Protection Fees revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 4,500
FY 2017 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Records Requests

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 01-20-00-4-3750

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

The Record Requests revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 450
FY 2017 Budget request	\$ 650
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Grants

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 01-20-00-5-3805

This account is used to record revenue received from grants. Since grant revenues are never guaranteed, to be conservative, the Village always budgets grant revenue as \$0.

The Grants revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Insurance Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 01-20-00-7-3860

This account is used to record revenue received from insurance reimbursement. Since insurance reimbursement revenues are never anticipated, to be conservative, the Village always budgets insurance reimbursement revenue as \$0.

The Insurance Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Miscellaneous Income

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 01-20-00-7-3890

This account is used to record revenue received from miscellaneous sources. Since miscellaneous revenues are minor and vary from year to year, to be conservative, the Village always budgets police miscellaneous income revenue as \$0.

The Miscellaneous Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Transfer from DUI Funds

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-20-00-7-3990

This account is the amount of revenue transferred from the restricted DUI funds received from Lake County. Per Illinois State Statute, any person who pleads guilty or is found guilty of DUI, pays an additional \$350 into this fund. These funds are restricted to purchases of law enforcement equipment, commodities, training or safety checks to assist in the prevention of alcohol related criminal violence.

The Transfer from DUI Funds revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Transfer from Vehicle Supervision Funds

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-20-00-7-3991

This account is the amount of revenue transferred from the restricted vehicle supervision funds received from Lake County. Per Illinois State Statute, any person who receives a disposition of supervision for a traffic violation pays an additional \$20 into this fund. These funds are restricted to the acquisition and maintenance of police cars.

The Transfer from Vehicle Supervision Funds revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ 25,000</u>

The primary reason for the increase is to offset the cost of one replacement squad car.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Salaries

Priority: 1.1 Prioritize A Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

This account is the amount paid for 11 sworn full-time officers, 1 administrative civilian and the Chief of Police for regular personnel services. This also includes longevity pay awarded to officers per labor agreement.

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,069,952
FY 2017 Budget request	<u>\$ 1,132,452</u>
Increase (Decrease)	<u>\$ 62,500</u>

The collective bargaining agreement contains a 4.0% salary increase for all patrol officers in Fiscal Year 2017. The reason for the increase is as a result of the collective bargaining agreement, partially offset by the cost savings resulting from the replacement of the retiring Commander position with an entry level police officer position.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Salaries - Fleet Maintenance

Priority: 1.1 Prioritize A Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-20-20-1-4011

This account represents the allocation of the fleet maintenance employee salaries to reflect the time worked to repair and maintain the Police department vehicles, as follows:

Crew Leader - Fleet Division - 10%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 6,365
Increase (Decrease)	<u>\$ 6,365</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. This is a new account for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Overtime

Priority: 1.1 Prioritize A Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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. A survey of comparable communities indicated that the average percentage of overtime to eligible police salaries was 8.5%. The Village of Hawthorn Woods actively manages overtime expenditures. Therefore, this request was calculated at 5.5% of eligible salaries (3.0% less than the comparable communities average).

The Overtime budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 42,336
FY 2017 Budget request	\$ 47,140
Increase (Decrease)	<u>\$ 4,804</u>

The primary reason for the increase is based upon the 5.5% of eligible salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: IMRF

Priority: 1.1 Prioritize A Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,548
FY 2017 Budget request	<u>\$ 8,692</u>
Increase (Decrease)	<u><u>\$ 1,144</u></u>

The primary reason for the increase is based on the percentage of eligible salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: FICA Matching

Priority: 1.1 Prioritize A Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 19,601
FY 2017 Budget request	\$ 21,063
Increase (Decrease)	<u>\$ 1,462</u>

The collective bargaining agreement contains a 4.0% salary increase for all patrol officers in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Contract Maint-Vehicles

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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.

The Contract Maint-Vehicles budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017, based on the hiring of a full time mechanic and the replacement of aging squad cars.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Contract Maint-Equipment

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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 covers the monthly subscription fees for the new Starcom radios. The State of Illinois subscription fee is \$38 per month, per radio, to use the Starcom system.

The Contract Maint-Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,500
FY 2017 Budget request	\$ 10,800
Increase (Decrease)	<u>\$ 4,300</u>

The primary reason for the increase is based upon the addition of Starcom radios and the warranty extension on the squad video cameras.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Other Professional Services

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

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 towing charges and document management and destruction fees.

The Other Professional Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Telephone - Cell Phone

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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.

The Telephone-Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,410
FY 2017 Budget request	<u>\$ 3,030</u>
Increase (Decrease)	<u><u>\$ 620</u></u>

The primary reason for the increase is based on projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Publishing/Advertising

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Publishing/Advertising budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 350
FY 2017 Budget request	\$ 350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Printing / Copying

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

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

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

The Printing/Copying budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Dispatch Service

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

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 2016) under the agreement and are billed annually in May.

The proposed budget is based on an estimated call volume for calendar year 2016 and a 3% increase.

The Dispatch Service budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100,000
FY 2017 Budget request	\$ 100,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: POLICE DEPARTMENT
Description: Dues
Priority: 1.1 Prioritize a Safe and Secure Community
 1.6 Prioritize Citizen Services
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	\$ 150
Illinois Chiefs of Police Association	\$ 110
Illinois Law Enforcement Alarm System	\$ 240
Lake County Chiefs of Police Association	\$ 225
Lake County Emergency Management Agency	\$ 60
Lake County Juvenile Officer's Association	\$ 200
Lake County State's Attorney's Office Forensic Lab	\$ 1,500
Law Enforcement Support Office (LESO)	\$ 300
ILCMA Legacy Project	\$ 40
Major Crash Assistance Team	\$ 250
Lake County Major Crimes Task Force (LCMCTF)	\$ 4,750
National Assoc. of Women Law Enforcement Execs. (NAWLEE)	\$ 75
Northeast IL Crime Lab (NICL)	\$ 13,216
Safe Kids Car Seat Certification (5)	\$ 200
Reverse 911 System	\$ 2,013
Illinois Public Employer Labor Relations Association (IPELRA)	\$ 205
Total	<u>\$ 23,534</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 21,555
FY 2017 Budget request	<u>\$ 23,534</u>
Increase (Decrease)	<u>\$ 1,979</u>

The primary reason for the increase is related to the increase in dues and the Lake County State's Attorney's Office Forensic Lab membership has been added for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Professional Development

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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. The Department's training goals are to send each officer to a minimum 2-3 day or full week course of interest, which also meets the operational needs of the Department. 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.

Training per officer (12 officers @ \$500)	\$ 6,000
Range Fees	\$ 500
Tuition Reimbursement	\$ 6,000
IACP Leadership Conference	\$ 2,000
Total	<u>\$ 14,500</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 10,500
FY 2017 Budget request	<u>\$ 14,500</u>
Increase (Decrease)	<u>\$ 4,000</u>

The primary reason for the increase is related to the inclusion of the two officers hired in 2015. In addition, tuition reimbursement was increased to provide for two employees pursuing a Bachelors Degree in Criminal Justice.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Publications

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

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, and law bulletins.

This request has been limited to the IL Compiled Statutes and criminal charging updates.

The Publications budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Community Relations

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

These funds are used to purchase kid badges and candy for Halloween as well as other miscellaneous "officer friendly" items to be given out at different Village events and police programs.

The Community Relations budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Emergency Services and Disaster Management

Priority: 1.1 Prioritize a Safe and Secure Community

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 some emergency management specific training and CERT related costs.

The Emergency Services and Disaster Management budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Office Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Office Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Automotive Fuel and Oil

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

The Automotive Fuel & Oil budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 35,000
FY 2017 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason decrease is based on the addition of fuel pumps at the Public Works facility.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Minor Equipment

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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.

The Minor Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,500
FY 2017 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Vehicle Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

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

The Vehicle Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,000
FY 2017 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Uniforms

Priority: 1.1 Prioritize a Safe and Secure Community
1.7 Prioritize Hawthorn Woods' Unique Village Character

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 11 full-time officers:

12 Officers @ \$550 per officer	\$ 6,600
1 - Initial Issue	\$ 2,000
Total	<u>\$ 8,600</u>

The Uniforms budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,550
FY 2017 Budget request	\$ 8,600
Increase (Decrease)	<u>\$ 2,050</u>

The primary reason for the increase is the funding for the initial issue of uniforms and equipment for one new officer.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Other Charges

Priority: 1.1 Prioritize a Safe and Secure Community
1.7 Prioritize Hawthorn Woods' Unique Village Character

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.

The Other Charges budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ 3,000</u></u>

The primary reason for the increase is to fund the retirement celebration for Commander Scharringhausen.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Vehicle

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

This account is the amount paid for the acquisition of police vehicles funded by the vehicle supervision fund deposits. The vehicle supervision funds are received by the Village from the courts when a driver is assigned supervision. These funds are restricted and must be spent only on the purchase of new police vehicles.

The Vehicle budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ 25,000</u></u>

The primary reason for the increase is due to the deferral of replacing a squad car in Fiscal Year 2016 and the need to replace one additional squad car due to regular rotation in fiscal Year 2017. The cost of one replacement squad car will be paid for from the restricted vehicle supervision account.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Equipment

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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 AEDs, speed detection devices, emergency vehicle lights, sirens and public address systems (including components to render these items operational), vehicle push bumpers, in-car video systems, prisoner cages for squads, alcohol breath testing units and mobile and portable radios.

The Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	<u>\$ 12,300</u>
Increase (Decrease)	<u><u>\$ 9,300</u></u>

The primary reason for the increase is the funding for new lockers \$2,500, a new AED \$1,400, a new digital evidence camera/recorder \$1,800, and a new traffic survey recorder \$3,600.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Pension

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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 2017 budget request includes funding at the full amount recommended by the independent actuary.

The Pension budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 280,223
FY 2017 Budget request	\$ 308,036
Increase (Decrease)	<u>\$ 27,813</u>

The primary reason for the increase is based upon the independent actuarial valuation.

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
	2015	2016	2017	2017
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 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
-	-	-		
			Fees	2,500
-	-	-	Total Revenue	2,500

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016	Proposed	
			2017	2018
2,418	1,732	2,700		
-	38	100	Contractual Services	5,200
2,418	1,770	2,800	Commodities	100
			Total Expenditures	5,300

(2,418)	(1,770)	(2,800)	Source (Use) of Cash	(2,800)	(2,800)
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Significant Changes

- Current eligibility list expires in February, 2017. A new eligibility list will be required in 2017.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS REVENUES						
FEE						
01-10-15-4-3751	APPLICATION FEE	-	-	-	-	2,500
TOTAL REVENUES		-	-	-	-	2,500
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	1,357	2,500	-	-	5,000
01-10-15-3-4361	DUES	375	200	-	200	200
TOTAL CONTRACTUAL SERVICES		1,732	2,700	-	200	5,200
COMMODITIES						
01-10-15-5-4595	OTHER CHARGES	38	100	-	-	100
TOTAL COMMODITIES		38	100	-	-	100
TOTAL EXPENDITURES		1,770	2,800	-	200	5,300

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: BOARD OF POLICE COMMISSIONERS

Description: Application Fees

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Application Fees budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is that the current eligibility list expires in February, 2107.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: BOARD OF POLICE COMMISSIONERS

Description: Other Professional Services

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

This account is the amount paid for testing services in the creation of a new eligibility list. This account also covers any other charges as it relates to the hiring and/or termination of police officers including legal fees.

The Other Professional Services budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ 2,500</u></u>

The primary reason for the increase is that the current eligibility list expires in February, 2017. The cost of the testing process will be offset by the application fees collected.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: BOARD OF POLICE COMMISSIONERS

Description: Dues

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

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

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

The Dues budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: BOARD OF POLICE COMMISSIONERS

Description: Other Charges

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability

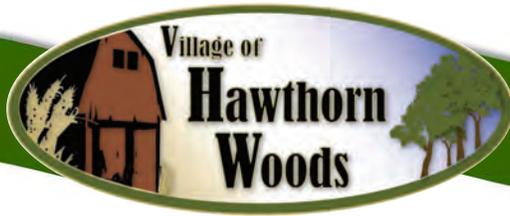
Account Number: 01-10-15-5-4595

This account is the amount paid for other expenses not previously charged to any other account.

The Other Charges budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 100
FY 2017 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



PUBLIC WORKS



PUBLIC WORKS

Department Purpose

The purpose of the Department of Public Works is to maintain all public buildings, grounds, 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
	2015	2016	2017	2017
Full-Time	9	8	8	4.8
Part-Time	1	1	0	0
Seasonal	0	0	0	0
Summer	2	1	1	0.25
Snow	10	10	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
2,123	2,089	-	Miscellaneous	-	-
4,114	-	-	Intergovernmental	-	-
6,237	2,089	-	Total Revenues	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
379,329	340,688	392,211	Administration/Operations		
78,073	45,775	62,580	Personnel Services	329,788	339,600
210,800	81,309	109,000	Contractual Services	60,850	62,815
			Commodities	94,000	100,000
53,291	75,699	82,110	Buildings/Grounds		
21,523	21,881	24,125	Personnel Services	82,581	84,450
7,939	9,925	17,000	Contractual Services	24,425	25,500
			Commodities	23,800	16,500
750,955	575,277	687,026	Total Expenditures	615,444	628,865

(744,718)	(573,188)	(687,026)	Source (Use) of Cash	(615,444)	(628,865)
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Significant Changes

- Decrease of \$5,000 for Contractual Maintenance - Vehicles due to full-time mechanic.
- Decrease of \$10,000 for Auto Fuel & Oil due to installation of new fuel system and outsourced mowing.
- Decrease of \$4,000 for Vehicle Supplies due to new cooperative purchasing program.
- Increase of \$6,300 for Building Maint Supplies reflects increased cost to maintain aging buildings.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	-	-	4,377	4,377	-
TOTAL INTERGOVERNMENTAL		-	-	4,377	4,377	-
MISCELLANEOUS						
01-40-00-7-3860	INSURANCE REIMBURSEMENT	1,851	-	914	1,828	-
01-40-00-7-3890	MISCELLANEOUS INCOME	238	-	230	230	-
TOTAL MISCELLANEOUS		2,089	-	1,144	2,058	-
TOTAL REVENUES: PUBLIC WORKS		2,089	-	5,521	6,435	-
EXPENDITURES						
PUBLIC WORKS ADMINISTRATION/OPERATIONS						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	266,775	300,680	136,777	273,554	250,931
01-40-40-1-4011	SEASONAL SALARIES	523	-	-	-	-
01-40-40-1-4012	SUMMER SALARIES	3,804	4,550	1,753	3,506	4,550
01-40-40-1-4013	SNOW PLOW DRIVERS	1,241	5,000	590	1,180	5,000
01-40-40-1-4020	OVERTIME	14,544	20,000	4,729	9,458	17,000
01-40-40-1-4040	IMRF	32,625	36,718	16,208	32,416	31,080
01-40-40-1-4090	FICA MATCHING	21,176	25,263	10,549	21,098	21,227
TOTAL PERSONNEL SERVICES		340,688	392,211	170,606	341,212	329,788

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
01-40-40-3-4120	CONTR MAINT-VEHICLE	10,944	25,000	1,935	18,000	20,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	1,112	4,000	706	4,000	4,000
01-40-40-3-4190	CONTR MAINT-OTHER	1,000	8,000	1,450	5,000	8,000
01-40-40-3-4329	OTHER PROF SERVICES	13,716	3,000	1,609	3,218	3,500
01-40-40-3-4330	BRIDGE INSPECTIONS	-	-	-	-	3,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	5,803	6,600	2,162	6,600	5,500
01-40-40-3-4355	PUBLISHING/ADVERTISING	179	200	-	200	300
01-40-40-3-4357	PRINTING/COPYING	30	300	30	700	1,000
01-40-40-3-4361	DUES	767	680	115	715	3,715
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	1,578	2,700	300	2,700	3,735
01-40-40-3-4367	PUBLICATIONS	70	100	-	100	100
01-40-40-3-4371	PUBLIC UTILITIES	9,541	10,500	3,924	9,000	9,500
01-40-40-3-4375	RENTAL / LEASE	1,035	1,500	-	500	1,500
TOTAL CONTRACTUAL SERVICES		45,775	62,580	12,231	50,733	60,850
COMMODITIES						
01-40-40-5-4561	OFFICE SUPPLIES	1,775	2,000	293	1,000	1,500
01-40-40-5-4562	AUTO FUEL & OIL	31,895	40,000	13,521	25,000	30,000
01-40-40-5-4563	MINOR EQUIPMENT	-	2,500	-	2,500	2,500
01-40-40-5-4564	SMALL TOOLS	3,224	5,000	357	5,000	5,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	6,763	8,000	2,965	8,000	8,000
01-40-40-5-4569	VEHICLE SUPPLIES	11,657	22,000	4,744	18,000	18,000
01-40-40-5-4570	MAINT SUPPLIES	5,605	5,000	1,623	4,000	5,000
01-40-40-5-4572	MOSQUITO ABATEMENT	219	2,000	-	1,000	2,000
01-40-40-5-4573	DRAINAGE SUPPLIES	8,304	7,500	2,034	7,500	7,500
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	4,815	5,000	1,244	3,500	5,000
01-40-40-5-4575	TREES	-	1,000	-	1,000	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	4,817	6,000	1,906	6,000	6,500
01-40-40-5-4595	OTHER CHARGES	2,235	3,000	408	1,500	2,000
TOTAL COMMODITIES		81,309	109,000	29,095	84,000	94,000
TOTAL PUBLIC WORKS ADMIN/OPERATIONS		467,772	563,791	211,932	475,945	502,415

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS BUILDING & GROUNDS						
PERSONNEL SERVICES						
01-40-45-1-4010	SALARIES	63,787	68,942	31,421	62,842	70,800
01-40-45-1-4040	IMRF	7,331	7,894	3,579	7,158	8,225
01-40-45-1-4090	FICA MATCHING	4,581	5,274	2,103	4,206	5,425
TOTAL PERSONNEL SERVICES		75,699	82,110	37,103	74,206	84,450
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONTR MAINT-BUILDING	20,988	23,625	8,513	23,925	25,000
01-40-45-3-4375	RENTAL/LEASE	893	500	168	500	500
TOTAL CONTRACTUAL SERVICES		21,881	24,125	8,681	24,425	25,500
COMMODITIES						
01-40-45-5-4571	BUILDING MAINT SUPPLIES	7,196	14,000	5,237	20,300	13,000
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	2,729	3,000	1,097	3,500	3,500
TOTAL COMMODITIES		9,925	17,000	6,334	23,800	16,500
TOTAL PUBLIC WORKS BUILDING & GROUNDS		107,505	123,235	52,118	113,706	126,450
TOTAL PUBLIC WORKS		575,277	687,026	264,050	589,651	628,865

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Grants

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-00-5-3805

This account is used to record revenue received from grants. Since grant revenues are never guaranteed, to be conservative, the Village always budgets grant revenue as \$0.

The Grants revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Insurance Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-00-7-3860

This account is used to record revenue received from insurance reimbursement. Since insurance reimbursement revenues are never anticipated, to be conservative, the Village always budgets insurance reimbursement revenue as \$0.

The Insurance Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Miscellaneous Income

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-00-7-3890

This account is used to record revenue received from miscellaneous sources. Since miscellaneous revenues are minor and vary from year to year, to be conservative, the Village always budgets public works miscellaneous income revenue as \$0.

The Miscellaneous Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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 Division, as follows:

Director of Public Works/Village Engineer - 60%
 Assistant Director of Public Works - 65%
 Crew Leader - Streets - 25%
 Crew Leader - Fleet - 75%
 Specialist I - Streets - 25%
 Administrative Assistant - 100%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 300,680
FY 2017 Budget request	\$ 250,931
Increase (Decrease)	<u>\$ (49,749)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Seasonal Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

This account is used to pay seasonal employees allocated to the Public Works Administration/Operations Division. This account provides for zero seasonal employee from April 1 to October 31.

The Seasonal Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Summer Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The Summer Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,550
FY 2017 Budget request	<u>\$ 5,200</u>
Increase (Decrease)	<u><u>\$ 650</u></u>

The increase is a reflection of the pay adjustment that summer employees receive when they return each consecutive summer.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Snow Plow Drivers Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

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

The Snow Plow Drivers Salaries budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Overtime

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

This account represents the overtime expenses of the Public Works Administration/ Operations Division. The primary source of overtime is related to snow events and weather-related clean up. Included in this overtime estimate are 4 storms of 6" to 8" of snow per storm for the season. The snow removal plan includes two different shifts back to back over the course of each storm of this duration. Each shift will be comprised of four full-time employees and two part-time snow plow drivers.

Snow Removal	\$ 15,696
Weather Emergencies	\$ 1,304
Total	<u>\$ 17,000</u>

The Overtime budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 20,000
FY 2017 Budget request	\$ 17,000
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is due to the re-allocation of overtime related to community special events to the Community Events department in the Community Development Fund. In prior years, this overtime was charged to the Public Works department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: IMRF

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

Effective January 1, 2017, the Village's portion was 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 36,718
FY 2017 Budget request	<u>\$ 31,080</u>
Increase (Decrease)	<u><u>\$ (5,638)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration/ Operations

Description: FICA Matching

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 25,263
FY 2017 Budget request	\$ 21,227
Increase (Decrease)	<u>\$ (4,036)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Contractual Maintenance Vehicles

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-40-40-3-4120

This account pays for all of the external repairs, towing, and services that the Public Works Administration/Operations Division needs to contract. These services include, transmission rebuilds, tires, towing, safety inspections and other repairs. Please see the Capital Improvement Fund for a detailed listing of the Village owned vehicles.

The Contractual Maintenance Vehicles budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 25,000
FY 2017 Budget request	\$ 20,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is due to work performed by the Village's mechanic resulting in less reliance on contractual repairs and maintenance.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Contractual Maintenance Equipment

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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, roller, backhoe and endloader.

The Contractual Maintenance Equipment budget request changed from the prior year budget as follows:

FY 2016 Budget request	\$ 4,000
FY 2017 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Contractual Maintenance Other

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-40-40-3-4190

This account pays for unanticipated contractual maintenance activities. Items that have been previously charged to this account were hazardous tree trimming, emergency snow removal, alarm services and IEPA NPDES permit fees. Also included in this budget line item is an allocation for one emergency Village wide mosquito abatement treatment. This treatment would be a truck spraying throughout the Village by a contracted company.

IEPA NPDES permit fees	\$ 1,000
Emergency mosquito treatment	\$ 5,000
Contingency for emergencies	<u>\$ 2,000</u>
Total	<u><u>\$ 8,000</u></u>

The Contractual Maintenance Other budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,000
FY 2017 Budget request	<u>\$ 8,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Other Professional Services

Priority: 1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-40-3-4329

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

The Other Professional Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Bridge Inspections

Priority: 1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-40-3-4330

This account is a newly created account to plan for the required inspections of the new Village bridge in the Stonebridge subdivision. Regular inspections are required by a licensed structural engineering and the results of these inspections must be filed with the Illinois Department of Transportation. The first inspection will be scheduled in Fiscal Year 2018.

The Bridge Inspections budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Telephone - Cell Phone

Priority: 1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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 Administration/Operations Division. This service is the only reliable means of field communication for the Department.

The Telephone - Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,600
FY 2017 Budget request	\$ 5,500
Increase (Decrease)	<u>\$ (1,100)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Publishing and Advertising

Priority: 1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-40-3-4355

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

The Publishing and Advertising budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 300
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is due to expected increase in projects going out to bid.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: PUBLIC WORKS
Division: Administration / Operations
Description: Printing and Copying
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-40-40-3-4357

This account is used to pay for any contracted costs associated with printing business cards, forms, etc. and for paying for the maintenance of Public Works copy machine and additional copies.

The Printing and Copying budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 300
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 700</u>

The primary reason for the increase relates to the maintenance cost of the copy machine which was a new expense in 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Dues

Priority: 1.1 Prioritize a Safe and Secure Community

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

This account pays for association dues for Public Works employees.

A breakdown of membership dues is as follows:

American Public Works Association (APWA)	\$ 310
CDL Driver drug testing pool	\$ 275
Des Plaines River Watershed Work Group	\$ 3,000
Municipal Fleet Managers Association	\$ 30
Illinois Public Works Mutual Aid Network	\$ 100
Total	<u>\$ 3,715</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 680
FY 2017 Budget request	\$ 3,715
Increase (Decrease)	<u>\$ 3,035</u>

The primary reason for the increase relates to a new line item for the Des Plaines River Watershed Work Group annual dues.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: PUBLIC WORKS
Division: Administration / Operations
Description: Professional Development
Priority: 1.1 Prioritize a Safe and Secure Community
 1.6 Prioritize Citizen Services
Account Number: 01-40-40-3-4365

This account is used to pay for professional development for the Public Works staff.

This request will pay for the following training opportunities:

Snow and Ice workshops	\$ 400
American Public Works Association (APWA) training	\$ 300
Northeastern Illinois Public Safety Training Academy (NIPSTA) training	\$ 600
IWEA collection system cert	\$ 60
Illinois Public Service Institute (IPSI) conference	\$ 700
Illinois Public Service Institute (IPSI) conference expenses	\$ 875
Supervisor training (Fred Pryor) - Crew Leaders	\$ 600
Automotive Service Excellence (ASE) training for mechanic	\$ 200
Total	<u>\$ 3,735</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,700
FY 2017 Budget request	<u>\$ 3,735</u>
Increase (Decrease)	<u>\$ 1,035</u>

The primary reason for the increase is funding for the Public Works Director/Village Engineer to attend the IPSI conference.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Publications

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

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.

The Publications budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100
FY 2017 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Public Utilities

Priority: 1.4 Prioritize Modernization of Infrastructure

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

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

The Public Utilities budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 10,500
FY 2017 Budget request	\$ 9,500
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Equipment Rental/Lease

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-40-40-3-4375

This account pays for the rental of tools and equipment that are of occasional use or not currently owned by the Department for use during Public Works projects unrelated to building maintenance. Items that fall into that category are high pressure power washer, stump grinders, power lifts and rental trucks.

The Equipment Rental/Lease budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Office Supplies

Priority: 1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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

This account is used to pay for office supplies for the Public Works Administration/ Operations Division. Items that fall into that category are general office supplies and the water service.

The Office Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Auto Fuel & Oil

Priority: 1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

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

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

The Auto Fuel & Oil budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 40,000
FY 2017 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ (10,000)</u>

There are several reasons for the decrease. An annual maintenance fee is no longer paid to Lake Zurich because the Village owns its own fuel tanks. In addition, less fuel is being used for mowers now that the Village contracts out mowing.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Minor Equipment

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

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

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

The Minor Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Small Tools

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

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

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

The Small Tools budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Equipment Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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, the endloader, backhoe and skidster.

The Equipment Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,000
FY 2017 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Vehicle Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The Vehicle Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 22,000
FY 2017 Budget request	\$ 18,000
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the decrease relates to a new cooperative purchasing program (National Joint Powers Alliance-NJPA) initiated by the Village mechanic.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Maintenance Supplies

Priority: 1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

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 are shop supplies not used for maintenance or cleaning of the Public Works building.

The Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration/ Operations

Description: Mosquito Abatement Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to pay for mosquito abatement supplies for the Public Works Administration/Operations Division. These supplies are used for in-house applications of basin brisquets and back pack spray materials.

The Mosquito Abatement Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration/ Operations

Description: Drainage Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize a Healthy Community and Environment
1.5 Prioritize Citizen Services

Account Number: 01-40-40-5-4573

This account is used to pay for commodities purchases related to drainage projects and maintenance.

The Drainage Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,500
FY 2017 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Right of Way Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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, snow plow damage, JULIE paints).

The Right of Way Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Trees

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

This account is used to fund tree planting, tree removal, and replacement. This account also records grant funding for the replacement of trees, such as the 2014 ICC grant which funded tree plantings and landscape improvements at Community Park and the Aquatic Center and the 2013 Illinois Department of Natural Resources Emerald Ash Borer tree replacement grant. In addition, this account provides funding to support the Tree City USA designation.

The Trees budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Uniforms/Safety Gear

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The Uniforms/Safety Gear budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase relates to the purchase new raingear for Public Works employees.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Other Charges

Priority: 1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

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 items charged to this account are CDL substance testing, toilet paper dispensers, and paint.

The Other Charges budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is due to the re-allocation of the budget for replacement holiday lights and other items needed for special events to the Community Events department of the Community Development Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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 Division, as follows:

Crew Leader - Facilities - 65%
Specialist I - Facilities - 65%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 68,942
FY 2017 Budget request	\$ 69,250
Increase (Decrease)	<u>\$ 308</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: IMRF

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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 Building & Grounds Division. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2017, the Village's portion was 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,894
FY 2017 Budget request	\$ 8,033
Increase (Decrease)	<u>\$ 139</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: FICA Matching

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,274
FY 2017 Budget request	\$ 5,298
Increase (Decrease)	<u>\$ 24</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: Contracted Maintenance - Buildings

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-40-45-3-4110

This account is used to pay for cleaning services at Village Hall, Police Department and Public Works office, and any HVAC service that would be required. This also includes elevator, fire extinguisher inspections, security alarm service and any other contractual service.

Dust Busters \$1,500/month x 12 months	\$ 18,000
Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 1,225
Security alarm services	\$ 2,500
Miscellaneous	\$ 2,000
Total	<u><u>\$ 23,925</u></u>

The Contracted Maintenance-Buildings budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 23,625
FY 2017 Budget request	<u>\$ 23,925</u>
Increase (Decrease)	<u><u>\$ 300</u></u>

The primary reason for the increase is the small increases expected annually from service contractors.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: Rental/Lease

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-40-45-3-4375

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

The Rental/Lease budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: Building Maintenance Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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, Police Department and Public Works Department.

The Building Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 14,000
FY 2017 Budget request	\$ 20,300
Increase (Decrease)	<u>\$ 6,300</u>

The primary reason for the increase is there are two planned expenditures for the Public Works facility that include the addition of a shop heater, upgrades to the Public Works facility, and replacement of 12 carbon monoxide detectors.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: Cleaning/Restroom Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

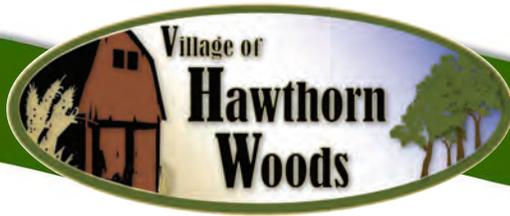
Account Number: 01-40-45-5-4572

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

The Cleaning/Restroom Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.



COMMUNITY DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
59,328	54,676	56,700	Community Events	55,600	55,900
182,057	140,174	174,802	Economic Development	143,723	150,008
1,088,327	1,237,511	1,104,718	Planning, Building & Zoning	741,894	741,894
1,329,712	1,432,361	1,336,220	Total Revenues	941,217	947,802

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
108,677	110,669	116,462	Community Events	159,393	163,300
103,773	252,149	331,323	Economic Development	281,140	295,357
561,068	447,657	389,116	Planning, Building & Zoning	461,584	469,965
773,518	810,475	836,901	Total Expenditures	902,117	928,622
-	(50,000)	(187,202)	Transfer to General Fund	(150,000)	(200,000)
-	-	(100,000)	Transfer to Parks & Recreation	-	-
(340,000)	(600,000)	(400,000)	Transfer to C.I.P. Fund	-	-
216,194	(28,114)	(187,883)	Net Change in Fund Balance	(110,900)	(180,820)
1,428,205	1,400,091	1,212,208	Fund Balance as of 12/31	1,101,308	920,488

- This fund has three main divisions: Community Events, Economic Development and Planning, Building and Zoning.
- This fund is the primary funding source for the Reserve Fund and the Capital Improvement Plan (C.I.P.) Fund.

COMMUNITY EVENTS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0.95
Part-Time	0	0	0	0

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

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
14,000	9,000	9,000	Donations	9,000	9,000
38,716	40,396	42,000	Golf Outing	42,000	42,000
6,612	5,280	5,700	Vendor Fees	4,600	4,900
59,328	54,676	56,700	Total Revenues	55,600	55,900

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
57,279	68,255	69,287	Personnel Services	109,793	113,200
51,398	42,414	47,175	Contractual Services	49,600	50,100
108,677	110,669	116,462	Total Expenditures	159,393	163,300

(49,349)	(55,993)	(59,762)	Source (Use) of Cash	(103,793)	(107,400)
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Significant Changes

- There are no significant changes in the Fiscal Year 2017 Community Events budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
REVENUES						
SPECIAL EVENTS						
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	9,000	9,000	9,400	9,400	9,000
02-10-00-7-3831	BARK IN THE PARK VENDOR FEE	150	500	200	200	500
02-10-00-7-3832	GOLF OUTING REVENUES	40,396	42,000	40,550	42,500	42,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	400	200	150	150	200
02-10-00-7-3835	4TH CONCESSION VENDOR FEE	2,150	2,000	(300)	1,257	1,500
02-10-00-7-3836	FRIDAY FUN NIGHTS VENDOR FEE	1,030	1,500	790	790	1,000
02-10-00-7-3837	CRAFT FAIR VENDOR FEE	1,550	1,500	-	1,600	1,700
02-10-00-7-3838	ENVIRONMENTAL COMM. DONATION	-	-	-	-	-
TOTAL SPECIAL EVENTS		54,676	56,700	50,790	55,897	55,600
TOTAL REVENUES		54,676	56,700	50,790	55,897	55,900

COMMUNITY EVENTS

EXPENDITURES

PERSONNEL SERVICES

02-10-10-1-4010	SALARIES	57,826	58,176	26,825	58,176	87,720	90,350
02-10-10-1-4020	OVERTIME	-	-	-	-	4,350	4,600
02-10-10-1-4040	IMRF	6,149	6,661	3,072	6,661	10,680	11,000
02-10-10-1-4090	FICA MATCHING	4,280	4,450	1,980	4,450	7,043	7,250
TOTAL PERSONNEL SERVICES		68,255	69,287	31,877	69,287	109,793	113,200

CONTRACTUAL SERVICES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
02-10-10-3-4333	FIREWORKS/PARADE	13,253	14,400	-	12,571	15,000
02-10-10-3-4334	OUTDOOR MOVIE	1,452	1,700	1,230	1,700	1,450
02-10-10-3-4335	CONCERTS IN THE PARK	6,703	7,000	4,700	6,500	6,550
02-10-10-3-4336	FALL FESTIVAL	581	1,500	-	1,500	2,100
02-10-10-3-4337	TREE LIGHTING	1,040	1,800	-	1,800	1,700
02-10-10-3-4338	GOLF OUTING EXPENSES	16,787	16,000	16,349	16,349	17,400
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	779	600	589	589	725
02-10-10-3-4341	FRIDAY FUN NIGHT EVENTS	-	500	-	500	500
02-10-10-3-4342	CRAFT FAIR	62	250	-	250	300
02-10-10-3-4343	BARK IN THE PARK	87	1,000	854	854	1,000
02-10-10-3-4344	WINTER CARNIVAL	1,526	2,000	1,726	1,726	2,500
02-10-10-3-4361	DUES (ASCAP MUSIC LICENSING)	144	325	-	325	325
02-10-10-3-4379	DONATIONS	-	100	-	100	100
TOTAL CONTRACTUAL SERVICES		42,414	47,175	25,448	44,764	49,600
TOTAL EXPENDITURES		110,669	116,462	57,325	114,051	159,393
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(55,993)	(59,762)	(6,535)	(58,154)	(107,400)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Community Events Donations

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3830

This account is used to record the donations received from community partnerships to fund the various community events.

Apex Landscaping	\$ 5,000
Waste Management	\$ 3,000
Various Donations	\$ 1,000
Total	<u>\$ 9,000</u>

The Community Events Donations revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 9,000
FY 2017 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Bark in the Park Vendor Fee
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3831

This account is used to record the vendor fees paid by the Bark in the Park vendors. This event was brought back in 2016 after being cancelled in 2015 due to canine influenza. Various pet focused community partners participate in this event.

10 Vendors	<u>\$ 500</u>
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The Bark in the Park Vendor Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Golf Outing Revenue
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3832

This account is used to record the revenue received from the annual Village Golf Outing.

Sponsors	\$ 24,000
Golfers	\$ 10,500
Silent Auction	\$ 5,000
Fund Raising	\$ 2,500
Total	<u>\$ 42,000</u>

The Golf Outing Revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 42,000
FY 2017 Budget request	\$ 42,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: 4th of July Parade Entry Fee

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3833

This account is used to record the revenue received from the entry fees received to participate in the Village's Fourth of July parade. Community entries are able to march for no fee.

The 4th of July Parade Entry Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: 4th of July Concession Vendor Fee
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3835

This account is used to record the revenue received from concession vendor fees for the annual 3rd of July Fireworks event.

The 4th of July Concession Vendor Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is lower than expected results from glow sales from Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Friday Fun Nights Vendor Fee
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3836

This account is used to record the revenue received from the vendor fees associated with our events held on Friday evenings in Community Park such as the Concerts in the Park, Movies in the Park, and Car Show Cruise Nights.

The Friday Fun Nights Vendor Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ 800
Increase (Decrease)	<u>\$ (700)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Craft Fair Vendor Fee

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3837

This account is used to record the revenue received from the annual holiday craft fair vendor fees.

1 Premium Vendor	\$ 80
26 Standard Vendors	\$ 1,430
5 Electricity Access	\$ 50
4 Wi-Fi Access	\$ 40
Total	<u>\$ 1,600</u>

The Craft Fair Vendor Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	<u>\$ 1,600</u>
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon increased fees and the addition of a fee for Wi-Fi access.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Salaries

Priority: 1.6 Prioritize Citizen Services

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

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

Director of Parks & Recreation - 30%
Assistant Director of Parks & Recreation - 45%
Assistant Director of Public Works - 10%
Crew Leader - Facilities - 5%
Specialist I - Facilities - 5%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 58,176
FY 2017 Budget request	<u>\$ 87,720</u>
Increase (Decrease)	<u><u>\$ 29,544</u></u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Overtime

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-10-1-4020

This account is used to pay the overtime expenses of the non-exempt employees who serve during the Community Events Department, as follows:

Bark in the Park	\$ 200
July 3rd/4th	\$ 2,500
Movies in the Park	\$ 250
Fall Family Fun Fest	\$ 1,300
Tree Lighting	\$ 100
Total	<u>\$ 4,350</u>

The Overtime budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 4,350
Increase (Decrease)	<u>\$ 4,350</u>

The primary reason for the increase is due to the re-allocation of overtime related to community special events to the Community Events department. In prior years, this overtime was charged to the Public Works department in the General Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: IMRF

Priority: 1.6 Prioritize Citizen Services

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,661
FY 2017 Budget request	<u>\$ 10,680</u>
Increase (Decrease)	<u><u>\$ 4,019</u></u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: FICA Matching

Priority: 1.6 Prioritize Citizen Services

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.

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,450
FY 2017 Budget request	<u>\$ 7,043</u>
Increase (Decrease)	<u><u>\$ 2,593</u></u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Fireworks/Parade

Priority: 1.6 Prioritize Citizen Services

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.

Expenditures for both the Fireworks and Parade include:

Fireworks Display	\$ 11,000
Entertainment	\$ 1,300
Glow Products	\$ 1,000
Signage & Marketing (Banner)	\$ 250
Cart Rentals	\$ 450
Volunteer Food & Water	\$ 400
Candy	\$ 250
Light Towers	\$ 350
Total	<u>\$ 15,000</u>

The Fireworks/Parade budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 14,400
FY 2017 Budget request	<u>\$ 15,000</u>
Increase (Decrease)	<u>\$ 600</u>

The primary reason for the increase is due to the cost associated with renting an additional light tower. Additional costs reflect slight increases in signage, candy, and cart rentals. The Fireworks Display costs are fixed for 2017 - J&M Displays has a three year contract fixed at \$11,000.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Outdoor Movie
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-10-3-4334

This account is used for three outdoor movies to be held at Community Park, and two indoor movies to be held at the Village Barn. The expense for the movies shown are the licensing rights of the selected films.

Movie in the Park Series	\$ 1,050
Movie in the Barn Series	\$ 400
Total	<u>\$ 1,450</u>

The Outdoor Movie budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,700
FY 2017 Budget request	\$ 1,450
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease relates to the reclassification of \$250 in overtime to the Overtime account - 02-10-10-1-4020.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Concerts in the Park

Priority: 1.6 Prioritize Citizen Services

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

This account is used for the summer Concerts in the Park. This incredibly popular event leads our fun on Friday night events, which also includes Movies in the Park and Car Show Cruise Nights.

For the 2017 series, we will host 13 concerts, the first starting on June 2 and running through to August 25. September concerts, if any, will be makeup concerts for any weather-related cancellations during the season, incurring no additional fees.

13 Friday Night Summer Concerts	\$ 5,850
Marketing & Signage	\$ 200
Generator	\$ 500
Total	<u>\$ 6,550</u>

The Concerts in the Park budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,000
FY 2017 Budget request	\$ 6,550
Increase (Decrease)	<u>\$ (450)</u>

The primary reason for the decrease is ending the season earlier, which eliminates one

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Fall Festival

Priority: 1.6 Prioritize Citizen Services

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. The Fall Family Fun Fest is a free special event that has grown in both popularity and attendance.

Entertainment	\$ 600
Food/Refreshments/Charcoal/Utensils	\$ 500
Marketing & Signage	\$ 600
Craft	\$ 100
Monet Way	\$ 100
Decorations	\$ 100
Train Rental	\$ 100
Activities & Games	\$ -
Total	<u>\$ 2,100</u>

The Fall Festival budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u>\$ 600</u>

The primary reason for the increase relates to additional marketing and signage to promote this event.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Tree Lighting

Priority: 1.6 Prioritize Citizen Services

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.

This annual commencement of the holiday season in Hawthorn Woods features several activities that include:

Caroling by High School Choir	\$ 150
Santa Visitation by Fire truck	\$ 400
Santa's Gifts & Candy Canes	\$ 200
Cookies and Hot Cocoa	\$ 200
Memorial Ornaments (3 dozen)	\$ 75
Craft	\$ 50
Outdoor Tree Ornaments	\$ 100
Indoor Decorations (New Tree)	\$ 325
Marketing & Signage	\$ 200
Total	<u>\$ 1,700</u>

The Tree Lighting budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,800
FY 2017 Budget request	<u>\$ 1,700</u>
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease relates to the reclassification of \$100 in overtime to the Overtime account - 02-10-10-1-4020.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Golf Outing

Priority: 1.6 Prioritize Citizen Services

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.

Lunch, Dinner, & Beverages	\$ 10,000
Goodie Bags	\$ 1,300
Golf Ball Sleeves	\$ 300
Polos	\$ 1,200
Jackets	\$ 400
Sponsor Signs	\$ 400
Awards	\$ 1,300
Trophies	\$ 300
Consignment/Silent Auction	\$ 2,000
Miscellaneous	\$ 200
Total	<u>\$ 17,400</u>

The Golf Outing budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 16,000
FY 2017 Budget request	\$ 17,400
Increase (Decrease)	<u>\$ 1,400</u>

The primary reason for this increase is due to payment for consignment items for the silent auction, which is a fund raising activity.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Earth Day/Arbor Day Planting
Priority: 1.6 Prioritize Citizen Services
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.

Tree Seedlings	\$ 400
Arbor Day Membership	\$ 25
Tree City USA	\$ 100
Tools/Gloves/Soil	\$ 150
Refreshments	\$ 50
Total	<u>\$ 725</u>

The Earth Day/Arbor Day Planting budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 600
FY 2017 Budget request	\$ 725
Increase (Decrease)	<u>\$ 125</u>

The primary reason for the increase relates to the Arbor Day Membership and the Tree City USA expenses.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Friday Fun Night Events

Priority: 1.6 Prioritize Citizen Services

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

This account is used for expenses associated with Car Show Cruise Nights, a popular event in our Friday night series of events. These events run in conjunction with our well-attended Concerts in the Park and Movies in the Park series.

Trophies & Awards - Car Show	\$ 200
Marketing & Signage	\$ 200
Entertainment	\$ 100
Total	<u>\$ 500</u>

The Friday Fun Nights Events budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Craft Fair

Priority: 1.6 Prioritize Citizen Services

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

This account is used for expenses related to 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.

Coffee & Donuts for Setup	\$ 75
Marketing & Signage	\$ 75
Fly Guy - Day of Event Rental	\$ 100
Total	<u>\$ 250</u>

The Craft Fair budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Bark in the Park

Priority: 1.6 Prioritize Citizen Services

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

This account is used for expenses for the annual Bark in the Park community event. This event was first held in Spring 2014, and allowed residents to bring their four-legged friends to Community Park for a fun-filled morning. Due to the spread of canine influenza in the region, the 2015 event was cancelled. The event was brought back in 2016. Various pet focused community partners participate in this event.

Purchase of Two 10 x 10 tents	\$ 300
Water Stations	\$ 50
Marketing & Signage	\$ 150
Day of Event Attraction	\$ 300
Refreshments	\$ 50
Give Aways	\$ 50
McGruff Stuff	\$ 100
Total	<u>\$ 1,000</u>

The Bark in the Park budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Winter Carnival

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-10-3-4344

The Winter Carnival strives to engage our residents in a fun family event that promotes year long use of our community parks.

The Winter Carnival has proven to be a popular family friendly event. This year's event will continue to be planned for a Saturday afternoon in February. Activities to be featured include:

Horse Drawn Wagon Rides	\$ 800
Dog Sleds	\$ - (Need to secure a sponsor)
Entertainment (DJ)	\$ 200
Balloon Artist	\$ 250
Inflatable/Fly Guy	\$ 600
Snow Shoe	\$ 200
Miscellaneous (Candy, Prizes)	\$ 200
Marketing & Signage	\$ 100
Snowman Count	\$ 150
Total	<u><u>\$ 2,500</u></u>

The Winter Carnival budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u><u>\$ 500</u></u>

The primary reason for the increase include plans to hire a DJ and a balloon artist, and to purchase materials to construct wood snowman for the snow man count.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Dues

Priority: 1.6 Prioritize Citizen Services

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.

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 325
FY 2017 Budget request	\$ 325
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Donations
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-10-3-4379

This account is used for costs associated with securing in-kind donations from organizations that participate in community events.

The Donations budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100
FY 2017 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

ECONOMIC DEVELOPMENT

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	2	0	1.55
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
179,093	135,636	170,802	Fees	140,223	146,508
2,964	4,538	4,000	Interest Income	3,500	3,500
182,057	140,174	174,802	Total Revenues	143,723	150,008

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
103,218	216,223	296,223	Personnel Services	242,475	249,757
555	35,926	35,100	Contractual Services	38,665	45,600
103,773	252,149	331,323	Total Expenditures	281,140	295,357

78,284	(111,975)	(156,521)	Source (Use) of Cash	(137,417)	(145,349)
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Significant Changes

- \$3,565 to attend the Chicago ICSC expo and cost of related promotional materials to solicit investment in town.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-30-00-4-3670	ANNEXATION FEES	45,400	3,600	69,734	70,534	1,200
02-30-00-4-3676	GENERAL FUND DONATION	90,236	167,202	126,855	130,717	139,023
TOTAL FEES		135,636	170,802	196,589	201,251	140,223
INTEREST INCOME						
02-30-00-6-3810	INTEREST INCOME	4,538	4,000	1,604	3,208	3,500
TOTAL INTEREST INCOME		4,538	4,000	1,604	3,208	3,500
TOTAL REVENUES		140,174	174,802	198,193	204,459	143,723
ECONOMIC DEVELOPMENT						
EXPENDITURES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	183,545	248,718	117,898	235,796	203,293
02-30-00-1-4040	IMRF	21,194	28,478	13,524	27,048	23,582
02-30-00-1-4090	FICA MATCHING	11,484	19,027	7,859	15,718	15,600
TOTAL PERSONNEL SERVICES		216,223	296,223	139,281	278,562	242,475
CONTRACTUAL SERVICES						
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	15,393	35,000	-	4,000	35,000
02-30-00-3-4355	PUBLISHING/ADVERTISING	675	-	1,468	1,468	3,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL PROJECTED		
02-30-00-3-4361	DUES	100	100	-	100	100
02-30-00-3-4365	BUSINESS DEVELOPMENT	19,758	-	-	565	7,500
TOTAL CONTRACTUAL SERVICES		35,926	35,100	1,468	5,568	45,600
TOTAL EXPENDITURES		252,149	331,323	140,749	284,130	295,357
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(111,975)	(156,521)	57,444	(79,671)	(145,349)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Annexation Fees

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 02-30-00-4-3670

This account is used to record the annexation fees received related to various annexation agreements. Annexation fees are paid either at the time of annexation or at the time of building permit .

Countryside Meadows-Orleans (3 homes @ \$400)	<u>\$ 1,200</u>
Total	<u><u>\$ 1,200</u></u>

The Annexation Fees revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 3,600
FY 2017 Budget request	<u>\$ 1,200</u>
Increase (Decrease)	<u><u>\$ (2,400)</u></u>

The primary reason for the decrease is related to the fewer number of anticipated homes developed in the Countryside Meadows subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: General Fund Developer Donation

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 02-30-00-4-3676

This account is used to record the general fund developer donation fees received related to various annexation agreements. General fund developer donation fees are paid at the time of building permit issuance. The 2017 revenue budget for general fund developer donations is as follows:

Stonebridge (installment basis)	\$ 105,575
Countryside Meadows-Orleans (3 homes @ \$1,931)	\$ 5,793
Hawthorn Trails South (5 homes @ \$5,531)	<u>\$ 27,655</u>
Total	<u><u>\$ 139,023</u></u>

The General Fund Developer Donation revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 167,202
FY 2017 Budget request	<u>\$ 139,023</u>
Increase (Decrease)	<u><u>\$ (28,179)</u></u>

The primary reason for the decrease is related to a decrease in anticipated building activity in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Interest Income

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 02-30-00-6-3810

This account is used to record the interest income received on the Village's investments.

The Interest Income revenue forecast changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,000
FY 2017 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Salaries

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

Chief Operating Officer - 10%
Chief Administrative Officer/Village Clerk - 50%
Chief Financial Officer - 10%
Director of Community Development - 40%
Director of Parks & Recreation - 10%
Director of Public Works/Village Engineer - 25%
Assistant Director of Public Works - 10%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 248,718
FY 2017 Budget request	\$ 203,293
Increase (Decrease)	<u>\$ (45,425)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: IMRF

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

Effective January 1, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 28,478
FY 2017 Budget request	\$ 23,582
Increase (Decrease)	<u>\$ (4,896)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: FICA Matching

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to fund the FICA employer expense related to the salary allocation for the employees allocated to the Economic Development Division. The amount due is 7.65% of salaries.

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 19,027
FY 2017 Budget request	\$ 15,600
Increase (Decrease)	<u>\$ (3,427)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Other Professional Services

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 02-30-00-3-4329

This account is used to fund the following expenditures related to studying the impact of the proposed Route 53 extension :

Engineering Consultant	\$ 10,000
Legal	\$ 5,000
Public Relations	\$ 10,000
Land Use Design, Land Appraisal	\$ 10,000
Total	<u>\$ 35,000</u>

The Other Professional Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 35,000
FY 2017 Budget request	<u>\$ 35,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Publishing/Advertising

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

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

The Publishing/ Advertising budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u>\$ 3,000</u>

The primary reason for the increase relates to the development of new promotional materials for trade shows and conferences to promote economic development.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Dues

Priority: 1.1 Prioritize A Safe And Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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
Total	<u>\$ 100</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100
FY 2017 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Business Development

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

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	\$ 565
Expenses related to hosting prospective groups touring sites	\$ -
Total	<u>\$ 565</u>

The Business Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 565
Increase (Decrease)	<u>\$ 565</u>

The primary reason for the increase is related to completion of the Market Analysis in 2016 and use of the data to promote investment within the Village.

PLANNING, BUILDING AND ZONING

Department Purpose

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

The Department issues permits for the construction of new homes, decks, additions, in-ground pools, new roofs, remodeling, driveway replacement and other home improvement projects; prepares 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; and provides general customer service functions such as vehicle sticker and dog tag processing, complaint processing, scanning functions, and general inquiry processing.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	4	3.6
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
46,250	36,750	36,300	Licenses	36,300	36,300
250,007	420,782	474,867	Permits	309,329	309,329
792,070	779,979	593,551	Fees	396,265	396,265
1,088,327	1,237,511	1,104,718	Total Revenues	741,894	741,894

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
-	-	138,394	Personnel Services	310,253	319,425
561,068	447,657	248,672	Contractual Services	147,271	147,323
-	-	2,050	Commodities	4,060	3,217
561,068	447,657	389,116	Total Expenditures	461,584	469,965

527,259	789,854	715,602	Source (Use) of Cash	280,310	271,929
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Significant Changes

- The 2017 budget reflects increased use of building inspection forms, an increase in the AICP membership dues for the Community Development Director, and the purchase of current building code books.
- The 2017 budget reflects a re-allocation of the Building Department from the General Fund to the Community Development Fund, as a result of the Priority Based Budgeting initiative.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PLANNING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	36,750	36,300	21,150	36,300	36,300
TOTAL LICENSES		36,750	36,300	21,150	36,300	36,300
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	410,642	464,067	215,758	331,449	301,729
02-60-00-3-3260	USE & OCCUPANCY	8,500	8,800	8,370	10,570	5,600
02-60-00-3-3290	OTHER PERMITS	1,640	2,000	960	2,000	2,000
TOTAL PERMITS		420,782	474,867	225,088	344,019	309,329
FEES						
02-60-00-4-3620	ENGINEERING REVIEW FEES	29,250	38,400	16,513	25,513	24,000
02-60-00-4-3650	PLAN REVIEW FEES	60,388	69,800	31,645	53,345	50,600
02-60-00-4-3660	BUILDING INSPECTION FEES	240,851	222,636	118,379	188,309	163,137
02-60-00-4-3665	PLUMBING FIXTURES	44,240	70,810	22,233	43,668	49,625
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	135,467	50,000	29,888	50,000	25,000
02-60-00-4-3781	PLAN REVIEW REIMBURSEMENTS	18,311	-	-	-	10,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	23,939	50,000	7,850	15,700	25,000
02-60-00-4-3784	PLANNING REIMBURSEMENTS	9,790	6,000	1,323	2,646	4,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	118,456	80,000	23,138	46,276	40,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	10,812	5,000	1,201	2,402	2,500
02-60-00-4-3789	FIRE SUPPRESSION FEES	150	905	2,403	2,403	2,403
02-60-00-4-3790	RECAPTURE FEES PASS THRU	88,325	-	362,006	362,006	-
02-60-00-7-3900	REFUND SERVICE CHARGE	-	-	50	-	-
TOTAL FEES		779,979	593,551	616,629	792,268	396,265
TOTAL REVENUES		1,237,511	1,104,718	862,867	1,172,587	741,894

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
02-60-65-1-4010	SALARIES	166,305	110,400	55,241	110,482	262,575
02-60-65-1-4015	INTERN	-	5,500	600	1,200	5,500
02-60-65-1-4020	OVERTIME	302	300	-	-	300
02-60-65-1-4040	IMRF	19,293	13,305	6,340	12,680	30,500
02-60-65-1-4090	FICA MATCHING	12,024	8,889	3,942	7,884	20,550
TOTAL PERSONNEL SERVICES		197,924	138,394	66,123	132,246	319,425
CONTRACTUAL SERVICES						
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	54	2,000	-	-	2,000
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	136,394	50,000	54,768	20,112	25,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	30,082	50,000	15,331	23,181	25,000
02-60-65-3-4240	PLANNING SERVICES	588	2,500	587	687	2,500
02-60-65-3-4245	PLANNING SERVICES-REIMB	8,816	6,000	2,308	3,631	4,000
02-60-65-3-4260	OTHER REIMBURSEMENT	5,708	5,000	1,884	3,085	2,500
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	38,815	21,780	2,691	7,500	10,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	106	1,000	-	-	1,000
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	118	750	-	-	750
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	131,288	99,200	34,550	69,100	66,536
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	350	905	-	-	2,403
02-60-65-3-4335	CODE ENFORCEMENT	7,773	-	-	-	-
02-60-65-3-4353	TELEPHONE-CELL PHONE	1,547	2,257	718	1,436	1,500
02-60-65-3-4355	PUBLISHING/ ADVERTISING	1,325	400	160	320	400
02-60-65-3-4357	PRINTING/COPYING	1,442	300	352	717	730
02-60-65-3-4360	RECAPTURE FEE PAID	88,325	-	362,006	362,006	-
02-60-65-3-4361	DUES	618	655	613	748	748
02-60-65-3-4362	TRAVEL EXPENSE	482	750	58	218	356
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	1,411	5,175	2,061	4,122	1,900
TOTAL CONTRACTUAL SERVICES		455,242	248,672	478,087	496,863	147,323

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
02-60-65-5-4562	AUTO FUEL & OIL	-	800	-	1,400	2,420
02-60-65-5-4578	UNIFORMS	553	750	161	322	297
02-60-65-5-4595	OTHER CHARGES	258	500	242	436	500
TOTAL COMMODITIES		811	2,050	403	2,158	3,217
TOTAL EXPENDITURES		653,977	389,116	544,613	631,267	469,965
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		583,534	715,602	318,254	541,320	271,929

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Contractor Registration Fee

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Contractor Registration Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 36,300
FY 2017 Budget request	\$ 36,300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Building Permits

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$3,250)	\$ 19,500
Hawthorn Hills (20 homes @ \$5,806)	\$ 116,120
Countryside Meadows-Orleans (3 homes @ \$4,183)	\$ 12,549
Hawthorn Trails 3 (5 homes @ \$3,432)	\$ 17,160
All Other Building Permits	\$ 136,400
Total	<u>\$ 301,729</u>

The Building Permits revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 464,067
FY 2017 Budget request	<u>\$ 301,729</u>
Increase (Decrease)	<u>\$(162,338)</u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Use & Occupancy

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$100)	\$ 600
Hawthorn Hills (20 homes @ \$100)	\$ 2,000
Countryside Meadows-Orleans (3 homes @ \$100)	\$ 300
Hawthorn Trails 3 (5 homes @ \$100)	\$ 500
All Other Building Permits	<u>\$ 2,200</u>
Total	<u><u>\$ 5,600</u></u>

The Use & Occupancy revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 8,800
FY 2017 Budget request	<u>\$ 5,600</u>
Increase (Decrease)	<u><u>\$ (3,200)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Other Permits

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Other Permits revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Engineering Review Fees

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to record fees collected for grading and spotted survey, and as-built reviews.

New Home Construction Permits	
Stonebridge (6 homes @ \$450)	\$2,700
Hawthorn Hills (20 homes @ \$450)	\$9,000
Countryside Meadows-Orleans (3 homes @ \$450)	\$1,350
Hawthorn Trails 3 (5 homes @ \$450)	\$2,250
All Other Building Permits	<u>\$8,700</u>
Total	<u><u>\$24,000</u></u>

The Engineering Review Fees revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 38,400
FY 2017 Budget request	<u>\$ 24,000</u>
Increase (Decrease)	<u><u>\$ (14,400)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Plan Review Fees

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$600)	\$3,600
Hawthorn Hills (20 homes @ \$600)	\$12,000
Countryside Meadows-Orleans (3 homes @ \$600)	\$1,800
Hawthorn Trails 3 (5 homes @ \$600)	\$3,000
All Other Building Permits	<u>\$30,200</u>
Total	<u><u>\$50,600</u></u>

The Plan Review Fees budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 69,800
FY 2017 Budget request	<u>\$ 50,600</u>
Increase (Decrease)	<u><u>\$ (19,200)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Building Inspection Fees

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$2,015)	\$12,090
Hawthorn Hills (20 homes @ \$1,929)	\$39,280
Countryside Meadows-Orleans (3 homes @ \$1,697)	\$5,091
Hawthorn Trails 3 (5 homes @ \$2,015)	\$10,075
All Other Building Permits	<u>\$96,601</u>
Total	<u><u>\$163,137</u></u>

The Building Inspection Fees revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 222,636
FY 2017 Budget request	<u>\$ 163,137</u>
Increase (Decrease)	<u><u>\$ (59,499)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Plumbing Fixtures

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$740)	\$4,440
Hawthorn Hills (20 homes @ \$570)	\$11,400
Countryside Meadows-Orleans (3 homes @ \$655)	\$1,965
Hawthorn Trails 3 (5 homes @ \$740)	\$3,700
All Other Building Permits	<u>\$28,120</u>
Total	<u><u>\$49,625</u></u>

The Plumbing Fixtures revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 70,810
FY 2017 Budget request	<u>\$ 49,625</u>
Increase (Decrease)	<u><u>\$(21,185)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Engineering Fee Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Engineering Fee Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 50,000
FY 2017 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ (25,000)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017, no anticipated building in the Stonewood Glen subdivision, and fewer projects going through the entitlement phase.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Plan Review Reimbursements

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Plan Review Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ 10,000</u></u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Legal Fee Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Legal Fee Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 50,000
FY 2017 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ (25,000)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017, no anticipated building in the Stonewood Glen subdivision, and fewer projects going through the entitlement phase.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Planning Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Planning Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	<u>\$ 4,000</u>
Increase (Decrease)	<u><u>\$(2,000)</u></u>

The primary reason for the decrease relates to forecasted reduction in entitlement reviews by landscape consultant for building and grading projects within the Village.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Administration Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to record fees collected for reimbursable administrative fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement. This fee equals 10% of consultants' reimbursable costs associated with development as well as Village staff hours spent on development related projects.

The Administration Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 80,000
FY 2017 Budget request	<u>\$ 40,000</u>
Increase (Decrease)	<u><u>\$ (40,000)</u></u>

The primary reason for the decrease relates to forecasted reduction in entitlement reviews.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: PLANNING, BUILDING AND ZONING
Description: Other Reimbursement
Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
Account Number: 02-60-00-4-3788

This account is used to record fees collected for other reimbursable fees, such as postage, printing and copying.

The Other Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u><u>\$(2,500)</u></u>

The primary reason for the decrease relates to forecasted reduction in entitlement reviews.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Fire Suppression Fees

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Fire Suppression Fees revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 905
FY 2017 Budget request	<u>\$ 2,403</u>
Increase (Decrease)	<u>\$ 1,498</u>

The primary reason for the increase relates to anticipated office space development in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Recapture Fees Pass Thru

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to record fees collected for the pass thru of recapture fees.

The Recapture Fee Pass Thru revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Refund Service Charge

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-00-7-3900

This account is used to record fees collected for a refund service charge. The Village charges a 15% refund processing service charge (up to a maximum charge of \$50) on all requests for refund of permit fees.

The Refund Service Charge revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Salaries

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-1-4010

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

Director of Community Development - 60%
Building Inspector/Code Enforcement Officer - 100%
Specialist II - 100%
Specialist II - 100%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 110,400
FY 2017 Budget request	<u>\$ 254,923</u>
Increase (Decrease)	<u><u>\$ 144,523</u></u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. In 2016, the two Specialist II salaries were allocated in the General Fund. In addition, the Building Inspector/Code Enforcement Officer was allocated to the Economic Development department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: PLANNING, BUILDING AND ZONING
Description: Intern
Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
Account Number: 02-60-65-1-4015

This account represents the salary for a part time intern. This intern is a university student who is studying Urban Planning. The primary responsibility of this intern is providing project management and administrative support to the Director of Community Development.

The Intern budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,500
FY 2017 Budget request	<u>\$ 5,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Overtime

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-1-4020

This account is used for the overtime pay of the 3 non-exempt full-time Community Development Department employees.

The Overtime budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 300
FY 2017 Budget request	<u>\$ 300</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: IMRF

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-1-4040

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

Effective January 1, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 13,305
FY 2017 Budget request	\$ 29,580
Increase (Decrease)	<u>\$ 16,275</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. In 2016, the two Specialist II salaries were allocated in the General Fund. In addition, the Building Inspector/Code Enforcement Officer was allocated to the Economic Development department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: FICA Matching

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-1-4090

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,889
FY 2017 Budget request	\$ 19,950
Increase (Decrease)	<u>\$ 11,061</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. In 2016, the two Specialist II salaries were allocated in the General Fund. In addition, the Building Inspector/Code Enforcement Officer was allocated to the Economic Development department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Contract Maintenance - Vehicle

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 02-60-65-3-4120

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

The Contract Maintenance-Vehicle budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Engineering Services – Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Engineering Services-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 50,000
FY 2017 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ (25,000)</u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017, no anticipated building in the Stonewood Glen subdivision, and fewer projects going through the entitlement phase.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Legal Services -Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4235

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

The Legal Services-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 50,000
FY 2017 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ (25,000)</u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017, no anticipated building in the Stonewood Glen subdivision, and fewer projects going through the entitlement phase.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Planning Services

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment

Account Number: 02-60-65-3-4240

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

The Planning Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Planning Services – Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4245

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

The Planning Services-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	\$ 4,000
Increase (Decrease)	<u><u>\$(2,000)</u></u>

The primary reason for the decrease relates to forecasted reduction in entitlement reviews by landscape consultant for building and grading projects within the Village.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Other Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to pay for reimbursable expenses, such as bond copies, recording of ordinances/resolutions and declarations.

The Other Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ (2,500)</u>

The primary reason for the decrease relates to fewer projects going through the entitlement phase.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Plan Review Services – Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Plan Review Services-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 21,780
FY 2017 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (11,780)</u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Plumbing Inspection – Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to pay for plumbing inspections by a plumber not associated with the Village of Mundelein.

The Plumbing Inspection-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Other Professional Services

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4329

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

The Other Professional Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 750
FY 2017 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Building Inspection – Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for building inspection services. These services include building, electrical and plumbing inspections.

The Building Inspection-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 99,200
FY 2017 Budget request	<u>\$ 66,536</u>
Increase (Decrease)	<u><u>\$ (32,664)</u></u>

The primary reason for the decrease relates to reduced velocity of home sales anticipated in 2017 and no anticipated building in the Stonewood Glen subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Fire Suppression - Reimbursement

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4334

This account is used pay the appropriate Fire Protection District for fire suppression reviews.

The Fire Suppression-Reimbursement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 905
FY 2017 Budget request	\$ 2,403
Increase (Decrease)	<u>\$ 1,498</u>

The primary reason for the increase relates to anticipated office space development in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Code Enforcement

Priority: 1.1 Prioritize a Safe and Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4335

A full-time Code Enforcement Officer was hired in 2016; therefore, the contractual code enforcement budget was eliminated.

The Code Enforcement budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Telephone-Cell Phone

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4353

This account is used to pay for business-related usage from a Village owned cellular phone assigned to the Building Inspector/Code Enforcement Officer and payment of business-related usage from the Community Development Director's personal cellular telephone.

The Telephone-Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,257
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (757)</u>

The primary reason for the decrease relates to the discontinuation of the Building Inspector/Code Enforcement Officer's tablet internet service.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Publishing/Advertising

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4355

This account is used to pay for recording of documents at the Lake County Recorder of Deeds office.

The Publishing/Advertising budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 400
FY 2017 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Printing/Copying

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4357

This account is used to pay for the printing of inspection forms and other Community Development Department printing needs.

The Printing/Copying budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 300
FY 2017 Budget request	\$ 730
Increase (Decrease)	<u>\$ 430</u>

The primary reason for the increase is the cost of printing the inspection report forms.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Recapture Fee Paid

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

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

The Recapture Fee Paid budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Dues

Priority: 1.1 Prioritize a Safe and Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4361

This account is used to pay dues for membership in the International Code Council and the American Institute of Certified Planners.

International Code Council (ICC)	\$135
American Institute of Certified Planners (AICP)	<u>\$613</u>
Total	<u><u>\$748</u></u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 655
FY 2017 Budget request	<u>\$ 748</u>
Increase (Decrease)	<u><u>\$ 93</u></u>

The primary reason for the increase relates to the American Institute of Certified Planners dues for the Community Development Director.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Travel Expense

Priority: 1.1 Prioritize a Safe and Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4362

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

The Travel Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 750
FY 2017 Budget request	\$ 356
Increase (Decrease)	<u>\$ (394)</u>

The primary reason for the decrease relates to fewer anticipated miles traveled to American Planning Association and Building & Fire Code Academy events.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Professional Development

Priority: 1.1 Prioritize a Safe and Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4365

This account is used to pay for seminars and other training opportunities by the Community Development Department staff.

Community Development 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.

Professional training - CD Director	\$ 375
Building & Fire Code Academy - Zoning Inspector Certificate	\$ 394
ABCI Seminars	\$ 59
Professional training - Building Specialists	\$ 720
Professional training - Building Inspector	\$ 300
Total	<u>\$ 1,848</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,175
FY 2017 Budget request	<u>\$ 1,848</u>
Increase (Decrease)	<u>\$ (3,327)</u>

The primary reason for this decrease relates to completion of the permit technician certifications by staff in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Auto Fuel & Oil

Priority: 1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 02-60-65-5-4562

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

The Auto Fuel & Oil budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 800
FY 2017 Budget request	\$ 2,420
Increase (Decrease)	<u>\$ 1,620</u>

The primary reason for the increase is due to daily vehicle use by the Building Inspector/ Code Enforcement Officer.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Uniforms

Priority: 1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-5-4578

This account is used to pay for uniform shirts, fleeces, boot reimbursement, etc. for the Community Development Department staff, as follows:

Boot reimbursement	\$ 150
Logo shirts	\$ 98
Pants	<u>\$ 49</u>
Total	<u><u>\$ 297</u></u>

The Uniforms budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 750
FY 2017 Budget request	<u>\$ 297</u>
Increase (Decrease)	<u><u>\$ (453)</u></u>

The primary reason for the decrease is the initial uniform purchases for the Building Inspector/Code Enforcement Officer occurred in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Other Charges

Priority: 1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-5-4595

This account is used to pay for other miscellaneous expenses.

Team Building Event (All Staff)	\$200
Miscellaneous	\$100
International Code Council Books	<u>\$1,043</u>
Total	<u><u>\$1,343</u></u>

The Other Charges budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	<u>\$ 1,343</u>
Increase (Decrease)	<u><u>\$ 843</u></u>

The primary reason for the increase is the purchase of the International Code Council reference books and the funding for the Team Building Event.



PARKS & RECREATION



PARKS AND RECREATION FUND

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

Revenues					
Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
155,976	270,814	281,200	Special Recreation	283,415	290,000
180,518	186,208	139,282	Administration	143,827	146,200
27,759	51,509	70,699	Programs	72,500	74,700
31,320	40,000	152,933	Park Maintenance	155,184	159,031
395,573	548,531	644,114	Total Revenues	654,926	669,931
Expenditures					
Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
107,644	179,432	170,656	Special Recreation	170,656	175,000
118,087	129,845	141,182	Administration	95,077	97,515
33,787	32,323	45,163	Programs	44,550	45,800
206,541	252,434	298,687	Park Maintenance	344,039	350,567
466,059	594,034	655,688	Total Expenditures	654,322	668,882
-	(69,364)	(90,000)	Transfer to General Fund	-	-
-	-	100,000	Transfer from Community Development Fund	-	-
(70,486)	(114,867)	(1,574)	Net Change in Fund Balance	604	1,049
413,141	298,274	296,700	Fund Balance as of 12/31	297,304	298,353

SPECIAL RECREATION

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0
Part-Time	0	0	0	0
• Department Head position is allocated in P&R Admin				

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
154,320	154,302	161,200	Taxes	163,415	165,000
1,656	116,512	120,000	SRACLC Reimbursement	120,000	125,000
155,976	270,814	281,200	Total Revenues	283,415	290,000

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
51,996	53,036	53,556	Contractual Services	53,556	55,000
55,648	126,396	117,100	Capital Outlay	117,100	120,000
107,644	179,432	170,656	Total Expenditures	170,656	175,000

48,332	91,382	110,544	Source (Use) of Cash	112,759	115,000
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Significant Changes

- There are no significant changes in the Fiscal Year 2017 Special Recreation Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SPECIAL RECREATION						
REVENUES						
TAXES						
11-70-00-1-3017	PROPERTY TAXES-SRACL	154,302	161,200	80,509	161,018	165,000
11-70-00-5-3805	SRACL REIMBURSEMENT	116,512	120,000	721	117,000	125,000
TOTAL TAXES		270,814	281,200	81,230	278,018	290,000
EXPENDITURES						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACL DUES	53,036	53,556	53,556	53,556	55,000
TOTAL CONTRACTUAL SERVICES		53,036	53,556	53,556	53,556	55,000
CAPITAL OUTLAY						
11-70-00-8-4893	SRACL ACCESSIBILITY GRANT	126,396	117,100	3,697	117,000	120,000
TOTAL CAPITAL OUTLAY		126,396	117,100	3,697	117,000	120,000
TOTAL EXPENDITURES		179,432	170,656	57,253	170,556	175,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		91,382	110,544	23,977	112,759	115,000

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: SPECIAL RECREATION

Description: Property Taxes

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 11-70-00-1-3017

This account is used to record the special recreation property tax levy.

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The Special Recreation levy is limited to a tax rate of \$0.04.

The Property Taxes revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 161,200
FY 2017 Budget request	<u>\$ 163,415</u>
Increase (Decrease)	<u><u>\$ 2,215</u></u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: SPECIAL RECREATION

Description: SRACLC Reimbursement

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 11-70-00-5-3805

This account is used to record the special recreation reimbursement for eligible projects.

The SRACLC Reimbursement revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 120,000
FY 2017 Budget request	\$ 120,000
Increase (Decrease)	<u>\$ -</u>

The SRACLC reimbursement revenue varies from year to year based upon the ADA accessibility projects planned.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND
Department: SPECIAL RECREATION
Description: SRACLC Dues
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 11-70-00-3-4361

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

The SRACLC Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 53,556
FY 2017 Budget request	\$ 53,556
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND
Department: SPECIAL RECREATION
Description: SRACLC Accessibility Grant
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 11-70-00-8-4893

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

Upgrade ADA Accessibility /Sealcoating Park Trails	\$ 6,000
Community Park Parking Lot - Accessibility Reconstruction	\$ 24,700
Playground Surface Upgrades	\$ 2,000
Implement ADA Plan Compliance Measures	\$ 9,400
Purchase & Development of Accessible Park (Meadowlark)	\$ 75,000
Total	<u><u>\$ 117,100</u></u>

The SRACLC Accessibility Grant budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 117,100
FY 2017 Budget request	\$ 117,100
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

ADMINISTRATION

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	2	2	2	0.65
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
175,059	177,773	134,832	Taxes	138,127	140,000
857	652	850	Interest Income	400	400
4,602	7,783	3,600	Miscellaneous	5,300	5,800
180,518	186,208	139,282	Total Revenues	143,827	146,200

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
102,087	111,896	119,757	Personnel Services	72,382	74,665
15,254	17,366	20,025	Contractual Services	21,295	21,450
746	583	1,400	Commodities	1,400	1,400
118,087	129,845	141,182	Total Expenditures	95,077	97,515

62,431	56,363	(1,900)	Source (Use) of Cash	48,750	48,685
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Significant Changes

- Parks and Recreation requests the addition of one (1) intern for the summer of 2017 averaging 20-25 hours per week. Anticipated salary would be \$9.25 per hour, costing approximately \$3,000 in salary.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARKS AND RECREATION FUND						
ADMINISTRATION						
REVENUES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	177,773	134,832	67,656	135,312	140,000
11-10-00-6-3810	INTEREST INCOME	652	850	188	376	400
11-10-00-7-3820	FACILITY RENTAL	4,375	3,000	3,900	4,200	5,000
11-10-00-7-3825	SECURITY FEE	688	600	500	600	800
11-10-00-7-3830	DONATIONS	2,720	-	-	-	-
TOTAL REVENUES		186,208	139,282	72,244	140,488	146,200

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	94,097	100,552	46,844	93,688	62,600
11-10-00-1-4040	IMRF	10,879	11,513	5,350	10,700	7,265
11-10-00-1-4090	FICA MATCHING	6,920	7,692	3,445	6,890	4,800
TOTAL PERSONNEL SERVICES		111,896	119,757	55,639	111,278	74,665
CONTRACTUAL SERVICES						
11-10-00-3-4353	TELEPHONE-CELL PHONE	1,705	1,200	580	1,160	1,300
11-10-00-3-4357	PRINTING/COPYING	8,585	9,700	5,433	9,400	9,800
11-10-00-3-4360	PROCESSING FEES	1,650	2,000	1,366	2,732	2,750
11-10-00-3-4361	DUES	605	1,725	745	1,490	2,000
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	4,821	5,400	3,096	4,000	5,600
TOTAL CONTRACTUAL SERVICES		17,366	20,025	11,220	18,782	21,450
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	583	400	83	400	400
11-10-00-5-4595	OTHER CHARGES	-	1,000	697	1,000	1,000
TOTAL COMMODITIES		583	1,400	780	1,400	1,400
TOTAL EXPENDITURES		129,845	141,182	67,639	131,460	97,515
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		56,363	(1,900)	4,605	9,028	48,685

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Property Taxes

Priority: 1.2 Prioritize Parks, Recreation and Open Space
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 11-10-00-1-3017

This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

The Property Taxes revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 134,832
FY 2017 Budget request	<u>\$ 138,127</u>
Increase (Decrease)	<u><u>\$ 3,295</u></u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2017 is 0.7%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND
Department: ADMINISTRATION
Description: Interest Income
Priority: 1.3 Prioritize Strong Fiscal Sustainability
Account Number: 11-10-00-6-3810

This account is used to record the interest income received on the Parks & Recreation Fund money market account.

The Interest Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 850
FY 2017 Budget request	\$ 400
Increase (Decrease)	<u>\$ (450)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND
Department: ADMINISTRATION
Description: Facility Rental
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 11-10-00-7-3820

This account is used to record the rental income received from facility rentals at the Village Hall Barn or the Community Room at the Aquatic Center.

The Facility Rental Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	<u>\$ 4,500</u>
Increase (Decrease)	<u>\$ 1,500</u>

The primary reason for the increase is based on an anticipated increase in the number of rentals due to newly renovated facilities and increased promotion of facility rentals.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND
Department: ADMINISTRATION
Description: Security Fee
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 11-10-00-7-3825

This account is used to record the security fee received for security personnel assigned to facility rentals at the Village Hall Barn or the community room at the Aquatic Center. Security services are provided by Village staff.

The Security Fee revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 600
FY 2017 Budget request	\$ 800
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based on an anticipated increase in the number of rentals due to newly renovated facilities and increased promotion of facility rentals.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Donations

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces

Account Number: 11-10-00-7-3830

This account is used to record donations received to support Parks and Recreation programs. Since donations are not guaranteed and vary from year to year, donation revenue is always forecast as zero to be conservative.

The Donation Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

The is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Salaries

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

Director of Parks & Recreation - 20%
Assistant Director of Parks & Recreation - 45%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 100,552
FY 2017 Budget request	<u>\$ 60,698</u>
Increase (Decrease)	<u><u>\$ (39,854)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: IMRF

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 11,513
FY 2017 Budget request	<u>\$ 7,041</u>
Increase (Decrease)	<u><u>\$ (4,472)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: FICA Matching

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,692
FY 2017 Budget request	\$ 4,643
Increase (Decrease)	<u>\$ (3,049)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Telephone - Cell Phone

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The Telephone-Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,200
FY 2017 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Printing/ Copying

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 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 2017:

Summer Brochure	\$ 2,200 (Cost share with Aquatics Fund)
Newsletters	\$ 6,600
Postcard	<u>\$ 1,000 (Craft Show and Tree Lighting)</u>
Total	<u><u>\$ 9,800</u></u>

The Printing/ Copying budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 9,700
FY 2017 Budget request	<u>\$ 9,800</u>
Increase (Decrease)	<u><u>\$ 100</u></u>

The primary reason for the increase is higher sorting and mailing costs. In Fiscal Year 2017, we will continue with 6 community newsletters and 1 summer recreation brochure in addition to utilizing online information and weekly e-blasts to allow for more current and timely information delivery.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Processing Fees

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 11-10-00-3-4360

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

The Processing Fees budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	<u>\$ 2,750</u>
Increase (Decrease)	<u>\$ 750</u>

The primary reason for the increase is due to an anticipated increase in the number of registrations.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Dues

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 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.

Illinois Association of Park Districts (IAPD) - Agency Fee	\$ 600
Illinois Parks & Recreation Association (IPRA) - Director of Parks & Recreation	\$ 260
Illinois Parks & Recreation Association (IPRA) - Asst. Director of Parks & Rec.	\$ 260
Illinois Parks & Recreation Association (IPRA) - Park Maintenance Crew Leader	\$ 260
Illinois Parks & Recreation Association (IPRA) - Parks Apprentice	\$ 260
Pesticide Application License Fee	\$ 20
Pesticide Operator License Fee	\$ 30
Midwest Institute of Park Executives (MIPE)	\$ 25
National Recreation & Parks Association (NRPA)	\$ 130
Total	<u>\$ 1,845</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,725
FY 2017 Budget request	<u>\$ 1,845</u>
Increase (Decrease)	<u>\$ 120</u>

The primary reason for the increase is due to the addition of the Parks Apprentice's IPRA membership dues, partially offset by the re-allocation of the annual Red Cross fee to the Aquatic Center Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Professional Development

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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 Parks & Recreation	\$ 400
Assistant Director of Parks & Recreation	\$ 400
Special Park District Forum	
Chief Operating Officer	\$ 2,400
Director of Parks & Recreation	\$ 2,400
Total	<u>\$ 5,600</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,400
FY 2017 Budget request	<u>\$ 5,600</u>
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016. The Illinois Parks and Recreation Association Annual Conference is held in Chicago, so the Parks and Recreation staff commute daily to minimize the cost of attendance.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Office Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The Office Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 400
FY 2017 Budget request	\$ 400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Other Charges

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The Other Charges budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

RECREATION PROGRAMS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0
Part-Time	8	15	15	0
• Department Head position is allocated in P&R Admin				

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
27,759	51,509	70,699	Programs	72,500	74,700
27,759	51,509	70,699	Total Revenues	72,500	74,700

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
33,787	32,323	45,163	Programs	44,550	45,800
33,787	32,323	45,163	Total Expenditures	44,550	45,800

(6,028)	19,186	25,536	Source (Use) of Cash	27,950	28,900
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Significant Changes

- There are no significant changes in the Recreation Programs Fiscal Year 2017 budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RECREATION PROGRAMS						
REVENUES						
11-20-20-4-3630	EARLY CHILDHOOD PROGRAMS	595	4,032	420	840	1,500
11-20-21-4-3630	YOUTH PROGRAMS	32,542	35,625	27,669	34,000	36,500
11-20-22-4-3630	ATHLETICS PROGRAMS	10,318	18,996	15,022	22,000	26,000
11-20-23-4-3630	TEEN PROGRAMS	-	1,350	-	-	1,000
11-20-25-4-3630	YOUNG AT HEART PROGRAMS	750	2,628	675	700	1,200
11-20-26-4-3630	HEALTH AND FITNESS PROGRAMS	6,874	6,120	4,167	5,500	6,500
11-20-28-4-3630	ADULT PROGRAMS	430	1,948	1,235	1,400	2,000
11-20-29-4-3630	DANCE PROGRAMS	-	-	-	-	-
TOTAL REVENUES		51,509	70,699	49,188	64,440	72,500
EXPENDITURES						
11-20-20-5-4561	EARLY CHILDHOOD EXPENSE	499	2,280	404	500	750
11-20-21-5-4561	YOUTH EXPENSE	17,822	19,269	2,071	15,300	18,000
11-20-22-5-4561	ATHLETICS EXPENSE	10,870	14,202	9,654	16,000	19,000
11-20-23-5-4561	TEEN EXPENSE	-	1,250	-	-	750
11-20-25-5-4561	YOUNG AT HEART EXPENSE	602	1,998	682	1,700	1,800
11-20-26-5-4561	HEALTH AND FITNESS EXPENSE	2,530	4,578	1,797	3,100	4,500
11-20-28-5-4561	ADULT EXPENSE	-	1,586	-	-	750
TOTAL EXPENDITURES		32,323	45,163	14,608	36,600	44,550
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		19,186	25,536	34,580	27,840	28,900

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Early Childhood

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-20-4-3630
Expenses - 11-20-20-5-4561

Our early childhood programs are designed for children up to age six. Some classes include a parent or caregiver, while other classes offer independent activities. Offerings include physical activities, culinary experiences, language and creative opportunities. The early childhood programs will feature new programming that will build on and expand areas of interest taken from area residents. This is an important service group as is indicated by multiple child/grandparent classes. It is this group, if pleased with the quality of our class offerings, that will return time and again for future recreation activities as their children grow, establishing a solid customer base.

Early Childhood forecasts a net profit of **\$250** in Fiscal Year 2017.

	Projected Revenue	Expense	Net Profit/Loss
Kids in the Kitchen	\$ 200	\$ 150	\$ 50
Tumbling	\$ 300	\$ 225	\$ 75
Science Academy	\$ 200	\$ 150	\$ 50
Craft Workshops	\$ 300	\$ 225	\$ 75
Total	\$ 1,000	\$ 750	\$ 250

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Youth

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-21-4-3630
Expenses - 11-20-21-5-4561

Youth activities and programs are designed for children ages 6 to 12. Fiscal Year 2016 proved to be a second consecutive successful year for our Woodchuck Summer Camp with steady growth in registrations. Activities include both creative and physical offerings. Our youth classes stress small manageable class sizes with great student to instructor ratios for creating fun and exciting quality learning experiences.

Activities the department will consider adding in future years include: Dance

Youth forecasts a net profit of **\$18,500** in Fiscal Year 2017.

	Projected		Net
	Revenue	Expense	Profit/Loss
Woodchucks Preschool	\$ 19,000	\$ 9,000	\$ 10,000
Woodchucks Advanced	\$ 13,000	\$ 5,750	\$ 7,250
Chess	\$ 1,000	\$ 750	\$ 250
Babysitting/CPR/First Aid	\$ 1,000	\$ 750	\$ 250
Drawing	\$ 700	\$ 500	\$ 200
Guitar	\$ 1,800	\$ 1,250	\$ 550
Total	\$ 36,500	\$ 18,000	\$ 18,500

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Athletics

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-22-4-3630
Expenses - 11-20-22-5-4561

Our athletics department offers activities and sports activities for youth and adults. Sports camps and clinics are also offered for boys and girls starting as early as 2 years old. The Village of Hawthorn Woods will also move towards the creation of sport specific clubs to develop partnerships that offer training and competitive events such as hosting a potential 5k fun run/walk each year. Additionally, we will continue to seek out vendors who can provide these classes as turnkey operations.

Activities the department will consider adding in future years include: Youth Baseball & Softball

Athletics forecast a net profit of **\$6,300** in Fiscal Year 2017.

	Projected Revenue	Expense	Net Profit/Loss
Sports R Us	\$ 1,300	\$ 1,000	\$ 300
Junior Golf	\$ 2,000	\$ 1,750	\$ 250
Junior Tennis	\$ 3,000	\$ 2,750	\$ 250
Youth Soccer	\$ 18,000	\$ 12,500	\$ 5,500
Total	\$ 24,300	\$ 18,000	\$ 6,300

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Teen

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-23-4-3630
Expenses - 11-20-23-5-4561

Our Teen programs are open to teens in grades 6 through 12. Activities include meet ups, open gym nights, movie events, and volunteer service projects. The Village of Hawthorn Woods will partner with private and public organizations to enhance and broaden available leisure experiences. We will approach teens by involving them early and sustaining their interest through High School. Where possible and appropriate, age specific programs such as Jr. High and Sr. High will be marketed and conducted.

Teen forecasts a net profit of **\$250** in Fiscal Year 2017.

	Projected Revenue	Expense	Net Profit/Loss
Meet Ups	\$ 200	\$ 150	\$ 50
Arts/Music	\$ 400	\$ 200	\$ 200
Sports	\$ 400	\$ 200	\$ 200
Community Service Projects	\$ -	\$ 200	\$ (200)
Total	\$ 1,000	\$ 750	\$ 250

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Young at Heart

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-25-4-3630
Expenses - 11-20-25-5-4561

The Village of Hawthorn Woods offers a diversified recreational program for mature adults, age 55 and over who are young at heart. Some of the activities include: luncheons, workshops, crafts, as well as special events. Whether meeting new friends, talking over the good old times, creating new memories or participating in many interesting and fun-filled activities, all mature adults who are Young at Heart are encouraged to join in. These accounts also support the monthly luncheons which are supported through donations, sponsorships, and no fee guest speakers.

Activities the department will consider adding in future years include: Mahjong, Backgammon, playing cards/casino night, and salsa or ballroom dancing.

Young at Heart forecasts a net loss of **\$600** in Fiscal Year 2017.

	Projected Revenue	Expense	Net Profit/Loss
Workshops	\$ 150	\$ 125	\$ 25
Seated Fitness	\$ 400	\$ 300	\$ 100
Walking Group	\$ 150	\$ 125	\$ 25
Book Nook	\$ -	\$ -	\$ -
Monthly Lunches	\$ 500	\$ 1,250	\$ (750)
Total	\$ 1,200	\$ 1,800	\$ (600)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Health and Fitness

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-26-4-3630
Expenses - 11-20-26-5-4561

Health and fitness classes include: Zumba in the Barn held on Saturdays, Yoga in the Barn held on Thursday evenings, and indoor Boot Camp in the Winter months. Health and Fitness classes are a great way to stay in shape, make new friends and have fun working out. Once quality and consistency in programming is established, registrants for health and fitness classes are extremely loyal and relate to their instructor. Our goal is to recruit trained, certified and solid instructors who can assist in both building the size of their classes and retaining their participants from session to session.

Activities the department will consider adding in future years include: Martial Arts

Health and Fitness forecast a net profit of **\$2,000** in Fiscal Year 2017.

	Projected Revenue	Expense	Net Profit/Loss
Yoga & Zumba	\$ 3,200	\$ 2,100	\$ 1,100
Boot Camp	\$ 300	\$ 200	\$ 100
Fencing	\$ 3,000	\$ 2,200	\$ 800
Total	\$ 6,500	\$ 4,500	\$ 2,000

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Adults

Description: Revenue / Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: Revenues - 11-20-28-4-3630
Expenses - 11-20-28-5-4561

Adult classes are for ages 18 & up and sometimes includes teen children of adult participants. Programs include craft classes, educational workshops, special interest classes, and informative lectures. We attempt to offer something for everyone. Adult content programming celebrates creativity both individually and through collective group classes and activities. Its purpose is to encourage, promote, teach and inform participants in Hawthorn Woods and surrounding communities. Three criteria have been established: Outreach, Education and Skill Enhancement. All activities shall be evaluated on their ability to involve new participants, educate those involved and to whatever extent possible, offer a public showcase for the newly acquired or developed skills of our registrants.

Adults forecast a net profit of **\$1,250** in Fiscal Year 2017.

	Projected Revenue	Expense	Net Profit/Loss
Craft Classes	\$ 500	\$ 250	\$ 250
Women's Self Defense	\$ 750	\$ 100 *	\$ 650
Workshops	\$ 750	\$ 400	\$ 350
Total	\$ 2,000	\$ 750	\$ 1,250

* Note - Does not include additional Police Department overtime, which is funded in the Police Department.

PARK MAINTENANCE

Department Purpose

The purpose of the Parks Maintenance Department is to maintain all Village parks and parks facilities, including landscape maintenance, ball field/turf maintenance, playground maintenance and playground safety inspections.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	3	3	2	2.55
Seasonal	1	1	0	0
Summer	4	4	0	0
• Department Head position is allocated in Parks & Rec.				

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
-	-	120,933	Property Taxes	123,184	125,031
31,320	40,000	32,000	Fees	32,000	34,000
31,320	40,000	152,933	Total Revenues	155,184	159,031

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
142,769	211,675	233,487	Personnel Services	193,539	199,267
2,011	17,660	26,700	Contractual Services	117,000	117,300
60,224	20,671	33,500	Commodities	28,500	29,000
1,537	2,428	5,000	Capital Outlay	5,000	5,000
206,541	252,434	298,687	Total Expenditures	344,039	350,567

(175,221)	(212,434)	(145,754)	Source (Use) of Cash	(188,855)	(191,536)
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Significant Changes

- The Field Lease rental fees are insufficient to fund the Park Maintenance function. Therefore, a portion of the property tax levy has been allocated to the Park Maintenance function to support the operations.
- Parks maintenance in 2017 anticipates continue privatization of island, pond, cul-de-sac and lawn care maintenance with outside vendors.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	-	120,933	60,682	121,364	125,031
11-40-00-7-3630	FIELD LEASE	40,000	32,000	24,200	31,400	34,000
TOTAL REVENUES		40,000	152,933	84,882	152,764	159,031
EXPENDITURES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	162,910	163,332	54,161	108,322	164,500
11-40-00-1-4011	SEASONAL SALARIES	4,697	15,360	-	-	-
11-40-00-1-4012	SUMMER SEASONAL	11,712	16,320	-	-	-
11-40-00-1-4020	OVERTIME	-	2,600	-	2,600	2,600
11-40-00-1-4040	IMRF	18,846	20,758	6,066	12,132	19,384
11-40-00-1-4090	FICA MATCHING	13,510	15,117	4,078	8,156	12,783
TOTAL PERSONNEL SERVICES		211,675	233,487	64,305	131,210	199,267
CONTRACTUAL SERVICES						
11-40-00-3-4120	CONTRACTUAL MAINT./VEHICLE	-	-	-	-	1,500
11-40-00-3-4371	PUBLIC PARK UTILITIES	2,340	1,200	657	1,487	1,500
11-40-00-3-4372	ISLAND/CUL-DE-SAC MAINT.	15,120	18,000	2,360	16,200	18,800
11-40-00-3-4373	POND MAINTENANCE	200	5,000	2,800	4,970	5,500
11-40-00-3-4374	WETLAND MAINTENANCE	-	2,500	-	-	2,500
11-40-00-3-4375	LANDSCAPE MAINTENANCE	-	-	20,370	54,320	89,000
TOTAL CONTRACTUAL SERVICES		17,660	26,700	26,187	76,977	117,300
COMMODITIES						
11-40-00-5-4562	AUTO FUEL & OIL	-	-	-	-	1,400
11-40-00-5-4564	SMALL TOOLS	-	-	-	-	400
11-40-00-5-4569	VEHICLE SUPPLIES	-	-	-	-	1,200
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	8,670	16,000	3,633	9,400	11,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	5,972	9,000	3,128	8,700	9,500
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	3,823	6,000	1,784	2,100	6,000
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	2,206	2,500	648	1,400	2,500
TOTAL COMMODITIES		20,671	33,500	9,193	21,600	29,000
CAPITAL OUTLAY						
11-40-00-8-4895	LANDSCAPE IMPROVEMENTS	2,428	5,000	135	270	5,000
TOTAL CAPITAL OUTLAY		2,428	5,000	135	270	5,000
TOTAL PARK MAINTENANCE		252,434	298,687	99,820	230,057	350,567
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(212,434)	(145,754)	(14,938)	(77,293)	(191,536)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PARKS MAINTENANCE

Description: Property Taxes

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 11-40-00-1-3017

This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

The Property Tax revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 120,933
FY 2017 Budget request	<u>\$ 123,184</u>
Increase (Decrease)	<u><u>\$ 2,251</u></u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The CPI for Fiscal Year 2017 is 0.7%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PARKS MAINTENANCE

Description: Field Lease

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 11-40-00-7-3630

This account is used to record the field lease revenue from the various teams and leagues that utilize the Village's baseball and soccer fields.

The Field Lease budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 32,000
FY 2017 Budget request	\$ 32,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Salaries

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

Director of Parks & Recreation - 30%
Assistant Director of Public Works - 10%
Crew Leader - Fleet - 15%
Crew Leader - Parks - 100%
Parks Apprentice - 100%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 163,332
FY 2017 Budget request	<u>\$ 159,697</u>
Increase (Decrease)	<u>\$ (3,635)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. In addition, the mowing function will remain outsourced with a contractual vendor.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Seasonal Salaries

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account is used for the salaries of the Park Maintenance seasonal employees. The account provides for one (1) seasonal employee from March 1 to October 31.

The Seasonal Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 15,360
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ (15,360)</u>

The primary reason for the decrease relates to the outsourcing of the mowing function with a contractual vendor in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Summer Seasonal Salaries

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 11-40-00-1-4012

This account is used for the salaries of the Park Maintenance Summer Seasonal employees. This account provides for four summer employees from May 15 to August 15.

The Summer Seasonal Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 16,320
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ (16,320)</u>

The primary reason for the decrease relates to the outsourcing of the mowing function with a contractual vendor in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Overtime

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The Overtime budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,600
FY 2017 Budget request	<u>\$ 2,600</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: IMRF

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 20,758
FY 2017 Budget request	\$ 18,826
Increase (Decrease)	<u>\$ (1,932)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. In addition, the mowing function will remain outsourced with a contractual vendor.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: FICA Matching

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 15,117
FY 2017 Budget request	<u>\$ 12,416</u>
Increase (Decrease)	<u><u>\$ (2,701)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative. In addition, the mowing function will remain outsourced with a contractual vendor.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Contractual Maintenance-Vehicles

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4120

This account is used to pay for the repairs to the Parks and Recreation vehicles by contractual vendors.

The Contractual Maintenance-Vehicles budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 750</u>
Increase (Decrease)	<u><u>\$ 750</u></u>

The primary reason for the increase is due to a re-allocation of costs. Previously, this maintenance activity was budgeted in the Public Works department. Beginning in 2017, this will more accurately define the maintenance costs of the vans utilized by the Parks and Recreation department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Park Public Utilities

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4371

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

The Park Public Utilities budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,200
FY 2017 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase relates to the installation of aerators at Heritage Oaks and Copperfield ponds.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Island/cul-de-sac Maintenance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4372

This account is used to pay for the maintenance and upkeep of traffic islands on cul-de-sacs located throughout the Village of Hawthorn Woods. We will continue to use a contractual vendor to maintain, weed, fertilize and mow 44 islands located on cul-de-sacs in the Village of Hawthorn Woods. It is cost effective to utilize a contractual vendor in terms of cost saved in fuel, equipment, labor, purchase of supplies and materials

The Island Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 18,000
FY 2017 Budget request	\$ 18,800
Increase (Decrease)	<u>\$ 800</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Pond Maintenance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community & Environment
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4373

This account is used to pay for the treatment of ponds located in Heritage Oaks Park, Rambling Hills Park and Copperfield Park by a contractual vendor. In 2015, a new program was implemented to monitor and maintain good water quality and institute algae control measures. In 2016, this program expanded to include pond maintenance and environmental preservation measures at Heritage Oaks, Copperfield and Rambling Hills Parks. These efforts will primarily control invasive vegetation and algae growth. This will be continued in 2017

The Pond Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	<u>\$ 5,200</u>
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Wetland Maintenance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community & Environment
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4374

This account is used to pay for environmental stewardship measures on natural open space

The Wetland Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Landscape Maintenance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community & Environment
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4375

This account is used to pay for the landscape maintenance contract of all parks including weed control, mowing, and all aspects of lawn maintenance.

The Landscape Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 89,000
Increase (Decrease)	<u>\$ 89,000</u>

The primary reason for the increase is due to the actual proposed contractual vendor costs for 2017. The Village entered a one year agreement for contractual landscape maintenance in Fiscal Year 2016, resulting in total cost savings of \$75,700. The lowest responsible proposal was accepted. In Fiscal Year 2017, the Village will receive new proposals from qualified landscape companies.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Auto Fuel and Oil

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-5-4562

This account is used to pay for fuel and oil costs associated with the two Park and Recreation vans.

The Auto Fuel and Oil budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ 1,200</u>

The primary reason for the increase is a re-allocation of costs to more accurately reflect the fuel use by the Parks and Recreation department. In prior years, this expense was budgeted in the Public Works department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Small Tools

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-5-4564

This account is used to pay for tools needed by the Parks Maintenance Crew.

The Parks small tools budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 330
Increase (Decrease)	<u>\$ 330</u>

The primary reason for the increase is a re-allocation of costs to more accurately reflect the small tools used by the Parks and Recreation department. In prior years, this expense was budgeted in the Public Works department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Vehicle Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-5-4569

This account is used to pay for parts and materials needed by the Village Mechanic to perform routine maintenance on the two Parks and Recreation vans.

The Vehicle Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 1,200</u>
Increase (Decrease)	<u>\$ 1,200</u>

The primary reason for the increase is a re-allocation of costs to more accurately reflect the vehicles supplies used by the Parks and Recreation department. In prior years, this expense was budgeted in the Public Works department.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Ball Field / Turf Maintenance Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Top dressing/over seeding
Ball field prep
Turf maintenance
Ball field equipment
Insect control

The Ball Field/Turf Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 16,000
FY 2017 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016. In addition, over seeding has been accomplished at Heritage Oaks soccer fields.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Building/Grounds Maintenance Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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. Included are purchases of all materials associated with maintaining all elements of the municipal park buildings and grounds such as:

Restrooms
Gazebos
Mechanical Rooms
Irrigation Systems
Outdoor Lighting
Cleaning/Restroom Supplies

The Building/Grounds Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 9,000
FY 2017 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Playground Maintenance Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 11-40-00-5-4573

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's playground equipment. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Parts for playground repairs
Mulch and playground safety surfacing
Inspections

The Playground Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Uniforms/Safety Gear

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 11-40-00-5-4578

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

The Uniforms/Safety Gear budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,500
FY 2017 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND
Department: PARK MAINTENANCE
Description: Landscape Improvements
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 11-40-00-8-4895

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

The Landscape Improvements budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



PARK DONATION



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
	2014	2015	2016	2017
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
-	247	-	Interest	500	500
87,199	593,069	186,498	Park Donations	17,385	-
87,199	593,316	186,498	Total Revenue	17,885	500

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
-	-	-	Capital Outlay	-	-
-	-	-	Total Expenditures	-	-
(90,000)	(270,763)	(256,760)	Transfer to Aquatic Debt	(255,710)	-
(2,801)	322,553	(70,262)	Net Change in Fund Balance	(237,825)	500
296	322,849	252,587	Fund Balance as of 12/31	14,762	15,262

Significant Changes

- \$169,113 decrease in Park Donation revenue based upon new home construction forecast.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
PARK DONATION FUND							
REVENUES							
PARK DONATIONS							
10-00-00-7-3830	PARK DONATIONS	592,822	186,498	44,415	186,498	17,385	-
TOTAL PARK DONATIONS		592,822	186,498	44,415	186,498	17,385	-
PARK IMPROVEMENTS							
10-10-00-3-4379	DONATIONS-PARK BENCHES	-	-	650	-	-	-
TOTAL PARK IMPROVEMENTS		-	-	650	-	-	-
INTEREST INCOME							
10-00-00-6-3810	INTEREST INCOME	247	-	235	470	500	500
TOTAL INTEREST INCOME		247	-	235	470	500	500
TOTAL REVENUES		593,069	186,498	45,300	186,968	17,885	500

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARK DONATION FUND

Description: Park Donation Revenue

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 10-00-00-7-3830

This account represents the park donation revenue required by Village Ordinance for the construction of new homes in the Village. All park donation revenue is pledged as the primary funding source for repayment of the 2011 Aquatic Center Revenue Bonds.

Stonebridge (6 homes @ \$1,500)	\$ 9,000
Countryside Meadows (3 homes @ \$2,795)	<u>\$ 8,385</u>
Total	<u><u>\$ 17,385</u></u>

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 186,498
FY 2017 Budget request	<u>\$ 17,385</u>
Increase (Decrease)	<u><u>\$(169,113)</u></u>

The primary reason for the decrease is related to change in the anticipated new home starts in Fiscal Year 2017 as compared to Fiscal Year 2016. Park donation revenue will vary from year to year, based upon new home construction.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARK DONATION FUND

Description: Donations-Park Benches

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 10-00-00-3-4379

This account represents the park donation revenue received for dedicating a memorial park bench in a Village Park.

The Donations-Park Benches Revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARK DONATION FUND

Description: Interest Income

Priority: 1.3 Prioritize Strong Fiscal Sustainability

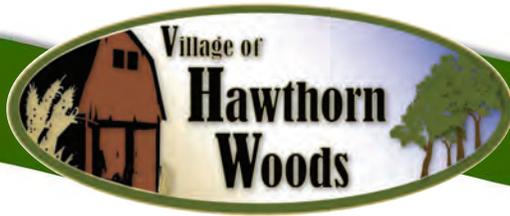
Account Number: 10-00-00-6-3810

This account is used to record the interest income received on the Park Donation Fund money market account.

The Interest Income Revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.



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
	2015	2016	2017	2017
Full-Time	1.5	1.5	1.5	1.5
Part-Time	0	0	0	0

• Street Maintenance positions headcount are allocated in Public Works.

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
264,632	196,809	182,379	Taxes	198,472	198,472
1,079	1,029	1,000	Interest	1,000	1,000
265,711	197,838	183,379	Total Revenues	199,472	199,472

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
47,602	81,595	87,092	Personnel Services	93,909	96,725
52,300	115,903	128,500	Contractual Services	125,100	125,500
96,262	121,834	101,000	Commodities	101,000	101,000
-	-	-	Other Financing Uses	-	-
196,164	319,332	316,592	Total Expenditures	320,009	323,225

69,547	(121,494)	(133,213)	Net Change in Fund Balance	(120,537)	(123,753)
568,542	447,048	313,835	Fund Balance as of 12/31	193,298	69,545

Significant Changes

- Increase of \$16,093 in the MFT Allotment based upon the IML estimates.
- Decrease of \$5,000 for pavement markings.
- Increase of \$1,600 for traffic signal maintenance.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
REVENUES						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	196,809	182,379	82,752	165,504	198,472
TOTAL TAXES		196,809	182,379	82,752	165,504	198,472
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	1,029	1,000	368	736	1,000
TOTAL INTEREST INCOME		1,029	1,000	368	736	1,000
TOTAL REVENUES		197,838	183,379	83,120	166,240	199,472

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
EXPENDITURES						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	68,949	73,125	33,663	67,326	81,125
28-00-00-1-4040	IMRF	7,930	8,373	3,854	7,708	9,400
28-00-00-1-4090	FICA MATCHING	4,716	5,594	2,310	4,620	6,200
TOTAL PERSONNEL SERVICES		81,595	87,092	39,827	79,654	96,725
CONTRACTUAL SERVICES						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	1,832	3,500	1,745	3,500	5,500
28-00-00-3-4151	STREET PATCHING	59,920	60,000	-	60,000	60,000
28-00-00-3-4152	CRACK SEALING	50,001	50,000	-	50,000	50,000
28-00-00-3-4153	PAVEMENT MARKING	4,150	15,000	-	5,000	10,000
TOTAL CONTRACTUAL SERVICES		115,903	128,500	1,745	118,500	125,500
COMMODITIES						
28-00-00-5-4571	ROAD PATCH MATERIALS	5,409	6,000	1,193	6,000	6,000
28-00-00-5-4572	SALT & DE-ICERS	99,796	75,000	46,639	65,000	75,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	16,629	20,000	1,035	20,000	20,000
TOTAL COMMODITIES		121,834	101,000	48,867	91,000	101,000
TOTAL EXPENDITURES		319,332	316,592	90,439	289,154	323,225
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(121,494)	(133,213)	(7,319)	(122,914)	(123,753)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Motor Fuel Tax Allotment

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

Account Number: 28-00-00-1-3097

This account is used to record the revenue related to funds received from the motor fuel tax. The motor fuel tax allotment is distributed to municipalities in proportion to the municipality's population and the distribution is received on a monthly basis.

The Village uses the Illinois Municipal League (IML) forecast to estimate the Motor Fuel Tax allotment. Based upon the most recent IML data, the per capita Motor Fuel Tax allotment is \$25.90. Therefore, based upon the Village's current population of 7,663, the anticipated Fiscal Year 2017 revenue is \$198,472 ($\$25.90 \times 7,663$).

The Motor Fuel Tax Allotment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 182,379
FY 2017 Budget request	<u>\$ 198,472</u>
Increase (Decrease)	<u><u>\$ 16,093</u></u>

The primary reason for the increase relates to the updated Illinois Municipal League forecast per capita.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Interest Income

Priority: 1.3 Prioritize Strong Fiscal Sustainability

Account Number: 28-00-00-6-3810

This account is used to record the interest income received on the Motor Fuel Tax Fund money market account.

The Interest Income Revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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:

Crew Leader - Streets - 75%
Specialist I - Streets - 75%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 73,125
FY 2017 Budget request	\$ 78,750
Increase (Decrease)	<u>\$ 5,625</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: IMRF

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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, 2017, the Village's portion will be 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,373
FY 2017 Budget request	\$ 9,135
Increase (Decrease)	<u>\$ 762</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: FICA Matching

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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.

The FICA budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,594
FY 2017 Budget request	\$ 6,024
Increase (Decrease)	<u>\$ 430</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Traffic Signal Maintenance

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

This account is used to pay for contracted services for traffic signal maintenance.

The Traffic Signal Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,500
FY 2017 Budget request	\$ 5,100
Increase (Decrease)	<u>\$ 1,600</u>

The primary reason for the increase is related to the Village paying a portion of the maintenance on the School/Hubbard Lane traffic signal.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Contract-Street Patching Maintenance

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

Account Number: 28-00-00-3-4151

This account is used to pay for contracted services for street patching.

The Contract-Street Patching Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 60,000
FY 2017 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Contract-Crack Sealing Maintenance

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

This account is used to pay for contracted services for crack sealing.

The Contract-Crack Sealing Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 50,000
FY 2017 Budget request	\$ 50,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Contract- Pavement Markings

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

Account Number: 28-00-00-3-4153

This account is used to pay for contracted services for pavement markings.

The Contract-Pavement Markings budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 15,000
FY 2017 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ (5,000)</u></u>

The primary reason for the decrease is due to the Village opting to use latex paint for lesser traveled roads, in lieu of thermoplastic.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Road Patching Materials

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

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

The Road Patch Materials budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Road Salt & Liquid Deicers Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

Account Number: 28-00-00-5-4572

This account is used to pay for commodities such as road salt and deicer supplies as needed.

The Road Salt & Liquid Deicers Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 75,000
FY 2017 Budget request	\$ 75,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Traffic Signage & Control

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

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

This account is used to pay for commodities such as traffic signs & traffic control materials.

The Traffic Signage & Control budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 20,000
FY 2017 Budget request	\$ 20,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



AQUATIC CENTER



AQUATIC CENTER FUND

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0.70
Seasonal	55	55	55	14

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

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
278,434	312,458	325,865	Fees	334,100	334,100
67	41	50	Interest	75	90
694	456	500	Miscellaneous	400	300
279,195	312,955	326,415	Total Revenues	334,575	334,490

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
179,205	209,864	207,430	Personnel Services	245,347	248,430
69,494	73,376	68,670	Contractual Services	75,700	75,900
36,135	49,232	48,250	Commodities	53,000	52,000
-	-	2,000	Capital Outlay Reserve	2,000	2,000
284,834	332,472	326,350	Total Expenditures	376,047	378,330

(5,639)	(19,517)	65	Operating Income (Loss)	(41,472)	(43,840)
1,783,584	1,764,067	1,764,132	Net Assets as of 12/31	1,722,660	1,678,820

Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER OPERATIONS FUND						
REVENUES						
FEES						
40-00-00-4-3632	SEASON PASSES	91,864	111,065	184,171	187,108	120,000
40-00-00-4-3635	DAILY ADMISSIONS	97,895	91,500	36,485	107,879	91,500
40-00-00-4-3636	SWIM TEAM REVENUE	9,458	9,500	8,817	9,044	9,500
40-00-00-4-3637	SWIM LESSON REVENUE	39,701	40,000	29,290	38,011	40,000
40-00-00-4-3638	PRIVATE SWIM LESSONS	11,660	12,000	3,260	10,110	10,000
40-00-00-4-3639	DIVE CAMP	4,624	4,500	3,303	3,923	4,500
40-00-00-4-3640	CONCESSION SALES	41,295	39,000	16,644	50,234	40,000
40-00-00-4-3641	SCUBA	300	600	-	-	-
40-00-00-4-3642	WATER FITNESS CLASS	538	1,500	49	1,201	1,100
40-00-00-4-3643	LIFEGUARD TRAINING	900	1,200	2,864	3,464	1,500
40-00-00-4-3644	AQUATIC SPECIAL EVENTS	-	500	28	444	500
40-00-00-4-3645	DAY TIME POOL RENTAL	6,086	6,500	4,744	10,162	7,500
40-00-00-4-3646	AFTER HOUR POOL RENTAL	8,137	8,000	5,950	7,225	8,000
TOTAL FEES		312,458	325,865	295,605	428,805	334,100
INTEREST INCOME						
40-00-00-6-3810	INTEREST INCOME	41	50	40	98	75
TOTAL INTEREST INCOME		41	50	40	98	75
MISCELLANEOUS INCOME						
40-00-00-7-3825	GIFT SHOP REVENUE	214	250	41	188	250
40-00-00-7-3900	REFUND SERVICE CHARGE	242	250	168	275	150
TOTAL MISCELLANEOUS INCOME		456	500	209	463	400
TOTAL REVENUES		312,955	326,415	295,854	429,366	334,575

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENSES						
PERSONNEL SERVICES						
40-00-00-1-4010	MANAGERS	68,596	67,000	20,958	65,306	67,000
40-00-00-1-4011	LIFEGUARDS	51,572	50,000	8,649	58,906	50,000
40-00-00-1-4012	CASHIER/ ATTENDANT	12,164	12,000	2,649	13,980	12,000
40-00-00-1-4013	SWIM TEAM/DIVE COACH	2,678	2,700	108	2,546	2,500
40-00-00-1-4014	CONCESSIONS	7,365	7,000	603	7,534	7,000
40-00-00-1-4015	SWIM LESSON INSTRUCTORS	412	15,500	676	14,931	16,500
40-00-00-1-4016	AQUA INSTRUCTOR	8,169	850	-	234	500
40-00-00-1-4017	CONCESSIONS MANAGER	15,283	8,000	1,857	8,916	8,000
40-00-00-1-4018	ADMINISTRATION	-	-	-	-	22,464
40-00-00-1-4019	MAINTENANCE	22,409	23,000	10,429	22,607	31,703
40-00-00-1-4020	OVERTIME	817	1,000	102	713	1,000
40-00-00-1-4021	SEASONAL MAINTENANCE	-	-	-	-	-
40-00-00-1-4040	IMRF	6,091	6,071	2,825	6,071	9,952
40-00-00-1-4090	FICA MATCHING	14,308	14,309	3,447	14,309	16,728
TOTAL PERSONNEL SERVICES		209,864	207,430	52,303	216,053	245,347
CONTRACTUAL SERVICES						
40-00-00-3-1430	INSPECTIONS	1,450	2,000	720	1,320	2,000
40-00-00-3-4110	SECURITY	3,239	6,500	1,164	3,549	6,500
40-00-00-3-4130	EQUIPMENT RENTAL	558	800	46	288	400
40-00-00-3-4342	SWIM TEAM	1,074	1,000	81	578	1,000
40-00-00-3-4351	MARKETING	107	3,000	1,133	1,233	3,000
40-00-00-3-4353	TELEPHONE	4,020	4,360	1,878	2,836	400
40-00-00-3-4360	PROCESSING FEES	11,204	10,000	5,294	13,336	12,000
40-00-00-3-4361	DUES	-	960	-	960	1,000
40-00-00-3-4362	SALES TAX-CONCESSIONS	2,670	2,700	-	2,976	2,700
40-00-00-3-4365	PROFESSIONAL DEVELOPMENT	1,384	900	537	900	750
40-00-00-3-4371	UTILITIES	33,277	26,000	4,034	19,000	22,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 6 MONTHS		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	ACTUAL		
40-00-00-3-4372	SEWER SERVICE	8,848	5,000	-	18,358	18,500
40-00-00-3-4373	LIABILITY INSURANCE	5,000	5,000	-	5,000	5,000
40-00-00-3-4377	EMPLOYEE RECOGNITION	335	250	-	211	250
40-00-00-3-4390	MISCELLANEOUS	210	200	-	802	200
TOTAL CONTRACTUAL SERVICES		73,376	68,670	14,887	71,347	75,900
COMMODITIES						
40-00-00-5-4561	OFFICE SUPPLIES	1,146	1,000	1,599	2,924	2,000
40-00-00-5-4563	EQUIPMENT	1,451	1,600	2,909	3,497	2,000
40-00-00-5-4566	CHEMICAL SUPPLIES	11,528	12,000	7,210	17,203	13,000
40-00-00-5-4570	MAINTENANCE SUPPLIES	11,998	11,000	9,487	12,212	11,000
40-00-00-5-4575	FIRST AID SUPPLIES	1,248	500	91	409	500
40-00-00-5-4576	TRAINING SUPPLIES	1,480	1,500	1,604	2,470	2,000
40-00-00-5-4578	UNIFORMS	1,715	1,900	2,412	2,608	3,000
40-00-00-5-4579	CONCESSION SUPPLIES	18,579	18,000	1,358	22,160	18,000
40-00-00-5-4585	GIFT SHOP EXPENDITURES	-	250	-	55	250
40-00-00-5-4595	SPECIAL EVENTS	-	500	-	406	500
40-00-00-7-4599	PROGRAM EXPENDITURES	-	-	-	-	750
40-00-00-7-3895	CASH OVER/SHORT	87	-	(23)	(100)	-
TOTAL COMMODITIES		49,232	48,250	26,647	63,844	53,000
CAPITAL OUTLAY						
40-00-00-8-4899	CAPITAL REPLACEMENT RESERVE	-	2,000	-	88,000	2,000
TOTAL CAPITAL OUTLAY		-	2,000	-	88,000	2,000
TOTAL EXPENSES		332,472	326,350	93,837	439,244	376,047
OPERATING INCOME (LOSS)		(19,517)	65	202,017	(9,878)	(43,840)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Season Pass Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3632

The Aquatic Center Season Pass Rates have remained at the same levels since the 2013 Season as shown in the following table:

Aquatic Center Season Pass Rates

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Individual-Resident/Non Resident	\$106/\$158	\$106/\$158	\$106/\$158	\$106/\$158	\$111/\$158
Senior-Resident/Non-Resident	\$79/\$132	\$79/\$132	\$79/\$132	\$79/\$132	\$79/\$132
Family-2 -Resident/Non Resident	\$158/\$264	\$158/\$264	\$158/\$264	\$158/\$264	\$165/\$264
Family-3 -Resident/Non-Resident	\$195/\$317	\$195/\$317	\$195/\$317	\$195/\$317	\$203/\$317
Family-4 -Resident/Non Resident	\$238/\$370	\$238/\$370	\$238/\$370	\$238/\$370	\$248/\$370
Family-5-Resident/Non-Resident	\$280/\$422	\$280/\$422	\$280/\$422	\$280/\$422	\$292/\$422
Add Family Member -Resident/Non Resident	\$63/\$84	\$63/\$84	\$63/\$84	\$63/\$84	\$66/\$84

The proposed Fiscal Year 2017 fee schedule implements a **4% increase for residents** from the Fiscal Year 2016 fee schedule, with the exception of the senior pass fee.

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 111,065
FY 2017 Budget request	<u>\$ 120,000</u>
Increase (Decrease)	<u><u>\$ 8,935</u></u>

The increased revenue forecast is based on actuals from 2015 and 2016, and the anticipated rate increase for residents. Revenues were forecasted conservatively when comparing actuals from 2015 and 2016. In 2015, we experienced rainy and unseasonably cold temperatures, as compared to 2016 which had many 80+ degree days. We will institute an early bird discount period.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Daily Admissions Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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 Daily Admission Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 91,500
FY 2017 Budget request	\$ 91,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Swim Team Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3636

This account is used to record the revenue related to the swim team.

The Swim Team Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 9,500
FY 2017 Budget request	<u>\$ 9,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Swim Lesson Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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. Group swim lessons are offered six days per week.

The Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 40,000
FY 2017 Budget request	<u>\$ 40,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Private Swim Lesson Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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.

The Private Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 12,000
FY 2017 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is the success of our group lessons and the addition of popular Saturday lessons have resulted in decreased volume of scheduled private lessons.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Dive Camp Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3639

This account is used to record the revenue related to the dive camp.

The Dive Camp Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,500
FY 2017 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Concession Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account records the Concession gross revenue from the Aquatic Center's concessions. In 2015, the Village assumed responsibility for operations of concessions.

The Concession Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 39,000
FY 2017 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: SCUBA Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3641

This account records revenue from the SCUBA classes offered at the Aquatic Center.

The SCUBA Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 600
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ (600)</u>

Scuba was not offered in 2016 and this program will be discontinued in 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Water Fitness Class Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3642

This account records revenue from the Water Fitness classes offered at the Aquatic Center.

The Water Fitness Class Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ 1,100
Increase (Decrease)	<u>\$ (400)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Lifeguard Training

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3643

This account records revenue from the Lifeguard training classes offered at the Aquatic Center.

The Lifeguard Training budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,200
FY 2017 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u><u>\$ 300</u></u>

The primary reason for the increase is due to expected new hires as a result of the anticipated departure of long-tenured lifeguard staff.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Aquatic Special Events

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 40-00-00-4-3644

This account records revenue from the Special Events offered at the Aquatic Center. These events will be offered as a value added surplus to season pass holders and require payment from general public walk-ins.

The Aquatic Special Events budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017. The Aquatic Center held their first special event, a Luau, in 2016. With the success of the Luau, it will be continued in 2017 and hopefully become an annual tradition.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Day Time Pool Rental

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3645

This account records revenue from Day Time Pool Rentals, such as birthday parties held at the Aquatic Center.

The Day Time Pool Rental budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,500
FY 2017 Budget request	<u>\$ 7,500</u>
Increase (Decrease)	<u><u>\$ 1,000</u></u>

The primary reason for the increase is due to the growing popularity of outdoor rentals in 2016 as a result of increased rental opportunities.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: After Hour Pool Rental

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-4-3646

This account records revenue from the after hour pool rentals offered at the Aquatic Center.

The After Hour Pool Rental budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,000
FY 2017 Budget request	<u>\$ 8,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Interest Income

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-00-00-6-3810

This account is used to record the interest income received on the Aquatic Center Fund money market account.

The Interest Income budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 50
FY 2017 Budget request	\$ 75
Increase (Decrease)	<u>\$ 25</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Gift Shop Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-7-3825

This account records revenue from the Aquatic Center gift shop.

The Gift Shop Revenue budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Refund Service Charge

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-00-00-7-3900

This account records revenue from the 15% cancellation fee which is applied to any participant-initiated request for refund to withdraw from a class or program prior to the start of the first class.

The Refund Service Charge budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	\$ 150
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Managers

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account funds the Manager salaries for the Aquatic Center staff. The Aquatic Center Manager, the Lifeguard Assistant Managers and the Office Assistant Managers are funded from this account.

The Managers budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 67,000
FY 2017 Budget request	<u>\$ 67,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Lifeguards

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account funds the Lifeguard salaries for the Aquatic Center.

The Lifeguards budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 50,000
FY 2017 Budget request	<u>\$ 50,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Cashier/Attendant

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4012

This account funds the Cashier/Attendant salaries for the Aquatic Center.

The Cashier/Attendant budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 12,000
FY 2017 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Swim Team/Dive Coach

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4013

This account funds the Swim Team/Dive Coach salaries for the Aquatic Center.

The Swim Team/Dive Coach budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,700
FY 2017 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Concessions

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4014

This account funds the Concessions staff salaries for the Aquatic Center.

The Concessions staff salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,000
FY 2017 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Swim Lesson Instructors

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4015

This account funds the Swim Lesson Instructor salaries for the Aquatic Center.

The Swim Lesson Instructor staff salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 15,500
FY 2017 Budget request	\$ 16,500
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase relates to an emphasis on all instructors obtaining the WSI (water safety instructor) certification. WSI certified instructors are paid a higher hourly rate.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Aqua Instructor

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4016

This account funds the Aqua Instructor salaries for the Aquatic Center.

The Aqua Instructor staff salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 850
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ (350)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Concessions Manager

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account funds the Concessions Manager salaries for the Aquatic Center.

The Concessions Manager salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 8,000
FY 2017 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Administration

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4018

This account funds the Administration salaries for the Aquatic Center, as follows:

Director of Parks & Recreation - 10%
Chief Financial Officer - 5%
Finance Specialist - 5%

The Administration salaries budget request changed from the prior year budget, as

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 22,464</u>
Increase (Decrease)	<u><u>\$ 22,464</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Maintenance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4019

This account funds the Maintenance salaries for the Aquatic Center, as follows:

Director of Public Works/Village Engineer - 5%
Assistant Director of Public Works - 5%
Crew Leader - Facilities - 20%

The Maintenance salaries budget request changed from the prior year budget, as follows:

Fund: AQUATIC CENTER FUND

Description: Maintenance _____

Priority: 1.2 Prioritize ~~Parks, Recreation and Open Spaces~~
1.6 Prioritize Citizen Services

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

Account Number: 40-00-00-1-4019

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Overtime

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime

The Overtime budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Seasonal Maintenance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-1-4021

This account funds the Seasonal Maintenance salaries for the Aquatic Center.

The Seasonal Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: IMRF

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

Effective January 1, 2017, the Village's portion was 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,071
FY 2017 Budget request	<u>\$ 9,952</u>
Increase (Decrease)	<u><u>\$ 3,881</u></u>

The increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: FICA

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 14,309
FY 2017 Budget request	\$ 16,728
Increase (Decrease)	<u>\$ 2,419</u>

The increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Inspections

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

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

This account includes the following mandatory annual inspection fees:

Fire Extinguisher Maintenance	\$ 250
Sprinkler Inspection	\$ 500
Fire Alarm Inspection	\$ 500
Security Alarm Inspection	\$ 500
Backflow Inspection	\$ 250
Total:	<u>\$ 2,000</u>

The Inspections budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Security

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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

This account includes the following security related items:

Security Surveillance - Stand Guard	\$ 500
Strike Guard Lightening System	\$ 3,420
Illumination/Strobe - Alarm Conditions	\$ 2,180
Alarm Service Calls (estimate 2 @ \$200)	\$ 400
Total	<u>\$ 6,500</u>

The Security budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,500
FY 2017 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Equipment Rental

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

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
Total	<u>\$ 400</u>

The Equipment Rental budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 800
FY 2017 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u>\$ (400)</u>

The decrease is primarily due to the purchase of floor scrubber which will eliminate the need to rent this piece of equipment.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Swim Team

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-3-4342

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

2016 Northern Illinois Swim Conference Membership Fee	\$ 500
T-Shirts	\$ 250
Swim Meet Software Maintenance	\$ 200
Miscellaneous	\$ 50
Total	<u>\$ 1,000</u>

The Swim Team Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Marketing

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

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 Marketing budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Telephone

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-00-00-3-4353

This account includes a telephone reimbursement for the Aquatic Center Manager's business use of her personal cell phone during the seasonal pool operations.

Cell and Business Phone Usage	<u>\$400</u>
Total	<u><u>\$400</u></u>

The Telephone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 4,360
FY 2017 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u><u>\$(3,960)</u></u>

The primary reason for the decrease is the elimination of the T-1 line from the Aquatic Center to Village hall, due to the connectivity upgrade to fiber optic internet service.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Processing Fees

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

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.

The Processing Fees budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 10,000
FY 2017 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Dues

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizens Services

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:

Illinois Parks and Recreation Association (IPRA) - Aquatic Center Manager	\$ 300
Red Cross Member Fee	\$ 700
Total	<u>\$ 1,000</u>

The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 960
FY 2017 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ 40</u>

The primary reason for the increase relates to an anticipated increase in the IPRA dues.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Sales Tax-Concessions

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-00-00-3-4362

This line item is used to pay the sales taxes collected on sales of concession items.

The Sales Tax-Concessions budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,700
FY 2017 Budget request	<u>\$ 2,700</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Professional Development

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-3-4365

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

Illinois Parks & Recreation Association Annual Conference - Aquatic Center Manager	\$ 300
1 Certified Pool Operator (CPO) Certification Class	\$ 150
WSI Training	\$ 300
Total	<u>\$ 750</u>

The Professional Development budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 900
FY 2017 Budget request	\$ 750
Increase (Decrease)	<u>\$ (150)</u>

The primary reason for the decrease is a reduction in the CPO class from 2 certifications in FY 2016, compared to 1 certification in FY 2017. The CPO designation is valid for five years.

The following staff are Certified Pool Operators:

Director of Parks & Recreation
Assistant Director of Parks & Recreation
Aquatic Center Manager
Crew Leader - Buildings & Facilities
Specialist 1 - Buildings & Facilities

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Utilities

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-00-00-3-4371

This account includes year round gas and electric, and XM Radio for the aquatic center.

Electricity	\$8,000
Gas	\$13,575
XM Radio	\$100
ASCAP	\$325
Total	<u>\$22,000</u>

The Utilities budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 26,000
FY 2017 Budget request	\$ 22,000
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the decrease relates to an anticipated reduction in the natural gas and electricity expenses. The Village receives ordinance consideration for 42% of the Aquatic Center facility for non-enterprise municipal usage.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Sewer Service

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment

Account Number: 40-00-00-3-4372

This account includes the cost of the sanitary sewer service at the Aquatic Center.

The Sewer Service budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 18,500
Increase (Decrease)	<u>\$ 13,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016. Fiscal Year 2016 was the first year of the sewer service, so the \$5,000 was an estimate. The actual usage - which includes the Village of Lake Zurich sewer fee, the Lake County sewer fee and the Village of Hawthorn Woods sewer fee - was much higher than estimated.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Liability Insurance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-00-00-3-4373

This account pays for the liability and workers' compensation insurance for the Aquatic Center.

The Liability Insurance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Employee Recognition

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces

Priority: 1.6 Prioritize Citizen Services

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 Employee Recognition budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Description: Miscellaneous Expenses
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 40-00-00-3-4390

This line item includes miscellaneous expenses.

The Miscellaneous Expenses budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Office Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces

Account Number: 40-00-00-5-4561

This line item includes all office supplies for the Aquatic Center operations.

The Office Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u><u>\$ 1,000</u></u>

The primary reason for the increase is due to higher than expected quantities of printing materials such as toner as a result of increased attendance in 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Equipment

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

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 Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,600
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase is due to routine replacement of on deck equipment.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Chemical Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-00-00-5-4566

This line item includes all chemicals necessary for treating the pools at the Aquatic Center.

The Chemical Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 12,000
FY 2017 Budget request	\$ 13,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is due to increased chemical usage due to warmer temperatures and resulting higher bather loads.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Maintenance Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-00-00-5-4570

This line item includes all supplies necessary for maintenance of the Aquatic Center.

The Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 11,000
FY 2017 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: First Aid Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-5-4575

This line item includes all supplies necessary for first aid at the Aquatic Center.

The First Aid Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Training Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-5-4576

This line item includes all supplies necessary for training supplies at the Aquatic Center.

The Training Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,500
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase relates to a new requirement that all concession staff receive food service handler certifications. In prior years, only the concession managers were required to have the certification.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Uniforms

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

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. Each staff member is expected to contribute \$25 to help defray the cost of the uniform.

The Uniforms budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,900
FY 2017 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u><u>\$ 1,100</u></u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Concession Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-5-4579

This line item is used to fund the purchase of supplies and items for resale in the Aquatic Center concession stand. In 2015, the Village assumed responsibility for Concession operations.

The Concession Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 18,000
FY 2017 Budget request	<u>\$ 18,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Gift Shop Expenses

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-5-4585

This line item is used to fund the gift shop supplies.

The Gift Shop Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 250
FY 2017 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Special Events Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-5-4595

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

The Special Events Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Program Expenditures

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-00-00-7-4599

This line item is used to fund supplies for various programs held at the Aquatic Center.

The Program Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ 750
Increase (Decrease)	<u>\$ 750</u>

This is a new account for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Cash Over/Short

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-00-00-7-3895

This account is used to record any cash over or cash short when balancing the daily cash registers at the Aquatic Center front desk and concessions.

The Cash Over/Short budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Capital Reserve Payment

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

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 Capital Reserve Payment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

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
	2015	2016	2017	2017
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
190	166	150	Interest	150	150
-	-	2,000	Capital Reserve	2,000	5,000
190	166	2,150	Total Revenues	2,150	5,150

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
10,527	13,137	15,800	Improvements	26,970	20,000
10,527	13,137	15,800	Total Expenditures	26,970	20,000

(10,337)	(12,971)	(13,650)	Change in Net Assets	(24,820)	(14,850)
117,607	104,636	90,986	Net Assets as of 12/31	66,166	51,316

Significant Changes

- Following several years of equipment replacement and repairs to mechanical systems, we are now at a point where we are back to a routine maintenance and replacement schedule.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	166	150	65	130	150
TOTAL INTEREST INCOME		166	150	65	130	150
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	2,000	-	-	5,000
TOTAL MISCELLANEOUS		-	2,000	-	-	5,000
TOTAL REVENUES		166	2,150	65	130	5,150
EXPENSES						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	1,141	-	-	-	500
41-00-00-8-4894	EQUIPMENT	6,024	3,600	-	-	5,000
41-00-00-8-4895	AQUATIC CENTER IMPROVEMENTS	5,972	12,200	5,999	7,500	15,000
TOTAL CAPITAL OUTLAY		13,137	15,800	5,999	7,500	20,000
TOTAL EXPENSES		13,137	15,800	5,999	7,500	20,000
OPERATING INCOME (LOSS)		(12,971)	(13,650)	(5,934)	(7,370)	(14,850)

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Interest Income

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 41-00-00-6-3810

This account is used to record the interest income received on the Village's investments.

The Interest Income budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 150
FY 2017 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Capital Replacement Reserve

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 41-00-00-7-4899

This allocation to capital replacement reserve is required by the bond covenants.

The Capital Replacement Reserve budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 2,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Software

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure/Technology

Account Number: 41-00-00-8-4893

This account is used to increase the operational efficiency of the Aquatic Center through technology. The following purchases are planned for Fiscal Year 2017:

Swim Team Reporting Software	\$ 1,000
Time Clock Plus Software Upgrade	<u>\$ 7,500</u>
Total	<u><u>\$ 8,500</u></u>

The Software budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	<u>\$ 8,500</u>
Increase (Decrease)	<u><u>\$ 8,500</u></u>

The primary reason for the increase is due to the purchase of a swim team reporting and tracking program and a mandatory upgrade to the Time Clock Plus software. The current Time Clock Plus software is no longer supported. Accurate time keeping is essential for the seasonal employees at the Aquatic Center.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Equipment

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure/Technology

Account Number: 41-00-00-8-4894

This account is used to record the equipment purchases valued over \$1,000 at the Aquatic Center. The following purchases are planned for Fiscal Year 2017:

Concession Hot Dog Cooker	\$ 370
Four Park Benches for Pool Deck	\$ 1,100
Yellow Tarp Replacement	\$ 1,100
Tent & Pole Mechanism for Lawn	\$ 3,500
Floor Scrubber	<u>\$ 1,400</u>
Total	<u><u>\$ 7,470</u></u>

The Equipment budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,600
FY 2017 Budget request	<u>\$ 7,470</u>
Increase (Decrease)	<u><u>\$ 3,870</u></u>

The primary reason for the increase relates to the listed upgrades to our concession areas and pool decks. This will allow for rental areas increasing revenue while not impacting the seating for daily patrons. The Concession equipment and scrubber will reduce our vending and rental costs annually while increasing our efficiency.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Aquatic Center Improvements

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 41-00-00-8-4895

This account is used to record the capital improvements at the Aquatic Center. The following improvements are planned for Fiscal Year 2017:

Feature Pump Replacement	\$ 8,000
Painting Pool Areas	\$ 2,000
Replacement of Two Slide Pumps	\$ 8,000
Grass Drain Tile Replacement	\$ 1,500
Total	<u>\$ 19,500</u>

The Aquatic Center Improvements budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 12,200
FY 2017 Budget request	\$ 19,500
Increase (Decrease)	<u>\$ 7,300</u>

The projects funded in this account vary in size and scope from year to year. Additional capital items will increase the operational efficiency of the Aquatic Center and prolong its serviceability to the community.

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
	2015	2016	2017	2017
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
1,295	207	50	Interest	100	100
1,295	207	50	Total Revenues	100	100

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
428	803	850	Contractual Services	850	850
254,535	256,035	255,960	Debt Service	255,710	255,285
254,963	256,838	256,810	Total Expenditures	256,560	256,135
208,256	270,763	-	Transfer from General	-	-
90,000	-	256,760	Transfer from Park Donation	256,560	-
44,588	14,132	-	Change in Net Assets	100	(256,035)
48,838	62,970	62,970	Net Assets as of 12/31	63,070	(192,965)

Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
2011 AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	207	50	68	130	100
TOTAL REVENUES		207	50	68	130	100
EXPENSES						
CONTRACTUAL SERVICES						
43-00-00-3-4329	OTHER PROFESSIONAL SERVICES	803	850	803	803	850
TOTAL CONTRACTUAL SERVICES		803	850	803	803	850
DEBT SERVICE						
43-00-00-7-4737	PRINCIPAL	145,000	150,000	-	150,000	160,000
43-00-00-7-4738	INTEREST EXPENSE	111,035	105,960	52,980	105,960	95,285
TOTAL DEBT SERVICE		256,035	255,960	52,980	255,960	255,285
TOTAL EXPENSES		256,838	256,810	53,783	256,763	256,135

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: **AQUATIC CENTER DEBT**

Description: **Interest Income**

Account Number: **43-00-00-6-3810**

This account is the amount of revenue generated from interest earnings on the Aquatic Center Debt checking account.

The Interest Income budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 50
FY 2017 Budget request	\$ 100
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: **AQUATIC CENTER DEBT**

Description: **Other Professional Services**

Account Number: **43-00-00-3-4329**

This account is used to record the paying agent and administrative fees for the annual bond payments.

The Other Professional Services budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 850
FY 2017 Budget request	<u>\$ 850</u>
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: **AQUATIC CENTER DEBT**

Description: **Principal/Interest Expense**

Account Number: **43-00-00-7-4737** Principal
43-00-00-7-4738 Interest Expense

These accounts are used to record the annual principal and interest expense payments on the 2011 Aquatic Center Revenue Bonds.

The Principal/Interest Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$255,960
FY 2017 Budget request	<u>\$255,710</u>
Increase (Decrease)	<u>\$ (250)</u>

The annual principal and interest expense payments vary each year and are set based upon the bond repayment schedule. As of January 1, 2017, the total principal outstanding will be \$2,190,000. Future annual principal and interest payments are shown below.

Year Ending December 31	Principal	Interest	Total
2017	155,000	100,710	255,710
2018	160,000	95,285	255,285
2019	165,000	89,365	254,365
2020	170,000	82,765	252,765
2021	180,000	75,540	255,540
2022	185,000	67,890	252,890
2023	195,000	59,103	254,103
2024	205,000	49,840	254,840
2025	215,000	39,590	254,590
2026	225,000	28,840	253,840
2027	235,000	17,253	252,253
2028	<u>100,000</u>	<u>5,150</u>	<u>105,150</u>
TOTALS	<u><u>2,190,000</u></u>	<u><u>711,330</u></u>	<u><u>2,901,330</u></u>



SISTER CITIES

...er cities will maintain and facilitate
...els of communication and cooperation
...des of common interest involving all institutional
...nd citizens' groups represented, always maintaining
...maximum respect toward national and international
...regulations in force in their respective countries.

Marineo 6 A

Mayor of Marineo

Mayor of Hawthorn Woods

Pietro Barbaccia

Joseph Mancino



SISTER CITIES

Department Purpose

On April 15, 2013, the Village of Hawthorn Woods joined the Sister City Program, administered by Sister Cities International, and officially became Sister Cities with Marineo, Sicily; birthplace of Mayor Joseph Mancino. Sister Cities fosters greater friendship and understanding between communities in the United States and nations worldwide through direct contact with educational, economic and cultural opportunities.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
2,676	1,616	1,000	Donations	600	600
2,676	1,616	1,000	Total Revenue	600	600

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
-	-	505	Contractual Services	505	505
-	-	505	Total Expenditures	505	505

Excess (Deficiency) of Revenues

2,676	1,616	495	Over Expenditures	95	95
2,676	4,292	4,787	Fund Balance as of 12/31	4,882	4,977

Significant Changes

- There are no significant changes in the Fiscal Year 2017 Sister Cities budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SISTER CITIES						
REVENUES						
DONATIONS						
50-00-00-4-3680	DONATIONS	1,616	1,000	550	550	600
TOTAL DONATIONS		1,616	1,000	550	550	600
INTEREST INCOME						
50-00-00-6-3810	INTEREST INCOME	2	-	1	1	1
TOTAL REVENUES		1,618	1,000	550	551	601
EXPENDITURES						
CONTRACTUAL SERVICES						
50-00-00-3-4361	DUES	-	305	-	305	305
50-00-00-3-4390	MISCELLANEOUS EXPENSE	-	200	-	-	200
TOTAL EXPENDITURES		-	505	-	305	505
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		1,618	495	550	246	96

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SISTER CITIES FUND

Description: Donations

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 50-00-00-4-3680

This account represents donations collected from the Beat the Mayor competition at the annual golf outing. Such donations will be used towards Sister Cities International initiatives.

Beat the Mayor donations \$600

The Donations budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	<u>\$ 600</u>
Increase(Decrease)	<u>\$ (400)</u>

The primary reason for the decrease relates to the actual revenues generated from the Village Golf Outing Sister Cities "Beat the Mayor" hole in Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SISTER CITIES FUND

Description: Dues

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 50-00-00-3-4361

This account is used to pay for dues to Sister Cities International.

Sister Cities International	<u><u>\$305</u></u>
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The Dues budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 305
FY 2017 Budget request	\$ 305
Increase(Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SISTER CITIES FUND

Description: Miscellaneous Expense

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 50-00-00-0-4390

This account is to be used for postage and printing for Sister Cities International.

The Miscellaneous Expense budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 200
FY 2017 Budget request	\$ 200
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.



SEWER FUND



SEWER FUND

Department Purpose

The Sewer Fund is used to record all the revenues and expenses related to the operation of the Village's sanitary sewer and lift stations for the Midlothian Road & School sewer system.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2015	2016	2017	2017
Full-Time	1	1	1	1.2
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
69,012	305,567	376,000	Fees	262,930	178,000
495	766	500	Interest Income	500	500
-	-	-	Miscellaneous	-	-
69,507	306,333	376,500	Total Revenue	263,430	178,500

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
-	6,624	78,305	Personnel Services	84,071	80,500
-	38,874	38,220	Contractual Services	62,720	62,720
-	-	1,500	Commodities	2,500	2,500
24,266	2,440	32,000	Capital Outlay	81,430	81,430
24,266	47,938	150,025	Total Expenditures	230,721	227,150

45,241	258,395	226,475	Net Change in Fund Balance	32,709	(48,650)
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294,601	552,996	779,471	Fund Balance as of 12/31	812,180	763,530
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Significant Changes

- Increase of \$6,000 for Contractual Maintenance, based upon projected actuals for Fiscal Year 2016.
- Decrease of \$5,000 for Engineering Standards; standards were updated in 2016.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SEWER FUND						
REVENUES						
FEES						
12-00-00-4-3790	SEWER REVENUE	29,567	40,000	12,535	25,070	4,000
12-00-00-4-3793	CONNECTION FEE	276,000	336,000	170,787	341,574	174,000
TOTAL FEES		305,567	376,000	183,322	366,644	178,000
INTEREST INCOME						
12-00-00-6-3810	INTEREST INCOME	766	500	492	984	500
TOTAL INTEREST INCOME		766	500	492	984	500
TOTAL REVENUES		306,333	376,500	183,814	367,628	178,500
EXPENDITURES						
PERSONNEL SERVICES						
12-00-00-1-4010	SALARIES	5,602	65,750	2,607	5,214	67,500
12-00-00-1-4040	IMRF	639	7,525	295	590	7,800
12-00-00-1-4090	FICA MATCHING	383	5,030	176	352	5,200
TOTAL PERSONNEL SERVICES		6,624	78,305	3,078	6,156	80,500
CONTRACTUAL SERVICES						
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	28,948	21,000	14,276	40,000	44,000
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	-	6,000	-	10,000	12,000
12-00-00-3-4371	UTILITIES	926	5,500	926	5,000	6,000
12-00-00-3-4372	SEWER RATE STUDY	9,000	-	-	-	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 6 MONTHS		2017 REQUESTED BUDGET	2018 ESTIMATE
			BUDGETED	ACTUAL		
12-00-00-3-4373	ENGINEERING STANDARDS	-	5,000	-	5,000	-
12-00-00-3-4353	TELEPHONE-CELL PHONE	-	720	-	200	720
TOTAL CONTRACTUAL SERVICES		38,874	38,220	15,202	60,200	62,720
COMMODITIES						
12-00-00-5-4573	SANITARY SEWER SUPPLIES	-	1,000	198	2,000	2,000
12-00-00-5-4578	UNIFORMS/SAFETY GEAR	-	500	-	500	500
TOTAL COMMODITIES		-	1,500	198	2,500	2,500
CAPITAL OUTLAY						
12-00-00-8-4892	MANHOLE REHABILITATION	-	14,000	791	2,000	14,000
12-00-00-8-4893	SEWER LINING	-	15,000	-	-	15,000
12-00-00-8-4895	OTHER IMPROVEMENTS	2,440	3,000	2,948	3,500	3,500
12-00-00-8-4896	CONNECTION FEES PAID	-	-	16,787	-	48,930
TOTAL CAPITAL OUTLAY		2,440	32,000	20,526	5,500	81,430
TOTAL EXPENDITURES		47,938	150,025	39,004	74,356	227,150
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		258,395	226,475	144,810	293,272	(48,650)

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Sewer Revenue

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-4-3790

This account is used to record the revenue received from the sewer service provided to the users connected to the Midlothian Road and School sewer. The Village of Hawthorn Woods began charging sewer user fees specifically for the Village system in 2016. There are only two users currently connected to the sewer: the Aquatic Center and Community Unit School District 95 Schools Spencer Loomis and Middle School North.

The Sewer revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 40,000
FY 2017 Budget request	<u>\$ 40,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fee Revenue

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-4-3793

This account is used to record the revenue received from connection fees when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (6 homes @ \$6,000) - Village Connection	\$ 36,000
Stonebridge (6 homes @ \$8,155) - Lake County & Lake Zurich Connection	\$ 48,930
Hawthorn Hills (20 homes @ \$4,500)	\$ 90,000
Countryside Meadows-Orleans (3 homes @ \$6,000)	\$ 18,000
Hawthorn Trails South (5 homes @ \$6,000)	\$ 30,000
Total	<u>\$ 222,930</u>

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 336,000
FY 2017 Budget request	\$ 222,930
Increase (Decrease)	<u>\$ (113,070)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2017, as compared to Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Interest Income

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 12-00-00-6-3810

This account is used to record the interest income received on the Sewer Fund money market account.

The Interest Income revenue forecast changed from the prior year, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Salaries

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-1-4010

This account is used to pay the salaries of the employees allocated to the Sewer Fund, as follows:

Crew Leader - Facilities - 10%
Specialist I - Facilities - 100%
Sewer Specialist - 100%

The Salaries budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 65,750
FY 2017 Budget request	\$ 70,500
Increase (Decrease)	<u>\$ 4,750</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: IMRF

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-1-4040

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

Effective January 1, 2017, the Village's portion was 11.60%.

The IMRF budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 7,525
FY 2017 Budget request	<u>\$ 8,178</u>
Increase (Decrease)	<u>\$ 653</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: FICA Matching

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-1-4090

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

The FICA Matching budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,030
FY 2017 Budget request	<u>\$ 5,393</u>
Increase (Decrease)	<u><u>\$ 363</u></u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities. All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Sewer Expense LZ & LC Fee

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-3-4180

This account is used to pay Lake Zurich and Lake County sewer fees for the Village's Midlothian Road Sewer System.

The Sewer Expense LZ & LC Fee budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 21,000
FY 2017 Budget request	<u>\$ 44,000</u>
Increase (Decrease)	<u><u>\$ 23,000</u></u>

The primary reason for the increase is based upon projected actual results for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Contractual Maintenance

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-8-4891

This account is used to pay for external repairs as related to the lift stations and sanitary sewer.

The Contractual Maintenance budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 6,000
FY 2017 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ 6,000</u>

The primary reason for the increase is based upon projected actual results for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Public Utilities

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-3-4371

This account is used to pay for the electricity charges related to the operation of both the Kruger Road and School lift station.

The Public Utilities budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,500
FY 2017 Budget request	<u>\$ 6,000</u>
Increase (Decrease)	<u><u>\$ 500</u></u>

The primary reason for the increase is due to expected additional sewer users which will result in the pumps operating more often.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Sewer Rate Study

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-3-4372

This account was used in 2015 to pay for a sewer rate study conducted by an independent engineering firm. Another sewer rate study will not be needed for 3 to 5 years from the initial study in 2015.

The Sewer Rate Study budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Engineering Standards

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-3-4373

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

The Engineering Standards budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 5,000
FY 2017 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$(5,000)</u></u>

The primary reason for the decrease is that the engineering standards were updated in 2016 and an update will not be needed in the near future.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Telephone - Cell Phone

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-3-4353

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

The Telephone-Cell Phone budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 720
FY 2017 Budget request	\$ 720
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Sanitary Sewer Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-5-4573

This account is used to pay for commodities purchases related to sanitary sewer projects and maintenance.

The Sanitary Sewer Supplies budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 1,000
FY 2017 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2017 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Uniforms/Safety Gear

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-5-4578

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

The Uniforms/Safety Gear budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 500
FY 2017 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Manhole Rehabilitation

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-8-4892

This account is used to pay for manhole rehabilitation to eliminate inflow and infiltration to the sanitary sewer.

The Manhole Rehabilitation budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 14,000
FY 2017 Budget request	\$ 14,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Sewer Lining

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-8-4893

This account is used to pay for the lining of portions of the sanitary sewer system to eliminate inflow and infiltration to the sanitary sewer system.

The Sewer Lining budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 15,000
FY 2017 Budget request	<u>\$ 15,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Other Improvements

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-8-4895

This account is used to pay for other improvements as related to the lift stations and sanitary sewer system.

The Other Improvements budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 3,000
FY 2017 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2016.

**MAINTENANCE AND OPERATIONS BUDGET
2015 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fees Paid

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

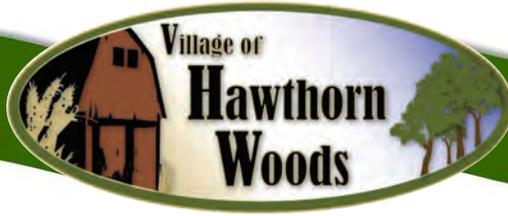
Account Number: 12-00-00-80-4896

This account is used to pay Lake County and Lake Zurich connection fees as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake County and Lake Zurich. The revenue received is recorded in account number 12-00-00-4-3793 - Connection Fee Revenue.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ -
FY 2017 Budget request	\$48,930
Increase (Decrease)	<u>\$48,930</u>

The primary reason for the increase relates to the anticipated building activity in Fiscal Year 2017.



CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
2,300	-	-	Insurance Reimbursement	-	-
414	1,013	1,000	Interest	1,000	1,000
2,714	1,013	1,000	Total Revenues	1,000	1,000

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
				2017	2018
223,005	164,972	728,154	Capital Outlay	464,443	3,294,464
223,005	164,972	728,154	Total Expenditures	464,443	3,294,464
60,000	600,000	800,000	Transfer from General Fund	-	-
340,000	-	400,000	Transfer from Community Dev	-	-
179,709	436,041	472,846	Net Change in Fund Balance	(463,443)	(3,293,464)
228,855	664,896	1,137,742	Fund Balance as of 12/31	674,299	(2,619,165)
			Assigned - Roads	350,000	-
			Assigned - Equipment Replace	25,000	-
			Assigned - ADA Projects	50,000	-
			Assigned - Flood Remediation	100,000	-
			Available Fund Balance	149,299	(2,619,165)

Significant Changes

- The CIP Fund budget has been enhanced to provide 5 year detailed planning. Each project has a detailed schedule that outlines the plan by significant category. The Village has insufficient available funding to meet its 5-year capital plan. A new sustainable revenue source must be implemented to adequately fund the capital plan.

Capital Improvement Plan Project	Fund	2017	2018	2019	2020	2021
Available Funding Sources:						
Interest Income		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Transfer from Other Funds		\$ -	\$ -	\$ -	\$ -	\$ -
Available Fund Balance		\$ 1,137,742				
Total Available Funding		\$ 1,138,742	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

Capital Expenditures Needed:

ADMINISTRATION DEPARTMENT:

None						
Totals		\$ -				

PLANNING, BUILDING & ZONING DEPARTMENT:

Zoning Code Update	CIP		\$ 100,000			
Building Department Vehicle Replacement	CIP		\$ 25,000			
Totals		\$ -	\$ 125,000	\$ -	\$ -	\$ -

ECONOMIC DEVELOPMENT

Downtown District Signage	CIP			\$ 30,000		
Uptown District Signage	CIP				\$ 30,000	
Downtown Plan	CIP		\$ 60,000			
Uptown Plan	CIP	\$ 25,000	\$ 60,000			
Hawthorn Woods Water Walk	CIP			\$ 300,000	\$ 700,000	
Geographic Information System (GIS)	CIP		\$ 119,146	\$ 107,698	\$ 110,791	\$ 113,976
Totals		\$ 25,000	\$ 239,146	\$ 437,698	\$ 840,791	\$ 113,976

ENGINEERING DEPARTMENT:

Infrastructure Mapping (Water & Sewer)	CIP					\$ 10,000
Update Engineering Standards	CIP					\$ 25,000
Totals		\$ -	\$ -	\$ -	\$ -	\$ 35,000

FINANCE DEPARTMENT:

None						
Totals						

Capital Improvement Plan
Project

Fund

2017

2018

2019

2020

2021

MUNICIPAL BUILDINGS

Furnace & Air Conditioner Replacement	CIP	\$ 13,000	\$ 13,000			
PW Roof Repair	CIP	\$ 7,500				
PW Salt Dome Roof Replacement	CIP	\$ 55,000				
Village Hall Cedar Siding Replacement	CIP		\$ 75,000			
PD Garage Door Replacement	CIP		\$ 7,000			
PW Cold Storage Garage Door Replacement	CIP		\$ 7,000			
PW Cold Storage Expansion	CIP		\$ 88,000			
Portable Generator	CIP		\$ 66,000			
PW Parking Lot Improvement	CIP		\$ 165,000			
PW Building Expansion	CIP					\$ 495,000
Totals		\$ 75,500	\$ 421,000	\$ -	\$ -	\$ 495,000

POLICE DEPARTMENT:

Vehicle Replacement	CIP	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Squad Video Camera Replacement	CIP	\$ 12,400	\$ 12,400	\$ 6,200	\$ 6,200	\$ 12,400
Electronic Citation Printers	CIP		\$ 30,000			
Radar Trailer Replacement	CIP		\$ 10,000			
EOP Drill Consultation and Services	CIP		\$ 5,000			
Police Body Cameras	CIP			\$ 40,000		
Starcom Radios	CIP	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Livescan Fingerprint system	CIP		\$ 18,000			
Totals		\$ 47,400	\$ 105,400	\$ 76,200	\$ 36,200	\$ 42,400

PUBLIC WORKS:

Utility box for Truck 804	CIP		\$ 6,800			
2-ton Truck	CIP	\$ 147,000				
Enloader	CIP			\$ 170,000		
John Deer tractor with deck for ROW mowing	CIP			\$ 63,000		
Zero Turn Mower (60 inch) for ROW mowing	CIP			\$ 8,100		
Portable vacator (used)	CIP					\$ 20,000
Asphalt planer	CIP			\$ 15,500		
Totals		\$ 147,000	\$ 6,800	\$ 256,600	\$ -	\$ 20,000

Capital Improvement Plan
Project

Fund

2017

2018

2019

2020

2021

PARKS:

OSLAD Grant (matching funds) - Park TBA	CIP		\$ 264,000			
ADA Compliance Plan Implementation	CIP	\$ 24,000	\$ 75,075	\$ 75,075	\$ 75,075	
Heritage Oaks Park	CIP	\$ 23,000	\$ 30,500	\$ 81,250		
Meadowlark Park	CIP	\$ 36,000	\$ 121,000	\$ 75,000		
1 1.5 Ton Dump Truck	CIP		\$ 111,000			
Totals		\$ 83,000	\$ 601,575	\$ 231,325	\$ 75,075	\$ -

ROADS, DRAINAGE, & RIGHT OF WAYS:

Road Program (resurfacing/ribbons)	CIP		\$1,021,000	\$1,196,000	\$1,275,000	\$1,283,000
Road Program (maintenance)	CIP		\$210,000	\$210,000	\$210,000	\$210,000
Sign replacement plan	Motor Fuel Tax	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Crack sealing program	Motor Fuel Tax	\$ 50,000				
Street patching	Motor Fuel Tax	\$ 60,000				
Pavement marking	Motor Fuel Tax	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Midlothian/Gilmer bike path (20% match)	CIP			\$ 300,494		
Route 22 bike path (20% match)	CIP					\$ 10,000
Storm Sewer Replacement	CIP		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Culvert Replacement	CIP		\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Choker Bridge Wall Replacement	CIP			\$19,000		
Mark Lane Culvert Lining	CIP				\$225,000	
Indian Creek Culvert Replacement	CIP		\$154,000			
Indian Creek Stream Bank Stabilization	CIP		\$250,000			
Totals		\$140,000	\$1,749,000	\$1,839,494	\$1,824,000	\$1,617,000

TECHNOLOGY

New Software - Village Wide	CIP	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Computer Replacement	CIP	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000
Copier Lease	CIP	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -
Police Records Software	CIP	\$ 21,543	\$ 11,543	\$ 11,543	\$ 11,543	\$ 11,543
Totals		\$ 86,543	\$ 76,543	\$ 66,543	\$ 46,543	\$ 56,543

Capital Improvement Plan
Project

Fund

2017

2 years

3 years

4 years

5 years

VILLAGE CLERK DEPARTMENT:

None		\$ -				
Totals	\$ -	\$ -				

Summary

	CIP	\$ 464,443	\$ 3,294,464	\$ 2,877,860	\$ 2,792,609	\$ 2,349,919
	Motor Fuel Tax	\$ 140,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Capital Improvement Plan Total Expenditures		\$ 604,443	\$ 3,324,464	\$ 2,907,860	\$ 2,822,609	\$ 2,379,919
Grand Total - 5 Year Capital Plan						\$ 12,039,295
Capital Improvement Plan Fund						
Excess (Deficiency) of Funding Sources Over Capital Expenditures		\$ 674,299	\$ (3,293,464)	\$ (2,876,860)	\$ (2,791,609)	\$ (2,348,919)

CAPITAL IMPROVEMENT PROJECT

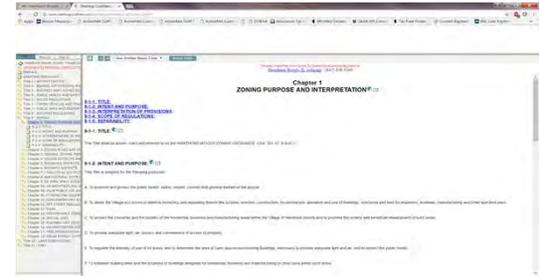
2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan

Department: Building Department

Description: Building Department Zoning Code Update

Account Number: 90-60-00-8-4890



Update and replace Title 9, Zoning in the Village Code. This includes the zoning, sign and tree preservation code.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services		\$ 100,000				\$ 100,000
Construction						
Equipment						
Contingency						
Subtotal		\$ 100,000				\$ 100,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Building Department
Description: Building Department Vehicle Replacement
Account Number: 90-60-00-8-4890

Replace the Building Department vehicle (2003 Jeep). This vehicle is used by the Building Inspector/Code Enforcement Officer on a daily basis.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 25,000				\$ 25,000
Contingency						
Subtotal		\$ 25,000				\$ 25,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Economic Development
Description: Downtown District Signage
Account Number: 90-30-00-8-4890

Design and installation of decorative signage (monument sign and banners).

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction			\$ 30,000			\$ 30,000
Equipment						
Contingency						
Subtotal			\$ 30,000			\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Uptown District Signage

Account Number: 90-30-00-8-4890

Design and installation of decorative signage (monument sign and banners).

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction				\$ 30,000		\$ 30,000
Equipment						
Contingency						
Subtotal				\$ 30,000		\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Downtown Plan

Account Number: 90-30-00-8-4890

2018 - Generation of a specific plan for the Downtown Area, including supplemental sign code update.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 60,000				\$ 60,000
Equipment						
Contingency						
Subtotal		\$ 60,000				\$ 60,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Uptown Plan

Account Number: 90-30-00-8-4890

(1) 2017 - Study to determine feasibility of using the Village of Mundelein for sewage disposal for the Uptown Area, as well as determining feasibility of obtaining potable water service for the Uptown Area through purchasing water from Mundelein or establishing a CLCJAWA connection. (2) 2018 - Generation of a specific plan for the Uptown Area, including supplemental sign code update.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services	\$ 25,000					\$ 25,000
Construction		\$ 60,000				\$ 60,000
Equipment						
Contingency						
Subtotal	\$ 25,000	\$ 60,000				\$ 85,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Hawthorn Woods Water Walk

Account Number: 90-30-00-8-4890

(1) 2019 - Design and engineer a Downtown water walk. (2) 2020 - Construct the Downtown water walk.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services			\$ 300,000			\$ 300,000
Construction				\$ 700,000		\$ 700,000
Equipment						
Contingency						
Subtotal			\$ 300,000	\$ 700,000		\$ 1,000,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

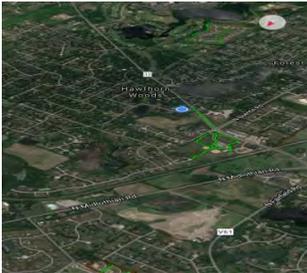
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Geographic Information System (GIS)

Account Number: 90-30-00-8-4890



Annual fee for joining the GISC (Geographic Information System Consortium). The GISC is an intergovernmental GIS cooperative that shares qualified GIS professionals and licensing for GIS software.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services		\$ 119,146	\$ 107,698	\$ 110,791	\$ 113,976	\$ 451,611
Construction						
Equipment						
Contingency						
Subtotal		\$ 119,146	\$ 107,698	\$ 110,791	\$ 113,976	\$ 451,611

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Engineering Department
Description: Infrastructure Mapping (Water & Sewer)
Account Number: 90-19-00-8-4890

Update Village water and sewer atlas every five years or as needed.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services					\$ 10,000	\$ 10,000
Construction						
Equipment						
Contingency						
Subtotal					\$ 10,000	\$ 10,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Engineering Department

Description: Update Engineering Standards

Account Number: 90-19-00-8-4890

Update Village engineering standards every five years or as needed.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services					\$ 25,000	\$ 25,000
Construction						
Equipment						
Contingency						
Subtotal					\$ 25,000	\$ 25,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Furnace & AC Replacements
Account Number: 90-45-00-8-4890



2017 - Mayor's Office and Police Department (front office)
 2018 - East Village Hall and Police Department (upstairs)

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 13,000	\$ 13,000				\$ 26,000
Contingency						
Subtotal	\$ 13,000	\$ 13,000				\$ 26,000

**CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative**



Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Roof Repair
Account Number: 90-45-00-8-4890

The roof in the Public Works shop is leaking and requires repair.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 7,500					\$ 7,500
Equipment						
Contingency						
Subtotal	\$ 7,500					\$ 7,500

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Salt Dome Roof Replacement
Account Number: 90-45-00-8-4890



The roof on the salt dome requires replacement.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services	\$ 5,000					\$ 5,000
Construction	\$ 50,000					\$ 50,000
Equipment						
Contingency						
Subtotal	\$ 55,000					\$ 55,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative



Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Village Hall Cedar Siding Replacement (fiber cement)
Account Number: 90-45-00-8-4890

Replace cedar siding on Village Hall/Police Department.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 75,000				\$ 75,000
Equipment						
Contingency						
Subtotal		\$ 75,000				\$ 75,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative



Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Police Dept. Garage Door Replacement (3)
Account Number: 90-45-00-8-4890

Replace three Police Department Garage Doors.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 7,000				\$ 7,000
Contingency						
Subtotal		\$ 7,000				\$ 7,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Cold Storage Garage Door Replacement
Account Number: 90-45-00-8-4890



Replace three Public Works cold storage garage doors.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 7,000				\$ 7,000
Contingency						
Subtotal		\$ 7,000				\$ 7,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Additional Cold Storage (30' x 80')

Account Number: 90-45-00-8-4890



Construct 30' x 80' additional cold storage for Public Works, including engineering.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services		\$ 8,000				\$ 8,000
Construction		\$ 80,000				\$ 80,000
Equipment						
Contingency						
Subtotal		\$ 88,000				\$ 88,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works/Aquatic Center Portable Generator
Account Number: 90-45-00-8-4890



Purchase portable generator to be shared between Public Works and Aquatic Center, including engineering.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services		\$ 6,000				\$ 6,000
Construction		\$ 60,000				\$ 60,000
Equipment						
Contingency						
Subtotal		\$ 66,000				\$ 66,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Parking Lot
Account Number: 90-45-00-8-4890



Expand and replace Public Works parking lot, including engineering.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services		\$ 15,000				\$ 15,000
Construction		\$ 150,000				\$ 150,000
Equipment						
Contingency						
Subtotal		\$ 165,000				\$ 165,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Building Expansion
Account Number: 90-45-00-8-4890



Expand Public Works building.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services					\$ 45,000	\$ 45,000
Construction					\$ 450,000	\$ 450,000
Equipment						
Contingency						
Subtotal					\$ 495,000	\$ 495,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Police Department

Description: Vehicle Replacement

Account Number: 90-20-00-8-4890



Purchase of new squad cars. Squad cars are generally replaced every 4 years and/or approximately 100,000 miles.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Contingency						
Subtotal	\$ 25,000	\$ 125,000				

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Police Department

Description: Squad Video Camera Replacement

Account Number: 90-20-00-8-4890



The use of squad car video increases officer safety, professionalism and performance, assists with complaints concerning police practices, reduces investigation time and provides an accurate record of police encounters.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 12,400	\$ 12,400	\$ 6,200	\$ 6,200	\$ 12,400	\$ 49,600
Contingency						
Subtotal	\$ 12,400	\$ 12,400	\$ 6,200	\$ 6,200	\$ 12,400	\$ 49,600

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Police Department
Description: Electric Citation Printers
Account Number: 90-20-00-8-4890



As in-squad car technology continues to improve officers will be able to quickly scan a driver's license and print a citation from their squad car. This will reduce the time of a traffic stop which will improve efficiency as well as officer and motorist safety. This budget provides for 6 printers - (one for each squad car.)

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 30,000				\$ 30,000
Contingency						
Subtotal		\$ 30,000				\$ 30,000

**CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative**

Fund: Capital Improvement Plan
Department: Police Department
Description: Radar Trailer Replacement
Account Number: 90-20-00-8-4890



Residential speeding is a common complaint in Hawthorn Woods. The radar trailer is used to raise awareness and promote travel at safe speeds.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,000				\$ 10,000
Contingency						
Subtotal		\$ 10,000				\$ 10,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Police Department
Description: EOP Drill Consultation and Services
Account Number: 90-20-00-8-4890



The Hawthorn Woods Emergency Management Agency (EMA) has an established Emergency Operations Plan (EOP). In order to do a full scale drill involving the Hawthorn Woods Crisis Response team and surrounding area emergency response partners the EMA would like to hire a consultant to assist with the design and implementation of such a drill.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services		\$ 5,000				\$ 5,000
Construction						
Equipment						
Contingency						
Subtotal		\$ 5,000				\$ 5,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Police Department
Description: Police Body Cameras
Account Number: 90-20-00-8-4890



Police body cameras will improve accountability and professionalism as well as provide an accurate account of police activity.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 40,000			\$ 40,000
Contingency						
Subtotal			\$ 40,000			\$ 40,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Police Department
Description: Starcom Radios
Account Number: 90-20-00-8-4890



Officers use the statewide Starcom21 radio system and use Motorola APX6000 radios programmed for use on the Lake County Starcom21 system. This is a requirement for service with the Lake Zurich PSAP.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
Contingency						
Subtotal	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Police Department
Description: Livescan Fingerprint System
Account Number: 90-20-00-8-4890



Livescan is an inkless, electronic means of capturing fingerprints in a digitalized format and then transmitting them to the Illinois State Police and/or the FBI. Currently, the Hawthorn Woods Police Department takes fingerprints by applying ink to each finger, then rolling each finger on a fingerprint card. This method is inherently messy and prone to capturing poor image quality. By processing fingerprints electronically, criminal history responses can be provided within a matter of minutes if received electronically, versus 3-5 weeks if received by mail.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 18,000					\$ 18,000
Contingency						
Subtotal	\$ 18,000					\$ 18,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative



Fund: Capital Improvement Plan
Department: Public Works
Description: Utility Box for Truck 804
Account Number: 90-40-00-8-4890

Retrofit Truck 804 with a utility box for the Buildings/Facilities team to house all of its tools and materials.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 6,800				\$ 6,800
Contingency						
Subtotal		\$ 6,800				\$ 6,800

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: 2-Ton Truck
Account Number: 90-40-00-8-4890



Replace Truck 812 that was purchased in 1999 and is 17 years old. This type of truck is expected to have a 12 year replacement life.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 147,000					\$ 147,000
Contingency						
Subtotal	\$ 147,000					\$ 147,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Enloader (replacement)
Account Number: 90-40-00-8-4890



Replace existing endloader. Estimated replacement useful life is 12 years and it will be 14 years old at time of recommended replacement.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 170,000			\$ 170,000
Contingency						
Subtotal			\$ 170,000			\$ 170,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: John Deere Tractor with Deck for ROW Mowing
Account Number: 90-40-00-8-4890



Purchase John Deere tractor with deck for ROW mowing. This tractor would replace Old Blue (1988).

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 63,000			\$ 63,000
Contingency						
Subtotal			\$ 63,000			\$ 63,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative



Fund: Capital Improvement Plan
Department: Public Works
Description: 60 inch Zero Turn Mower (replacement)
Account Number: 90-40-00-8-4890

Purchase 60 inch zero turn mower to replace existing mower for ROW mowing.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 8,100			\$ 8,100
Contingency						
Subtotal			\$ 8,100			\$ 8,100

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Portable Vactor (Used)

Account Number: 90-40-00-8-4890

Purchase used portable vac truck to utilize cleaning manholes, sewers and pits.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment					\$ 20,000	\$ 20,000
Contingency						
Subtotal					\$ 20,000	\$ 20,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Asphalt Planer
Account Number: 90-40-00-8-4890



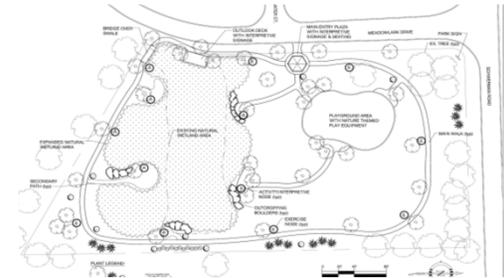
Purchase asphalt planer in order to increase efficiency and output of asphalt patching crew.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 15,500			\$ 15,500
Contingency						
Subtotal			\$ 15,500			\$ 15,500

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: OSLAD Grant (matching funds) Park TBA
Account Number: 90-11-00-8-4890



OSLAD is a State IDNR grant program which funds up to 50% of an approved Park Capital Project to a ceiling of \$400,000.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 264,000				\$ 264,000
Equipment						
Contingency						
Subtotal		\$ 264,000				\$ 264,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: ADA Compliance Plan
Account Number: 90-11-00-8-4890



We would utilize these funds to complete projects set out in the Villages' Accessibility Audit adopted in December of 2014.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 24,000	\$ 75,075	\$ 75,075	\$ 75,075		\$ 249,225
Equipment						
Contingency						
Subtotal	\$ 24,000	\$ 75,075	\$ 75,075	\$ 75,075		\$ 249,225

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Heritage Oaks Park

Account Number: 90-11-00-8-4890



2017 - Repair the capstone on 2 1/2 sections of the retaining wall.
 2018 - Install an automated irrigation system on the east soccer field.
 2019 - Replace the speed bump located at the east end.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 23,000	\$ 30,500	\$ 81,250			\$ 134,750
Equipment						
Contingency						
Subtotal	\$ 23,000	\$ 30,500	\$ 81,250			\$ 134,750

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: Meadowlark Park Improvement
Account Number: 90-11-00-8-4890



Over a three year period, these funds would assist in the design and construction of an inclusive natural park.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land	\$ 36,000	\$ 36,000				\$ 72,000
Professional Services		\$ 10,000				\$ 10,000
Construction		\$ 75,000	\$ 30,000			\$ 105,000
Equipment			\$ 45,000			\$ 45,000
Contingency						
Subtotal	\$ 36,000	\$ 121,000	\$ 75,000			\$ 232,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: 1 1/2 Ton Dump Truck
Account Number: 90-11-00-8-4890



2018 - New 1 1/2 Ton Dump Truck which can also serve in the snow plow fleet.
 2018 - New 18 foot trailer would assist the Parks Section with the transport of large pieces of equipment throughout the Village's park system.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 111,000				\$ 111,000
Contingency						
Subtotal		\$ 111,000				\$ 111,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Road Program (resurfacing/ribbons)

Account Number: 90-28-00-8-4890



The recommended improvements include the first four years of the pavement management report's recommendations.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 1,021,000	\$ 1,196,000	\$ 1,275,000	\$ 1,283,000	\$ 4,775,000
Equipment						
Contingency						
Subtotal		\$ 1,021,000	\$ 1,196,000	\$ 1,275,000	\$ 1,283,000	\$ 4,775,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Road Program (routine maintenance)

Account Number: 90-28-00-8-4890



The recommended improvements include the crack sealing, patching and other routine maintenance necessary to maintain the streets.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 840,000
Equipment						
Contingency						
Subtotal		\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 840,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Motor Fuel Tax
Department: Roads, Drainage, & Rights of Ways
Description: Sign Replacement & Control
Account Number: 90-28-00-8-4890

Purchase and installation of various signs, barricades, cones and other traffic control devices.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Equipment						
Contingency						
Subtotal	\$ 20,000	\$ 100,000				

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Motor Fuel Tax

Department: Roads, Drainage, & Rights of Ways

Description: Crack Sealing Program

Account Number: 90-28-00-8-4890



The annual crack sealing program includes \$50,000 of crack sealing per year. Crack sealing will be included as part of Routine Road Maintenance in FY 2018 - 2021.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 50,000					\$ 50,000
Equipment						
Contingency						
Subtotal	\$ 50,000					\$ 50,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Motor Fuel Tax
Department: Roads, Drainage, & Rights of Ways
Description: Street Patching
Account Number: 90-28-00-8-4890



The annual patching program includes \$60,000 of patching per year. Patching will be included as part of Routine Road Maintenance in FY 2018 - 2021.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 60,000					\$ 60,000
Equipment						
Contingency						
Subtotal	\$ 60,000					\$ 60,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Motor Fuel Tax
Department: Roads, Drainage, & Rights of Ways
Description: Pavement Marking
Account Number: 90-28-00-8-4890

Apply latex pavement marking for stop bars, center lines and division markings in streets.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Equipment						
Contingency						
Subtotal	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Roads, Drainage, & Rights of Ways
Description: Midlothian/Gilmer Bike Path (20% Match)
Account Number: 90-28-00-8-4890



Construct bike path from Gilmer/Midlothian intersection northwest to Schwerman Road and southwest to south of Hawthorn Hills entrance on Midlothian Road. Bike path will be constructed with LCDOT intersection improvements with the Village paying a 20% match.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction			\$ 300,494			\$ 300,494
Equipment						
Contingency						
Subtotal			\$ 300,494			\$ 300,494

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Route 22 Bike Path (20% Match)

Account Number: 90-28-00-8-4890



Construct bike path on Route 22 adjacent to Hawthorn Trails. Bike path will be constructed with IDOT Route 22 improvements with the Village paying a 20% match.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction					\$ 10,000	\$ 10,000
Equipment						
Contingency						
Subtotal					\$ 10,000	\$ 10,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Misc. Storm Sewer Replacement

Account Number: 90-28-00-8-4890



The Village's storm sewer is deteriorating. We recommend that approximately \$60,000 of storm sewer be replaced each year.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 240,000
Equipment						
Contingency						
Subtotal		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 240,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Roads, Drainage, & Rights of Ways
Description: Misc. Culvert Replacement
Account Number: 90-28-00-8-4890



The culverts under Village roads are deteriorating. We recommend that approximately \$24,000 of culverts be replaced each year.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 96,000
Equipment						
Contingency						
Subtotal		\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 96,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative



Fund: Capital Improvement Plan
Department: Roads, Drainage, & Rights of Ways
Description: Choker Wall Replacement (x 6)
Account Number: 90-28-00-8-4890

The walls of the 4 choker bridges are deteriorating. There are eight total that will need to be repaired with a capstone installed.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction			\$ 19,000			\$ 19,000
Equipment						
Contingency						
Subtotal			\$ 19,000			\$ 19,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative



Fund: Capital Improvement Plan
Department: Roads, Drainage, & Rights of Ways
Description: Mark Lane Lining Project
Account Number: 90-28-00-8-4890

There are three large diameter culverts that cross under Mark Lane that are deteriorating, causing sink holes to form. Rather than replace these pipes, we recommend that the pipes be lined.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction				\$ 225,000		\$ 225,000
Equipment						
Contingency						
Subtotal				\$ 225,000		\$ 225,000

**CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative**



Fund: Capital Improvement Plan
Department: Roads, Drainage, & Rights of Ways
Description: Indian Creek Culvert Replacement
Account Number: 90-28-00-8-4890

The large diameter culvert that crosses under Indian Creek Road has deteriorated. This will be a similar project to the Onondaga culvert replacement project performed in 2016.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 154,000				\$ 154,000
Equipment						
Contingency						
Subtotal		\$ 154,000				\$ 154,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Roads, Drainage, & Rights of Ways
Description: Indian Creek Stream Bank Stabilization
Account Number: 90-28-00-8-4890



Parts of Indian Creek are beginning to cause erosion adjacent to Indian Creek Road. If the streambank isn't stabilized, this may eventually cause Indian Creek to compromise Indian Creek Road.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction		\$ 250,000				\$ 250,000
Equipment						
Contingency						
Subtotal		\$ 250,000				\$ 250,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Technology

Description: New Software

Account Number: 90-17-00-8-4890



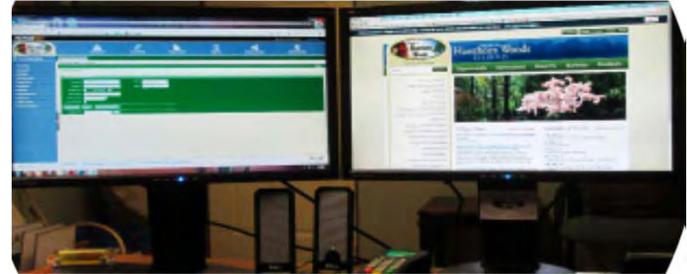
The Village software is outdated and needs to be replaced. This project would replace the MSI software with a new platform and increase efficiency Village-wide. The software modules included are as follows: Accounts Receivable, Accounts Payable, Animal Licensing, Budgeting, Business Licenses, Cash Register, General Ledger, Parking Tickets, Payroll, Permit Tracking, Purchase Orders, Recreation, and Vehicle License.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Contingency						
Subtotal	\$ 35,000	\$ 175,000				

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Technology
Description: Computer Replacement
Account Number: 90-17-00-8-4890



The Village computers have a useful life of 5 years. This project provides for the replacement of Village computers at the end of their useful life.

Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 10,000	\$ 10,000			\$ 10,000	\$ 30,000
Contingency						
Subtotal	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2017 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Technology
Description: Copier Lease
Account Number: 90-17-00-8-4890



This project provides for the lease payments for the Village's copiers.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 20,000	\$ 20,000	\$ 20,000			\$ 60,000
Contingency						
Subtotal	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 60,000

CAPITAL IMPROVEMENT PROJECT

2017 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan
Department: Technology
Description: Police Records Software
Account Number: 90-17-00-8-4890



This project provides for the police records software annual fee and the implementation of the evidence room module in 2017.

5 Year Projected Expenditures						
Expense Category	2017	2018	2019	2020	2021	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 21,543	\$ 11,543	\$ 11,543	\$ 11,543	\$ 11,543	\$ 67,715
Contingency						
Subtotal	\$ 21,543	\$ 11,543	\$ 11,543	\$ 11,543	\$ 11,543	\$ 67,715

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
Community Development	2003	Jeep	Liberty
Public Works	2003	Ford F-50	Dump Truck 1T #816
Public Works	2004	Chevy	Red Blazer
Public Works	2005	Ford	Pickup Truck #819
Administration	2006	Ford	Explorer
Public Works	2008	International	Truck 2T #821
Public Works	2008	Ford	Truck - F550#811
Police	2009	Ford	Crown Vic #310 - Court Car
Public Works	2010	Ford	Pickup Truck #804
Public Works	2010	Ford	Expedition
Police	2012	Dodge	Charger #302
Police	2012	Dodge	Charger # 304
Public Works	2012	International	2T Dump Truck #818
Public Works	2012	Ford	Pickup Truck #810
Police	2013	Dodge	Durango #306
Police	2014	Dodge	Charger #301
Police	2014	Dodge	Charger #305
Police	2015	Ford	Interceptor SUV-Chief's Car
Public Works	2016	International	1.5 T Dump

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Community Park			
Water Heater	10 Gallon	2013	Rheem
Well Pump	5HP	2016	Franklin Electric
Well Pump Variable Frequency Drive	Aquavar Solo2	2016	Goulds
Heritage Oaks Baseball Pavilion			
Water Heater	30 Gallon Water Heater	2014	Rheem
Heritage Oaks Soccer Pavilion			
Water Heater	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
Aquatic Center			
<i>Furnaces and Air Conditioners</i>			
Furnace #1 (Pump Room)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #2 (Com. Rm Supply Rm.)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #3 (Com. Rm Supply Rm.)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #4 (East com. Rm. Closet)	91%AFUE Nat Gas Furnace	2007	TempStar
Men's Locker Room Heater	5kw electric space heater	2007	Dayton
Women's Locker Room Heater	5kw electric space heater	2007	Dayton
Mechanical Room Heater	5kw electric space heater	2007	Dayton
Pump Room Heater	84% AFUE Furnace	2007	Reznor
Air Conditioner #1	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #2	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #3	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #4	R410a AC Unit - 4 Ton	2007	TempStar
<i>Pool Heaters</i>			
Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak
<i>Water Heaters</i>			
Water Heater (Com. Rm.)	Tall Electric Water Heater - 40 Gallon	2016	Rheem
Shower Water Heater	Ultra HE DV Nat Gas Water Heater	2007	Lochinvar
Circulator Pump	1hp Circulating Pump	2007	Emerson

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Aquatic Center - Continued			
<i>Variable Frequency Drives</i>			
Speed Slide VFD	Variable Frequency Drive	2010	Danfoss
Flume Slide VFD	Variable Frequency Drive	2010	Danfoss
Feature VFD	Variable Frequency Drive	2010	Danfoss
Activity Pool VFD	Variable Frequency Drive	2010	Danfoss
Lap Pool VFD	Variable Frequency Drive	2010	Danfoss
<i>Pool Pumps</i>			
Speed slide	3ph 10hp cont. duty motor	2007	WEG
Flume Slide	3ph 15hp cont. duty motor	2007	WEG
Activity Feature	3ph 20hp cont. duty motor	2007	US Motors
Activity Pool	3ph 15hp cont. duty motor	2015	Baldor
Lap Pool	3ph 15hp cont. duty motor	2014	Baldor
Village Hall			
<i>Furnaces and Air Conditioners</i>			
Booking Room (PD) Furnace	80% AFUE Nat. Gas Furnace	Nov-12	Ducane
PD Office Furnace 1st floor	80% AFUE Nat. Gas Furnace	1990	Carrier
PD Back Office Furnace (2nd Floor)	91% AFUE Nat. Gas Furnace	1999	Carrier
Mayors Office Furnace	80% AFUE Nat. Gas Furnace	2008	Weather King
Village Hall Front Office Furnace	80% AFUE Nat. Gas Furnace	Feb-85	Lennox
West Barn Furnace	95.5% AFUE Nat. Gas Furnace	Nov-12	Payne
East Barn Furnace	91% AFUE Nat. Gas Furnace	2002	Carrier
West Barn Air Conditioner	R22 AC Unit	2002	Carrier
East Barn Air Conditioner	R22 AC Unit	2002	Carrier
Village Hall Front Office Air Conditioner	R22 AC Unit	1990	Tempstar 5000
Mayors Office Air Conditioner	R22 AC Unit	2008	Carrier
PD Front Office Air Conditioner	R22 AC Unit	1990	Carrier
PD Upstairs Air Conditioner	R22 AC Unit	1999	Carrier
PD Booking Room Air Conditioner	R22 AC Unit	2001	Tempstar 10
PD Rear Air Conditioner	R22 AC Unit	2013	Ducane
Village Hall Office Furnace	110,000 BTU 9.5 AFUE Furnace	2014	Armstrong Air
Village Hall Upstairs Air Conditioner	R410 AC Unit - 4 Tons	2014	Armstrong Air

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
<i>Water Heaters</i>			
PD Upstairs Water Heater (2nd Floor)	Direct Vent Nat. Gas	2013	State Select
PD Downstairs Bathroom/Kitchen	Electric Point of Use	1990	A.O. Smith
Village Hall Front Office Water Heater	Natural Gas Water Heater	2010	State Select
Generator-Village Hall Side	Nat. Gas 20KW Generator	2013	Generac
Generator-PD Side	Nat. Gas 60kw Generator	2013	Generac
Kruger Road Lift Station			
Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar
Public Works			
North Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
South Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
Office Furnace	80%AFUE Nat. Gas Furnace	1991	York
Office Air Conditioner	R22 AC unit	1991	York
Water Heater	Natural Gas Water Heater	1991	Rheem
Salt Brine Circulation Pump	Circulator Pump - 2HP	2014	Bluffton
Well Pump	1.5 HP	1992	Franklin Electric

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
<u>PUBLIC WORKS</u>						
PW #814	2000	INTERNATIONAL 4900 5-TON	\$ 150,000	2012	12	\$ 12,500
PW TRACTOR	1988	FORD 7108	\$ 55,000	2000	12	\$ 4,583
PW GREEN TRAILER	N/A	N/A	\$ 4,000	2015	12	\$ 333
PW #813	2000	INTERNATIONAL 4900 5-TON	\$ 150,000	2012	12	\$ 12,500
PW #816	2001	FORD S-D F-550 1 TON 4X4	\$ 90,000	2008	7	\$ 12,857
PW RED TRAILER	N/A	N/A	\$ 4,000	2016	7	\$ 571
PW BUNTON MOWER	2000	BZT2000	\$ 12,000	2007	7	\$ 1,714
PW #812	1999	INTERNATIONAL DT 4900 2 TON	\$ 140,000	2011	12	\$ 11,667
PW#2 CAR	2008	CROWN VIC.	\$ 25,000	2015	7	\$ 3,571
PW BACKHOE	1992	CASE 580 SUPER K	\$ 110,000	2004	12	\$ 9,167
PW BLUE TRAILER	N/A	N/A	\$ 4,000	2017	12	\$ 333
PW #819	2006	FORD F-350 4X4 DUALLY 4 DOOR	\$ 45,000	2013	7	\$ 6,429
PW #821	2008	INTERNATIONAL 7400 2 TON	\$ 140,000	2020	12	\$ 11,667
PW ROLLER	2008	WACKER RD 12A	\$ 16,000	2020	12	\$ 1,333
PW LIGHT TOWER	2006	TEREX AL4000	\$ 25,000	2018	12	\$ 2,083
PW #811	2008	FORD S-D F-550 1 TON 4X4	\$ 90,000	2015	7	\$ 12,857
PW WOOD CHIPPER	2004	VERMEER BC1800XL	\$ 85,000	2016	12	\$ 7,083
PW JET RODDER	1994	MODEL 747	\$ 125,000	2006	12	\$ 10,417
PW END LOADER	2005	CASE 521	\$ 150,000	2017	12	\$ 12,500
PW LARGE MOWER	2010	TORO 4000D	\$ 60,000	2017	7	\$ 8,571
PW SMALL MOWER	2010	TORO 3280	\$ 30,000	2017	7	\$ 4,286
PW SMALL UTILITY	2010	TORO WORKMAN MD	\$ 15,000	2017	7	\$ 2,143
PW LARGE UTILITY	2010	TORO WORKMAN 3200	\$ 27,000	2017	7	\$ 3,857
PW EXMARK MOWER	2014	LAZER Z	\$ 7,400	2021	7	\$ 1,057
PW WALK BEHIND MOWER	2010	KAWASAKI FS481V	\$ 4,000	2017	7	\$ 571
PW TOP DRESSER	2010	TORO 2500	\$ 12,000	2022	12	\$ 1,000
PW BLACK TRAILER	2010	BIG LUG	\$ 7,500	2022	12	\$ 625
PW #804	2010	FORD F-250 3/4 TON 4X4	\$ 35,000	2017	7	\$ 5,000
PW SKID STEERER	2012	BOBCAT S650	\$ 35,000	2024	12	\$ 2,917
PW AIR COMPRESSOR	2003	INGERSOLL RAND 185	\$ 17,000	2015	12	\$ 1,417
PW #10	2012	FORD F-250 3/4 TON 4X4	\$ 35,000	2019	7	\$ 5,000

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
PUBLIC WORKS						
PW AIR RAIDER	2014	RYAN 544317A	\$ 3,000	2021	7	\$ 429
PW #1 ADMIN CAR	2010	FORD EXPEDITION	\$ 45,000	2017	7	\$ 6,429
PW #22	2014	INTERNATIONAL 7400 2 TON	\$ 140,000	2026	12	\$ 11,667
PW #18	2012	INTERNATIONAL 7400 2 TON	\$ 140,000	2024	12	\$ 11,667
PW #822	2014	INTERNATIONAL 7400 2 TON	\$ 140,000	2026	12	\$ 11,667
PW #3 CAR	2004	CHEVY BLAZER	\$ 30,000	2011	7	\$ 4,286
COMMUNITY DEV. DEPT.						
BD #1 SUV	2006	FORD EXPLORER	\$ 30,000	2013	7	\$ 4,286
BD #2 SUV	2003	JEEP LIBERTY	\$ 25,000	2010	7	\$ 3,571
PARKS DEPT.						
PARKS DEPT. VAN	2002	FORD E-350 VAN	\$ 30,000	2009	7	\$ 4,286

ANNUAL VEHICLE & EQUIPMENT REPLACEMENT COST

\$ 228,896



RESERVE FUND



RESERVE FUND

Actual Fiscal Year Ended 12/31/2012	Actual Fiscal Year Ended 12/31/2013	Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Budget Fiscal Year Ended 12/31/2016		Proposed	
						2017	2018
-	-	-	-	-	Transfer from General Fund	-	-
-	-	-	-	-	Transfer from Community Dev	-	-
-	-	-	-	-	Total Cash Transfers	-	-
1,639,345	1,755,584	1,943,698	2,199,434	1,417,480	General Fund Bal. @ 12/31	1,446,762	1,477,776
29%	43%	45%	54%	35%	% of Next Year's Budget	35%	35%

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 35% of the next years' operating budget in reserves. The projected fund balance at the end of Fiscal Year 2017 is 35%. During Fiscal Year 2016, the Village Board approved the transfer of the excess reserves in the General Fund to the Capital Improvement Fund. At the end of each Fiscal Year, an analysis of the General Fund fund balance will be performed after the completion of the audit to ensure that the fund balance is in compliance with the Village's fund balance policy goal of 35% of the following year's expenditure budget.