



2018 APPROVED BUDGET

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2018
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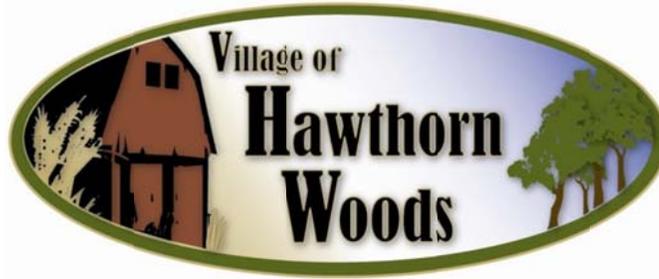
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 27, 2017

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, 2018. 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 four 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.) Our unwavering fiscal restraint and innovative planning has allowed the Village of Hawthorn Woods to achieve a fund balance in the General Fund of \$1,474,246 as of December 31, 2016.

As the fiscal year 2017 concludes, it has presented many rewards and opportunities. One of our greatest challenges remains the accessibility of water and sewer capacity to support economic development and the cost of recapture agreements that encumber some downtown properties.

Additionally, the State of Illinois implemented a 2% administration fee for locally imposed taxes which will negatively impact the telecommunications tax revenue. The recovery from the economic recession has continued to improve consumer confidence and 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, with 146 homes now permitted, several other residential developers have expressed interest in home building developments in the Village and are in discussions and feasibility studies for development. These actions have the potential to increase our property tax base and incorporate land for future reuse and revenue.

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. To date, permits have been issued for 13 homes with residents already moved in.

Unlike the trend from previous years, the Village was involved in land use matters requiring litigation and the realized financial impacts have been remarkable. The Village funded continuing legal expenses regarding a court case and a parcel of land in the center of our downtown corridor. The Village also experienced extraordinary Engineering fees due to an unprecedented rainfall in July of 2017, contributing to the collapse of a culvert under the Darlington Road Bridge. Subsequently, the surface of the road collapsed, generating the need for emergency funding for design, permitting and replacement. Additionally, several engineering projects regarding a drainage study and associated projects created an overrun in the Engineering budget in 2017. Combined, the legal and engineering expenses created a financial challenge, and several budget amendments and line item transfers were made to prevent a deficit balance in the budget. In order to pay for the emergency projects, several planned budgetary items were postponed.

The Village continues to explore additional land use opportunities which may have financial impacts in the 2018 fiscal year. In this proposed 2018 budget, our greatest concern remains the uncertainty of state revenues, as the state budget included a 10% temporary reduction in the state shared income taxes (LGDF) from July 2017 – June 2018. This revenue reduction has been incorporated into the 2018 projections. We also note a trend where commodities are increasing at a pace higher than revenues. 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 2018 is cautious and balanced, trending toward a maintenance model with flat revenue and rising commodities.

Budget Overview

The Village's total budget is balanced. General Fund budgeted revenues are forecasted at \$3,968,451; budgeted expenditures are estimated at \$4,226,651; operating transfers from other funds are planned at \$350,000, resulting in a planned net change in fund balance of \$3,000. 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 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	Actual Fiscal Year Ended 12/31/2016	Estimated Fiscal Year Ended 12/31/2017
Net Change in Fund Balance	\$ (380,550)	\$ 125,326	\$ 50,796	\$ 555,967	\$ 727,903	\$ 116,239	\$ 188,114	\$ 255,736	\$ (725,188)	\$ 29,282
Fund Balance	\$ 179,353	\$ 304,679	\$ 355,475	\$ 911,442	\$ 1,639,345	\$ 1,755,584	\$ 1,943,698	\$ 2,199,434	\$ 1,474,246	\$ 1,503,528
Fund Balance/Budget %	5%	10%	11%	29%	43%	45%	48%	54%	36% *	36%

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, if achieved, will be transferred to the Capital Improvement Fund. As of December 31, 2016, the Fund Balance was 36% of the subsequent year's operating budget.

Significant Changes as Summarized in the 2018 Budget:

Total headcount decreased by one position from 2017 to 2018, as a result of the elimination of the vacant sewer specialist position; these job responsibilities will be performed on a contractual basis. 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 parks & recreation department and finance department to assist with the growing workload without adding to the full time head count.

The priority based budgeting initiative is cross referenced on every line item expenditure request and revenue forecast. Consistent with the prior year, there was a focus on properly allocating the true cost of each budget priority. Each departmental director maintains 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 2018 Operating budget includes new staff allocations which continue to fine tune time spent by staff.

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. In the 2018 budget, there are insufficient revenues forecasted from Park Donations to fund the Aquatic Center Revenue Bond principal and interest payment due. Therefore, the secondary pledge of utility tax revenue will be triggered, resulting in a planned transfer from the General Fund to the Aquatic Center Debt Fund of \$88,800.

Although this 2018 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 with delayed payments and the new administrative fees applied to our anticipated revenues. Because of extraordinary expenses in large infrastructure projects, such as the Darlington Road Bridge and the resurfacing of Schwerman Road, the CIP program for capital needs and equipment has basically been suspended until such times revenues grow or savings are realized. Our focus this year will be service driven, replacing aging infrastructure and accomplishing major projects with our funding program rather than addressing our material needs. In short, we will not move forward with our capital replacement plan in 2018, as major infrastructure projects have taken an emergency priority in next year's budget.

Other significant changes include:

1. Promotion of one Sergeant to Police Commander. The promotional process will be facilitated by the Board of Police Commissioners per State Statute.
2. Promotion of one Patrol Officer to Sergeant as a result of the Commander promotional opportunity. The promotional process will be facilitated by the Board of Police Commissioners per State Statute.
3. Promotion of one Apprentice to Parks Maintenance Specialist I.
4. Elimination of vacant Sewer Specialist position.

The net result is a 1.0 reduction in FTE in Fiscal Year 2018, compared to Fiscal Year 2017. A detailed analysis can be found on xiii.

Savings Opportunities:

1. General Fund – Risk Management is forecasting a \$2,000 reduction in unemployment insurance due to an improved benefit ratio.
2. General Fund – Human Resources is forecasting a \$5,500 reduction in tuition reimbursement due to two employees graduating in 2017 (one Masters in Public Administration and one Associates Degree in Accounting)

3. General Fund – Police is forecasting a \$25,000 reduction in Capital Outlay – Vehicle due to the deferral of a planned replacement of a police car to 2019.
4. 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.

Additional Revenue Opportunities:

1. Property Tax - \$88,631 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), the 2016 property tax levy request was 0.8% (CPI) and the 2017 property tax request was 0.7% (CPI). The CPI for the 2018 property tax levy request is 2.1%.
2. Use Tax - \$20,951 additional revenue based on estimated actual 2017 results and IML per capita forecasts.
3. Sales Tax - \$5,000 forecasted additional revenue based upon 2017 estimated actual results.
4. Utility Tax - \$20,000 forecasted additional revenue based upon 2017 estimated actual results.

Forecasted Stagnant/Declining Revenue Sources:

1. State Income Tax - \$62,217 decline based upon new State budget which temporarily reduced the Village's shared income tax revenue by 10%.
2. Telecommunications Tax- \$20,000 decline based on 2017 estimated actual results. As more residents eliminate their land lines and switch to mobile devices, this revenue stream continues to decline. In addition, the State has begun to collect a 2% administrative fee before remitting this revenue to the Village.
3. Village Code Violations fines - \$12,000 based upon 2017 estimated actual results.
4. Transfer from Vehicle Supervision Fund - \$25,000 decrease due to the deferral of the planned replacement of a police car.

Increased Expenditures for Essential Operations:

1. General Fund – Risk Management - \$23,500 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 - \$64,100 increase in total personnel services due to the projected salary increase provided in the collective bargaining agreement. The current agreement expires on 12/31/17 and negotiations are in process.
3. General Fund – Police Department - \$31,546 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 2018 budget includes funding for merit increases and promotions based upon employee performance (\$74,371). The merit based increases range from 0% (below expectation performance review) to 3% (exceeds expectation in all ten performance categories), with the average merit increase forecasted at 2%. A detailed schedule of Village staff and changes in the Employee Census and FTE is found on the following pages.

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. Two major projects will be the focus of our Capital Improvement Plan in 2018: the resurfacing of Schwerman Road (\$110,000) and the replacement of the Darlington Culvert (\$351,065). Due to the size and scope of these two significant projects, many of the smaller capital projects planned for 2018 were deferred to 2019.

Priority Based Budgeting

A detailed analysis was conducted last year to prioritize our programs and services in each department. These priorities were reviewed and updated for 2018. Determinations for funding were cross referenced to a list of 7 priorities for funding in 2018. A separate executive summary details the 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 2018 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 2018 Budget reflects conservative spending considerations, only emergency life, safety, and welfare purchases will be considered until revenues are secured.

Employee Census

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

Function/Program	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	Proposed 12/31/18
GENERAL GOVERNMENT												
Administration	3.0	3.0	3.0	3.0	2.0	4.0	4.0	2.0	3.0	3.0	3.0	3.0
Finance/Human Resources	1.0	-	-	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0
COMMUNITY DEVELOPMENT												
Planning/Economic Development	-	-	-	-	-	-	-	-	1.0	1.0	1.0	1.0
Building & Zoning	1.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	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	2.0	2.0	2.0	2.0	2.0
Parks Maintenance *	-	-	-	-	-	2.0	2.0	2.0	3.0	3.0	2.0	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	11.0	11.0	8.0	9.0	9.0	9.0	10.0	10.0	12.0	12.0	12.0	12.0
PUBLIC WORKS												
Administration	1.0	1.0	1.0	1.0	2.0	1.0	2.0	2.0	3.0	3.0	3.0	3.0
Maintenance	3.0	3.0	3.0	4.0	5.0	3.0	4.0	4.0	6.0	6.0	6.0	5.0
TOTAL	22.0	22.0	19.0	22.0	23.0	24.0	27.0	28.0	36.0	36.0	35.0	34.0

* Parks Maintenance was contractual prior to 2011.

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

The Fiscal Year 2018 budget includes four promotional opportunities as follows:

Department	Current Position	Promotion
Parks	Apprentice – Parks Maintenance	Specialist 1 – Parks Maintenance
Police	Sergeant	Commander
Police	Patrol Officer	Sergeant

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 decrease in 2018. This 2018 budget includes conservative revenue estimates, based upon the most current information available.

Summary

The Village finances have improved dramatically during the last eight fiscal years, as shown by the fund balance in the General Fund growing from \$179,353 in 2008 to an anticipated \$1,474,246 in 2016 (36% of the 2017 Budgeted Expenses). However, as we celebrate this significant turn-around, there is still significant work to be done to achieve our goal of financial security. We will continue to closely monitor revenues and expenses to ensure that the Village remains on course for projections prepared in this budget and approved by the Village Board.

We 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 should revenues improve or not be fully realized. With major investment in our aging infrastructure planned for 2018, the effects on our municipality are profound and impactful. We have changed course from controlled growth to no growth to protect the long term sustainability of our Capital Improvement Program. If the trend continues with flat revenues and growing expenses, we are prepared with thoughtful analysis to seek alternative funding opportunities. In 2018, there may be consideration of a referendum question on the public ballot to ask voters if they wish to refinance the current SSA bonds and roll them into a new public infrastructure funding program to address our aging infrastructure. If that alternate funding opportunity does not proceed, additional revenue opportunities from fees or fines will need to be discussed. Additionally, expenses will need to be reduced, postponing forward momentum toward modernization of Village services and infrastructure maintenance.

We are pleased to present to you a balanced budget for the fiscal year ended December 31, 2018. Collectively, we appreciate the fiscally conservative planning and public input that took place over the past several months as we have placed the Village in a secure fiscal position when expenditures are growing more rapidly than revenues. With several potential new land use development opportunities foreseeable, we will move cautiously protecting our assets until new opportunities for revenue are realized.

In summary, we acknowledge 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, our editor Trustee Kelly Corrigan, 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
 James W. Kaiser, Trustee
 Jayne Kosik, 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 Jayne Kosik, Chairperson Kelly Corrigan, Trustee Liaison Steve Riess Surinderpal Singh Kalra Chuck Schulte</p>	<p>Planning Building and Zoning Commission 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	2017 FTE	2018 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	0.10	0.10	-	
		Community Events				
Donna Lobaito	Chief Administrative Officer	Administration	0.30	0.30	-	
		Legal				
		Engineering				
			Village Clerk	0.20	0.20	-
		Technology				
		Building and Zoning				-
		Economic Development	0.50	0.50	-	
		Planning				
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	0.65	0.50	(0.15)	
		Economic Development	-	0.10	0.10	
		Human Resources	0.25	0.25	-	
		Risk Management	0.05	0.05	-	
		Aquatic Center	0.05	0.05	-	
		Sewer	-	0.05	0.05	
Kristin Kazenas	Chief Financial Officer	Finance	0.55	0.50	(0.05)	
		Economic Development	0.10	0.10	-	
	Director of Human Resources	Human Resources	0.25	0.25	-	
		Risk Management Director	0.05	0.05	-	
	Technology					
	Aquatic Center	0.05	0.05	-		
	Sewer	-	0.05	0.05		
Vacant	Intern	Finance	0.10	0.10	-	

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2017 FTE	2018 FTE	CHANGE
Jennifer Paulus	Chief of Police	Police	1.00	1.00	-
Vacant	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	-
Brian Cvitkovich	Patrol Officer	Police			
Jan Filenko	Police Records and Office Manager	Police	1.00	1.00	-
Erika Frable	Director of Public Works	Public Works	0.60	0.55	(0.05)
	Village Engineer	Engineering	0.10	0.10	-
		Motor Fuel Tax	-	-	-
		Economic Development	0.25	0.25	-
		Aquatic Center	0.05	0.05	-
		Sewer	-	0.05	0.05
Matt Bartlett	Assistant Director of Public Works	Public Works	0.65	0.55	(0.10)
		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	-
		Sewer	-	0.10	0.10
Dave Barkemeyer	Crew Leader - Buildings Maintenance	Public Works	0.65	0.65	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.10	0.10	-
Michael Marquardt	Specialist I - Buildings Maintenance	Public Works	0.65	0.65	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.10	0.10	-
Position Eliminated	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	0.75	0.75	-
		Police	0.10	0.10	-
		Parks Maintenance	0.15	0.15	-

VILLAGE STAFF - CONTINUED

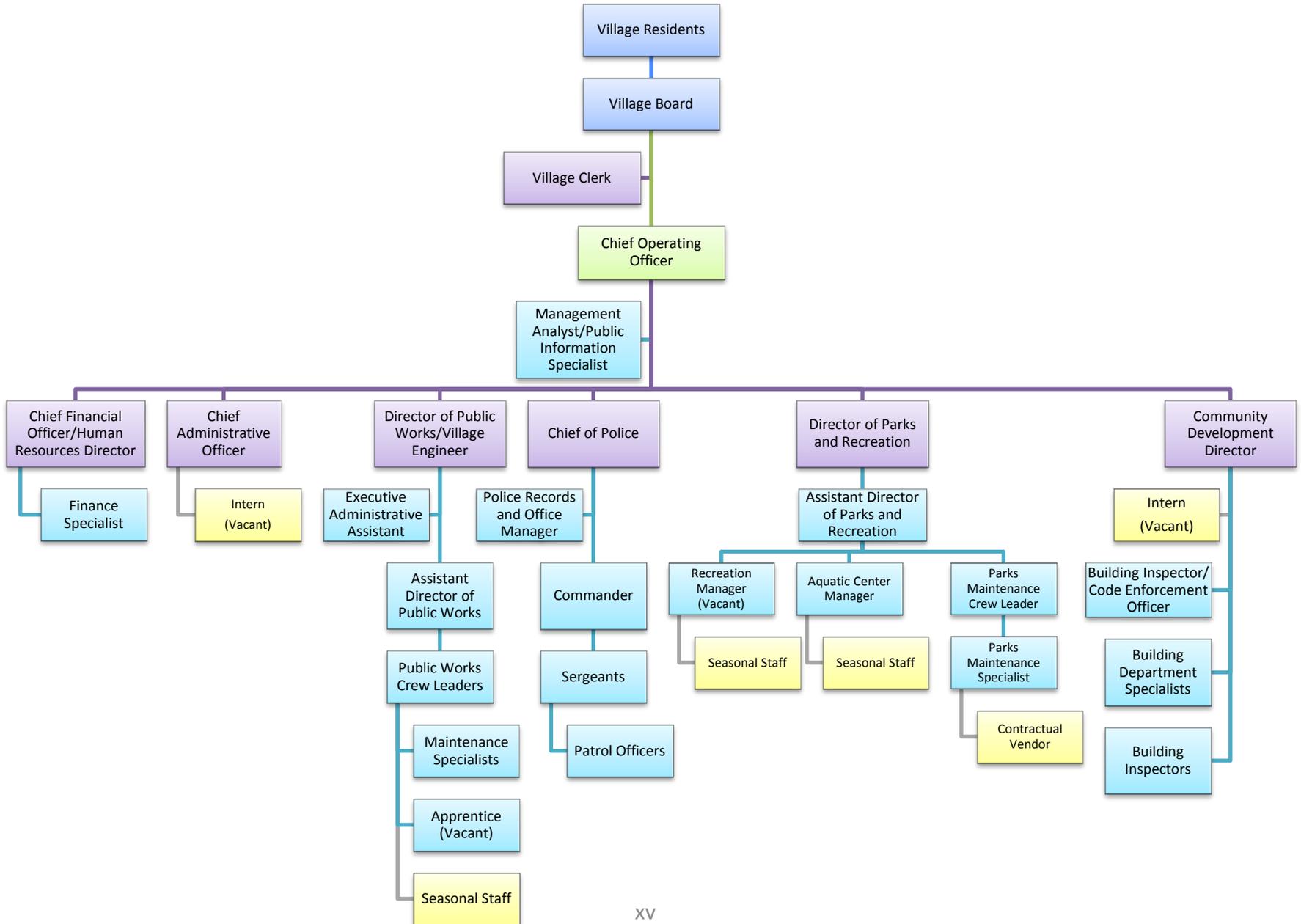
Staff Member	Titles	Responsibility	2017 FTE	2018 FTE	CHANGE
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	0.25	0.25	-
Michael Cassata	Director of Community Development	Planning, Building & Zoning	0.60	0.60	-
		Economic Development	0.40	0.40	-
Vacant	Economic 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	-
Vacant	Intern - Building and Zoning	Planning, Building & Zoning	0.25	-	(0.25)
Brian Sullivan	Director of Parks & Recreation	Parks & Recreation Admin.	0.20	0.15	(0.05)
		Parks Maintenance	0.30	0.30	-
		Community Events	0.30	0.35	0.05
		Economic Development	0.10	0.10	-
		Aquatic Center	0.10	0.10	-
Amy Scholz	Assistant Director of Parks & Recreation	Parks & Recreation Admin.	0.45	0.55	0.10
		Community Events	0.45	0.45	-
		Administration	0.10	-	(0.10)
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			
Dawn Johnson	Aquatic Center Manager	Aquatic Center	0.50	0.50	-
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
		TOTAL	<u>49.70</u>	<u>48.45</u>	<u>(1.25)</u>

The total FTE (full time equivalents) decreased by 1.25. A summary of the changes in FTE is as follows:

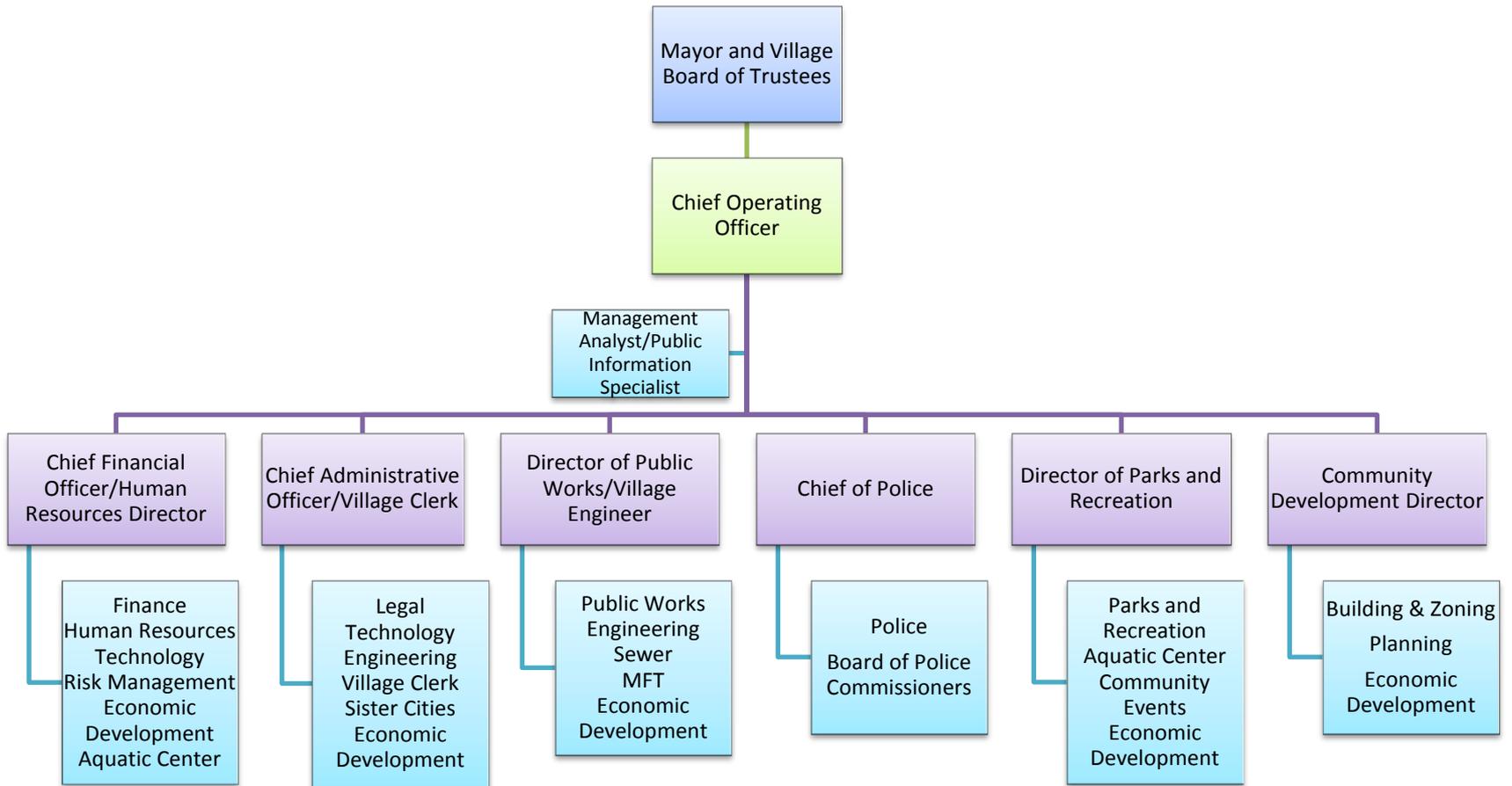
<u>Position</u>	<u>Description of Change</u>	<u>2017 FTE</u>	<u>2018 FTE</u>	<u>CHANGE</u>
Sewer Specialist	Position Eliminated due to Contractual Sewer Maintenance	1.00	-	(1.00)
Building & Zoning Intern	Position will not be funded for the summer of 2018	0.25	-	(0.25)
Net Change in FTE		1.25	-	(1.25)

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.

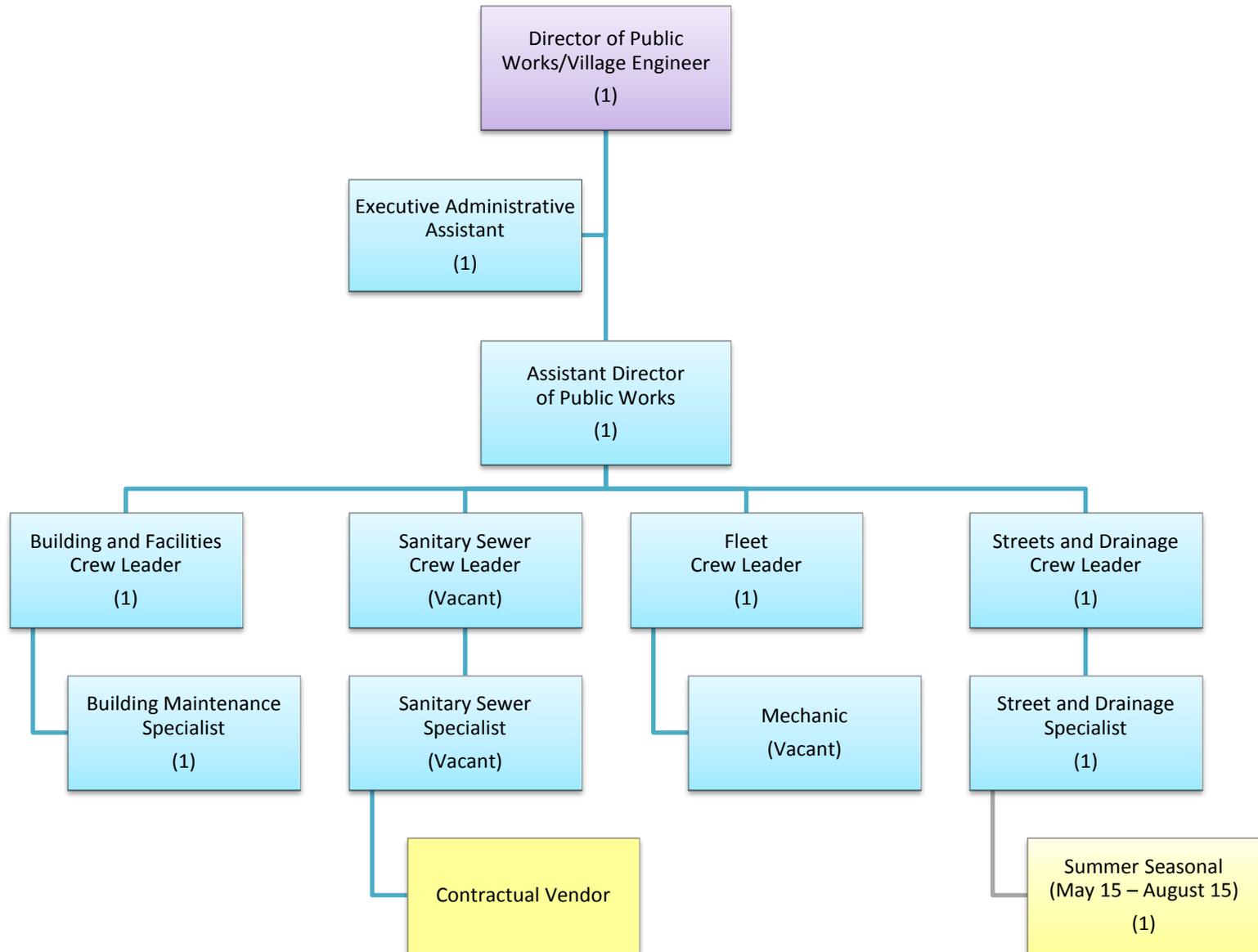
Village of Hawthorn Woods – Organizational Chart



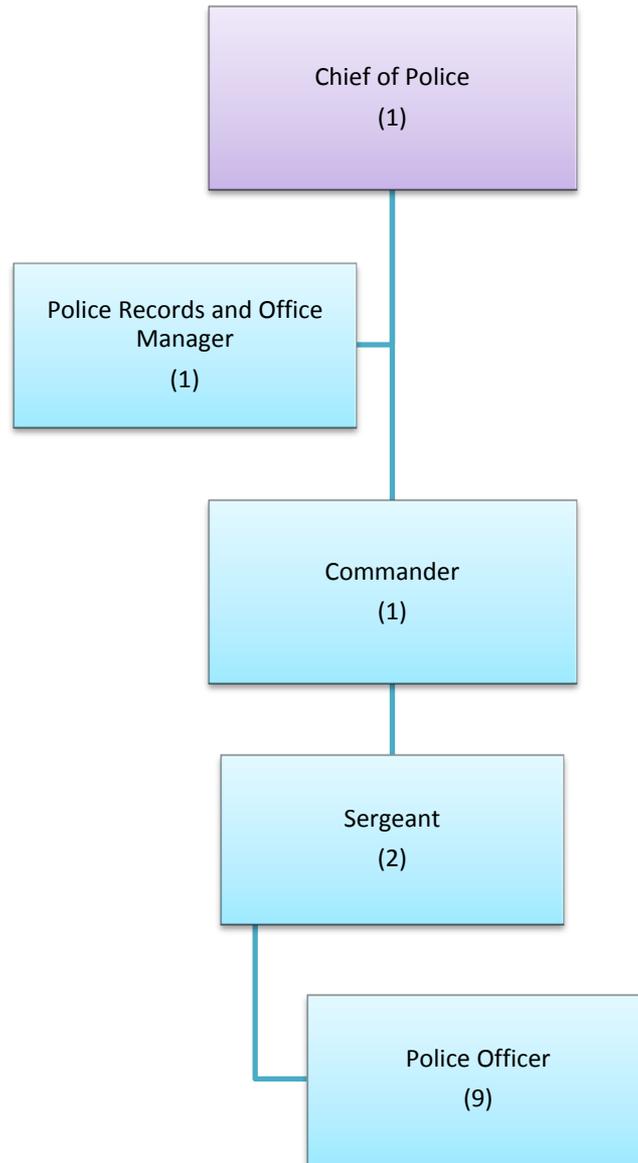
Administration Department Organizational Chart



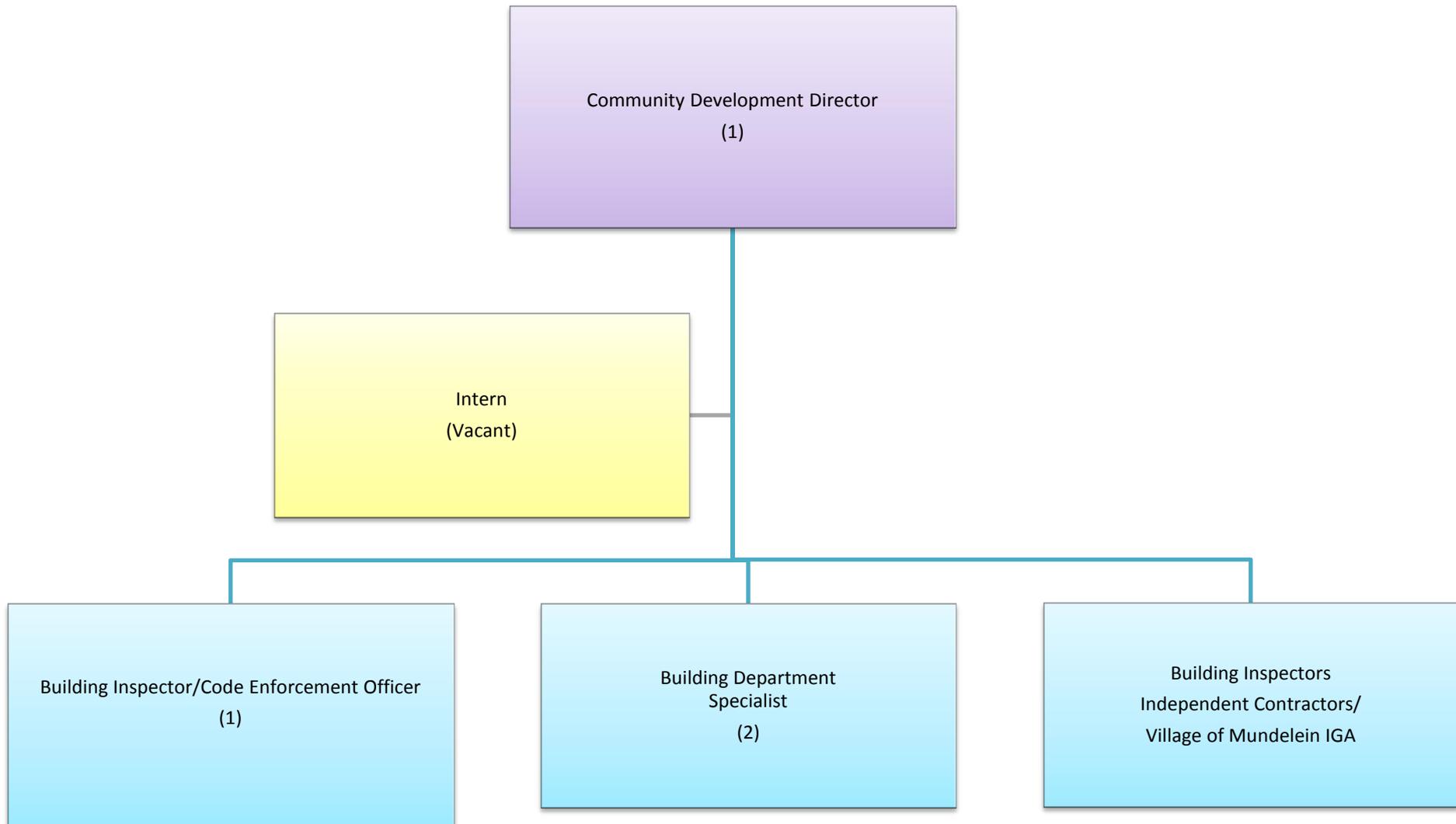
Public Works Department Organizational Chart



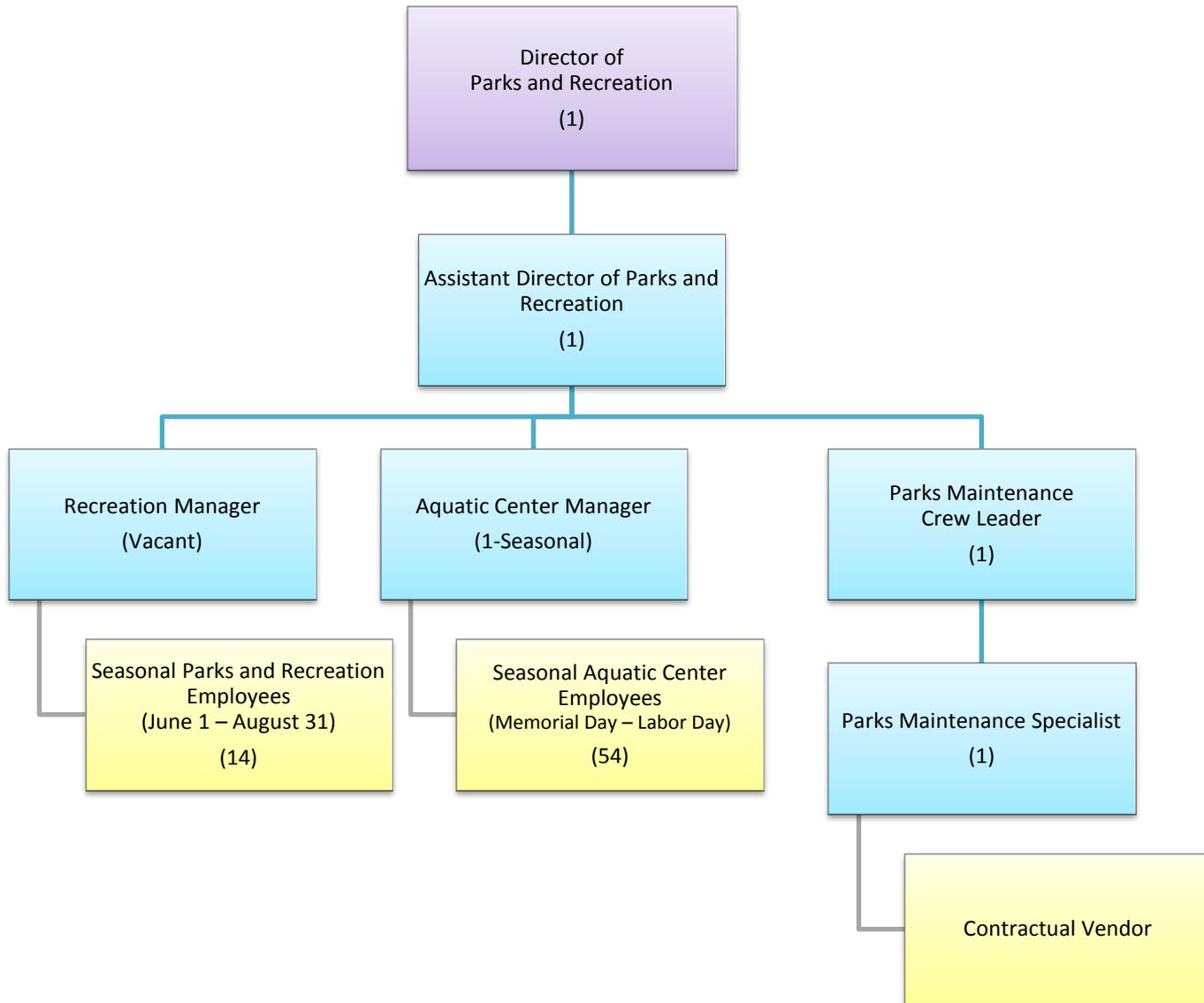
Police Department Organizational Chart



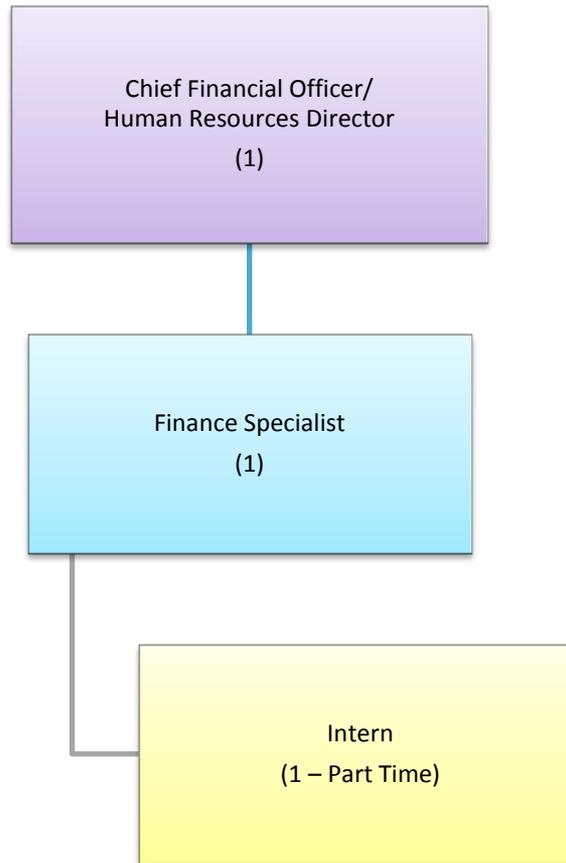
Community Development Department Organizational Chart



Parks and Recreation Department Organizational Chart



Finance and Human Resources Department Organizational Chart



GENERAL FUND

Revenues

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
					2018	2019
				General Government		
3,206,882	3,240,679	3,127,538	3,287,664	Taxes	3,338,529	3,368,457
341,910	352,972	356,706	354,275	Licenses	368,900	368,900
223,157	58,444	58,038	56,000	Intergovernmental	55,000	55,000
4,819	4,201	4,661	3,500	Interest Income	3,500	3,500
44,499	18,407	18,033	15,745	Miscellaneous	16,745	16,745
255,185	227,865	197,601	221,850	Police	185,500	185,500
6,237	2,089	3,890	-	Public Works	-	-
4,082,689	3,904,657	3,766,467	3,939,034	Total Revenue	3,968,174	3,998,102

Expenditures

Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
					2018	2019
1,327	2,070	1,365	2,430	Elected Officials	2,850	2,430
357,278	424,524	444,610	443,661	Administration	453,144	461,616
95,873	134,232	115,162	165,000	Legal	231,250	231,250
9,193	10,162	52,711	38,591	Village Clerk	38,677	39,354
470,385	519,873	534,880	620,822	Risk Management	433,723	448,823
62,229	73,603	78,788	83,583	Human Resources	82,167	81,376
64,462	66,313	78,965	90,740	Technology	100,475	100,475
161,736	170,670	182,439	179,804	Finance	160,426	162,000
30,516	36,856	40,754	29,765	Engineering	31,467	33,776
1,185,072	1,271,830	1,378,928	1,476,576	Police	1,517,037	1,541,945
234,261	280,551	280,223	308,036	Police Pension Contribution	339,582	340,000
2,418	1,770	375	5,300	Police Commission	5,475	5,475
750,955	575,277	626,499	615,444	Public Works	619,066	624,663
200,613	200,555	152,140	-	Building *	-	-
3,626,318	3,768,286	3,967,839	4,059,752	Total Expenditures	4,015,339	4,073,183

Excess (Deficiency) of Revenues

456,371	136,371	(201,372)	(120,718)	Over Expenditures	(47,165)	(75,080)
-	-	(3,205)	-	Transfer to Other Funds	-	-
-	69,364	90,000		Transfer from Special Rec	90,000	90,000
-	50,000	189,389	150,000	Transfer from Community Dev.	75,000	250,000
(60,000)	-	(800,000)	-	Transfer to C.I.P. Fund	-	-
(208,256)	-	-	-	Transfer to Debt Service Fund	(88,800)	(254,334)
188,115	255,735	(725,188)	29,282	Net Change in Fund Balance	29,035	10,586
1,943,699	2,199,434	1,474,246	1,503,528	Fund Balance as of 12/31	1,532,562	1,543,148

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,306,674	1,467,058	694,586	1,467,058	1,526,327
01-10-00-1-3012	PROPERTY TAX-INSURANCE	182,013	128,730	91,920	128,730	187,002
01-10-00-1-3015	PROPERTY TAX-AUDIT	22,185	20,763	10,213	20,763	21,781
01-10-00-1-3020	PROPERTY TAXES-R&B	17,532	19,580	8,679	19,580	19,580
01-10-00-1-3030	SALES TAX	127,264	110,000	50,829	110,000	115,000
01-10-00-1-3080	USE TAX	182,558	180,081	100,381	200,762	201,032
01-10-00-1-3090	STATE INCOME TAX	745,947	796,952	344,651	796,952	734,735
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,662	2,000	1,203	2,406	2,000
01-10-00-1-3097	UTILITY TAX	350,106	360,000	192,010	384,020	380,000
01-10-00-1-3098	TELECOM TAX	189,380	200,000	91,193	182,386	180,000
01-10-00-1-3099	AMUSEMENT TAX	2,217	2,500	-	1,000	1,000
TOTAL TAXES		3,127,538	3,287,664	1,585,665	3,313,657	3,338,529
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	8,275	8,275	7,900	7,900	7,900
01-10-00-2-3120	VEHICLE LICENSES	158,500	157,000	157,105	157,105	158,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	4,793	5,000	6,425	6,425	6,000
01-10-00-2-3130	ANIMAL LICENSES	11,935	12,000	12,480	12,480	12,500
01-10-00-2-3140	FRANCHISE LICENSES	162,615	162,000	87,493	174,986	175,000
01-10-00-2-3150	BUSINESS LICENSES	10,588	10,000	9,263	9,263	9,500
TOTAL LICENSES		356,706	354,275	280,666	368,159	368,900
INTERGOVERNMENTAL						
01-10-00-5-3805	GRANTS	2,360	-	1,540	1,540	-
01-10-00-5-3810	SALES TAX SHARING - IGA	55,678	56,000	27,684	55,368	55,000
TOTAL INTERGOVERNMENTAL		58,038	56,000	29,224	56,908	55,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	7,700	3,500	130	3,500	3,500
01-10-00-6-3811	UNREALIZED GAIN (LOSS)	(3,039)	-	-	-	-
TOTAL INTEREST INCOME		4,661	3,500	130	3,500	3,500
MISCELLANEOUS						
01-10-00-7-3835	SWALCO RECYCLING	1,747	-	3,136	3,136	-
01-10-00-7-3836	SWALCO WM FEE	3,241	3,245	-	3,245	3,245
01-10-00-7-3840	YARD STICKERS	10,088	10,000	4,160	10,000	11,000
01-10-00-7-3890	MISCELLANEOUS INCOME	2,957	2,500	2,456	2,456	2,500
TOTAL MISCELLANEOUS		18,033	15,745	9,752	18,837	16,745
TOTAL GENERAL GOVERNMENT REVENUES		3,564,976	3,717,184	1,905,437	3,761,061	3,812,602

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,467,058
FY 2018 Budget request	<u>\$ 1,496,399</u>
Increase (Decrease)	<u>\$ 29,341</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 2018 is 2.1%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 128,730
FY 2018 Budget request	<u>\$ 187,002</u>
Increase (Decrease)	<u><u>\$ 58,272</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 2018 is 2.1%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 20,763
FY 2018 Budget request	<u>\$ 21,781</u>
Increase (Decrease)	<u>\$ 1,018</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 2018 is 2.1%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 19,580
FY 2018 Budget request	<u>\$ 19,580</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2017. The Road & Bridge property taxes are levied by Ela Township, and to be conservative, the Village forecasts no increase.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$110,000
FY 2018 Budget request	<u>\$115,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 180,081
FY 2018 Budget request	<u>\$ 201,032</u>
Increase (Decrease)	<u>\$ 20,951</u>

The Use Tax forecast varies from year to year. For Fiscal Year 2018, the forecast is calculated as follows:

	Per Capita	Population	Forecast
January 2018	\$ 2.10	7,663	\$ 16,092
February 2018	\$ 2.04	7,663	\$ 15,633
March 2018	\$ 3.17	7,663	\$ 24,292
April 2018	\$ 1.72	8,263 *	\$ 14,212
May 2018	\$ 2.24	8,263	\$ 18,509
June 2018	\$ 1.92	8,263	\$ 15,865
July 2018	\$ 1.94	8,263	\$ 16,030
August 2018	\$ 2.05	8,263	\$ 16,939
September 2018	\$ 2.16	8,263	\$ 17,848
October 2018	\$ 1.72	8,263	\$ 14,212
November 2018	\$ 1.87	8,263	\$ 15,452
December 2018	\$ 1.93	8,263	\$ 15,948
	<u>\$ 24.86</u>		<u>\$ 201,032</u>

* The Village estimates an additional 600 people were counted in the Special Census performed in the Fall of 2017. Final certification of this count will occur in the first quarter of 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 796,952
FY 2018 Budget request	<u>\$ 734,735</u>
Increase (Decrease)	<u>\$ (62,217)</u>

The shared income tax forecast varies from year to year. For Fiscal Year 2018, the forecast was more challenging due to the State Budget adopted in July 2017 which included a 10% reduction in the state shared income revenue received from July 2017 to June 2018.

	<u>Per Capita</u>	<u>Population</u>	<u>Forecast</u>
January 2018	\$ 5.28	7,663	\$ 40,484
February 2018	\$ 4.79	7,663	\$ 36,690
March 2018	\$ 7.74	7,663	\$ 59,312
April 2018	\$ 8.95	8,263 *	\$ 73,921
May 2018	\$ 4.69	8,263	\$ 38,745
June 2018	\$ 9.04	8,263	\$ 74,664
July 2018	\$ 13.40	8,263	\$ 110,724
August 2018	\$ 6.93	8,263	\$ 57,263
September 2018	\$ 9.31	8,263	\$ 76,929
October 2018	\$ 5.42	8,263	\$ 44,785
November 2018	\$ 5.92	8,263	\$ 48,917
December 2018	\$ 8.75	8,263	\$ 72,301
	<u>\$ 90.21</u>		<u>\$ 734,735</u>

* The Village estimates an additional 600 people were counted in the Special Census performed in the Fall of 2017. Final certification of this count will occur in the first quarter of 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 360,000
FY 2018 Budget request	\$ 380,000
Increase (Decrease)	<u>\$ 20,000</u>

The primary reason for the increase is based upon the projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200,000
FY 2018 Budget request	\$ 180,000
Increase (Decrease)	<u>\$ (20,000)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2017 and the new State imposed 2% administrative collection fee.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ (1,500)</u></u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 8,275
FY 2018 Budget request	\$ 7,900
Increase (Decrease)	<u>\$ (375)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 157,000
FY 2018 Budget request	\$ 158,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the anticipated new homes projected for 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 12,000
FY 2018 Budget request	<u>\$ 12,500</u>
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon the anticipated new homes projected for 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 162,000
FY 2018 Budget request	\$ 175,000
Increase (Decrease)	<u>\$ 13,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 10,000
FY 2018 Budget request	\$ 9,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 56,000
FY 2018 Budget request	<u>\$ 55,000</u>
Increase (Decrease)	<u><u>\$ (1,000)</u></u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,500
FY 2018 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 10,000
FY 2018 Budget request	<u>\$ 11,000</u>
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the anticipated new homes projected for 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

ELECTED OFFICIALS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2016	2017	2018	2018
Full-Time	0	0	0	0
Part-Time	7	7	7	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-		
2,070	1,365	2,430		
2,070	1,365	2,430	-	-
			Personnel Services	-
			Contractual Services	2,850
			Total Expenditures	2,430
			2,850	2,430

(2,070)	(1,365)	(2,430)	Source (Use) of Cash	(2,850)	(2,430)
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Significant Changes

- \$420 increase in Professional Development to provide additional training opportunities for two new Village Trustees

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ELECTED OFFICIALS						
PERSONNEL SERVICES						
01-10-12-1-4010	SALARIES	-	-	-		
01-10-12-1-4040	IMRF	-	-	-		
01-10-12-1-4090	FICA MATCHING	-	-	-		
<hr/>						
TOTAL PERSONNEL SERVICES		-	-	-	-	-
CONTRACTUAL SERVICES						
01-10-12-3-4357	PRINTING/COPYING	40	100	-	200	100
01-10-12-3-4361	DUES	345	400	-	365	400
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	505	580	298	628	580
01-10-12-3-4390	MISCELLANEOUS EXPENSE	475	1,350	538	838	1,350
<hr/>						
TOTAL CONTRACTUAL SERVICES		1,365	2,430	836	2,031	2,430
TOTAL ELECTED OFFICIALS		1,365	2,430	836	2,031	2,430

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$400
Total	<u>\$400</u>

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

FY 2017 Budget request	\$ 400
FY 2018 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 660
Lake Zurich Area Chamber of Commerce Legislative Breakfast	\$ 90
Lake County Municipal League Seminars	<u>\$ 250</u>
Total	<u><u>\$ 1,000</u></u>

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

FY 2017 Budget request	\$ 580
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ 420</u></u>

The primary reason for the increase relates to additional professional development opportunities for two new Village Trustees.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 270
Chamber of Commerce Evening of Excellence Dinner	\$ 280
Metro Mayors Caucus	\$ 400
Village of Hawthorn Woods Excellence Lapel Pins	\$ 400
Total	<u>\$ 1,350</u>

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

FY 2017 Budget request	\$ 1,350
FY 2018 Budget request	<u>\$ 1,350</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	3	3	3	2.2
Part-Time	0	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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
Total Revenues			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
327,182	354,808	333,571	Personnel Services	336,477	343,206
89,154	83,608	102,100	Contractual Services	108,857	110,600
8,208	6,194	7,990	Commodities	7,810	7,810
424,544	444,610	443,661	Total Expenditures	453,144	461,616

(424,544)	(444,610)	(443,661)	Source (Use) of Cash	(453,144)	(461,616)
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Significant Changes

- The newly created Public Information account will be used to track all charges associated with printing the Happenings newsletter as well as for charges related to public information. Previously budgeted funds will be transferred from the Parks and Recreation fund as well as a reallocation of funds from the Administration Postage account.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	301,274	283,871	133,640	283,871	291,997
01-10-10-1-4040	IMRF	34,236	32,930	15,283	33,260	33,925
01-10-10-1-4090	FICA MATCHING	19,298	16,770	10,070	16,945	17,284
TOTAL PERSONNEL SERVICES		354,808	333,571	158,993	336,477	343,206
CONTRACTUAL SERVICES						
01-10-10-3-4120	CONT. MAINT-VEHICLES	-	1,000	-	1,000	1,000
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	2,238	1,100	-	1,000	1,000
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	6,110	5,800	2,574	5,200	5,500
01-10-10-3-4351	POSTAGE	10,105	11,285	6,451	10,000	6,400
01-10-10-3-4353	TELEPHONE - CELL PHONE	2,269	2,165	1,159	2,340	2,575
01-10-10-3-4354	TELEPHONE - LAND LINE	13,679	6,270	4,543	9,086	9,920
01-10-10-3-4355	PUBLISHING/ADVERTISING	58	200	-	200	200
01-10-10-3-4357	PRINTING/COPYING	10,406	7,650	1,402	7,500	8,100
01-10-10-3-4358	PUBLIC INFORMATION	-	-	-	-	11,000
01-10-10-3-4361	DUES	6,221	5,650	4,268	5,572	5,900
01-10-10-3-4362	TRAVEL EXPENSE	49	100	99	200	200
01-10-10-3-4363	MILEAGE REIMBURSEMENT	140	200	21	200	200
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	4,834	9,820	2,030	4,055	7,075
01-10-10-3-4367	PUBLICATIONS	81	250	-	250	250
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	9,456	9,000	-	9,000	9,000
01-10-10-3-4377	EMPLOYEE RECOGNITION	2,352	2,335	281	2,066	2,380
01-10-10-3-4378	VOLUNTEER APPRECIATION	458	900	556	900	900

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-10-10-3-4380	YARD WASTE STICKERS	8,280	8,500	1,035	8,500	9,000
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	2,630	500	270	500	500
01-10-10-3-4382	SWALCO FEE	3,214	3,375	3,214	3,214	3,500
01-10-10-3-4390	MISC. EXPENSE	999	1,000	798	1,160	1,000
01-10-10-3-4399	CONTINGENCY	29	25,000	1,273	9,195	25,000
TOTAL CONTRACTUAL SERVICES		83,608	102,100	29,974	81,138	108,857
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	4,983	6,300	1,949	5,000	6,000
01-10-10-5-4562	AUTO FUEL & OIL	-	-	76	120	120
01-10-10-5-4563	MINOR EQUIPMENT	37	200	33	100	200
01-10-10-5-4578	UNIFORMS	465	240	56	56	240
01-10-10-5-4595	MEETING SUPPLIES	709	1,250	342	1,000	1,250
TOTAL COMMODITIES		6,194	7,990	2,456	6,276	7,810
MISCELLANEOUS						
01-10-10-7-3895	CASH OVER/SHORT	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-
TOTAL ADMINISTRATION		444,610	443,661	191,423	420,985	461,616

**MAINTENANCE AND OPERATIONS BUDGET
2018 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%
Management Analyst/Public Information Specialist - 100%

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

FY 2017 Budget request	\$ 283,871
FY 2018 Budget request	\$ 286,272
Increase (Decrease)	<u>\$ 2,401</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 32,930
FY 2018 Budget request	<u>\$ 33,260</u>
Increase (Decrease)	<u><u>\$ 330</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 16,770
FY 2018 Budget request	\$ 16,945
Increase (Decrease)	<u>\$ 175</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,100
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ (100)</u></u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,800
FY 2018 Budget request	\$ 5,500
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 except for the Village newsletter and the Parks & Recreation brochures.

Postage - Stamps.com, post office (average \$455/month)	\$ 5,460
Stamps.com - monthly fee (\$15.99/month)	\$ 192
UPS	\$ 100
Total	<u>\$ 5,752</u>

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

FY 2017 Budget request	\$ 11,285
FY 2018 Budget request	<u>\$ 5,752</u>
Increase (Decrease)	<u>\$ (5,533)</u>

The primary reason for the decrease relates to the reclassification of bulk mailing funds to the newly created Public Information line item in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,165
FY 2018 Budget request	\$ 2,450
Increase (Decrease)	<u>\$ 285</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,270
FY 2018 Budget request	\$ 9,540
Increase (Decrease)	<u>\$ 3,270</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 sticker outsourcing with Direct Response, check stock, deposit slips and engraving of nameplates for certain committee members.

Vehicle sticker applications	\$ 4,355
Vehicle stickers	\$ 1,100
Dog tags	\$ 360
Nameplates	\$ 70
Business cards	\$ 100
AP checks	\$ 600
Tax forms	\$ 330
Envelopes	\$ 700
Deposit slips	\$ 100
	<u>\$ 7,715</u>

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

FY 2017 Budget request	\$ 7,650
FY 2018 Budget request	\$ 7,715
Increase (Decrease)	<u>\$ 65</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Public Information

Priority: 1.6 Prioritize Citizen Services

Account Number: 01-10-10-3-4358

This newly created account in Fiscal Year 2018 will be used for all charges associated with the printing of the Happenings newsletter. Such expenses include printing and mailing costs. The cost of the New Resident folder expenses is also charged to this account.

Happenings newsletter	\$ 10,470
New Resident folders	\$ 150
Table throw - Village of Hawthorn Woods	\$ 300
	<u>\$ 10,920</u>

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 10,920</u>
Increase (Decrease)	<u>\$ 10,920</u>

This represents a new line item in the Administration department for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 900
International City/County Managers Assoc. - COO	\$ 1,470
International City/County Managers Assoc. - CAO	\$ 1,130
Illinois Association of Municipal Management Assistants	\$ 30
Illinois City Management Assoc. - COO	\$ 440
Illinois City Management Assoc. - CAO	\$ 215
Lake County Municipal League	\$ 1,115
Lake County Bar Association	\$ 80
Lake Zurich Area Chamber of Commerce	\$ 350
ILCMA Legacy Project	\$ 90
Total	<u>\$ 5,820</u>

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

FY 2017 Budget request	\$ 5,650
FY 2018 Budget request	\$ 5,820
Increase (Decrease)	<u>\$ 170</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 \$.535 per mile.

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

FY 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 3,000
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
ILCMA Legacy Project	\$ 275
Additional training – Not specified	\$ 200
Total	<u>\$ 7,075</u>

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

FY 2017 Budget request	\$ 9,820
FY 2018 Budget request	\$ 7,075
Increase (Decrease)	<u>\$ (2,745)</u>

The primary reason for the decrease is related to the one-time Adobe Basics Training in 2017, and projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 250
FY 2018 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 9,000
FY 2018 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 1,935
Public Service Recognition Week	\$ 200
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 2017 Budget request	\$ 2,335
FY 2018 Budget request	\$ 2,335
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 900
FY 2018 Budget request	\$ 900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 8,500
FY 2018 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon the increase in residential units in the Village as well as the projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,375
FY 2018 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 125</u>

The primary reason for the increase is based upon the increase in residential units in the Village as well as the projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,300
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Automotive Fuel and Oil

Priority: 1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-10-5-4562

This account represents the amount paid for gas and oil for the Administration vehicle.

The Automotive Fuel and Oil budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 120
Increase (Decrease)	<u>\$ 120</u>

This represents a new line item in the Administration department for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 240
FY 2018 Budget request	<u>\$ 240</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,250
FY 2018 Budget request	\$ 1,250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
134,232	115,162	165,000	231,250	231,250
134,232	115,162	165,000	Total Expenditures	
			231,250	231,250

(134,232)	(115,162)	(165,000)	Source (Use) of Cash	(231,250)	(231,250)
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Significant Changes

- \$80,000 increase in Legal Services - Litigation due to ongoing and probable future litigation in Fiscal Year 2018.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	34,580	70,000	57,902	186,200	150,000
01-10-11-3-4231	RETAINER-GENERAL	60,000	62,000	25,000	60,000	60,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	16,160	15,500	7,100	15,500	15,500
01-10-11-3-4233	HUMAN RESOURCES / LABOR	3,559	5,000	2,340	5,000	5,000
01-10-11-3-4234	ADJUDICATION	863	1,500	225	750	750
01-10-11-3-4235	LEGAL-LAND USE	-	10,000	-	-	-
01-10-11-3-4237	COURT REPORTER	-	1,000	-	-	-
TOTAL CONTRACTUAL SERVICES		115,162	165,000	92,567	267,450	231,250
TOTAL LEGAL		115,162	165,000	92,567	267,450	231,250

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 70,000
FY 2018 Budget request	\$ 150,000
Increase (Decrease)	<u>\$ 80,000</u>

The primary reason for the increase relates to ongoing and probable litigation in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 62,000
FY 2018 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is related to projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 15,500
FY 2018 Budget request	<u>\$ 15,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 Legal-Labor Issues budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 750
Increase (Decrease)	<u>\$ (750)</u>

The primary reason for the decrease relates to projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 10,000
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease relates to the elimination of this account in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease relates to projected actuals 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
	2016	2017	2018	2018
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
7,476	45,522	32,154	Personnel Services	33,332	33,999
2,686	7,189	6,437	Contractual Services	5,345	5,355
10,162	52,711	38,591	Total Expenditures	38,677	39,354

(10,162)	(52,711)	(38,591)	Source (Use) of Cash	(38,677)	(39,354)
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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	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	38,376	26,959	13,465	26,959	28,604
01-10-13-1-4040	IMRF	4,387	3,130	1,535	1,535	3,207
01-10-13-1-4090	FICA MATCHING	2,759	2,065	994	994	2,188
TOTAL PERSONNEL SERVICES		45,522	32,154	15,994	29,488	33,999
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	6,959	6,162	2,537	5,081	5,080
01-10-13-3-4361	DUES	230	275	200	255	275
TOTAL CONTRACTUAL SERVICES		7,189	6,437	2,737	5,336	5,355
TOTAL EXPENDITURES		52,711	38,591	18,731	34,824	39,354

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 26,959
FY 2018 Budget request	\$ 28,043
Increase (Decrease)	<u>\$ 1,084</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 3,130
FY 2018 Budget request	<u>\$ 3,144</u>
Increase (Decrease)	<u><u>\$ 14</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,065
FY 2018 Budget request	<u>\$ 2,145</u>
Increase (Decrease)	<u>\$ 80</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 250
Sterling Codifiers - biennial codification	\$ 4,000
Municipal Clerks of Illinois Academy - hotel only	\$ 600
Municipal Clerks of Lake County meetings	\$ 180
Total	<u>\$ 5,080</u>

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

FY 2017 Budget request	\$ 6,162
FY 2018 Budget request	<u>\$ 5,080</u>
Increase (Decrease)	<u>\$ (1,082)</u>

The primary reason for the decrease relates to scholarship funds anticipated through the Municipal Clerks of Lake County for the Village Clerk to attend the Municipal Clerks of Illinois Academy in 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 60
Total	<u>\$ 265</u>

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

FY 2017 Budget request	\$ 275
FY 2018 Budget request	<u>\$ 265</u>
Increase (Decrease)	<u>\$ (10)</u>

The primary reason for the decrease relates to the projected actuals for Fiscal Year 2017.



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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Part-Time	0	0	0	0
• Risk Manager position is allocated in Finance.				

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
11,225	11,318	11,722	Personnel Services	12,473	12,723
505,076	521,177	604,100	Contractual Services	416,250	431,100
3,572	2,385	5,000	Capital Outlay	5,000	5,000
519,873	534,880	620,822	Total Expenditures	433,723	448,823

(519,873)	(534,880)	(620,822)	Source (Use) of Cash	(433,723)	(448,823)
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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.
- \$2,000 decrease in unemployment premiums due to an improved benefit ratio.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RISK MANAGEMENT						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	9,594	9,830	5,051	9,830	10,704
01-10-14-1-4040	IMRF	1,096	1,140	574	1,140	1,200
01-10-14-1-4090	FICA MATCHING	628	752	333	752	819
TOTAL PERSONNEL SERVICES		11,318	11,722	5,958	11,722	12,723
CONTRACTUAL SERVICES						
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	333,597	389,000	210,689	389,000	435,000
01-10-14-3-4371	DENTAL & VISION PREMIUMS	24,440	27,500	15,612	27,500	30,500
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	-	600	-	600	600
01-10-14-3-4373	LIABILITY INSURANCE	84,616	100,000	94,321	94,321	100,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	7,399	12,000	4,904	9,808	10,000
01-10-14-3-4375	WORKERS COMPENSATION	70,796	75,000	42,088	71,928	75,000
01-10-14-3-4376	FLEX SPENDING	329	-	-	-	-
01-10-14-3-4377	INSURANCE ALLOCATION	-	-	-	(211,000)	(220,000)
TOTAL CONTRACTUAL SERVICES		521,177	604,100	367,614	592,557	431,100
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	2,385	5,000	2,003	5,000	5,000
TOTAL CAPITAL OUTLAY		2,385	5,000	2,003	5,000	5,000
TOTAL EXPENDITURES		534,880	620,822	375,575	609,279	448,823

**MAINTENANCE AND OPERATIONS BUDGET
2018 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%
Finance Specialist - 5%

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

FY 2017 Budget request	\$ 9,830
FY 2018 Budget request	\$ 10,494
Increase (Decrease)	<u>\$ 664</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 Finance Specialist allocated salaries. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 1,140
FY 2018 Budget request	\$ 1,176
Increase (Decrease)	<u>\$ 36</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 752
FY 2018 Budget request	\$ 803
Increase (Decrease)	<u>\$ 51</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 389,000
FY 2018 Budget request	\$ 412,500
Increase (Decrease)	<u>\$ 23,500</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
2018 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 2017 Budget request	\$ 27,500
FY 2018 Budget request	\$ 29,150
Increase (Decrease)	<u>\$ 1,650</u>

The primary reason for the increase is an anticipated increase in the dental and vision premiums, based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 600
FY 2018 Budget request	<u>\$ 600</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100,000
FY 2018 Budget request	<u>\$ 100,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 (2017 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>	<u>2017</u>
Benefit Ratio	8.40%	7.65%	5.40%	3.15%	2.15%	1.05%	0.95%

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

FY 2017 Budget request	\$ 12,000
FY 2018 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ (2,000)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 75,000
FY 2018 Budget request	\$ 75,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Insurance Allocation

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: 01-10-14-3-4377

This account allocates the insurance expense between the General Fund and the other Village Funds that incur the insurance expenses: the Community Development Fund, the Parks & Recreation Fund, the Aquatic Center Fund and the Sewer Fund.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ (211,000)
Increase (Decrease)	<u>\$ (211,000)</u>

This is a new account for 2018, created as a result of the Priority Based Budget analysis to more accurately and transparently allocate insurance-related costs to the appropriate funds and functions that incur these costs.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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 2016	Headcount 2017	Headcount 2018	FTE 2018
Full-Time	0	0	0	0.50
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
Total Revenue			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
54,953	56,590	60,923	Personnel Services	62,957	64,216
18,650	22,198	22,660	Contractual Services	19,210	17,160
73,603	78,788	83,583	Total Expenditures	82,167	81,376
(73,603)	(78,788)	(83,583)	Source (Use) of Cash	(82,167)	(81,376)

Significant Changes

- \$5,500 decrease in funding for Tuition Reimbursement program due to two employees graduating in Spring of 2018.
- \$2,000 increase in professional development for annual NPELRA conference to provide necessary continuing education credits for the Human Resources certified professional designation.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	47,968	51,073	25,257	51,073	54,026
01-10-16-1-4040	IMRF	5,480	5,925	2,869	5,925	6,057
01-10-16-1-4090	FICA MATCHING	3,142	3,925	1,667	3,925	4,133
TOTAL PERSONNEL SERVICES		56,590	60,923	29,793	60,923	64,216
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	691	1,140	189	1,140	1,140
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	449	520	344	520	520
01-10-16-3-4366	WELLNESS PROGRAM	975	1,000	774	1,000	1,000
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	3,047	3,500	1,560	3,500	3,500
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	15,858	15,500	6,825	15,500	10,000
01-10-16-3-4399	CONTINGENCY	1,178	1,000	244	1,000	1,000
TOTAL CONTRACTUAL SERVICES		22,198	22,660	9,936	22,660	17,160
TOTAL HUMAN RESOURCES		78,788	83,583	39,729	83,583	81,376

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 Specialist - 25%

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

FY 2017 Budget request	\$ 51,073
FY 2018 Budget request	\$ 52,967
Increase (Decrease)	<u>\$ 1,894</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 5,925
FY 2018 Budget request	\$ 5,938
Increase (Decrease)	<u>\$ 13</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,925
FY 2018 Budget request	\$ 4,052
Increase (Decrease)	<u>\$ 127</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 300
Total	<u>\$ 1,190</u>

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

FY 2017 Budget request	\$ 1,140
FY 2018 Budget request	<u>\$ 1,190</u>
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase relates to a projected increase in the annual dues for the Illinois Labor Law Poster subscription.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
National Public Employer Labor Relations Association	
National Conference	\$ 2,000
ILCMA Legacy Project Annual Conference	\$ 120
Total	<u>\$ 2,520</u>

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

FY 2017 Budget request	\$ 520
FY 2018 Budget request	<u>\$ 2,520</u>
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase relates to the addition of the NPELRA Annual Conference. This annual conference will provide the Human Resources continuing education for the Human Resources Director to maintain the certified professional designation.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,500
FY 2018 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 15,500
FY 2018 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ (5,500)</u></u>

The primary reason for the decrease relates to 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. In 2018, two employees will graduate from their degree program (one masters in public administration and one associates degree in accounting.)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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.

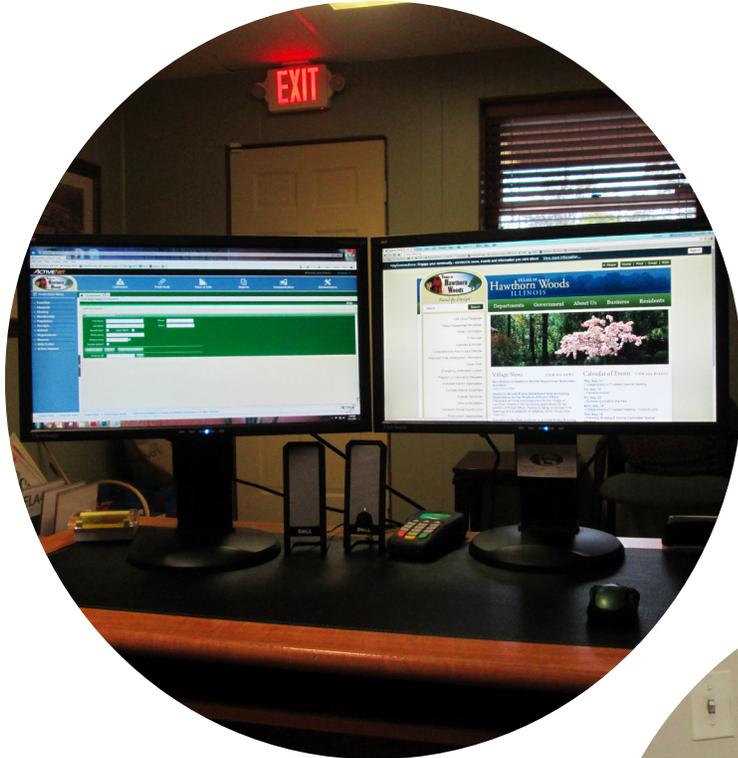
The Contingency budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
66,313	78,965	90,740	Contractual Services	100,475
66,313	78,965	90,740	Total Expenditures	100,475
			100,475	100,475

(66,313)	(78,965)	(90,740)	Source (Use) of Cash	(100,475)	(100,475)
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Significant Changes

- \$3,450 increase in hosted services due to increase in number of files requiring backup.
- \$4,160 increase in software maintenance due to e-Civis grant software and new Police Department evidence room software.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	23,423	20,940	23,026	23,026	25,175
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	25,500	25,500	25,500	25,500	25,500
01-10-17-3-4330	WEBSITE	4,451	4,500	4,314	4,314	4,500
01-10-17-3-4331	INTERNET ACCESS	6,488	25,000	12,204	24,408	25,000
01-10-17-3-4332	MISCELLANEOUS	128	250	272	272	300
01-10-17-3-4333	HOSTED EXCHANGE SERVICES	18,975	14,550	8,694	17,388	20,000
TOTAL CONTRACTUAL SERVICES		78,965	90,740	74,010	94,908	100,475
TOTAL TECHNOLOGY		78,965	90,740	74,010	94,908	100,475

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 15,000
Laserfiche maintenance	\$ 1,000
E-Civis - Grant Software	\$ 2,400 3 year license
IACP - PD	\$ 550
Critical Reach - PD	\$ 160
InTime - PD	\$ 2,700
Evidence Room Software - PD	\$ 675
Sterling Codifiers	\$ 500
Anti-virus Software	\$ 1,100
Adobe Creative Cloud - 2 Licenses	\$ 840
Contingency	\$ 250
Total	<u><u>\$ 25,175</u></u>

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

FY 2017 Budget request	\$ 20,940
FY 2018 Budget request	\$ 25,175
Increase (Decrease)	<u><u>\$ 4,235</u></u>

The primary reason for the increase relates to the E-Civis grant tracking software license and the new Police Department evidence room software maintenance.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,500
FY 2018 Budget request	\$ 25,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,500
FY 2018 Budget request	<u>\$ 4,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 250
FY 2018 Budget request	\$ 300
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon estimated actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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)	\$ 19,100
Hosted File Exchange Service (Box.com)	<u>\$ 900</u>
Total	<u><u>\$ 20,000</u></u>

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

FY 2017 Budget request	\$ 14,550
FY 2018 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u><u>\$ 5,450</u></u>

The primary reason for the increase relates to the increase in the number of files requiring backup.



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 2016	Headcount 2017	Headcount 2018	FTE 2018
Full-Time	2	2	2	1.00
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
139,508	143,886	142,536	Personnel Services	128,292	130,858
31,162	38,553	37,108	Contractual Services	31,974	30,982
-	-	160	Commodities	160	160
170,670	182,439	179,804	Total Expenditures	160,426	162,000
(170,670)	(182,439)	(179,804)	Source (Use) of Cash	(160,426)	(162,000)

Significant Changes

- \$5,600 decrease in Bond Financial Advisor due to change from monthly retainer to as needed basis.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FINANCE						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	122,123	119,511	58,212	119,511	110,094
01-10-18-1-4040	IMRF	13,688	13,875	6,618	13,875	12,342
01-10-18-1-4090	FICA MATCHING	8,075	9,150	3,866	9,150	8,422
TOTAL PERSONNEL SERVICES		143,886	142,536	68,696	142,536	130,858
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	23,280	21,780	19,205	21,780	22,882
01-10-18-3-4211	ACTUARY SERVICES	1,950	-	-	-	2,000
01-10-18-3-4329	BOND FINANCIAL ADVISOR	6,180	6,600	2,575	6,600	1,000
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	4,019	3,683	1,535	3,683	-
01-10-18-3-4353	TELEPHONE-CELL PHONE	737	750	375	750	750
01-10-18-3-4355	PUBLISHING/ADVERTISING	578	600	36	600	600
01-10-18-3-4361	DUES	1,530	1,595	1,160	1,595	1,650
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	279	2,100	199	2,100	2,100
TOTAL CONTRACTUAL SERVICES		38,553	37,108	25,085	37,108	30,982
COMMODITIES						
01-10-18-5-4578	UNIFORMS	-	160	37	160	160
TOTAL COMMODITIES		-	160	37	160	160
TOTAL FINANCE		182,439	179,804	93,818	179,804	162,000

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 - 50%
Finance Specialist - 50%
Finance Part-Time Summer Intern - 100%

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

FY 2017 Budget request	\$ 119,511
FY 2018 Budget request	\$ 107,935
Increase (Decrease)	<u>\$ (11,576)</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 update of the priority based budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 13,875
FY 2018 Budget request	\$ 12,100
Increase (Decrease)	<u>\$ (1,775)</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 update of the priority based budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 9,150
FY 2018 Budget request	\$ 8,257
Increase (Decrease)	<u>\$ (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 update of the priority based budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 21,780
FY 2018 Budget request	\$ 22,216
Increase (Decrease)	<u>\$ 436</u>

This primary reason for the increase is the 2.0% fee increase reflected in the 3-year proposal from Sikich, LLP.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

In Fiscal Year 2018, 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
2018 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 2017 Budget request	\$ 6,600
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (5,600)</u>

The primary reason for the decrease relates to the planned elimination of the bond financial advisor monthly retainer. The Aquatic Center bonds and the SSA #1, #2, and #3 bonds have been restructured successfully. The SSA #4 bonds are non-commitment debt and not a general obligation of the Village. Therefore, the Village will be utilizing the bond financial advisor services on an hourly, as needed basis in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,683
FY 2018 Budget request	<u>\$ 3,683</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 750
FY 2018 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 600
FY 2018 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 325
American Institute of Certified Public Accountants (AICPA) Membership	\$ 425
Total	<u>\$ 1,625</u>

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

FY 2017 Budget request	\$ 1,595
FY 2018 Budget request	\$ 1,625
Increase (Decrease)	<u>\$ 30</u>

The primary reason for the increase relates to forecasted increased membership dues in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 - St. Louis, MO	\$ 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 2017 Budget request	\$ 2,100
FY 2018 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 160
FY 2018 Budget request	\$ 160
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
-	-	-	-	-
-	-	-	Total Revenue	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
27,582	28,404	14,765	Personnel Services	15,467	15,776
9,274	12,350	15,000	Contractual Services	16,000	18,000
36,856	40,754	29,765	Total Expenditures	31,467	33,776
(36,856)	(40,754)	(29,765)	Source (use) of cash	(31,467)	(33,776)

Significant Changes

- \$1,000 increase in engineering services due to a 5% increase in the hourly rate charged by the Village's consulting engineers, Christopher B. Burke Engineering.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ENGINEERING						
PERSONNEL SERVICES						
01-10-19-1-4010	SALARIES	23,875	12,382	6,191	12,382	13,273
01-10-19-1-4040	IMRF	2,734	1,436	715	1,436	1,488
01-10-19-1-4090	FICA MATCHING	1,795	947	471	947	1,015
TOTAL PERSONNEL SERVICES		28,404	14,765	7,377	14,765	15,776
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	12,350	15,000	14,200	25,000	18,000
TOTAL CONTRACTUAL SERVICES		12,350	15,000	14,200	25,000	18,000
TOTAL ENGINEERING		40,754	29,765	21,577	39,765	33,776

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 12,382
FY 2018 Budget request	\$ 13,013
Increase (Decrease)	<u>\$ 631</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion was 11.21%.

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

FY 2017 Budget request	\$ 1,436
FY 2018 Budget request	\$ 1,459
Increase (Decrease)	<u>\$ 23</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 947
FY 2018 Budget request	\$ 995
Increase (Decrease)	<u>\$ 48</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 15,000
FY 2018 Budget request	\$ 16,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is related to additional engineering projects related to streets and drainage anticipated in fiscal year 2018. In addition, the hourly rates charged by the Village's consulting engineering, Christopher B Burke Engineering (CBBEL) are increasing 5%, effective January 1, 2018.



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
	2016	2017	2018	2018
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
182,927	173,372	196,850	Fees	185,500	185,500
4,494	404	-	Intergovernmental	-	-
40,444	23,825	25,000	Miscellaneous	-	-
227,865	197,601	221,850	Total Revenues	185,500	185,500

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
1,048,493	1,168,382	1,215,712	Personnel Services	1,279,843	1,304,751
142,011	146,018	168,964	Contractual Services	177,594	177,594
41,559	39,821	54,600	Commodities	51,600	51,600
39,767	24,707	37,300	Capital Outlay	8,000	8,000
1,271,830	1,378,928	1,476,576	Total Expenditures	1,517,037	1,541,945
234,261	280,223	308,036	Police Pension Contribution	339,582	340,000
(1,278,226)	(1,461,550)	(1,562,762)	Source (Use) of Cash	(1,671,119)	(1,696,445)

Significant Changes

Includes funding for:

- Promotion of Sergeant to Commander and Officer to Sergeant to fill vacancies

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
REVENUES						
FEES						
01-20-00-4-3710	COURT FINES	91,974	100,000	52,596	100,000	100,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	43,480	60,000	24,322	48,000	48,000
01-20-00-4-3732	ADMIN ADJUDICATION HEARING FEE	260	200	-	-	-
01-20-00-4-3733	ADJUDICATION FINES	1,463	1,500	-	-	-
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	29,500	30,000	16,500	30,000	30,000
01-20-00-4-3735	POLICE PROTECTION FEES	5,950	4,500	4,600	6,550	6,500
01-20-00-4-3750	RECORDS REQUESTS	745	650	620	1,000	1,000
TOTAL FEES		173,372	196,850	98,638	185,550	185,500
INTERGOVERNMENTAL						
01-20-00-5-3805	GRANTS	404	-	-	9,348	-
TOTAL INTERGOVERNMENTAL		404	-	-	9,348	-
MISCELLANEOUS						
01-20-00-7-3860	INSURANCE REIMBURSEMENT	-	-	1,517	1,517	-
01-20-00-7-3865	COLLECTION AGENCY REVENUE	-	-	-	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	78	-	-	-	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	20,531	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	3,216	25,000	-	23,997	-
TOTAL MISCELLANEOUS		23,825	25,000	1,517	25,514	-
TOTAL REVENUES: POLICE		197,601	221,850	100,155	220,412	185,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	1,114,588	1,132,452	582,124	1,132,452	1,218,742
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	-	6,365	3,178	6,356	6,759
01-20-20-1-4020	OVERTIME	25,334	47,140	14,262	47,140	47,140
01-20-20-1-4040	IMRF	7,584	8,692	4,328	8,692	9,015
01-20-20-1-4090	FICA MATCHING	20,876	21,063	10,527	21,054	23,095
TOTAL PERSONNEL SERVICES		1,168,382	1,215,712	614,419	1,215,694	1,304,751
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	5,764	6,000	6,278	8,200	6,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	3,562	10,800	3,036	8,000	10,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	104	1,000	17	1,000	1,000
01-20-20-3-4351	POSTAGE	7	-	-	-	-
01-20-20-3-4353	TELEPHONE - CELL PHONE	3,600	3,030	1,697	3,395	3,400
01-20-20-3-4355	PUBLISHING/ADVERTISING	-	350	-	-	350
01-20-20-3-4357	PRINTING/COPYING	941	2,500	-	1,750	2,500
01-20-20-3-4359	DISPATCH SERVICE	95,685	100,000	103,121	103,121	107,500
01-20-20-3-4361	DUES	20,924	23,534	22,796	23,534	23,534
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	10,133	14,500	1,752	8,500	14,500
01-20-20-3-4367	PUBLICATIONS	100	250	100	100	1,810
01-20-20-3-4381	COMMUNITY RELATIONS	1,504	2,000	364	2,000	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	3,694	5,000	43	5,000	5,000
TOTAL CONTRACTUAL SERVICES		146,018	168,964	139,204	164,600	177,594
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	2,344	2,500	536	2,500	2,500
01-20-20-5-4562	AUTO FUEL & OIL	23,196	30,000	7,915	26,000	30,000
01-20-20-5-4563	MINOR EQUIPMENT	2,536	4,500	1,765	4,500	4,500
01-20-20-5-4569	VEHICLE SUPPLIES	3,861	4,000	2,267	4,000	4,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 6 MONTHS		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	ACTUAL		
01-20-20-5-4578	UNIFORMS	6,203	8,600	2,467	8,600	8,600
01-20-20-5-4595	OTHER CHARGES	1,681	5,000	2,872	5,000	2,000
TOTAL COMMODITIES		39,821	54,600	17,822	50,600	51,600
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	-	25,000	23,997	30,000	-
01-20-20-8-4894	EQUIPMENT	24,707	12,300	6,895	12,300	8,000
TOTAL CAPITAL OUTLAY		24,707	37,300	30,892	42,300	8,000
TOTAL POLICE		1,378,928	1,476,576	802,337	1,473,194	1,517,037
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	280,223	308,036	154,018	308,036	340,000

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100,000
FY 2018 Budget request	\$ 100,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 60,000
FY 2018 Budget request	\$ 48,000
Increase (Decrease)	<u>\$ (12,000)</u>

This primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is an anticipated decline in the adjudication fines received, based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 30,000
FY 2018 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,500
FY 2018 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase is based upon projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 650
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 350</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017. Crash report fees have increased with the change to electronic crash reporting software.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ -
Increase (Decrease)	<u><u>\$(25,000)</u></u>

The primary reason for the decrease is the funds need replenishing after the Fiscal Year 2017 transfer to purchase a replacement squad car.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,132,452
FY 2018 Budget request	<u>\$ 1,194,845</u>
Increase (Decrease)	<u>\$ 62,393</u>

The collective bargaining agreement expires 12/31/17 and is currently being re-negotiated. Funding is included for the promotion of a Sergeant to the Commander position and the promotion of a Patrol Officer to Sergeant.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,365
FY 2018 Budget request	\$ 6,689
Increase (Decrease)	<u>\$ 324</u>

The primary reason for the increase is a reflection of the salary increase for the Crew Leader of the Fleet Division.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 47,140
FY 2018 Budget request	\$ 47,140
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 8,692
FY 2018 Budget request	\$ 8,750
Increase (Decrease)	<u>\$ 58</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 21,063
FY 2018 Budget request	\$ 22,419
Increase (Decrease)	<u>\$ 1,356</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 repair work performed by dealerships and other outside vendors 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 2017 Budget request	\$ 6,000
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 10,800
FY 2018 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (800)</u>

The primary reason for the decrease is based upon the elimination of the warranty extension on the squad video cameras as the older cameras have been or will be replaced.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,030
FY 2018 Budget request	<u>\$ 3,400</u>
Increase (Decrease)	<u>\$ 370</u>

The primary reason for the increase is based on projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 350
FY 2018 Budget request	\$ 350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017) under the agreement and are billed annually in May.

The proposed budget is based on an estimated call volume for calendar year 2017 and a 2% increase.

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

FY 2017 Budget request	\$ 100,000
FY 2018 Budget request	\$ 107,500
Increase (Decrease)	<u>\$ 7,500</u>

The primary reason for this increase is based on projected actuals for Fiscal Year 2017 as well as a 2% contractual increase with the Lake Zurich Public Safety Answering Point.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 23,534
FY 2018 Budget request	<u>\$ 23,534</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
NPELRA Annual Conference	\$ 2,000
Total	<u>\$ 14,500</u>

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

FY 2017 Budget request	\$ 14,500
FY 2018 Budget request	<u>\$ 14,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 250
FY 2018 Budget request	\$ 1,810
Increase (Decrease)	<u>\$ 1,560</u>

The primary reason for the increase is based on the return of the "Monthly Legal Update and Review" web based training for all officers.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 30,000
FY 2018 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,500
FY 2018 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,000
FY 2018 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
2 - Initial Issue	\$ 2,000
Total	<u>\$ 8,600</u>

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

FY 2017 Budget request	\$ 8,600
FY 2018 Budget request	\$ 8,600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is no planned retirement party for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (25,000)</u>

The primary reason for the decrease is due to the fact that both replacement squad cars will be paid for from the CIP Fund in Fiscal Year 2018. The Police Department will be phasing out the Dodge Charger and replacing them with the Ford Police Interceptor (all wheel drive Explorer).

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 12,300
FY 2018 Budget request	<u>\$ 8,000</u>
Increase (Decrease)	<u><u>\$ (4,300)</u></u>

The primary reason for the decrease is the purchase of items requested in Fiscal Year 2017 increase have been satisfied. A replacement radar unit \$3,000 is included in this request.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2018 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 2017 Budget request	\$ 308,036
FY 2018 Budget request	\$ 339,582
Increase (Decrease)	<u>\$ 31,546</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
	2016	2017	2018	2018
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
-	-	2,500	Fees	-	-
-	-	2,500	Total Revenue	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
1,732	375	5,200	Contractual Services	5,375	5,375
38	-	100	Commodities	100	100
1,770	375	5,300	Total Expenditures	5,475	5,475

(1,770)	(375)	(2,800)	Source (Use) of Cash	(5,475)	(5,475)
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Significant Changes

- Both the Commander and Sergeant positions require a testing process and creation of an eligibility list in Fiscal Year 2018.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 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	-	5,000	1,473	3,000	5,000
01-10-15-3-4361	DUES	375	200	-	375	375
TOTAL CONTRACTUAL SERVICES		375	5,200	1,473	3,375	5,375
COMMODITIES						
01-10-15-5-4595	OTHER CHARGES	-	100	-	-	100
TOTAL COMMODITIES		-	100	-	-	100
TOTAL EXPENDITURES		375	5,300	1,473	3,375	5,475

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (2,500)</u>

The primary reason for the decrease is that the testing agency collects the applicant fees and deducts the fee from the testing cost.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 375
Increase (Decrease)	<u>\$ 175</u>

The primary reason for the increase relates to an increase in the annual dues for each covered member based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	8	8	8	4.65
Part-Time	1	0	0	0
Seasonal	0	0	0	0
Summer	1	1	1	0.25
Snow	10	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
2,089	845	-	Miscellaneous	-	-
-	3,045	-	Intergovernmental	-	-
2,089	3,890	-	Total Revenues	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
340,688	380,370	329,788	Administration/Operations		
45,775	34,038	60,850	Personnel Services	323,102	330,504
81,309	94,076	94,000	Contractual Services	61,870	62,685
			Commodities	95,500	92,500
75,699	81,602	82,581	Buildings/Grounds		
21,881	19,629	24,425	Personnel Services	87,104	86,807
9,925	16,784	23,800	Contractual Services	26,390	27,167
			Commodities	25,100	25,000
575,277	626,499	615,444	Total Expenditures	619,066	624,663

(573,188)	(622,609)	(615,444)	Source (Use) of Cash	(619,066)	(624,663)
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Significant Changes

- Decrease of \$5,000 for Contractual Maintenance - Vehicles due to full-time mechanic.
- Increase of \$2,000 for Bridge Inspections due to the IDOT requirement to inspect bridges.
- Increase of \$2,700 for Cell Phones in order to upgrade all employees to smart phones for automated time sheet tracking.
- Decrease of \$3,000 for Vehicle Supplies.
- Increase of \$1,965 for Contractual Maintenance - Buildings, due to recurring fees for upgraded security system at Public Works.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	3,045	-	-	-	-
TOTAL INTERGOVERNMENTAL		3,045	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	845	-	-	277	-
TOTAL MISCELLANEOUS		845	-	-	277	-
TOTAL REVENUES: PUBLIC WORKS		3,890	-	-	277	-
EXPENDITURES						
PUBLIC WORKS ADMINISTRATION/OPERATIONS						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	298,913	250,931	124,611	250,931	247,788
01-40-40-1-4011	SEASONAL SALARIES	2,861	-	-	-	-
01-40-40-1-4012	SUMMER SALARIES	4,063	4,550	726	4,550	4,550
01-40-40-1-4013	SNOW PLOW DRIVERS	590	5,000	495	5,000	5,000
01-40-40-1-4020	OVERTIME	15,067	17,000	692	17,000	17,000
01-40-40-1-4040	IMRF	35,534	31,080	14,524	31,080	27,777
01-40-40-1-4090	FICA MATCHING	23,342	21,227	9,781	21,227	20,987
TOTAL PERSONNEL SERVICES		380,370	329,788	150,829	329,788	323,102

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
01-40-40-3-4120	CONTR MAINT-VEHICLE	10,434	20,000	3,881	15,000	15,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	706	4,000	-	4,000	4,000
01-40-40-3-4190	CONTR MAINT-OTHER	2,450	8,000	335	3,000	8,000
01-40-40-3-4329	OTHER PROF SERVICES	3,218	3,500	1,723	3,500	3,500
01-40-40-3-4330	BRIDGE INSPECTIONS	-	-	-	-	2,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	5,237	5,500	3,514	8,200	8,200
01-40-40-3-4355	PUBLISHING/ADVERTISING	166	300	-	300	300
01-40-40-3-4357	PRINTING/COPYING	237	1,000	200	1,000	1,000
01-40-40-3-4361	DUES	785	3,715	3,546	3,715	3,750
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	1,072	3,735	747	3,000	4,135
01-40-40-3-4367	PUBLICATIONS	-	100	-	-	-
01-40-40-3-4371	PUBLIC UTILITIES	9,733	9,500	4,169	10,500	10,500
01-40-40-3-4375	RENTAL / LEASE	-	1,500	-	1,000	1,500
TOTAL CONTRACTUAL SERVICES		34,038	60,850	18,115	53,215	61,870
COMMODITIES						
01-40-40-5-4561	OFFICE SUPPLIES	1,187	1,500	445	1,500	1,500
01-40-40-5-4562	AUTO FUEL & OIL	23,462	30,000	15,946	30,000	30,000
01-40-40-5-4563	MINOR EQUIPMENT	942	2,500	-	2,500	2,500
01-40-40-5-4564	SMALL TOOLS	3,711	5,000	1,221	5,000	5,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	10,305	8,000	2,349	9,500	8,000
01-40-40-5-4569	VEHICLE SUPPLIES	13,037	18,000	5,076	15,000	15,000
01-40-40-5-4570	MAINT SUPPLIES	5,474	5,000	3,011	6,500	6,000
01-40-40-5-4572	MOSQUITO ABATEMENT	-	2,000	-	2,000	2,000
01-40-40-5-4573	DRAINAGE SUPPLIES	7,264	7,500	722	7,500	7,500
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	4,007	5,000	917	3,000	5,000
01-40-40-5-4575	TREES	1,090	1,000	-	500	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	6,483	6,500	2,838	6,500	7,000
01-40-40-5-4595	OTHER CHARGES	17,114	2,000	712	2,000	2,000
TOTAL COMMODITIES		94,076	94,000	33,237	91,500	95,500
TOTAL PUBLIC WORKS ADMIN/OPERATIONS		508,484	484,638	202,181	474,503	480,472

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS BUILDING & GROUNDS						
PERSONNEL SERVICES						
01-40-45-1-4010	SALARIES	69,005	69,250	34,019	69,250	73,033
01-40-45-1-4040	IMRF	7,922	8,033	3,904	8,033	8,187
01-40-45-1-4090	FICA MATCHING	4,675	5,298	2,294	5,298	5,587
TOTAL PERSONNEL SERVICES		81,602	82,581	40,217	82,581	86,807
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONTR MAINT-BUILDING	19,260	23,925	11,422	23,925	26,667
01-40-45-3-4375	RENTAL/LEASE	369	500	148	500	500
TOTAL CONTRACTUAL SERVICES		19,629	24,425	11,570	24,425	27,167
COMMODITIES						
01-40-45-5-4571	BUILDING MAINT SUPPLIES	13,941	20,300	3,720	20,300	21,000
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	2,843	3,500	1,695	3,500	4,000
TOTAL COMMODITIES		16,784	23,800	5,415	23,800	25,000
TOTAL PUBLIC WORKS BUILDING & GROUNDS		118,015	130,806	57,202	130,806	138,974
TOTAL PUBLIC WORKS		626,499	615,444	259,383	605,309	624,663

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 - 55%
 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 2017 Budget request	\$ 250,931
FY 2018 Budget request	\$ 247,788
Increase (Decrease)	<u>\$ (3,143)</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 update of the priority based budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,550
FY 2018 Budget request	\$ 4,550
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 15,657
Weather Emergencies	<u>\$ 1,343</u>
Total	<u><u>\$ 17,000</u></u>

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

FY 2017 Budget request	\$ 17,000
FY 2018 Budget request	<u>\$ 17,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion was 11.21%.

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

FY 2017 Budget request	\$ 31,080
FY 2018 Budget request	<u>\$ 27,777</u>
Increase (Decrease)	<u><u>\$ (3,303)</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 update of the priority based budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 21,227
FY 2018 Budget request	\$ 20,987
Increase (Decrease)	<u>\$ (240)</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 update of the priority based budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 20,000
FY 2018 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,000
FY 2018 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change recommended for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 8,000
FY 2018 Budget request	<u>\$ 8,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change recommended for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,500
FY 2018 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change recommended for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 an account to plan for the required inspections of the new Village bridge in the Stonebridge subdivision and for the future Darlington bridge. 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 for Darlington is expected in Fiscal Year 2018 and subsequent inspections are necessary every four years until the rating of the bridges require more frequent inspections.

	<u>Inspection Due</u>
Darlington Bridge	2018
Stonebridge	2019

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 2,000</u>

The reason for the increase is that Fiscal Year 2018 is the first year that a bridge inspection is necessary for Darlington's new bridge.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,500
FY 2018 Budget request	\$ 8,200
Increase (Decrease)	<u>\$ 2,700</u>

The primary reason for the increase is due to all Public Works employees having smart phones. All employees must have smart phones in order to implement the Time Clock Plus software. The Public Works Department is currently keeping paper timesheets which is cumbersome for reporting and analysis purposes. The Time Clock Plus app will permit automatic of time sheets, improving efficiency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 300
FY 2018 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change recommended for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change recommended for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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)	\$ 330
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>\$ 3,735</u>

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

FY 2017 Budget request	\$ 3,715
FY 2018 Budget request	\$ 3,735
Increase (Decrease)	<u>\$ 20</u>

The primary reason for the increase relates to a small incremental increase for APWA annual dues.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 400
Northeastern Illinois Public Safety Training Academy (NIPSTA) training	\$ 500
IWEA collection system cert	\$ 60
Illinois Public Service Institute (IPSI) conference	\$ 700
Illinois Public Service Institute (IPSI) conference expenses	\$ 875
Fred Pryor training	\$ 1,000
Automotive Service Excellence (ASE) training for mechanic	\$ 200
Total	<u>\$ 4,135</u>

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

FY 2017 Budget request	\$ 3,735
FY 2018 Budget request	<u>\$ 4,135</u>
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase is that Public Works has five employees attending Fred Pryor classes.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2017. This account will be eliminated in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 9,500
FY 2018 Budget request	\$ 10,500
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 30,000
FY 2018 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ 3,500</u>

The primary reason for the increase is to purchase a floor scrubber that can be used at the Village Hall barn, Aquatic Center and the Public Works garage.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 8,000
FY 2018 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 18,000
FY 2018 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 brisks and back pack spray materials.

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

FY 2017 Budget request	\$ 2,000
FY 2018 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 7,500
FY 2018 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,500
FY 2018 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 69,250
FY 2018 Budget request	\$ 73,283
Increase (Decrease)	<u>\$ 4,033</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion was 11.21%.

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

FY 2017 Budget request	\$ 8,033
FY 2018 Budget request	\$ 8,215
Increase (Decrease)	<u>\$ 182</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,298
FY 2018 Budget request	\$ 5,606
Increase (Decrease)	<u>\$ 308</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 18,800
Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 650
Security alarm services	\$ 3,700
Fire alarm services	\$ 540
Miscellaneous	\$ 2,000
Total	<u><u>\$ 25,890</u></u>

The Contracted Maintenance-Buildings budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 23,925
FY 2018 Budget request	<u>\$ 25,890</u>
Increase (Decrease)	<u><u>\$ 1,965</u></u>

The primary reason for the increase is the additional increase from the recurring monthly charge with the Public Works security system and fire alarm system updated.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 500
FY 2018 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 20,300
FY 2018 Budget request	\$ 21,100
Increase (Decrease)	<u>\$ 800</u>

The primary reason for the increase is there are several planned expenditures for the Public Works and Village Hall facility that include flooring & trim replacement for front office of Public Works, remodel of Public Works locker room, slip resistant tread for PW stairs, safety treads for both VH's emergency stairs and replacement of ceiling tiles in Mayor's conference room.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,500
FY 2018 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.



COMMUNITY DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
54,676	60,857	55,600	Community Events	52,525	53,600
140,174	237,519	143,723	Economic Development	47,679	159,539
1,237,511	1,439,969	741,894	Planning, Building & Zoning	736,452	736,452
1,432,361	1,738,345	941,217	Total Revenues	836,656	949,591

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
110,669	113,090	159,393	Community Events	170,162	173,455
252,149	304,264	281,140	Economic Development	402,347	408,718
447,657	753,160	461,584	Planning, Building & Zoning	504,051	510,292
810,475	1,170,514	902,117	Total Expenditures	1,076,560	1,092,465
(50,000)	(189,389)	(150,000)	Transfer to General Fund	(75,000)	(250,000)
-	(100,000)	-	Transfer to Parks & Recreation	(100,000)	(100,000)
(600,000)	(400,000)	-	Transfer to C.I.P. Fund	-	-
(28,114)	(121,558)	(110,900)	Net Change in Fund Balance	(414,904)	(492,874)
1,368,591	1,247,033	1,136,133	Fund Balance as of 12/31	721,229	228,355

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

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
	2016	2017	2018	2018
Full-Time	0	0	0	1.0
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
9,000	15,295	9,000	Donations	9,200	9,200
40,396	41,285	42,000	Golf Outing	40,000	41,000
5,280	4,277	4,600	Vendor Fees	3,325	3,400
54,676	60,857	55,600	Total Revenues	52,525	53,600

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
68,255	69,304	109,793	Personnel Services	120,407	123,700
42,414	43,786	49,600	Contractual Services	49,755	49,755
110,669	113,090	159,393	Total Expenditures	170,162	173,455

(55,993)	(52,233)	(103,793)	Source (Use) of Cash	(117,637)	(119,855)
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Significant Changes

- Parks & Recreation department is requesting to start the summer concert series on (1) week later on June 8th due to the school still being in session.
- We anticipate adding mosquito-spraying at \$65 per concert to our 2018 summer season. This will include all twelve (12) concerts and three (3) outdoor movies totaling \$715.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
REVENUES						
SPECIAL EVENTS						
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	15,295	9,000	3,700	9,350	9,200
02-10-00-7-3831	BARK IN THE PARK VENDOR FEE	200	500	450	450	500
02-10-00-7-3832	GOLF OUTING REVENUE	41,285	42,000	38,502	38,502	41,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	200	200	100	100	200
02-10-00-7-3835	4TH CONCESSION VENDOR FEE	1,257	1,500	275	400	500
02-10-00-7-3836	FRIDAY FUN NIGHTS VENDOR FEE	940	800	340	340	500
02-10-00-7-3837	CRAFT FAIR VENDOR FEE	1,680	1,600	-	1,675	1,700
TOTAL SPECIAL EVENTS		60,857	55,600	43,367	50,817	52,525
TOTAL REVENUES		60,857	55,600	43,367	50,817	53,600
EXPENDITURES						
PERSONNEL SERVICES						
02-10-10-1-4010	SALARIES	58,313	87,720	43,652	87,308	99,800
02-10-10-1-4020	OVERTIME	-	4,350	8	3,500	4,350
02-10-10-1-4040	IMRF	6,677	10,680	5,041	10,079	11,600
02-10-10-1-4090	FICA MATCHING	4,314	7,043	3,222	6,447	7,950
TOTAL PERSONNEL SERVICES		69,304	109,793	51,923	107,334	123,700
CONTRACTUAL SERVICES						
02-10-10-3-4333	FIREWORKS/PARADE	11,830	15,000	1,300	13,750	15,000
02-10-10-3-4334	MOVIE EVENTS	1,623	1,450	385	1,300	1,650
02-10-10-3-4335	CONCERTS IN THE PARK	7,400	6,550	5,850	6,200	7,180
02-10-10-3-4336	FALL FESTIVAL	975	2,100	-	2,100	2,100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
02-10-10-3-4337	TREE LIGHTING	1,552	1,700	-	1,700	1,700
02-10-10-3-4338	GOLF OUTING EXPENSES	16,569	17,400	13,198	13,198	16,900
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	1,161	725	382	382	725
02-10-10-3-4341	FRIDAY FUN NIGHT EVENTS	-	500	-	450	650
02-10-10-3-4342	CRAFT FAIR	71	250	-	250	250
02-10-10-3-4343	BARK IN THE PARK	854	1,000	103	103	1,000
02-10-10-3-4344	WINTER CARNIVAL	1,726	2,500	1,917	1,917	2,500
02-10-00-3-4345	BANK FEES	25	-	-	-	-
02-10-10-3-4361	DUES (ASCAP MUSIC LICENSING)	-	325	-	-	-
02-10-10-3-4379	DONATIONS	-	100	-	100	100
TOTAL CONTRACTUAL SERVICES		43,786	49,600	23,135	41,450	49,755
TOTAL EXPENDITURES		113,090	159,393	75,058	148,784	170,162
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(52,233)	(103,793)	(31,691)	(97,967)	(119,855)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
Sponsorships	\$ 1,200
Total	<u>\$ 9,200</u>

The Community Events Donations revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 9,000
FY 2018 Budget request	\$ 9,200
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based on the sponsorships for concerts, car shows, and Fall Fest.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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. Various pet focused community partners participate in this event.

10 Vendors	\$ 500
Total	<u>\$ 500</u>

The Bark in the Park Vendor Fee revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 23,000
Golfers	\$ 10,500
Silent Auction	\$ 4,000
Fund Raising	\$ 2,500
Total	<u>\$ 40,000</u>

The Golf Outing Revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 42,000
FY 2018 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 500
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is this event is included in our Friday night contracts and is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 800
FY 2018 Budget request	<u>\$ 450</u>
Increase (Decrease)	<u><u>\$ (350)</u></u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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.

26 Standard Vendors	\$ 1,560
5 Electricity Access	\$ 75
4 Wi-Fi Access	\$ 40
Total	<u>\$ 1,675</u>

The Craft Fair Vendor Fee revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 1,600
FY 2018 Budget request	\$ 1,675
Increase (Decrease)	<u>\$ 75</u>

The primary reason for the increase is the fees have been restructured. There will also no longer be premium booths, and the standard booth fee increased by \$5.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 - 35%
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 2017 Budget request	\$ 87,720
FY 2018 Budget request	<u>\$ 96,951</u>
Increase (Decrease)	<u><u>\$ 9,231</u></u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,350
FY 2018 Budget request	\$ 4,350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 10,680
FY 2018 Budget request	<u>\$ 11,356</u>
Increase (Decrease)	<u><u>\$ 676</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
2018 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 2017 Budget request	\$ 7,043
FY 2018 Budget request	<u>\$ 7,750</u>
Increase (Decrease)	<u>\$ 707</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
2018 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 (Band)	\$ 1,300
Signage & Marketing (Banner)	\$ 500
Decorations	\$ 200
Cart Rentals	\$ 500
Volunteer Food & Water	\$ 500
Candy	\$ 300
Light Towers	\$ 700
Total	<u>\$ 15,000</u>

The Fireworks/Parade budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 15,000
FY 2018 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Movie Events

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
Crafts & Supplies	<u>\$ 200</u>
Total	<u><u>\$ 1,650</u></u>

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

FY 2017 Budget request	\$ 1,450
FY 2018 Budget request	<u>\$ 1,650</u>
Increase (Decrease)	<u><u>\$ 200</u></u>

The primary reason for the increase is for funds for crafts and supplies for the indoor movie events.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2018 series, we will host 12 concerts, the first one starting on June 8 and running through to August 24.

12 Friday Night Summer Concerts	\$ 5,400
Marketing & Signage	\$ 500
Mosquito Treatment (\$65)	\$ 780
Generator	\$ 500
Total	<u>\$ 7,180</u>

The Concerts in the Park budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 6,550
FY 2018 Budget request	\$ 7,180
Increase (Decrease)	<u>\$ 630</u>

The primary reason for the increase is due to the addition of the Mosquito Treatments for all concerts and outdoor movies.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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><u>\$ 2,100</u></u>

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

FY 2017 Budget request	\$ 2,100
FY 2018 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 200
Indoor Decorations (New Tree)	\$ 225
Marketing & Signage	\$ 200
Total	<u>\$ 1,700</u>

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

FY 2017 Budget request	\$ 1,700
FY 2018 Budget request	<u>\$ 1,700</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 1,200
Golf Ball Sleeves	\$ 350
Polos	\$ 1,100
Jackets	\$ 350
Sponsor Signs	\$ 300
Awards	\$ 1,100
Trophies	\$ 300
Consignment/Silent Auction	\$ 2,000
Miscellaneous	\$ 200
Total	<u>\$ 16,900</u>

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

FY 2017 Budget request	\$ 17,400
FY 2018 Budget request	\$ 16,900
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease in expenditures is finding savings on the jackets and polos, and reusing sponsor signs. In 2017, the goodie bags were donated. Since we cannot rely on this year to year, the items are still included in the budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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><u>\$ 725</u></u>

The Earth Day/Arbor Day Planting budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 725
FY 2018 Budget request	\$ 725
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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.

Promoter	\$ 450
Marketing & Signage	\$ 200
Total	<u>\$ 650</u>

The Friday Fun Nights Events budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 650
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase is we will be using a promoter to host and market the event to the classic car community.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 250
FY 2018 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 allows residents to bring their four-legged friends to Community Park for a fun-filled morning. Various pet focused community partners participate in this event.

Water Stations	\$ 50
Marketing & Signage	\$ 250
Day of Event Attraction	\$ 250
Volunteer water and snacks	\$ 75
Give Aways	\$ 225
McGruff Stuff	\$ 150
Total	<u>\$ 1,000</u>

The Bark in the Park budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 1,000
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 900
Dog Sleds	\$ - (Need to secure a sponsor)
Inflatable/Fly Guy	\$ 600
Balloon Artist /Character Appearance	\$ 250
Misc. Activity	\$ 300
Give-Aways & Prizes	\$ 200
Carnival Games	\$ 150
Marketing & Signage	\$ 100
Total	<u>\$ 2,500</u>

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

FY 2017 Budget request	\$ 2,500
FY 2018 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 325
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (325)</u>

The primary reason for the decrease is this is being paid out of the Aquatic Center Budget.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

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
	2016	2017	2018	2018
Full-Time	0	0	0	1.65
Part-Time	0	0	0	0

With more than 600 acres of undeveloped land adjacent to state and county highways, this department within the Village will offer concierge service to prospective residents, business speculators, or developers who are interested in bringing their projects to Hawthorn Woods. The surrounding region is home to more than 55,000 people, and located in the center of this hub is an oasis of 7,663 Village residents who desire services and amenities that fit in with the character of this upscale community.

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
135,636	230,630	140,223	Fees	40,179	152,039
4,538	6,889	3,500	Interest Income	7,500	7,500
140,174	237,519	143,723	Total Revenues	47,679	159,539

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
216,223	302,596	242,475	Personnel Services	257,092	258,963
35,926	1,668	38,665	Contractual Services	145,255	149,755
252,149	304,264	281,140	Total Expenditures	402,347	408,718

(111,975)	(66,745)	(137,417)	Source (Use) of Cash	(354,668)	(249,179)
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Significant Changes

- \$1,090 increase to attend the Chicago ICSC expo and cost of related promotional materials to solicit investment in town.
- \$105,500 allocation of insurance expenses from the General Fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	6 MONTHS		2018	2019 ESTIMATE
			BUDGETED	ACTUAL	PROJECTED	
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-30-00-4-3670	ANNEXATION FEES	75,334	1,200	800	1,200	1,200
02-30-00-4-3676	GENERAL FUND DONATION	155,296	139,023	109,437	139,023	38,979
TOTAL FEES		230,630	140,223	110,237	140,223	40,179
INTEREST INCOME						
02-30-00-6-3810	INTEREST INCOME	6,889	3,500	3,749	7,498	7,500
TOTAL INTEREST INCOME		6,889	3,500	3,749	7,498	7,500
TOTAL REVENUES		237,519	143,723	113,986	147,721	47,679
EXPENDITURES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	256,491	203,293	109,558	203,293	216,298
02-30-00-1-4040	IMRF	29,372	23,582	12,672	23,582	24,247
02-30-00-1-4090	FICA MATCHING	16,733	15,600	7,264	15,600	16,547
TOTAL PERSONNEL SERVICES		302,596	242,475	129,494	242,475	257,092
CONTRACTUAL SERVICES						
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	200	35,000	53,206	53,206	35,000
02-30-00-3-4355	PUBLISHING/ ADVERTISING	1,468	3,000	-	-	3,000
02-30-00-3-4361	DUES	-	100	100	100	100
02-30-00-3-4365	BUSINESS DEVELOPMENT	-	565	-	-	1,655

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
02-30-00-3-4377	INSURANCE ALLOCATION	-	-	-	-	105,500	110,000
TOTAL CONTRACTUAL SERVICES		1,668	38,665	53,306	53,306	145,255	149,755
TOTAL EXPENDITURES		304,264	281,140	182,800	295,781	402,347	408,718
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(66,745)	(137,417)	(68,814)	(148,060)	(354,668)	(249,179)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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)	\$ 1,200
Total	<u>\$ 1,200</u>

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

FY 2017 Budget request	\$ 1,200
FY 2018 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 revenue forecast for general fund developer donations is as follows:

Stonebridge (installment basis, due 06/13/19)	\$ -
Countryside Meadows-Orleans (3 homes @ \$1,931)	\$ 5,793
Hawthorn Trails South (6 homes @ \$5,531)	\$ 33,186
Total	<u>\$ 38,979</u>

The General Fund Developer Donation revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 139,023
FY 2018 Budget request	<u>\$ 38,979</u>
Increase (Decrease)	<u>\$ (100,044)</u>

The primary reason for the decrease is related to the fact that there will be no General Fund donation made by William Ryan Homes in Fiscal Year 2018; the final installment is due on June 13, 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,500
FY 2018 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ 4,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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%
Finance Specialist - 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 2017 Budget request	\$ 203,293
FY 2018 Budget request	<u>\$ 216,298</u>
Increase (Decrease)	<u><u>\$ 13,005</u></u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 23,582
FY 2018 Budget request	\$ 24,247
Increase (Decrease)	<u>\$ 665</u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 15,600
FY 2018 Budget request	\$ 16,547
Increase (Decrease)	<u>\$ 947</u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
Public Relations	\$ 10,000
Land Use Design, Land Appraisal	\$ 15,000
Total	<u>\$ -</u>

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

FY 2017 Budget request	\$ 35,000
FY 2018 Budget request	\$ 35,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
Total	<u>\$ 3,000</u>

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

FY 2017 Budget request	\$ 3,000
FY 2018 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 1,655
Total	<u>\$ 1,655</u>

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

FY 2017 Budget request	\$ 565
FY 2018 Budget request	\$ 1,655
Increase (Decrease)	<u>\$ 1,090</u>

The primary reason for the increase relates to the cost to host a table at the ICSC Chicago Convention.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Insurance Allocation

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: 02-30-00-3-4377

This account allocates the insurance expense between the General Fund and the other Village Funds that incur the insurance expenses: the Community Development Fund, the Parks & Recreation Fund, the Aquatic Center Fund and the Sewer Fund.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 105,500
Increase (Decrease)	<u>\$ 105,500</u>

This is a new account for 2018, created as a result of the Priority Based Budget analysis to more accurately and transparently allocate insurance-related costs to the appropriate funds and functions that incur these costs.

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
	2016	2017	2018	2018
Full-Time	0	4	4	3.6
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
36,750	38,700	36,300	Licenses	46,200	46,200
420,782	813,641	596,691	Permits	603,752	603,752
779,979	587,378	108,903	Fees	86,500	86,500
-	250	-	Miscellaneous	-	-
1,237,511	1,439,969	741,894	Total Revenues	736,452	736,452

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
-	-	310,253	Personnel Services	314,734	324,175
447,657	753,160	147,271	Contractual Services	183,757	183,757
-	-	4,060	Commodities	5,560	2,360
447,657	753,160	461,584	Total Expenditures	504,051	510,292

789,854	686,809	280,310	Source (Use) of Cash	232,401	226,160
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PLANNING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	38,700	36,300	20,400	36,300	46,200
TOTAL LICENSES		38,700	36,300	20,400	36,300	46,200
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	811,921	594,691	399,330	743,295	601,752
02-60-00-3-3290	OTHER PERMITS	1,720	2,000	815	1,185	2,000
TOTAL PERMITS		813,641	596,691	400,145	744,480	603,752
FEES						
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	134,908	25,000	22,408	42,000	25,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	15,905	25,000	-	25,000	25,000
02-60-00-4-3784	PLANNING REIMBURSEMENTS	8,473	14,000	30	2,000	4,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	97,524	40,000	7,327	15,000	30,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	9,424	2,500	269	1,000	2,500
02-60-00-4-3789	FIRE SUPPRESSION FEES	2,403	2,403	25	25	-
02-60-00-4-3790	RECAPTURE FEES PASS THRU	318,741	-	-	-	-
TOTAL FEES		587,378	108,903	30,059	85,025	86,500
MISCELLANEOUS						
02-60-00-7-3900	REFUND SERVICE CHARGE	250	-	-	-	-
TOTAL MISCELLANEOUS		250	-	-	-	-
TOTAL REVENUES		1,439,969	741,894	450,604	865,805	736,452

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
02-60-65-1-4010	SALARIES	-	254,923	126,794	254,923	272,450
02-60-65-1-4015	INTERN	-	5,500	1,380	-	-
02-60-65-1-4020	OVERTIME	-	300	-	300	300
02-60-65-1-4040	IMRF	-	29,580	14,650	29,580	30,575
02-60-65-1-4090	FICA MATCHING	-	19,950	9,156	19,950	20,850
TOTAL PERSONNEL SERVICES		-	310,253	151,980	314,734	324,175
CONTRACTUAL SERVICES						
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	-	2,000	-	2,000	2,000
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	189,592	25,000	63,112	25,000	25,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	20,611	25,000	3,740	25,000	25,000
02-60-65-3-4240	PLANNING SERVICES	-	2,500	543	5,000	5,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	8,155	4,000	1,430	4,000	4,000
02-60-65-3-4260	OTHER REIMBURSEMENT	110,543	2,500	1,095	2,500	2,500
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	9,631	10,000	8,613	10,000	10,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	-	1,000	-	1,000	1,000
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	-	750	-	750	750
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	111,548	66,536	51,080	100,000	100,000
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	-	2,403	-	2,403	2,403
02-60-65-3-4353	TELEPHONE-CELL PHONE	-	1,500	689	1,500	1,500
02-60-65-3-4355	PUBLISHING/ ADVERTISING	-	400	48	400	400
02-60-65-3-4357	PRINTING/COPYING	-	730	392	900	900
02-60-65-3-4360	RECAPTURE FEE PAID	303,080	-	-	-	-
02-60-65-3-4361	DUES	-	748	644	1,048	1,100
02-60-65-3-4362	TRAVEL EXPENSE	-	356	43	356	356
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	-	1,848	299	1,900	1,848
TOTAL CONTRACTUAL SERVICES		753,160	147,271	131,728	183,757	183,757

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
02-60-65-5-4562	AUTO FUEL & OIL	-	2,420	552	670	1,500
02-60-65-5-4578	UNIFORMS	-	297	117	234	460
02-60-65-5-4595	OTHER CHARGES	-	1,343	1,217	436	400
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TOTAL COMMODITIES		-	4,060	1,886	1,340	5,560
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TOTAL EXPENDITURES		753,160	461,584	285,594	509,322	510,292
<hr/>						
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		686,809	280,310	165,010	356,483	226,160
<hr/> <hr/>						

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 36,300
FY 2018 Budget request	\$ 46,200
Increase (Decrease)	<u>\$ 9,900</u>

The primary reason for the increase is due to the anticipated increased number of contractors conducting business in town based on the Fiscal Year 2017 actuals.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 (8 homes @ \$8,250)	\$ 66,000
Hawthorn Hills (20 homes @ \$8,250)	\$ 165,000
Countryside Meadows-Orleans (3 homes @ \$8,250)	\$ 24,750
Hawthorn Trails 3 (6 homes @ \$8,250)	\$ 49,500
All Other Building Permits	<u>\$ 296,502</u>
Total	<u><u>\$ 601,752</u></u>

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

FY 2017 Budget request	\$ 594,691
FY 2018 Budget request	<u>\$ 601,752</u>
Increase (Decrease)	<u><u>\$ 7,061</u></u>

The primary reason for the increase relates to the anticipation of a commercial building in the Hawthorn Trails - Phase 3 subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 14,000
FY 2018 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 40,000
FY 2018 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,403
FY 2018 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$(2,403)</u></u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 254,923
FY 2018 Budget request	<u>\$ 264,494</u>
Increase (Decrease)	<u><u>\$ 9,571</u></u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,500
FY 2018 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (5,500)</u>

The primary reason for the decrease is the elimination of the planning intern position in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 300
FY 2018 Budget request	<u>\$ 300</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 29,580
FY 2018 Budget request	\$ 29,683
Increase (Decrease)	<u>\$ 103</u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 19,950
FY 2018 Budget request	\$ 20,257
Increase (Decrease)	<u>\$ 307</u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 25,000
FY 2018 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is to cover planning consultant services anticipated in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,000
FY 2018 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 10,000
FY 2018 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 750
FY 2018 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 66,536
FY 2018 Budget request	<u>\$ 100,000</u>
Increase (Decrease)	<u><u>\$ 33,464</u></u>

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,403
FY 2018 Budget request	\$ 2,403
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 publications of legal notices in the local paper.

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

FY 2017 Budget request	\$ 400
FY 2018 Budget request	\$ 400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, employee business cards, and other Community Development Department printing needs.

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

FY 2017 Budget request	\$ 730
FY 2018 Budget request	\$ 900
Increase (Decrease)	<u>\$ 170</u>

The primary reason for the increase in cost is due to the slight increase in number of permit forms used and paper rolls for the large printer.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
Chicago Metropolitan Agency for Planning (CMAP)	\$300
American Institute of Certified Planners (AICP)	\$613
Total	<u>\$1,048</u>

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

FY 2017 Budget request	\$ 748
FY 2018 Budget request	<u>\$ 1,048</u>
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase relates to the new required contribution to CMAP.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 356
FY 2018 Budget request	<u>\$ 356</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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.

American Planning Association Conference - CD Director	\$ 375
Building & Fire Code Academy - Zoning Inspector Certificate	\$ 398
ABCI Seminars	\$ 170
Fred Pryor Training Subscription (3 employees x \$199)	\$ 597
Professional training - Building Inspector	\$ 360
Total	<u>\$ 1,900</u>

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

FY 2017 Budget request	\$ 1,848
FY 2018 Budget request	\$ 1,900
Increase (Decrease)	<u>\$ 52</u>

The primary reason for this increase relates to increased costs for the Zoning Inspector Certificate.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,420
FY 2018 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u><u>\$ (920)</u></u>

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
Uniform shirts - Code Enforcement Officer	\$ 100
Casual Friday shirts - Building Specialists	\$ 160
Pants	\$ 50
Total	<u>\$ 460</u>

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

FY 2017 Budget request	\$ 297
FY 2018 Budget request	\$ 460
Increase (Decrease)	<u>\$ 163</u>

The primary reason for the increase is due to the addition of Casual Friday Village logo shirts for the Building Specialists, consistent with other departments.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$400
Office Furniture	<u>\$3,000</u>
Total	<u><u>\$3,600</u></u>

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

FY 2017 Budget request	\$ 1,343
FY 2018 Budget request	<u>\$ 3,600</u>
Increase (Decrease)	<u><u>\$ 2,257</u></u>

The primary reason for the increase relates to purchase new office furniture for the front office to facilitate efficient and ergonomic operations.



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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
270,814	242,869	283,415	Special Recreation	313,415	313,415
186,208	144,846	143,827	Administration	143,577	144,127
51,509	71,139	72,500	Programs	74,350	80,700
40,000	159,156	155,184	Park Maintenance	167,500	170,210
548,531	618,010	654,926	Total Revenues	698,842	708,452
Expenditures					
Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
179,432	141,789	170,656	Special Recreation	205,720	205,720
129,845	143,983	95,077	Administration	150,035	152,750
32,323	50,677	44,550	Programs	53,555	57,050
252,434	226,935	347,519	Park Maintenance	351,270	355,236
594,034	563,384	657,802	Total Expenditures	760,580	770,756
(69,364)	(90,000)	-	Transfer to General Fund	(90,000)	(90,000)
-	100,000	-	Transfer from Community Development Fund	100,000	100,000
(114,867)	64,626	(2,876)	Net Change in Fund Balance	(51,738)	(52,304)
298,274	362,900	360,024	Fund Balance as of 12/31	308,286	255,982

The negative net change in fund balance of \$51,738 is a planned draw down of accrued savings in the Special Recreation levy for the purchase and development of Meadowlark Park.

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
	2016	2017	2018	2018
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
154,302	160,212	163,415	Taxes	163,415	163,415
116,512	82,657	120,000	SRACLC Reimbursement	150,000	150,000
270,814	242,869	283,415	Total Revenues	313,415	313,415

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
53,036	53,556	53,556	Contractual Services	55,720	55,720
126,396	88,233	117,100	Capital Outlay	150,000	150,000
179,432	141,789	170,656	Total Expenditures	205,720	205,720

91,382	101,080	112,759	Source (Use) of Cash	107,695	107,695
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Significant Changes

- \$121,000 in capital outlay for construction of a new accessible park and playground (Meadowlark)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SPECIAL RECREATION						
REVENUES						
TAXES						
11-70-00-1-3017	PROPERTY TAXES-SRACL	160,212	163,415	91,920	163,415	163,415
11-70-00-5-3805	SRACL REIMBURSEMENT	82,657	120,000	7,611	150,000	150,000
TOTAL TAXES		242,869	283,415	99,531	313,415	313,415
EXPENDITURES						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACL DUES	53,556	53,556	54,628	55,720	55,720
TOTAL CONTRACTUAL SERVICES		53,556	53,556	54,628	55,720	55,720
CAPITAL OUTLAY						
11-70-00-8-4893	SRACL ACCESSIBILITY GRANT	88,233	117,100	7,054	150,000	150,000
TOTAL CAPITAL OUTLAY		88,233	117,100	7,054	150,000	150,000
TOTAL EXPENDITURES		141,789	170,656	61,682	205,720	205,720
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		101,080	112,759	37,849	107,695	107,695

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 163,415
FY 2018 Budget request	<u>\$ 163,415</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 120,000
FY 2018 Budget request	\$ 150,000
Increase (Decrease)	<u>\$ 30,000</u>

The SRACLC reimbursement revenue varies from year to year based upon the ADA accessibility projects planned.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 53,556
FY 2018 Budget request	\$ 55,720
Increase (Decrease)	<u>\$ 2,164</u>

The primary reason for the increase is due to an anticipated 2% increase in the annual SRACLC dues in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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.

Playground Surface Upgrades	\$ 2,000
Implement ADA Plan Compliance Measures	\$ 27,000
Purchase & Development of Accessible Park (Meadowlark)	<u>\$ 121,000</u>
Total	<u><u>\$ 150,000</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	<u>\$ 150,000</u>
Increase (Decrease)	<u><u>\$ 32,900</u></u>

The primary reason for the increase is the construction of a new accessible park and playground (Meadowlark) in 2018. This project is also being funded by a \$150,000 matching grant from Cunningham Recreation.

ADMINISTRATION

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2016	2017	2018	2018
Full-Time	2	2	2	0.7
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
177,773	134,634	138,127	Taxes	138,127	138,127
652	525	400	Interest Income	500	500
7,783	9,687	5,300	Miscellaneous	4,950	5,500
186,208	144,846	143,827	Total Revenues	143,577	144,127

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
111,896	121,254	72,382	Personnel Services	79,810	79,810
17,366	21,762	21,295	Contractual Services	68,735	71,450
583	967	1,400	Commodities	1,490	1,490
129,845	143,983	95,077	Total Expenditures	150,035	152,750

56,363	863	48,750	Source (Use) of Cash	(6,458)	(8,623)
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Significant Changes

- The Parks & Recreation will be transferring responsibility for printing of the newsletter to a new area of the budget for public information.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARKS AND RECREATION FUND						
ADMINISTRATION						
REVENUES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	134,634	138,127	61,280	122,560	138,127
11-10-00-6-3810	INTEREST INCOME	525	400	425	907	500
11-10-00-7-3820	FACILITY RENTAL	8,800	4,500	2,938	4,100	5,000
11-10-00-7-3825	SECURITY FEE	887	800	388	450	500
11-10-00-7-3830	DONATIONS	-	-	500	500	-
TOTAL REVENUES		144,846	143,827	65,531	128,517	143,577

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	102,101	60,698	32,189	58,000	67,598
11-10-00-1-4020	OVERTIME	-	-	-	-	-
11-10-00-1-4040	IMRF	11,629	7,041	3,506	5,130	7,041
11-10-00-1-4090	FICA MATCHING	7,524	4,643	2,406	4,437	5,171
TOTAL PERSONNEL SERVICES		121,254	72,382	38,101	67,567	79,810
CONTRACTUAL SERVICES						
11-10-00-3-4353	TELEPHONE-CELL PHONE	1,524	1,300	808	1,759	1,800
11-10-00-3-4357	PRINTING/COPYING	10,908	9,800	5,459	8,000	3,400
11-10-00-3-4360	PROCESSING FEES	2,270	2,750	1,133	2,200	2,500
11-10-00-3-4361	DUES	795	1,845	694	1,300	2,285
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	6,265	5,600	3,875	5,000	6,000
11-10-00-3-4377	INSURANCE ALLOCATION	-	-	-	-	52,750
TOTAL CONTRACTUAL SERVICES		21,762	21,295	11,969	18,259	68,735
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	128	400	91	220	250
11-10-00-5-4578	UNIFORMS	-	-	-	-	240
11-10-00-5-4595	OTHER CHARGES	839	1,000	1,420	1,450	1,000
TOTAL COMMODITIES		967	1,400	1,511	1,670	1,490
TOTAL EXPENDITURES		143,983	95,077	51,581	87,496	150,035
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		863	48,750	13,950	41,021	(6,458)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 138,127
FY 2018 Budget request	<u>\$ 138,127</u>
Increase (Decrease)	<u><u>\$ -</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 2018 is 2.1%.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 400
FY 2018 Budget request	\$ 500
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,500
FY 2018 Budget request	<u>\$ 4,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 800
FY 2018 Budget request	\$ 450
Increase (Decrease)	<u>\$ (350)</u>

The primary reason for the decrease is based on projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

The is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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%
Part-Time Recreation Supervisor - 10% (\$6,900)

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

FY 2017 Budget request	\$ 60,698
FY 2018 Budget request	\$ 67,598
Increase (Decrease)	<u>\$ 6,900</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based upon actual job responsibilities and the need for staffing assistance within the Recreation Department in 2018/2019. The new request for the Part-Time Supervisor is based on 15-hours per week at \$15 an hour over 22-weeks.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.60%.

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

FY 2017 Budget request	\$ 7,041
FY 2018 Budget request	\$ 7,041
Increase (Decrease)	<u>\$ -</u>

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 4,643
FY 2018 Budget request	\$ 5,171
Increase (Decrease)	<u>\$ 528</u>

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,300
FY 2018 Budget request	\$ 1,800
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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	\$ 2,400 (Cost share with Aquatics Fund)
Postcard	\$ 1,000 (Craft Show and Tree Lighting)
Total	<u>\$ 3,400</u>

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

FY 2017 Budget request	\$ 9,800
FY 2018 Budget request	\$ 3,400
Increase (Decrease)	<u>\$ (6,400)</u>

The primary reason for the decrease is the transfer of responsibility from the Newsletter to a new Public Information expense account in the Administration Department.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,750
FY 2018 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 Specialist	\$ 260
Pesticide Application License Fee	\$ 20
Pesticide Operator License Fee	\$ 30
Midwest Institute of Park Executives (MIPE)	\$ 25
National Recreation & Parks Association (NRPA)	\$ 130
National Recreation & Parks Association (CPSI) Certification Fee (x2)	\$ 440
Total	<u>\$ 2,285</u>

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

FY 2017 Budget request	\$ 1,845
FY 2018 Budget request	\$ 2,285
Increase (Decrease)	<u>\$ 440</u>

The primary reason for the increase is due to the need for the Park Maintenance Crew Leader and Assistance Director of Parks & Recreation to re-certify as Playground Safety Inspectors.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
National Parks & Recreation Association - (CPRE)	\$ 400
Special Park District Forum	
Chief Operating Officer	\$ 2,400
Director of Parks & Recreation	\$ 2,400
Total	<u>\$ 6,000</u>

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

FY 2017 Budget request	\$ 5,600
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase is based upon the additional training required for new and existing Recreation Department staff and with the additional certification of the Director as a certified Parks & Recreation executive. 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
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Insurance Allocation

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 11-10-00-3-4377

This account allocates the insurance expense between the General Fund and the other Village Funds that incur the insurance expenses: the Community Development Fund, the Parks & Recreation Fund, the Aquatic Center Fund and the Sewer Fund.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 52,750
Increase (Decrease)	<u>\$ 52,750</u>

This is a new account for 2018, created as a result of the Priority Based Budget analysis to more accurately and transparently allocate insurance-related costs to the appropriate funds and functions that incur these costs.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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. Supplies such as binders, file folders, ink toner cartridges, laminating sheets, general office supplies.

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

FY 2017 Budget request	\$ 400
FY 2018 Budget request	\$ 250
Increase (Decrease)	<u>\$ (150)</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Uniforms

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 11-10-00-5-4578

This account is used to pay for Parks and Recreation Administration Employee uniform shirts for casual Fridays.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 240
Increase (Decrease)	<u>\$ 240</u>

This is a new account in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Part-Time	15	15	15	0
• Department Head position is allocated in P&R Admin				

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
51,509	71,139	72,500	Programs	74,350
51,509	71,139	72,500	Total Revenues	80,700
			74,350	80,700

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017	Proposed	
			2018	2019
32,323	50,677	44,550	Programs	53,555
32,323	50,677	44,550	Total Expenditures	57,050
			53,555	57,050

19,186	20,462	27,950	Source (Use) of Cash	20,795	23,650
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Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RECREATION PROGRAMS						
REVENUES						
11-20-20-4-3630	EARLY CHILDHOOD PROGRAMS	420	1,000	-	-	-
11-20-21-4-3630	YOUTH PROGRAMS	34,705	36,500	23,263	30,000	35,000
11-20-22-4-3630	ATHLETICS PROGRAMS	26,742	24,300	14,568	25,000	30,000
11-20-23-4-3630	TEEN PROGRAMS	-	1,000	-	-	1,000
11-20-25-4-3630	YOUNG AT HEART PROGRAMS	815	1,200	600	1,100	1,200
11-20-26-4-3630	HEALTH AND FITNESS PROGRAMS	7,152	6,500	3,935	6,000	12,000
11-20-28-4-3630	ADULT PROGRAMS	1,305	2,000	205	185	1,500
TOTAL REVENUES		71,139	72,500	42,571	62,285	80,700
EXPENDITURES						
11-20-20-5-4561	EARLY CHILDHOOD EXPENSE	929	750	-	-	-
11-20-21-5-4561	YOUTH EXPENSE	21,943	18,000	5,638	18,417	23,000
11-20-22-5-4561	ATHLETICS EXPENSE	21,817	18,000	8,779	16,500	22,000
11-20-23-5-4561	TEEN EXPENSE	-	750	-	-	750
11-20-25-5-4561	YOUNG AT HEART EXPENSE	1,399	1,800	454	1,000	1,200
11-20-26-5-4561	HEALTH AND FITNESS EXPENSE	4,589	4,500	2,903	4,825	9,000
11-20-28-5-4561	ADULT EXPENSE	-	750	-	105	1,100
TOTAL EXPENDITURES		50,677	44,550	17,774	40,847	57,050
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		20,462	27,950	24,797	21,438	23,650

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Preschool & 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

In 2018, youth and early childhood have been combined to include all participants ages 12 and under. Activities include both creative and physical offerings. Our youth and early childhood 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

Preschool & Youth forecasts a net profit of **\$11,000** in Fiscal Year 2018.

	Projected Revenue	Expense	Net Profit/Loss
Woodchucks Summer Camp	\$ 29,000	\$ 19,000	\$ 10,000
Chess	\$ 800	\$ 600	\$ 200
Equestrian	\$ 750	\$ 550	\$ 200
Babysitting/CPR/First Aid	\$ 500	\$ 375	\$ 125
Drawing	\$ 700	\$ 525	\$ 175
Painting	\$ 1,000	\$ 700	\$ 300
Total	\$ 32,750	\$ 21,750	\$ 11,000

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 youths and families. The soccer program continues to grow and has become a staple for the department.

Activities the department will consider adding in future years include: Youth Baseball & Softball

Athletics forecast a net profit of \$6,775 in Fiscal Year 2018.

	Projected Revenue	Expense	Net Profit/Loss
Youth Soccer	\$ 22,000	\$ 16,500	\$ 5,500
Sports R Us	\$ 2,500	\$ 1,875	\$ 625
Junior Golf	\$ 1,200	\$ 900	\$ 300
Junior Tennis	\$ 1,500	\$ 1,150	\$ 350
Total	\$ 27,200	\$ 20,425	\$ 6,775

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 to **break even** in Fiscal Year 2018.

	Projected Revenue	Expense	Net Profit/Loss
Meet Ups	\$ 200	\$ 200	\$ -
Arts/Music	\$ 400	\$ 300	\$ 100
Sports	\$ 400	\$ 250	\$ 150
Community Service Projects	\$ -	\$ 250	\$ (250)
Total	\$ 1,000	\$ 1,000	\$ -

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 organizes a monthly gathering for the 55+ community. Whether meeting new friends, talking over the good 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. The monthly, gatherings 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 to **break even** in Fiscal Year 2018.

	Projected Revenue	Expense	Net Profit/Loss
Donations/Sponsorships	\$ 1,200	\$ -	\$ 1,200
Supplies & Decorations	\$ -	\$ 350	\$ (350)
Food & Beverage	\$ -	\$ 850	\$ (850)
Total	\$ 1,200	\$ 1,200	\$ -

**MAINTENANCE AND OPERATIONS BUDGET
2018 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. It also includes youth fencing classes. Health and Fitness classes are a great way to stay in shape, make new friends and have fun working out. They are good for the mind, body and soul. The department is adding Tae Kwon Do classes for its 2018 offerings.

Health and Fitness forecast a net profit of **\$2,370** in Fiscal Year 2018.

	Projected Revenue	Expense	Net Profit/Loss
Yoga & Zumba	\$ 3,500	\$ 3,000	\$ 500
Boot Camp	\$ 400	\$ 280	\$ 120
Tae Kwon Do	\$ 5,000	\$ 3,750	\$ 1,250
Fencing	\$ 2,000	\$ 1,500	\$ 500
Total	\$ 10,900	\$ 8,530	\$ 2,370

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 children of adult participants. Programs include painting classes, educational workshops and women's self defense. All activities shall be evaluated on their ability to involve new participants, educate those involved and, offer a public showcase for the newly acquired or developed skills of our registrants.

Adults forecast a net profit of **\$650** in Fiscal Year 2018.

	Projected Revenue	Expense	Net Profit/Loss
Painting	\$ 600	\$ 400	\$ 200
Women's Self Defense	\$ 500	\$ 100 *	\$ 400
Workshops	\$ 200	\$ 150	\$ 50
Total	\$ 1,300	\$ 650	\$ 650

* Note - Does not include additional Police Department staffing, which is funded in the Police Department budget.

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
	2016	2017	2018	2018
Full-Time	3	2	2	2.55
Seasonal	1	0	0	0
Summer	4	0	0	0

• Department Head position is allocated in Parks & Rec.

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
-	120,756	123,184	Property Taxes	135,500	138,210
40,000	38,400	32,000	Fees	32,000	32,000
40,000	159,156	155,184	Total Revenues	167,500	170,210

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
211,675	125,047	193,539	Personnel Services	198,520	202,486
17,660	81,612	117,750	Contractual Services	117,850	117,850
20,671	18,840	31,230	Commodities	29,900	29,900
2,428	1,436	5,000	Capital Outlay	5,000	5,000
252,434	226,935	347,519	Total Expenditures	351,270	355,236

(212,434)	(67,779)	(192,335)	Source (Use) of Cash	(183,770)	(185,026)
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Significant Changes

- Park Maintenance anticipates the movement of (1) staff from Parks Apprentice to Parks Specialist 1 in 2018.
- Parks Maintenance in 2018 anticipates continuing privatization of island, pond, cul-de-sac and lawn care maintenance with outside vendors.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	120,756	123,184	71,494	123,184	138,210
11-40-00-7-3630	FIELD LEASE	38,400	32,000	25,300	32,000	32,000
11-40-00-7-3890	MISCELLANEOUS	-	-	2,001	2,001	-
TOTAL REVENUES		159,156	155,184	98,795	157,185	170,210
EXPENDITURES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	105,467	159,697	79,438	159,037	170,176
11-40-00-1-4020	OVERTIME	-	2,600	-	200	200
11-40-00-1-4040	IMRF	11,944	18,826	9,184	18,508	19,077
11-40-00-1-4090	FICA MATCHING	7,636	12,416	5,605	11,225	13,034
TOTAL PERSONNEL SERVICES		125,047	193,539	94,227	188,970	202,486
CONTRACTUAL SERVICES						
11-40-00-3-4120	CONTRACTUAL MAINT. - VEHICLE	-	750	-	500	750
11-40-00-3-4371	PUBLIC PARK UTILITIES	3,030	1,500	649	2,500	2,700
11-40-00-3-4372	ISLAND/CUL-DE-SAC MAINT.	19,040	18,800	4,720	17,000	19,000
11-40-00-3-4373	POND MAINTENANCE	5,087	5,200	8,731	9,000	5,400
11-40-00-3-4374	WETLAND MAINTENANCE	135	2,500	228	350	1,000
11-40-00-3-4375	LANDSCAPE MAINTENANCE	54,320	89,000	11,125	89,000	89,000
TOTAL CONTRACTUAL SERVICES		81,612	117,750	25,453	118,350	117,850
COMMODITIES						
11-40-00-5-4562	AUTO FUEL & OIL	-	1,200	247	400	550
11-40-00-5-4564	SMALL TOOLS	-	330	38	330	350
11-40-00-5-4569	VEHICLE SUPPLIES	-	1,200	18	400	1,000
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	3,983	11,000	11,789	17,500	15,000
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	11,052	9,000	3,568	5,500	7,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	1,930	6,000	10	500	3,500	3,500
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	1,875	2,500	381	1,500	2,000	2,000
TOTAL COMMODITIES		18,840	31,230	16,051	26,130	29,900	29,900
CAPITAL OUTLAY							
11-40-00-8-4895	LANDSCAPE/OTHER IMPROVEMENTS	1,436	5,000	-	-	5,000	5,000
TOTAL CAPITAL OUTLAY		1,436	5,000	-	-	5,000	5,000
TOTAL PARK MAINTENANCE		226,935	347,519	135,731	333,450	351,270	355,236
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(67,779)	(192,335)	(36,936)	(176,265)	(183,770)	(185,026)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 123,184
FY 2018 Budget request	<u>\$ 135,500</u>
Increase (Decrease)	<u><u>\$ 12,316</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 2018 is 2.1%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 32,000
FY 2018 Budget request	\$ 32,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PARKS MAINTENANCE

Description: Miscellaneous

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 11-40-00-7-3890

This account is used to record the_____

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 Specialist 1 - 100%

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

FY 2017 Budget request	\$ 159,697
FY 2018 Budget request	\$ 166,839
Increase (Decrease)	<u>\$ 7,142</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 addition, the mowing function will remain outsourced with a contractual vendor.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,600
FY 2018 Budget request	<u>\$ 200</u>
Increase (Decrease)	<u><u>\$ (2,400)</u></u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.60%.

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

FY 2017 Budget request	\$ 18,826
FY 2018 Budget request	\$ 18,703
Increase (Decrease)	<u>\$ (123)</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
2018 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 2017 Budget request	\$ 12,416
FY 2018 Budget request	<u>\$ 12,778</u>
Increase (Decrease)	<u><u>\$ 362</u></u>

All employee salary allocations were analyzed as part of the new priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 750
FY 2018 Budget request	<u>\$ 750</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 2,700
Increase (Decrease)	<u>\$ 1,200</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017. We will continue the installation with the aerators at Heritage Oaks and Copperfield ponds.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 located in cul-de-sacs throughout the Village of Hawthorn Woods. We will continue to use a contractual vendor to maintain, weed, fertilize and mow 44 landscape islands. It is cost effective to utilize a contractual vendor in terms of cost saved in fuel, equipment, labor, and the purchase of supplies and materials

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

FY 2017 Budget request	\$ 18,800
FY 2018 Budget request	\$ 19,000
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon the need for additional maintenance in new subdivisions.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2018.

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

FY 2017 Budget request	\$ 5,200
FY 2018 Budget request	<u>\$ 5,400</u>
Increase (Decrease)	<u><u>\$ 200</u></u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 and wetland/marsh areas owed, leased, and operated by the Village of Hawthorn Woods.

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

FY 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 89,000
FY 2018 Budget request	\$ 89,000
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal year 2018. The Village will continue its relationship with the current vendor through Fiscal Year 2018. The out-sourcing effort is estimated to result in cost-savings to the Village in excess of \$75,000 annually.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,200
FY 2018 Budget request	\$ 550
Increase (Decrease)	<u>\$ (650)</u>

The primary reason for the decrease is a more accurately reflected fuel-cost by the Parks & Recreation Department.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 330
FY 2018 Budget request	\$ 350
Increase (Decrease)	<u>\$ 20</u>

The primary reason for the increase is based upon projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,200
FY 2018 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease in based upon projected accruals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 11,000
FY 2018 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 4,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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
Ventilation Systems

The Building/Grounds Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 9,000
FY 2018 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is based upon projected accruals for 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,000
FY 2018 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u><u>\$ (2,500)</u></u>

The primary reason for the decrease is based upon projected accruals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected accruals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,000
FY 2018 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2015	2016	2017	2018
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
247	343	500	Interest	100	100
593,069	258,280	17,385	Park Donations	30,000	30,000
	650	-	Park Improvements	-	-
593,316	259,273	17,885	Total Revenue	30,100	30,100

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
-	19	-	Capital Outlay	-	-
-	19	-	Total Expenditures	-	-
(270,763)	(560,000)	(36,000)	Transfer to Aquatic Debt	(20,385)	-
322,553	(300,746)	(18,115)	Net Change in Fund Balance	9,715	30,100
322,603	21,857	3,742	Fund Balance as of 12/31	13,457	43,557

Significant Changes

\$12,615 increase in Park Donation revenue based upon new home construction forecast.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK DONATION FUND						
REVENUES						
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	343	500	19	30	100
TOTAL INTEREST INCOME		343	500	19	30	100
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	258,280	17,385	11,838	27,038	30,000
10-00-00-7-3890	MISCELLANEOUS INCOME	-	-			
TOTAL PARK DONATIONS		258,280	17,385	11,838	27,038	30,000
PARK IMPROVEMENTS						
10-10-00-3-4379	DONATIONS-PARK BENCHES	650	-	450	450	-
TOTAL PARK IMPROVEMENTS		650	-	450	450	-
TOTAL REVENUES		259,273	17,885	12,307	27,518	30,100

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 (8 homes @ \$1,500)	\$ 12,000
Countryside Meadows (3 homes @ \$2,795)	\$ 8,385
Total	<u>\$ 20,385</u>

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 17,385
FY 2018 Budget request	<u>\$ 30,000</u>
Increase (Decrease)	<u>\$ 12,615</u>

The primary reason for the increase is related to change in the anticipated new home starts in Fiscal Year 2018 as compared to Fiscal Year 2017. Park donation revenue will vary from year to year, based upon new home construction.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ (400)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.



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
	2016	2017	2018	2018
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
196,809	204,584	198,472	Taxes	208,043	208,043
1,029	885	1,000	Interest	1,000	1,000
197,838	205,469	199,472	Total Revenues	209,043	209,043

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
81,595	87,532	93,909	Personnel Services	98,577	100,200
115,903	114,726	125,100	Contractual Services	125,100	15,253
121,834	84,569	101,000	Commodities	56,000	101,000
-	-	-	Other Financing Uses	-	-
319,332	286,827	320,009	Total Expenditures	279,677	216,453

(121,494)	(81,358)	(120,537)	Net Change in Fund Balance	(70,634)	(7,410)
450,255	368,897	248,360	Fund Balance as of 12/31	177,726	170,316

Significant Changes

- Decrease of \$3,602 in the MFT Allotment based upon the IML estimates.
- Decrease of \$30,000 for salt and deicers, due to a full salt dome to start the season
- Decrease of \$60,000 for patching due to the Schwerman Road project
- Decrease of \$50,000 for crack sealing due to the Schwerman Road project
- Increase of \$110,000 for the Schwerman Road project

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
REVENUES						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	204,584	198,472	99,773	199,546	208,043
TOTAL TAXES		204,584	198,472	99,773	199,546	208,043
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	885	1,000	547	1,000	1,000
TOTAL INTEREST INCOME		885	1,000	547	1,000	1,000
TOTAL REVENUES		205,469	199,472	100,320	200,546	209,043

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
EXPENDITURES						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	73,884	78,750	39,267	78,642	84,250
28-00-00-1-4040	IMRF	8,525	9,135	4,539	9,187	9,450
28-00-00-1-4090	FICA MATCHING	5,123	6,024	2,727	5,504	6,500
TOTAL PERSONNEL SERVICES		87,532	93,909	46,533	93,333	100,200
CONTRACTUAL SERVICES						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	5,501	5,100	1,596	5,100	5,253
28-00-00-3-4151	STREET PATCHING	59,990	60,000	-	60,000	-
28-00-00-3-4152	CRACK SEALING	49,235	50,000	-	50,000	-
28-00-00-3-4153	PAVEMENT MARKING	-	10,000	-	10,000	10,000
28-00-00-3-4154	SCHWERMAN ROAD - see page 577	-	-	-	110,000	-
TOTAL CONTRACTUAL SERVICES		114,726	125,100	1,596	125,100	15,253
COMMODITIES						
28-00-00-5-4571	ROAD PATCH MATERIALS	4,466	6,000	1,705	6,000	6,000
28-00-00-5-4572	SALT & DE-ICERS	72,899	75,000	25,381	55,000	75,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	7,204	20,000	2,626	20,000	20,000
TOTAL COMMODITIES		84,569	101,000	29,712	81,000	101,000
TOTAL EXPENDITURES		286,827	320,009	77,841	299,433	216,453
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(81,358)	(120,537)	22,479	(98,887)	(7,410)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 Motor Fuel Tax Allotment forecast changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 198,472
FY 2018 Budget request	\$ 208,043
Increase (Decrease)	<u>\$ 9,571</u>

The Motor Fuel Tax Allotment forecast varies from year to year. For Fiscal Year 2018, the forecast is calculated as follows:

	Per Capita	Population	Forecast
January 2018	\$ 2.37	7,663	\$ 18,161
February 2018	\$ 2.26	7,663	\$ 17,318
March 2018	\$ 2.15	7,663	\$ 16,475
April 2018	\$ 1.83	8,263 *	\$ 15,121
May 2018	\$ 2.19	8,263	\$ 18,096
June 2018	\$ 2.22	8,263	\$ 18,344
July 2018	\$ 1.76	8,263	\$ 14,543
August 2018	\$ 2.31	8,263	\$ 19,088
September 2018	\$ 2.18	8,263	\$ 18,013
October 2018	\$ 1.92	8,263	\$ 15,865
November 2018	\$ 2.22	8,263	\$ 18,344
December 2018	\$ 2.26	8,263	\$ 18,674
	<u>\$ 25.67</u>		<u>\$ 208,043</u>

* The Village estimates an additional 600 people were counted in the Special Census performed in the Fall of 2017. Final certification of this count will occur in the first quarter of 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 78,750
FY 2018 Budget request	\$ 82,935
Increase (Decrease)	<u>\$ 4,185</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion will be 11.21%.

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

FY 2017 Budget request	\$ 9,135
FY 2018 Budget request	\$ 9,297
Increase (Decrease)	<u>\$ 162</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,024
FY 2018 Budget request	\$ 6,345
Increase (Decrease)	<u>\$ 321</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,100
FY 2018 Budget request	\$ 5,100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 60,000
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (60,000)</u>

The primary reason for the decrease is the re-allocation of MFT funds to the Schwerman Road project. See the CIP project detail for more information.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 50,000
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (50,000)</u>

The primary reason for the decrease is the re-allocation of MFT funds to the Schwerman Road project. See the CIP project detail for more information.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 10,000
FY 2018 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,000
FY 2018 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 75,000
FY 2018 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ (45,000)</u>

The primary reason for the decrease is based upon the Public Works having a full salt dome as of August 2017 to start the 2017/2018 snow season.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 20,000
FY 2018 Budget request	\$ 20,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	0	0	0	1.70
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

	Proposed	
	2018	2019
Operations	234,375	234,375
Concessions	43,500	43,500
Programs	70,600	70,600
Maintenance	-	-
Total Revenues	348,475	348,475

Expenditures

	Proposed	
	2018	2019
Operations	267,101	268,423
Concessions	40,370	40,370
Programs	22,235	22,235
Maintenance	87,011	89,939
Total Expenditures	416,717	420,967

Operating Income (Loss)	(68,242)	(72,492)
Net Assets as of 12/31	1,711,219	1,638,727

Significant Changes

- The Aquatic Center accounts will be re-organized into departments in 2018, for better transparency. As a result, the prior year comparables by departmental allocation are unavailable.

AQUATIC CENTER OPERATIONS

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
	2016	2017	2018	2018
Full-Time	0	0	0	0.45
Seasonal	45	45	45	11

The Operations department of the Aquatic Center includes the daily swim operations of the facility, including season pass and daily pass fees. Expenses included in this department are lifeguard and front desk staff as well as administrative salaries.

Revenues

	Proposed	
	2018	2019
Fees	233,900	233,900
Interest	75	75
Miscellaneous	400	400
Total Revenues	234,375	234,375

Expenditures

	Proposed	
	2018	2019
Personnel Services	174,866	175,688
Contractual Services	64,585	65,085
Commodities	27,650	27,650
Total Expenditures	267,101	268,423

Source (Use) of Cash	(32,726)	(34,048)
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Significant Changes

- \$5,000 increase in season pass revenue due to the re-design of the season pass fee structure.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER OPERATIONS						
REVENUES						
FEES						
40-02-00-4-3632	SEASON PASSES	187,387	120,000	98,681	103,499	125,000
40-02-00-4-3635	DAILY ADMISSIONS	104,608	91,500	32,224	91,270	91,500
40-02-00-4-3643	CERTIFICATION CLASSES	3,464	1,500	1,087	1,087	1,200
40-02-00-4-3644	SPECIAL EVENTS	444	500	-	135	200
40-02-00-4-3645	DAY TIME POOL RENTALS	9,887	7,500	3,800	6,550	7,000
40-02-00-4-3646	AFTER HOUR POOL RENTALS	7,225	8,000	6,500	8,475	9,000
TOTAL FEES		313,015	229,000	142,292	211,016	233,900
INTEREST INCOME						
40-02-00-6-3810	INTEREST INCOME	127	75	34	75	75
TOTAL INTEREST INCOME		127	75	34	75	75
MISCELLANEOUS INCOME						
40-02-00-7-3825	GIFT SHOP REVENUE	188	250	70	200	200
40-02-00-7-3900	REFUND SERVICE CHARGE	275	150	119	249	200
TOTAL MISCELLANEOUS INCOME		463	400	189	449	400
TOTAL REVENUES		313,605	229,475	142,515	211,540	234,375

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENSES						
PERSONNEL SERVICES						
40-02-00-1-4010	MANAGERS	65,529	67,000	28,337	61,056	63,000
40-02-00-1-4011	LIFEGUARDS	58,906	50,000	18,009	56,038	56,500
40-02-00-1-4012	CASHIER/ ATTENDANT	13,980	12,000	5,485	13,556	13,800
40-02-00-1-4018	ADMINISTRATION	-	22,464	11,192	22,424	23,299
40-02-00-1-4020	OVERTIME	713	1,000	127	643	500
40-02-00-1-4040	IMRF	6,179	9,952	5,125	10,126	6,366
40-02-00-1-4090	FICA MATCHING	14,857	16,728	6,649	12,534	12,223
TOTAL PERSONNEL SERVICES		160,164	179,144	74,924	176,377	175,688
CONTRACTUAL SERVICES						
40-02-00-3-4351	MARKETING/PRINTING	3,583	3,000	-	1,585	3,000
40-02-00-3-4353	TELEPHONE	3,021	400	657	1,400	1,605
40-02-00-3-4360	PROCESSING FEES	13,460	12,000	6,166	11,679	12,000
40-02-00-3-4361	DUES	-	1,000	-	800	1,030
40-02-00-3-4365	PROFESSIONAL DEVELOPMENT	537	750	-	-	1,500
40-02-00-3-4371	UTILITIES	16,433	22,000	4,788	20,000	22,000
40-02-00-3-4372	SEWER SERVICE	18,143	18,500	-	18,500	18,500
40-02-00-3-4373	LIABILITY INSURANCE	5,000	5,000	-	5,000	5,000
40-02-00-3-4377	EMPLOYEE RECOGNITION	211	250	27	303	250
40-02-00-3-4390	MISCELLANEOUS	802	200	172	615	200
TOTAL CONTRACTUAL SERVICES		61,190	63,100	11,810	59,882	65,085
COMMODITIES						
40-02-00-5-4561	OFFICE SUPPLIES	2,924	2,000	540	1,841	2,000
40-02-00-5-4563	EQUIPMENT	4,175	2,000	1,235	2,987	3,000
40-02-00-5-4566	CHEMICAL SUPPLIES	17,204	13,000	8,883	13,713	14,000
40-02-00-5-4575	FIRST AID SUPPLIES	409	500	-	236	500
40-02-00-5-4576	CERTIFICATION TRAINING SUPPLIES	2,849	2,000	1,006	1,421	2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL PROJECTED			
40-02-00-5-4578	UNIFORMS	2,608	3,000	1,013	2,284	2,500	2,500
40-02-00-5-4585	GIFT SHOP EXPENDITURES	55	250	90	90	150	150
40-02-00-5-4590	POOL RENTAL EXPENSE	-	-	-	2,500	3,000	3,000
40-02-00-5-4595	SPECIAL EVENTS EXPENSE	406	500	-	505	500	500
40-02-00-7-3895	CASH OVER/SHORT	(103)	-	27	77	-	-
TOTAL COMMODITIES		30,527	23,250	12,794	25,654	27,650	27,650
TOTAL OPERATIONS		251,881	265,494	99,528	261,913	267,101	268,423

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Season Passes

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-4-3632

The Aquatic Center Season Pass Rates are shown below:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Individual-Resident/Non Resident	\$106/\$158	\$106/\$158	\$106/\$158	\$111/\$158	\$73/\$95
Senior-Resident/Non-Resident	\$79/\$132	\$79/\$132	\$79/\$132	\$79/\$132	\$70/\$95
Family-2 -Resident/Non Resident	\$158/\$264	\$158/\$264	\$158/\$264	\$165/\$264	\$146/\$190
Family-3 -Resident/Non-Resident	\$195/\$317	\$195/\$317	\$195/\$317	\$203/\$317	\$219/\$285
Family-4 -Resident/Non Resident	\$238/\$370	\$238/\$370	\$238/\$370	\$248/\$370	\$255/\$380
Family-5-Resident/Non-Resident	\$280/\$422	\$280/\$422	\$280/\$422	\$292/\$422	\$292/\$425
Add Family -Resident/Non Resident	\$63/\$84	\$63/\$84	\$63/\$84	\$66/\$84	\$73/\$95

The proposed Fiscal Year 2018 fee schedule was completely re-designed based upon a comprehensive survey of surrounding Aquatic facilities and a detailed analysis of the rate structure from prior years.

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 120,000
FY 2018 Budget request	\$ 125,000
Increase (Decrease)	<u>\$ 5,000</u>

The increased revenue forecast is based on actuals from 2016 and 2017, and the anticipated new rate schedule creating an increase in demand for season passes.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Daily Admissions

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-4-3635

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 Admissions budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 91,500
FY 2018 Budget request	\$ 91,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Certification Classes

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-4-3643

This account records revenue from the following certification classes offered at the Aquatic Center: Lifeguarding, Jr Lifeguarding, Water Safety Instructor (WSI), and CPR/ First Aid.

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

FY 2017 Budget request	\$ 1,500
FY 2018 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is due to the expected return of first-year guards from 2017 into the 2018 season.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: 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: 40-02-00-4-3644

This account records revenue from the Special Events offered at the Aquatic Center. These events will be offered as a value added surplus to residents and .season pass holders and require payment from general public walk-ins.

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

FY 2017 Budget request	\$ 500
FY 2018 Budget request	<u>\$ 200</u>
Increase (Decrease)	<u><u>\$ (300)</u></u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Day Time Pool Rentals

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-4-3645

This account records revenue from Day Time Pool Rentals, such as birthday parties held at the Aquatic Center. The current options include indoor, outdoor or private space rentals.

The Day Time Pool Rentals budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 7,500
FY 2018 Budget request	<u>\$ 7,000</u>
Increase (Decrease)	<u><u>\$ (500)</u></u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: After Hour Pool Rentals
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services
Account Number: 40-02-00-4-3646

This account records revenue from the after hour pool rentals offered at the Aquatic Center. The options offered are for Full Facility, Main Pool, or Slide/ Activity rentals.

The After Hour Pool Rentals budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 8,000
FY 2018 Budget request	<u>\$ 9,000</u>
Increase (Decrease)	<u><u>\$ 1,000</u></u>

The primary reason for the increase relates to the anticipated growing popularity of the Aquatic Center as an after-hour rental opportunity.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Interest Income

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-02-00-6-3810

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 2017 Budget request	\$ 75
FY 2018 Budget request	\$ 75
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Gift Shop Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-7-3825

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 2017 Budget request	\$ 250
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ (50)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

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 2017 Budget request	\$ 150
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Managers

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-1-4010

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 2017 Budget request	\$ 67,000
FY 2018 Budget request	\$ 63,000
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017. Additionally, we anticipate several manager positions to be replaced with new first-year manager hires.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Lifeguards

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-1-4011

This account funds the Lifeguard salaries for the Aquatic Center.

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

FY 2017 Budget request	\$ 50,000
FY 2018 Budget request	\$ 56,500
Increase (Decrease)	<u>\$ 6,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Cashier/Attendant

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-1-4012

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 2017 Budget request	\$ 12,000
FY 2018 Budget request	\$ 13,800
Increase (Decrease)	<u>\$ 1,800</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Administration

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
1.6 Prioritize Citizen Services

Account Number: 40-02-00-1-4018

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 follows:

FY 2017 Budget request	\$ 22,464
FY 2018 Budget request	\$ 22,842
Increase (Decrease)	<u>\$ 378</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Overtime

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-1-4020

This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime is paid for any hours worked in excess of 40 hours per week. The Aquatic Center Manager actively monitors the Overtime budget; overtime is paid only in emergency situations where minimum staffing must be maintained to ensure safe operation of the Aquatic Center.

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

FY 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: IMRF
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services
Account Number: 40-02-00-1-4040

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, 2018, the Village's portion was 11.21%.

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

FY 2017 Budget request	\$ 9,952
FY 2018 Budget request	<u>\$ 6,241</u>
Increase (Decrease)	<u><u>\$ (3,711)</u></u>

The primary reason for the decrease is a reflection of the newly created Aquatic Center departments for better transparency and financial analysis of operations.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: FICA

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-1-4090

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 2017 Budget request	\$ 16,728
FY 2018 Budget request	<u>\$ 11,983</u>
Increase (Decrease)	<u><u>\$ (4,745)</u></u>

The primary reason for the decrease is a reflection of the newly created Aquatic Center departments for better transparency and financial analysis of operations.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Marketing/Printing

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 40-02-00-3-4351

This line item includes postage, publishing, printing, copying and advertising for a spring mailing for season passes. It is also includes printing related to the following: employee contracts, business cards, signs, flags and other related items.

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

FY 2017 Budget request	\$ 3,000
FY 2018 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Telephone

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-02-00-3-4353

This account includes a telephone reimbursement for the Aquatic Center Manager's business use of her personal cell phone during the seasonal pool operations. It also accounts for the charges associated with the Verizon back up data line and tablet service.

Cell and Business Phone Usage	\$670
Verizon Back Up -Data Line (\$39.52)	\$475
Tablet Verizon Service (\$38.01)	<u>\$460</u>
Total	<u><u>\$1,605</u></u>

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

FY 2017 Budget request	\$ 400
FY 2018 Budget request	<u>\$ 1,605</u>
Increase (Decrease)	<u><u>\$ 1,205</u></u>

The primary reason for the increase is the addition of the Verizon back up data line and tablet service.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: Processing Fees
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability
Account Number: 40-02-00-3-4353

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 2017 Budget request	\$ 12,000
FY 2018 Budget request	<u>\$ 12,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Dues

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizens Services

Account Number: 40-02-00-3-4361

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
National Aquatic Professional Association - Aquatic Center Manager	\$ 30
Red Cross Provider Fee - Village	\$ 700
Total	<u>\$ 1,030</u>

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

FY 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 1,030
Increase (Decrease)	<u>\$ 30</u>

The primary reason for the increase relates to an anticipated increase in the IPRA dues.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Professional Development

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-3-4365

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:

National Aquatic Association Annual Conference	
Aquatic Center Manager	\$ 500
3 Certified Pool Operator (CPO) Certification Class	\$ 450
Aquatic Center Manager Re-Certification (AFO)	\$ 250
WSI Training	\$ 300
Total	<u>\$ 1,500</u>

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

FY 2017 Budget request	\$ 750
FY 2018 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ 750</u>

The primary reason for the increase is for CPO classes for new managers in 2018 and additional certification for the Aquatic Center Manager as an Aquatic Facility Operator which is due for re-certification for another 5-year period.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Utilities

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-02-00-3-4371

This account includes year round gas and electric, and XM Radio for the aquatic center.

Electricity	\$9,500
Gas	\$11,500
XM Radio-PlayNetwork	\$150
ASCAP	\$350
Total	<u>\$21,500</u>

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

FY 2017 Budget request	\$ 22,000
FY 2018 Budget request	<u>\$ 21,500</u>
Increase (Decrease)	<u>\$ (500)</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
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Sewer Service

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment

Account Number: 40-02-00-3-4372

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 2017 Budget request	\$ 18,500
FY 2018 Budget request	\$ 18,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Liability Insurance

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-02-00-3-4373

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 2017 Budget request	\$ 5,000
FY 2018 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: Employee Recognition
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Priority: 1.6 Prioritize Citizen Services
Account Number: 40-02-00-3-4377

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 2017 Budget request	\$ 250
FY 2018 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: Miscellaneous Expenses
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 40-02-00-3-4390

This line item includes miscellaneous expenses.

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

FY 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: Office Supplies
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 40-02-00-5-4561

This line item includes all office supplies for the Aquatic Center operations, Id printer supplies for passes, water service, and sunscreen for the staff.

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

FY 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Equipment

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-02-00-5-4563

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 2017 Budget request	\$ 2,000
FY 2018 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u><u>\$ 1,000</u></u>

The primary reason for the increase is based on actual expenditures in Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

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: 40-02-00-5-4566

This line item includes all chemicals necessary for treating the pools at the Aquatic Center.

Chemicals included are the following:

Sodium Bicarbonate	Soda Ash
Chlorine Pulsar Tablets	Muriatic Acid
Sodium Bisulphate	Cyanuric Acid
Sunscreen Stabilizer	Testing Kits
Dry Acid - (ph minus) PD Reagent 1 and 2	

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

FY 2017 Budget request	\$ 13,000
FY 2018 Budget request	\$ 14,000
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
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

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: 40-02-00-5-4575

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 2017 Budget request	\$ 500
FY 2018 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Certification Training Expense

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-5-4576

This line item includes expenses related to CPR, WSI (Water Safety Instructor), and Lifeguard certification training. Items include CPR masks, CPR certification WSI instruction booklets, and lifeguard certification for staff at the Aquatic Center.

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

FY 2017 Budget request	\$ 2,000
FY 2018 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Uniforms

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-5-4578

All Aquatic Center new managers, lifeguards and front desk staff are required to wear uniforms. The Aquatic Center will cover the cost of the standard uniform. Each staff member is expected to contribute per their job assignment to help defray the cost of the uniform. There are also other items available such as sweats, windbreakers, rash guard, extra shirts, or suits at the cost that the village pays.

Standard uniform for new managers: (\$15)

Polo shirt

Standard uniform for lifeguards: (\$25)

Suit,

Baseball hat, bucket hat, or visor

Whistle and lanyard

T-shirt

Fanny pack

Standard uniform for front office: (\$15)

T-shirt

Whistle and lanyard

Visor

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

FY 2017 Budget request	\$ 3,000
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Gift Shop Expenses

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-5-4585

This line item is used to fund the gift shop items of goggles, swim diapers, sunscreen, lip balm, and swim caps.

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

FY 2017 Budget request	\$ 250
FY 2018 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u><u>\$ (100)</u></u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: OPERATIONS
Description: Pool Room Rental Expense
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services
Account Number: 40-02-00-5-4590

This line item is used to fund expenses associated with Pool Room Rentals, which will include the following: paper products, concession food orders and wristbands.

The Pool Room Rental Expense budget request changed from the prior year budget, as

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u><u>\$ 3,000</u></u>

This is a new account in Fiscal Year 2018, created to separately track the expenses related with Pool Room Rentals for better transparency and financial analysis.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Special Events Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-02-00-5-4595

This line item is used to fund supplies for our Special Events. The Aquatic Center will hold one special event a season and invite all residents and season pass holders to attend free as a way of saying thank you. Items purchased are give-a-way prizes, food and drink for the event, decorations, and entertainment.

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

FY 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Cash Over/Short

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-02-00-7-3895

This account is used to record any cash over or cash short when balancing the daily cash registers at the Aquatic Center front desk.

The Cash Over/Short budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

AQUATIC CENTER CONCESSIONS

Department Purpose

The Hawthorn Woods Aquatic Center Concession stand offers a variety of food and drinks for the patrons who come to our facility. The concession stand also, provides food and drink for our pool party rentals.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2016	2017	2018	2018
Full-Time	0	0	0	0.00
Seasonal	10	10	10	3

Revenues

	Proposed	
	2018	2019
Fees	43,500	43,500
Total Revenues	43,500	43,500

Expenditures

	Proposed	
	2018	2019
Personnel Services	17,870	17,870
Contractual Services	4,350	4,350
Commodities	18,150	18,150
Total Expenditures	40,370	40,370
Source (Use) of Cash	3,130	3,130

Significant Changes

- There are no significant changes for 2018.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER CONCESSIONS						
REVENUES						
FEES						
40-03-00-4-3640	CONCESSION REVENUE	48,874	40,000	16,248	43,260	43,500
TOTAL REVENUES		48,874	40,000	16,248	43,260	43,500
EXPENSES						
PERSONNEL SERVICES						
40-03-00-1-4014	CONCESSIONS STAFF	7,534	7,000	2,002	6,947	7,000
40-03-00-1-4017	CONCESSIONS MANAGER	8,943	8,000	3,780	9,304	9,500
40-03-00-1-4020	OVERTIME	-	100	-	-	100
40-03-00-1-4090	FICA MATCHING	1,260	1,155	442	1,215	1,270
TOTAL PERSONNEL SERVICES		17,737	16,255	6,224	17,466	17,870
CONTRACTUAL SERVICES						
40-03-00-3-4360	PROCESSING FEES	-	-	587	1,635	1,700
40-03-00-3-4362	SALES TAX-CONCESSIONS	3,084	2,700	66	2,365	2,500
40-03-00-3-4365	PROFESSIONAL DEVELOPMENT	-	-	-	-	150
TOTAL CONTRACTUAL SERVICES		3,084	2,700	653	4,000	4,350
COMMODITIES						
40-03-00-5-4578	UNIFORMS	-	-	-	-	100
40-03-00-5-4579	CONCESSION SUPPLIES	27,360	18,000	9,119	18,007	18,000
40-03-00-7-3895	CASH OVER/SHORT	-	-	-	-	50
TOTAL COMMODITIES		27,360	18,000	9,119	18,007	18,150
TOTAL EXPENSES		48,181	36,955	15,996	39,473	40,370

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-4-3640

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 2017 Budget request	\$ 40,000
FY 2018 Budget request	\$ 43,500
Increase (Decrease)	<u>\$ 3,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Description: Concessions Staff

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-03-00-1-4014

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 2017 Budget request	\$ 7,000
FY 2018 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-1-4017

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 2017 Budget request	\$ 8,000
FY 2018 Budget request	\$ 9,500
Increase (Decrease)	<u>\$ 1,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-1-4020

This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime is

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

FY 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-1-4090

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 2017 Budget request	\$ 1,155
FY 2018 Budget request	\$ 1,270
Increase (Decrease)	<u>\$ 115</u>

The increase is a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-3-4360

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 2017 Budget request	\$ -
FY 2018 Budget request	\$ 1,700
Increase (Decrease)	<u>\$ 1,700</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-3-4362

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 2017 Budget request	\$ 2,700
FY 2018 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-3-4365

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:

Food Handling Certification Training	\$ 150
Total	<u>\$ 150</u>

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u>\$ 150</u>

This is a new account in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-5-4578

All Aquatic Center staff are required to wear uniforms. The Aquatic Center will cover the cost of the standard uniform. Each concession staff member is expected to contribute \$9 to help defray the cost of the uniform.

The standard uniform for concession stand employees is:

T-shirt (dark-green)	\$ 9
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The Uniforms budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-5-4579

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 2017 Budget request	\$ 18,000
FY 2018 Budget request	<u>\$ 18,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 40-03-00-7-3895

This account is used to record any cash over or cash short when balancing the daily cash registers at the Aquatic Center concessions.

The Cash Over/Short budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 50
Increase (Decrease)	<u>\$ 50</u>

There is no change for Fiscal Year 2018.

AQUATIC CENTER PROGRAMS

Department Purpose

The Aquatic Center programs department contains the revenues and expenses related to the various Aquatic Center programs such as swim lessons, swim team, fitness classes and dive camp. Since the lifeguards also serve as instructors, no headcount is allocated to this

Personnel

	Actual		Proposed	
	Headcount 2016	Headcount 2017	Headcount 2018	FTE 2018
Full-Time	0	0	0	0.00
Seasonal	0	0	0	0

Revenues

	Proposed	
	2018	2019
Fees	70,600	70,600
Total Revenues	70,600	70,600

Expenditures

	Proposed	
	2018	2019
Personnel Services	19,485	19,485
Contractual Services	2,000	2,000
Commodities	750	750
Total Expenditures	22,235	22,235
Source (Use) of Cash	48,365	48,365

Significant Changes

- \$3,500 forecasted increased revenue for swim team.
- \$7,000 forecasted increased revenue for swim lessons.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER PROGRAMS						
REVENUES						
FEES						
40-04-00-4-3636	SWIM TEAM REVENUE	8,024	9,500	12,474	12,300	13,000
40-04-00-4-3637	SWIM LESSON REVENUE	38,370	40,000	32,978	46,674	47,000
40-04-00-4-3638	PRIVATE SWIM LESSONS	9,930	10,000	2,240	5,660	5,700
40-04-00-4-3639	DIVE CAMP	3,923	4,500	3,400	4,128	4,500
40-04-00-4-3642	LAP SWIM/ WATER FITNESS CLASS	1,194	1,100	223	376	400
TOTAL REVENUES		61,441	65,100	51,315	69,138	70,600

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENSES						
PERSONNEL SERVICES						
40-04-00-1-4013	SWIM TEAM COACH	2,546	2,500	554	2,905	3,000
40-04-00-1-4015	AQUATIC SWIM/DIVE INSTRUCTORS	14,931	16,500	3,889	14,064	15,000
40-04-00-1-4016	AQUA FITNESS INSTRUCTOR	234	500	42	48	100
40-04-00-1-4090	FICA MATCHING	-	-	-	-	1,385
TOTAL PERSONNEL SERVICES		17,711	19,500	4,485	17,017	19,485
CONTRACTUAL SERVICES						
40-04-00-3-4342	SWIM TEAM EXPENSE	578	1,000	-	1,180	2,000
TOTAL CONTRACTUAL SERVICES		578	1,000	-	1,180	2,000
COMMODITIES						
40-04-00-7-4599	PROGRAM EXPENDITURES	-	750	110	203	750
TOTAL COMMODITIES		-	750	110	203	750
TOTAL PROGRAMS		18,289	21,250	4,595	18,400	22,235

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Swim Team Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-4-3636

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 2017 Budget request	\$ 9,500
FY 2018 Budget request	\$ 13,000
Increase (Decrease)	<u>\$ 3,500</u>

The increase forecast for Fiscal Year 2018 is due to the popularity of the program and increased registrations from the 2017 season.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Swim Lesson Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-4-3637

This account is used to record the revenue related to the group swim lessons. Group swim lessons are offered six days per week, with classes being held in the morning, at night and on Saturday mornings.

The Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 40,000
FY 2018 Budget request	\$ 47,000
Increase (Decrease)	<u>\$ 7,000</u>

The increase forecast for Fiscal Year 2018 is due to the popularity of the program and increased registrations from the 2017 season.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Private Swim Lesson Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-4-3638

This account is used to record the revenue related to the private and semi-private swim lessons.

The Private Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 10,000
FY 2018 Budget request	<u>\$ 5,700</u>
Increase (Decrease)	<u>\$ (4,300)</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
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Dive Camp Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-4-3639

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 2017 Budget request	\$ 4,500
FY 2018 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Lap Swim / Water Fitness Revenue

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-4-3642

This account records revenue from Early Morning Lap Swim and the Water Fitness classes offered at the Aquatic Center.

The Lap Swim / Water Fitness Revenue budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 1,100
FY 2018 Budget request	\$ 400
Increase (Decrease)	<u>\$ (700)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Swim Team Coach

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-1-4013

This account funds the Swim Team Coaches salaries for the Aquatic Center.

The Swim Team Coach budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 2,500
FY 2018 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017, less the amount deducted for the movement of Dive Coach to the Aquatic Instructor Line in 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Aquatic Swim / Dive Instructors

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-1-4015

This account funds the Aquatic Swim and Dive Instructors salaries for the Aquatic Center.

The Aquatic Swim and Dive Instructors staff salaries budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 16,500
FY 2018 Budget request	<u>\$ 15,000</u>
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is based upon our projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Aqua Fitness Instructor

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-1-4016

This account funds the Aqua Fitness Instructor salaries for the Aquatic Center.

The Aqua Fitness Instructor staff salaries budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 100
Increase (Decrease)	<u>\$ (400)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: FICA Matching

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-1-4090

This account represents the employer's portion of FICA for the Aquatic Center Programs departmental employees. The amount due is 7.65% of salaries.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 1,385
Increase (Decrease)	<u>\$ 1,385</u>

This is a new account in Fiscal Year 2018, as a result of the newly created departmental accounting for the Aquatic Center operations.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Swim Team Expense

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-04-00-3-4342

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

2018 Northern Illinois Swim Conference Membership Fee	\$ 500
T-Shirts	\$ 250
Swim Meet Software Maintenance	\$ 200
Swim Team Manager Software	\$ 1,000
Miscellaneous	\$ 50
Total	<u>\$ 2,000</u>

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

FY 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is the addition of Swim Team Manager Software which is required software to run our swim team meets.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: PROGRAMS
Description: Program Expenditures
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services
Account Number: 40-04-00-7-4599

This line item is used to fund supplies for various registrations programs held at the Aquatic Center. Supplies included are the following: swim toys and kick boards for lessons, life jackets, flippers, DVD's and exercise equipment for water aerobics.

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

FY 2017 Budget request	\$ 750
FY 2018 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change from Fiscal Year 2017.

AQUATIC CENTER MAINTENANCE

Department Purpose

The purpose of the Aquatic Center Maintenance Department is to maintain the Aquatic Center facility. This includes filling the pool, completing opening and closing procedures. As well work together with the pool staff to provide safe environment for all our patrons.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2016	2017	2018	2018
Full-Time	0	0	0	0.50
Seasonal	0	0	0	0

Revenues

	Proposed	
	2018	2019
	-	-
Total Revenues	-	-

Expenditures

	Proposed	
	2018	2019
Personnel Services	40,111	41,914
Contractual Services	34,900	36,025
Commodities	10,000	10,000
Capital Outlay Reserve	2,000	2,000
Total Expenditures	87,011	89,939
Source (Use) of Cash	(87,011)	(89,939)

Significant Changes

- Allocation of insurance costs from the Risk Management department to more accurately reflect the cost of each function, as a result of the Priority Based Budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER MAINTENANCE						
EXPENSES						
PERSONNEL SERVICES						
40-05-00-1-4010	SALARIES	22,826	31,703	15,819	31,667	35,213
40-05-00-1-4020	OVERTIME	713	1,000	127	200	250
40-05-00-1-4040	IMRF	-	-	-	-	3,835
40-05-00-1-4090	FICA MATCHING	-	-	-	-	2,617
TOTAL PERSONNEL SERVICES		23,539	32,703	15,946	31,867	41,914
CONTRACTUAL SERVICES						
40-05-00-3-1430	INSPECTIONS	1,320	2,000	1,228	1,228	1,475
40-05-00-3-4110	SECURITY	3,027	6,500	700	1,623	6,500
40-05-00-3-4130	EQUIPMENT RENTAL	288	400	154	354	400
40-05-00-3-4365	PROFESSIONAL DEVELOPMENT	-	-	-	-	150
40-05-00-3-4377	INSURANCE ALLOCATION	-	-	-	-	27,500
TOTAL CONTRACTUAL SERVICES		4,635	8,900	2,082	3,205	36,025
COMMODITIES						
40-05-00-5-4570	MAINTENANCE SUPPLIES	13,594	11,000	4,466	7,770	10,000
TOTAL COMMODITIES		13,594	11,000	4,466	7,770	10,000
CAPITAL OUTLAY						

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
40-05-00-8-4899	TRANSFER TO AQUATIC DEPRECIATION	75,000	2,000	-	-	2,000
TOTAL CAPITAL OUTLAY		75,000	2,000	-	-	2,000
TOTAL MAINTENANCE		116,768	54,603	22,494	42,842	87,011

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Salaries

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-1-4010

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%
Specialist I - Facilities - 20%

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

FY 2017 Budget request	\$ 31,703
FY 2018 Budget request	<u>\$ 33,536</u>
Increase (Decrease)	<u><u>\$ 1,833</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
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Overtime

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-1-4020

This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime is paid for any hours worked in excess of 40 hours per week. The Aquatic Center Manager actively monitors the Overtime budget; overtime is paid only in emergency situations where minimum staffing must be maintained to ensure safe operation of the Aquatic Center.

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

FY 2017 Budget request	\$ 1,000
FY 2018 Budget request	\$ 250
Increase (Decrease)	<u>\$ (750)</u>

The primary reason for the decrease a result of the newly created departmental accounting for the Aquatic Center operations.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: IMRF

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-1-4040

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, 2018, the Village's portion was 11.21%.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 3,759
Increase (Decrease)	<u>\$ 3,759</u>

This is a new account in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: FICA

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-1-4090

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 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 2,566</u>
Increase (Decrease)	<u><u>\$ 2,566</u></u>

This is a new account in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

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: 40-05-00-3-1430

This account includes the following mandatory annual inspection fees:

Facility Permit - Lake County Health Dept.	\$ 375
Fire Extinguisher Maintenance	\$ 175
Sprinkler Inspection	\$ 250
Fire Alarm Inspection	\$ 225
Backflow Inspection	\$ 450
Total:	<u>\$ 1,475</u>

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

FY 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 1,475
Increase (Decrease)	<u>\$ (525)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

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: 40-05-00-3-4110

This account includes the following security related items:

Security Surveillance – Sentry Security	\$ 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 2017 Budget request	\$ 6,500
FY 2018 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Equipment Rental

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-05-00-3-4130

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 2017 Budget request	\$ 400
FY 2018 Budget request	\$ 400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Professional Development

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-3-4365

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:

1 Certified Pool Operator (CPO) Certification Class	\$ 150
Total	<u>\$ 150</u>

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u>\$ 150</u>

This is a new account in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Insurance Allocation

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-3-4377

This account allocates the insurance expense between the General Fund and the other Village Funds that incur the insurance expenses: the Community Development Fund, the Parks & Recreation Fund, the Aquatic Center Fund and the Sewer Fund.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ 26,375</u>

This is a new account for 2018, created as a result of the Priority Based Budget analysis to more accurately and transparently allocate insurance-related costs to the appropriate funds and functions that incur these costs.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Maintenance Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-05-00-5-4570

This line item includes all supplies necessary for maintenance of the Aquatic Center. Supplies include general maintenance, pool repair, bathroom cleaning, locker room, outside grounds and small parking lot repairs.

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

FY 2017 Budget request	\$ 11,000
FY 2018 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Transfer to Aquatic Depreciation Fund

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.3 Prioritize Strong Fiscal Sustainability

Account Number: 40-05-00-8-4899

This allocation to capital replacement reserve in the Aquatic Center Depreciation Fund is required by the bond covenants.

The Transfer to Aquatic Depreciation Fund budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
166	168	150	Interest	200	200
-	75,000	2,000	Capital Reserve	2,000	2,000
166	75,168	2,150	Total Revenues	2,200	2,200

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
13,137	10,935	35,470	Improvements	14,500	22,400
13,137	10,935	35,470	Total Expenditures	14,500	22,400

(12,971)	64,233	(33,320)	Change in Net Assets	(12,300)	(20,200)
117,607	181,840	148,520	Net Assets as of 12/31	136,220	116,020

Significant Changes

- \$1,100 increase in funding for new Aquatic Center Furniture account. All pool furniture is 10 years old and will need to be replaced over the next three years.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	168	150	192	292	200
TOTAL INTEREST INCOME		168	150	192	292	200
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	75,000	2,000	-	2,000	2,000
TOTAL MISCELLANEOUS		75,000	2,000	-	2,000	2,000
TOTAL REVENUES		75,168	2,150	192	2,292	2,200
EXPENSES						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	7,343	8,500	-	8,500	2,300
41-00-00-8-4894	MECHANICAL EQUIPMENT	1,924	7,470	2,754	3,400	6,000
41-00-00-8-4895	CAPITAL IMPROVEMENTS	1,668	19,500	7,661	13,400	13,000
41-00-00-8-4896	AQUATIC CENTER FURNITURE	-	-	-	-	1,100
TOTAL CAPITAL OUTLAY		10,935	35,470	10,415	25,300	22,400
TOTAL EXPENSES		10,935	35,470	10,415	25,300	22,400
OPERATING INCOME (LOSS)		64,233	(33,320)	(10,223)	(23,008)	(20,200)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 150
FY 2018 Budget request	\$ 200
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is due to the projected actuals from Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2018:

Wi-Fi Thermostat for Furnace	\$ 800
Time Clock Plus Maintenance Fee	<u>\$ 500</u>
Total	<u><u>\$ 1,300</u></u>

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

FY 2017 Budget request	\$ 8,500
FY 2018 Budget request	<u>\$ 1,300</u>
Increase (Decrease)	<u><u>\$ (7,200)</u></u>

The primary reason for the decrease is due to the completion of software upgrades in the prior year.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Mechanical 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 mechanical equipment purchases valued over \$1,000 at the Aquatic Center. The following purchases are planned for Fiscal Year 2017:

Slow Close Solenoid	\$ 1,100
Total	<u>\$ 1,100</u>

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

FY 2017 Budget request	\$ 7,470
FY 2018 Budget request	<u>\$ 1,100</u>
Increase (Decrease)	<u>\$ (6,370)</u>

The primary reason for the decrease relates to the fact that there were several one time purchases in Fiscal Year 2017 such as floor scrubber, tent, benches, and tarps. The equipment purchases funded in this account vary in size and scope from year to year.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Capital 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:

Pump Replacement	\$ 7,500
Painting Pool Areas	\$ 2,500
Upgrade to LED lights	\$ 1,000
Total	<u>\$ 11,000</u>

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

FY 2017 Budget request	\$ 19,500
FY 2018 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ (8,500)</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.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Aquatic Center Furniture

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces

Account Number: 41-00-00-8-4896

This account is used to record the purchase of new furniture at the Aquatic Center. The following purchases are planned for Fiscal Year 2018:

8 Acrylic Pool Tables	\$ 1,100
Total	<u>\$ 1,100</u>

The Aquatic Center Furniture budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 1,100
Increase (Decrease)	<u>\$ 1,100</u>

The Aquatic Center recently celebrated its 10th Anniversary. The tables and chairs for the pool deck are showing wear and tear and will need to be replaced. This is a new account in Fiscal Year 2018.

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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
207	384	100	Interest	850	850
207	384	100	Total Revenues	850	850

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
803	803	850	Contractual Services	850	850
256,035	255,960	255,710	Debt Service	255,285	254,365
256,838	256,763	256,560	Total Expenditures	256,135	255,215
270,763	-	-	Transfer from General	88,800	254,334
-	560,000	36,000	Transfer from Park Donation	20,385	-
14,132	303,621	(220,460)	Change in Net Assets	(146,100)	(31)
62,970	366,591	146,131	Net Assets as of 12/31	31	-

Significant Changes

- It is anticipated that the Aquatic Center Revenue Bond payments in 2018 will be paid from both developer Park Donation fees (the primary revenue pledge), and Utility Taxes transferred from the General Fund (the secondary revenue pledge.) In Fiscal Year 2018, there will be insufficient park donation revenue to pay the required bond payments, which will result in a transfer from the General Fund utility tax revenues.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
2011 AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	384	100	520	980	850
TOTAL INTEREST INCOME		384	100	520	980	850
TOTAL REVENUES		384	100	520	980	850
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	150,000	155,000	-	155,000	160,000
43-00-00-7-4738	INTEREST EXPENSE	105,960	100,710	50,355	100,710	95,285
TOTAL DEBT SERVICE		255,960	255,710	50,355	255,710	255,285
TOTAL EXPENSES		256,763	256,560	51,158	256,513	255,215

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 100
FY 2018 Budget request	\$ 850
Increase (Decrease)	<u>\$ 750</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 850
FY 2018 Budget request	<u>\$ 850</u>
Increase(Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 255,710
FY 2018 Budget request	\$ 255,285
Increase (Decrease)	<u>\$ (425)</u>

The annual principal and interest expense payments vary each year and are set based upon the bond repayment schedule. As of January 1, 2018, the total principal outstanding will be \$2,035,000. Future annual principal and interest payments are shown below.

Year Ending December 31	Principal	Interest	Total
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	\$ 100,000	\$ 5,150	\$ 105,150
	<u>\$ 2,035,000</u>	<u>\$ 610,621</u>	<u>\$ 2,645,621</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

Mayor of Marineo

Pietro Barbaccia

Mayor of Hawthorn Woods

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
	2016	2017	2018	2018
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
1,616	815	600	Donations	2,000	2,000
-	2	1	Interest	5	5
1,616	817	601	Total Revenue	2,005	2,005

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
-	-	505	Contractual Services	505	505
-	-	505	Total Expenditures	505	505

Excess (Deficiency) of Revenues

1,616	817	96	Over Expenditures	1,500	1,500
4,294	5,111	5,207	Fund Balance as of 12/31	6,707	8,207

Significant Changes

- \$1,400 increase in donation revenue projected due to increased golf outing donations from the "Beat the Mayor" contest and memorial bench and memorial tree donations being recorded in the Sister Cities Fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SISTER CITIES						
REVENUES						
DONATIONS						
50-00-00-4-3680	DONATIONS	815	600	1,034	1,034	2,000
TOTAL DONATIONS		815	600	1,034	1,034	2,000
INTEREST INCOME						
50-00-00-6-3810	INTEREST INCOME	2	1	3	5	5
TOTAL INTEREST INCOME		2	1	3	5	5
TOTAL REVENUES		817	601	1,037	1,039	2,005
EXPENDITURES						
CONTRACTUAL SERVICES						
50-00-00-3-4361	DUES	-	305	-	305	305
50-00-00-3-4390	MISCELLANEOUS EXPENSE	-	200	-	200	200
TOTAL EXPENDITURES		-	505	-	505	505
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		817	96	1,037	534	1,500

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, and memorial bench and tree donations. Such donations will be used towards Sister Cities International initiatives.

Beat the Mayor donations	\$1,000
Memorial Benches	\$650
Memorial Trees	\$350
	<u>\$2,000</u>

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

FY 2017 Budget request	\$ 600
FY 2018 Budget request	\$ 2,000
Increase(Decrease)	<u>\$ 1,400</u>

The primary reason for the increase relates to the actual revenues generated from the Village Golf Outing Sister Cities "Beat the Mayor" hole in Fiscal Year 2017. In addition, since the memorial benches and tree program benefit the Sister City program, these donations will be recorded directly in the Sister Cities Fund in fiscal year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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>\$305</u>
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The Dues budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 305
FY 2018 Budget request	<u>\$ 305</u>
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 200
FY 2018 Budget request	\$ 200
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.



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
	2016	2017	2018	2018
Full-Time	1	1	0	0.45
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
305,567	412,728	262,930	Fees	325,600	328,600
766	1,357	500	Interest Income	3,250	3,250
306,333	414,085	263,430	Total Revenue	328,850	331,850

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
6,624	7,655	84,071	Personnel Services	44,806	46,150
38,874	57,844	62,720	Contractual Services	139,375	115,680
-	474	2,500	Commodities	2,000	2,000
2,440	91,604	81,430	Capital Outlay	122,100	192,205
47,938	157,577	230,721	Total Expenditures	308,281	356,035

258,395	256,508	32,709	Net Change in Fund Balance	20,569	(24,185)
2,697,687	2,954,195	2,986,904	Fund Balance as of 12/31	3,007,473	2,983,288

Significant Changes

- Elimination of vacant full-time Sewer Specialist Position
- Increase of \$25,000 for update of Engineering Standards

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017		2018 REQUESTED BUDGET	2019 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SEWER FUND						
REVENUES						
FEES						
12-00-00-4-3790	SEWER REVENUE	44,441	40,000	11,986	43,000	48,000
12-00-00-4-3793	CONNECTION FEE-HW	368,287	222,930	189,000	264,000	192,000
12-00-00-4-3794	CONNECTION FEE-LZ	-	-	26,250	48,125	35,000
12-00-00-4-3795	CONNECTION FEE-LC	-	-	22,680	41,580	30,240
12-00-00-4-3796	ADMIN RESERVE FEE-LZ	-	-	2,520	4,620	3,360
12-00-00-4-3797	ADVANCE USER FEE-LZ	-	-	14,000	26,500	20,000
TOTAL FEES		412,728	262,930	266,436	427,825	328,600
INTEREST INCOME						
12-00-00-6-3810	INTEREST INCOME	1,357	500	1,351	3,250	3,250
TOTAL INTEREST INCOME		1,357	500	1,351	3,250	3,250
TOTAL REVENUES		414,085	263,430	267,787	431,075	331,850
EXPENDITURES						
PERSONNEL SERVICES						
12-00-00-1-4010	SALARIES	6,602	70,500	5,234	10,468	38,827
12-00-00-1-4040	IMRF	658	8,178	601	1,202	4,353
12-00-00-1-4090	FICA MATCHING	395	5,393	353	706	2,971
TOTAL PERSONNEL SERVICES		7,655	84,071	6,188	12,376	46,150
CONTRACTUAL SERVICES						
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	51,157	44,000	20,875	41,235	45,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 6 MONTHS		2018 REQUESTED BUDGET	2019 ESTIMATE	
			BUDGETED	ACTUAL			PROJECTED
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	4,609	12,000	13,800	13,800	37,000	37,000
12-00-00-3-4353	TELEPHONE-CELL PHONE	-	720	-	-	-	-
12-00-00-3-4371	UTILITIES	2,078	6,000	1,147	6,000	6,000	6,180
12-00-00-3-4372	SEWER RATE STUDY	-	-	-	-	-	-
12-00-00-3-4373	ENGINEERING STANDARDS	-	-	-	-	25,000	-
12-00-00-3-4377	INSURANCE ALLOCATION	-	-	-	-	26,375	27,500
TOTAL CONTRACTUAL SERVICES		57,844	62,720	35,822	61,035	139,375	115,680
COMMODITIES							
12-00-00-5-4573	SANITARY SEWER SUPPLIES	474	2,000	-	2,000	2,000	2,000
12-00-00-5-4578	UNIFORMS/SAFETY GEAR	-	500	-	-	-	-
TOTAL COMMODITIES		474	2,500	-	2,000	2,000	2,000
CAPITAL OUTLAY							
12-00-00-8-4600	ENGINEERING	854	-	244	500	1,000	1,000
12-00-00-8-4891	PUMP REPLACEMENT	-	-	-	-	-	70,000
12-00-00-8-4892	MANHOLE REHABILITATION	3,949	14,000	-	14,000	14,000	14,000
12-00-00-8-4893	SEWER LINING	-	15,000	-	15,000	15,000	15,000
12-00-00-8-4895	OTHER IMPROVEMENTS	2,948	3,500	100	3,500	3,500	3,605
12-00-00-8-4896	CONNECTION FEES PAID-LZ	16,787	48,930	21,875	48,125	35,000	35,000
12-00-00-8-4898	CONNECTION FEES PAID-LC	-	-	18,900	41,580	30,240	30,240
12-00-00-8-4899	ADMIN RESERVE FEE PAID-LZ	-	-	2,520	4,620	3,360	3,360
12-00-00-8-4900	ADVANCE USER FEE PAID-LZ	-	-	14,000	26,500	20,000	20,000
	DEPRECIATION	67,066	-	-	-	-	-
TOTAL CAPITAL OUTLAY		91,604	81,430	57,639	153,825	122,100	192,205
TOTAL EXPENDITURES		157,577	230,721	99,649	229,236	308,281	356,035
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		256,508	32,709	168,138	201,839	20,569	(24,185)

**MAINTENANCE AND OPERATIONS BUDGET
2018 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. The users currently connected to the sewer system include: the Aquatic Center, the homes in the Stonebridge subdivision 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 2017 Budget request	\$ 40,000
FY 2018 Budget request	<u>\$ 45,000</u>
Increase (Decrease)	<u><u>\$ 5,000</u></u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 (8 homes @ \$6,000) - Village Connection	\$ 48,000
Hawthorn Hills (20 homes @ \$4,500)	\$ 90,000
Countryside Meadows-Orleans (3 homes @ \$6,000)	\$ 18,000
Hawthorn Trails South (6 homes @ \$6,000)	\$ 36,000
Total	<u>\$ 192,000</u>

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ 222,930
FY 2018 Budget request	<u>\$ 192,000</u>
Increase (Decrease)	<u>\$ (30,930)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, two new accounts were created in Fiscal Year 2017 to account for the three connection fees (Village of Hawthorn Woods, Village of Lake Zurich and Lake County) in separate accounts for transparency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fee Revenue - Lake Zurich

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: 12-00-00-4-3794

This account is used to record the revenue received from connection fees due to the Village of Lake Zurich when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (8 homes @ \$4,375)	\$ 35,000
Total	<u>\$ 35,000</u>

The Connection Fee Revenue - Lake Zurich forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 35,000</u>
Increase (Decrease)	<u>\$ 35,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, two new accounts were created in Fiscal Year 2017 to account for the three connection fees (Village of Hawthorn Woods, Village of Lake Zurich and Lake County) in separate accounts for transparency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fee Revenue - Lake County

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: 12-00-00-4-3795

This account is used to record the revenue received from connection fees due to Lake County when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (8 homes @ \$3,780)	\$ 30,240
Total	<u>\$ 30,240</u>

The Connection Fee Revenue - Lake County forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 30,240</u>
Increase (Decrease)	<u>\$ 30,240</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, two new accounts were created in Fiscal Year 2017 to account for the three connection fees (Village of Hawthorn Woods, Village of Lake Zurich and Lake County) in separate accounts for transparency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Admin. Reservation Fee - Lake Zurich

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: 12-00-00-4-3794

This account is used to record the revenue received from the Admin. Reservation fees due to the Village of Lake Zurich when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (8 homes @ \$420)	\$ 3,360
Total	<u>\$ 3,360</u>

The Admin. Reservation Fee- Lake Zurich forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 3,360</u>
Increase (Decrease)	<u>\$ 3,360</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, this new accounts was created in Fiscal Year 2017 to account for the admin. reservation fee in a separate account for transparency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Advance User Fee - Lake Zurich

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: 12-00-00-4-3794

This account is used to record the revenue received from the Advance User fees due to the Village of Lake Zurich when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (8 homes @ \$2,500)	\$ 20,000
Total	<u>\$ 20,000</u>

The Advance User Fee - Lake Zurich forecast changed from the prior year, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u>\$ 20,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, this new accounts was created in Fiscal Year 2017 to account for the advance user fee in a separate account for transparency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 500
FY 2018 Budget request	\$ 3,250
Increase (Decrease)	<u>\$ 2,750</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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:

Director of Public Works - 5%
Assistant Director of Public Works - 10%
Crew Leader - Facilities - 10%
Specialist I - Facilities - 10%
Chief Financial Officer/Human Resources Director - 5%
Finance Specialist - 5%

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

FY 2017 Budget request	\$ 70,500
FY 2018 Budget request	<u>\$ 37,696</u>
Increase (Decrease)	<u>\$ (32,804)</u>

The primary reason for the decrease is the elimination of the vacant Sewer Specialist position. These job responsibilities will be performed on a contractual basis during Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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, 2018, the Village's portion was 11.21%.

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

FY 2017 Budget request	\$ 8,178
FY 2018 Budget request	<u>\$ 4,226</u>
Increase (Decrease)	<u><u>\$ (3,952)</u></u>

The primary reason for the decrease is the elimination of the vacant Sewer Specialist position. These job responsibilities will be performed on a contractual basis during Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 5,393
FY 2018 Budget request	<u>\$ 2,884</u>
Increase (Decrease)	<u><u>\$ (2,509)</u></u>

The primary reason for the decrease is the elimination of the vacant Sewer Specialist position. These job responsibilities will be performed on a contractual basis during Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$44,000
FY 2018 Budget request	<u>\$45,000</u>
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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: 12-00-00-3-4181

This account is used to pay for external repairs as related to the lift stations and sanitary sewer, as follows:

Bypass Valve - School Lift Station	\$ 4,900
Float Switches - School Lift Station	\$ 2,600
Contingency	\$ 4,500
Consultant	<u>\$ 25,000</u>
	<u><u>\$ 37,000</u></u>

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

FY 2017 Budget request	\$ 12,000
FY 2018 Budget request	<u>\$ 37,000</u>
Increase (Decrease)	<u><u>\$ 25,000</u></u>

The primary reason for the increase is an allocation of \$25,000 to hire a consultant to perform the duties of a Sewer Specialist, as needed. The vacant Sewer Specialist position planned for hire in Fiscal Year 2017 has been eliminated.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 720
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ (720)</u>

The primary reason for the decrease relates to the elimination of the vacant Sewer Specialist position. Since this position will be filled on a contractual basis in Fiscal Year 2018, an employee cell phone will not be required.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 6,000
FY 2018 Budget request	<u>\$ 6,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 until 2020.

The Sewer Rate Study budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ 25,000</u></u>

The Village's Engineering standards require an update at a total anticipated cost of \$25,000.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Insurance Allocation

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: 12-00-00-3-4377

This account allocates the insurance expense between the General Fund and the other Village Funds that incur the insurance expenses: the Community Development Fund, the Parks & Recreation Fund, the Aquatic Center Fund and the Sewer Fund.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ 26,375</u>

This is a new account for 2018, created as a result of the Priority Based Budget analysis to more accurately and transparently allocate insurance-related costs to the appropriate funds and functions that incur these costs.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 2,000
FY 2018 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 500
FY 2018 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ (500)</u></u>

The primary reason for the decrease relates to the elimination of the vacant Sewer Specialist position. Since this position will be filled on a contractual basis in Fiscal Year 2018, an employee uniform will not be required.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

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

Account Number: 12-00-00-8-4600

This account is used to pay for engineering services for related to sewer infrastructure.

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

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2017.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Pump Replacement

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

The account is a newly created account to plan for the replacement of pumps for the Kruger Road and School lift stations. There are two pumps in each lift station and these pumps have a useful life of 8 to 15 years.

We recommend replacement of the pumps for Kruger Road lift station in year 2019 with the cost of replacement of \$71,000 and we recommend the replacement of the School lift station pumps in year 2020 with the cost of replacement of \$49,000.

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 14,000
FY 2018 Budget request	\$ 14,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 15,000
FY 2018 Budget request	<u>\$ 15,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 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 2017 Budget request	\$ 3,500
FY 2018 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fees Paid - Lake Zurich

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: 12-00-00-8-4896

This account is used to pay 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 Zurich. The revenue received is recorded in account number 12-00-00-4-3794 - Connection Fee Revenue - Lake Zurich.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ 48,930
FY 2018 Budget request	\$ 35,000
Increase (Decrease)	<u>\$ (13,930)</u>

The primary reason for the decrease relates to the creation of a separate account to track the connection fees paid to the Village of Lake Zurich versus the connection fees paid to Lake County in Fiscal Year 2018. In the prior year, both fees were recorded in one account.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fees Paid - Lake County

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: 12-00-00-8-4898

This account is used to pay Lake County 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 . The revenue received is recorded in account number 12-00-00-4-3795 - Connection Fee Revenue - Lake County.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$30,240</u>
Increase (Decrease)	<u>\$30,240</u>

The primary reason for the increase relates to the creation of a separate account to track the connection fees paid to the Village of Lake Zurich versus the connection fees paid to Lake County in Fiscal Year 2018. In the prior year, both fees were recorded in one account.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Admin. Reservation Fee Paid - Lake Zurich

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: 12-00-00-8-4899

This account is used to pay Lake Zurich admin. reservation fee 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 Zurich. The revenue received is recorded in account number 12-00-00-4-3796 - Admin. Reservation Fee Revenue - Lake Zurich.

Stonebridge (8 homes @ \$420)	\$ 3,360
Total	<u>\$ 3,360</u>

The Admin. Reservation Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 3,360</u>
Increase (Decrease)	<u>\$ 3,360</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, this new accounts was created in Fiscal Year 2017 to account for the admin. reservation fee in a separate account for transparency.

**MAINTENANCE AND OPERATIONS BUDGET
2018 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Advance User Fee Paid - Lake Zurich

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: 12-00-00-8-4900

This account is used to pay Lake Zurich advance user fee 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 Zurich. The revenue received is recorded in account number 12-00-00-4-3797 - Advance User Fee Revenue - Lake Zurich.

Stonebridge (8 homes @ \$2,500)	\$ 20,000
Total	<u>\$ 20,000</u>

The Advance User Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2017 Budget request	\$ -
FY 2018 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u>\$ 20,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2018, as compared to Fiscal Year 2017. In addition, this new accounts was created in Fiscal Year 2017 to account for the advance user fee in a separate account for transparency.



CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
-	15,338	-	Insurance Reimbursement	-	-
-	78,405	-	Intergovernmental		
1,013	1,500	1,000	Interest	1,000	1,000
1,013	95,243	1,000	Total Revenues	1,000	1,000

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
				2018	2019
164,972	648,802	394,443	Capital Outlay	412,608	4,402,934
164,972	648,802	394,443	Total Expenditures	412,608	4,402,934
600,000	800,000	-	Transfer from General Fund	-	-
-	400,000	-	Transfer from Community Dev	-	-
436,041	646,441	(393,443)	Net Change in Fund Balance	(411,608)	(4,401,934)
664,896	1,311,337	917,894	Fund Balance as of 12/31	506,286	(3,895,648)
			Assigned - Roads	-	-
			Assigned - Equipment Replace	25,000	-
			Assigned - ADA Projects	50,000	-
			Assigned - Bike Path Grant	150,000	-
			Assigned - Flood Remediation	-	-
			Available Fund Balance	281,286	(3,895,648)

Significant Changes

- 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	2018	2019	2020	2021	2022
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		
Traffic Counts	CIP		\$ 7,720			
Uptown Plan	CIP		\$ 10,000	\$ 60,000		
Hawthorn Woods Water Walk	CIP			\$ 300,000	\$ 700,000	
Geographic Information System (GIS)	CIP		\$ 119,146	\$ 107,698	\$ 110,791	\$ 113,976
File Scanning	CIP		\$ 36,020	\$ 42,917		
	Totals	\$ -	\$ 166,866	\$ 497,698	\$ 810,791	\$ 113,976

ENGINEERING DEPARTMENT:

Infrastructure Mapping (Water & Sewer)	CIP				\$ 10,000	
	Totals	\$ -	\$ -	\$ -	\$ 10,000	\$ -

FINANCE DEPARTMENT:

None						
	Totals	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Improvement Plan
Project

Fund

2018

2019

2020

2021

2022

MUNICIPAL BUILDINGS

Furnace & Air Conditioner Replacement	CIP		\$ 13,000	\$ 13,000		\$ 13,000
Village Hall Cedar Siding Replacement	CIP		\$ 77,250			
PD Garage Door Replacement	CIP		\$ 7,210			
PW Cold Storage Garage Door Replacement	CIP		\$ 7,210			
PW Cold Storage Expansion	CIP		\$ 90,640			
Public Works Generator	CIP		\$ 60,000			
Aquatic Center Generator	CIP		\$ 69,800			
PW Parking Lot Improvement	CIP		\$ 169,950			
PW Building Expansion	CIP					\$ 509,850
Village Hall Rear Exit Doors	CIP		\$ 7,500			
Village Hall ADA Ramp Replacement	CIP					\$ 131,000
Public Works Well Pump Replacement	CIP		\$ 7,000			
VH/PD Tuck Pointing	CIP		\$ 5,500			
Totals		\$ -	\$ 515,060	\$ 13,000	\$ -	\$ 653,850

POLICE DEPARTMENT:

Vehicle Replacement	CIP	\$ 30,000	\$ 60,000	\$ 30,000	\$ 60,000	\$ 30,000
Squad Video Camera Replacement	CIP		\$ 12,400	\$ 6,200	\$ 12,400	\$ 6,200
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		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200
Totals		\$ 30,000	\$ 162,600	\$ 41,400	\$ 77,600	\$ 41,400

Capital Improvement Plan
Project

Fund

2018

2019

2020

2021

2022

PUBLIC WORKS:

Utility box for Truck 804	CIP		\$ 7,004			
Enloader	CIP		\$ 175,100			
John Deer tractor with deck for ROW mowing	CIP			\$ 64,890		
Zero Turn Mower (60 inch) for ROW mowing	CIP		\$ 8,500			
Portable vactor (used)	CIP				\$ 20,600	
Asphalt planer	CIP		\$ 15,800			
Sweeper Gutter Brush	CIP		\$ 6,000			
Backhoe	CIP			\$ 110,000		
Totals		\$ -	\$ 212,404	\$ 174,890	\$ 20,600	\$ -

PARKS:

OSLAD Grant (matching funds) - Park TBA	CIP		\$ 200,000	\$ 200,000		
ADA Compliance Plan Implementation	Special Rec	\$ 29,000	\$ 75,075	\$ 75,075		
Heritage Oaks Park	CIP		\$ 13,200		\$ 7,600	
Meadowlark Park	Special Rec	\$ 121,000	\$ 75,000			
Parks Equipment	CIP		\$ 4,000	\$ 117,287		
Ball Field Groomer	CIP		\$ 7,900			
Tennis Court Repair	CIP		\$ 34,000	\$ 16,000		
Laminate 72" Round Tables	CIP		\$ 2,685	\$ 2,739	\$ 2,794	
Totals		\$ 150,000	\$ 411,860	\$ 411,101	\$ 10,394	\$ -

Capital Improvement Plan
Project

Fund

2018

2019

2020

2021

2022

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
Schwerman Road Improvements	Motor Fuel Tax	\$ 110,000				
Sign replacement plan	Motor Fuel Tax	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Crack sealing program	Motor Fuel Tax					
Street patching	Motor Fuel Tax					
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		\$ 435,000	\$ 120,000		
Culvert Replacement	CIP	\$ 351,065	\$ 646,432	\$ 474,600	\$ 556,000	\$ 232,400
Choker Bridge Wall Replacement	CIP		\$ 19,750			
Indian Creek Stream Bank Stabilization	CIP		\$250,000			
Totals		\$ 491,065	\$ 2,912,676	\$ 2,030,600	\$ 2,081,000	\$ 1,755,400

TECHNOLOGY

New Software - Village Wide	CIP		\$ 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	\$ 11,543	\$ 11,543	\$ 11,543		
Totals		\$ 31,543	\$ 76,543	\$ 76,543	\$ 35,000	\$ 45,000

Summary

	CIP	\$ 412,608	\$ 4,402,934	\$ 3,215,232	\$ 3,015,385	\$ 2,579,626
	Special Rec	\$ 150,000	\$ 150,075	\$ -	\$ -	\$ -
	Motor Fuel Tax	\$ 140,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Capital Improvement Plan Total Expenditures		\$ 702,608	\$ 4,583,009	\$ 3,245,232	\$ 3,045,385	\$ 2,609,626
Grand Total - 5 Year Capital Plan						\$ 14,185,860
Capital Improvement Plan Fund						
Excess (Deficiency) of Funding Sources Over Capital Expenditures		\$ 726,134	\$ (4,401,934)	\$ (3,214,232)	\$ (3,014,385)	\$ (2,578,626)

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

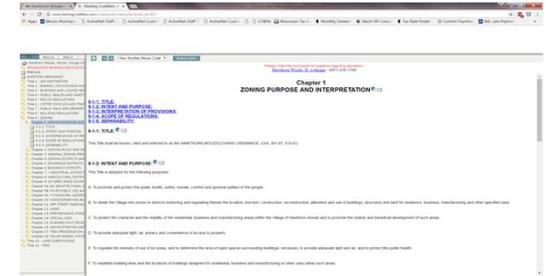
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Building Department

Description: Building Department Zoning Code Update

Account Number: 90-60-00-8-4890



2019 - 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 100,000				\$ 100,000
Construction						
Equipment						
Contingency						
Subtotal		\$ 100,000				\$ 100,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Building Department
Description: Building Department Vehicle Replacement
Account Number: 90-60-00-8-4890

2019 - 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 25,000				\$ 25,000
Contingency						
Subtotal		\$ 25,000				\$ 25,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Downtown District Signage

Account Number: 90-30-00-8-4890

2019 - Design and installation of decorative signage (monument sign and banners).

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 30,000				\$ 30,000
Equipment						
Contingency						
Subtotal		\$ 30,000				\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Uptown District Signage

Account Number: 90-30-00-8-4890

2020 - Design and installation of decorative signage (monument sign and banners).

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction			\$ 30,000			\$ 30,000
Equipment						
Contingency						
Subtotal			\$ 30,000			\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Traffic Counts

Account Number: 90-30-00-8-4890

2019 - Generation of a specific plan for the Downtown Area, including supplemental sign code update.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 7,720				\$ 7,720
Construction						
Equipment						
Contingency						
Subtotal		\$ 7,720				\$ 7,720

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Uptown Plan

Account Number: 90-30-00-8-4890

(1) 2019 - Continuation of study to determine best option for sewage disposal for the Uptown Area. (2) 2020 - Generation of a specific plan for the Uptown Area, including supplemental sign code update.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 10,000				\$ 10,000
Construction			\$ 60,000			\$ 60,000
Equipment						
Contingency						
Subtotal		\$ 10,000	\$ 60,000			\$ 70,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Economic Development
Description: Hawthorn Woods Water Walk
Account Number: 90-30-00-8-4890

(1) 2020 - Design and engineer a Downtown water walk. (2) 2021 - Construct the Downtown water walk.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	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

2018 - 2022 Budget Proposal

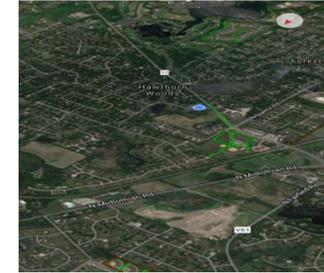
Supplemental Narrative

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	2018	2019	2020	2021	2022	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
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: File Scanning

Account Number: 90-30-00-8-4890

Scanning of house files (2019) and blue prints (2020) by an outside consultant.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 36,020	\$ 42,917			\$ 78,937
Construction						
Equipment						
Contingency						
Subtotal		\$ 36,020	\$ 42,917			\$ 78,937

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

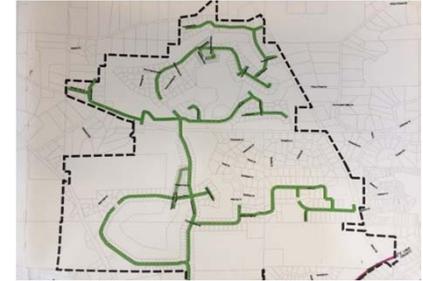
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Engineering Department

Description: Infrastructure Mapping (Water & Sewer)

Account Number: 90-19-00-8-4890



2021 - Update Village water and sewer atlas every five years or as needed.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services				\$ 10,000		\$ 10,000
Construction						
Equipment						
Contingency						
Subtotal				\$ 10,000		\$ 10,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Furnace & AC Replacements
Account Number: 90-45-00-8-4890



2019 - East Barn and Police Department (upstairs)
 2020 - West Barn and Police Department Booking Room
 2022 - Future furnace and Air Conditioner

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 13,000	\$ 13,000		\$ 13,000	\$ 39,000
Contingency						
Subtotal		\$ 13,000	\$ 13,000		\$ 13,000	\$ 39,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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



2019 - Replace cedar siding on Village Hall/Police Department.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 77,250				\$ 77,250
Equipment						
Contingency						
Subtotal		\$ 77,250				\$ 77,250

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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



2019 - Replace three Police Department garage doors.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 7,210				\$ 7,210
Contingency						
Subtotal		\$ 7,210				\$ 7,210

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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



2019 - Replace three Public Works cold storage garage doors.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 7,210				\$ 7,210
Contingency						
Subtotal		\$ 7,210				\$ 7,210

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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



2019 - Construct 30' x 80' additional cold storage for Public Works, including engineering.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 8,240				\$ 8,240
Construction		\$ 82,400				\$ 82,400
Equipment						
Contingency						
Subtotal		\$ 90,640				\$ 90,640

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Generator

Account Number: 90-45-00-8-4890



2019 - Purchase portable generator for Public Works Building, including engineering.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 60,000				\$ 60,000
Equipment						
Contingency						
Subtotal		\$ 60,000				\$ 60,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Aquatic Center Generator

Account Number: 90-45-00-8-4890



2019 - Purchase permanent generator for Aquatic Center in order to operate all building functions, including lights, furnaces, showers, etc. The generator is not sized to operate pool equipment. If we were to size it to operate pool equipment, we would need to install two generators and the cost would exceed \$125,000 for the generators. Additionally, to install two generators, the gas main to the building would have to be upgraded. The \$125,000 doesn't include the cost to upgrade the gas main to the building.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 69,800				\$ 69,800
Equipment						
Contingency						
Subtotal		\$ 69,800				\$ 69,800

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Parking Lot

Account Number: 90-45-00-8-4890



2019 - Expand and replace Public Works parking lot, including engineering.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 15,450				\$ 15,450
Construction		\$ 154,500				\$ 154,500
Equipment						
Contingency						
Subtotal		\$ 169,950				\$ 169,950

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Building Expansion

Account Number: 90-45-00-8-4890

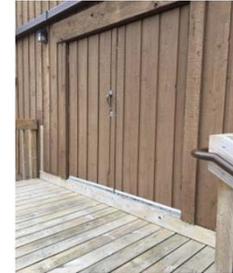


2022 - Expand Public Works building.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services					\$ 46,350	\$ 46,350
Construction					\$ 463,500	\$ 463,500
Equipment						
Contingency						
Subtotal					\$ 509,850	\$ 509,850

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Village Hall Rear Exit Doors
Account Number: 90-45-00-8-4890



2019 - Replace rear exit doors at the Village Hall Barn.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 7,500				\$ 7,500
Equipment						
Contingency						
Subtotal		\$ 7,500				\$ 7,500

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Village Hall ADA Ramp Replacement
Account Number: 90-45-00-8-4890



2022 - Replace and re-design Village Hall ADA ramp.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services					\$ 20,000	\$ 20,000
Construction					\$ 111,000	\$ 111,000
Equipment						
Contingency						
Subtotal					\$ 131,000	\$ 131,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Well Pump Replacement
Account Number: 90-45-00-8-4890

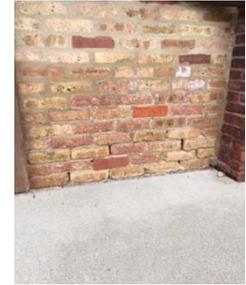


2019 - Replace Public Works well pump.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 7,000				\$ 7,000
Equipment						
Contingency						
Subtotal		\$ 7,000				\$ 7,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Village Hall / Police Department Tuck Pointing
Account Number: 90-45-00-8-4890



2019 - Tuck point bricks on the Village Hall and Police Department building.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 5,500				\$ 5,500
Equipment						
Contingency						
Subtotal		\$ 5,500				\$ 5,500

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 30,000	\$ 60,000	\$ 30,000	\$ 60,000	\$ 30,000	\$ 210,000
Contingency						
Subtotal	\$ 30,000	\$ 60,000	\$ 30,000	\$ 60,000	\$ 30,000	\$ 210,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 12,400	\$ 6,200	\$ 12,400	\$ 6,200	\$ 37,200
Contingency						
Subtotal		\$ 12,400	\$ 6,200	\$ 12,400	\$ 6,200	\$ 37,200

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 30,000				\$ 30,000
Contingency						
Subtotal		\$ 30,000				\$ 30,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,000				\$ 10,000
Contingency						
Subtotal		\$ 10,000				\$ 10,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 5,000				\$ 5,000
Construction						
Equipment						
Contingency						
Subtotal		\$ 5,000				\$ 5,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 40,000				\$ 40,000
Contingency						
Subtotal		\$ 40,000				\$ 40,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 20,800
Contingency						
Subtotal		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 20,800

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Utility Box for Truck 804
Account Number: 90-40-00-8-4890



2019 - 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 7,004				\$ 7,004
Contingency						
Subtotal		\$ 7,004				\$ 7,004

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Endloader (replacement)
Account Number: 90-40-00-8-4890



2019 - 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 175,100				\$ 175,100
Contingency						
Subtotal		\$ 175,100				\$ 175,100

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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



2020 - Purchase John Deere tractor with deck for ROW mowing. This tractor would replace Old Blue (1988).

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 64,890			\$ 64,890
Contingency						
Subtotal			\$ 64,890			\$ 64,890

**CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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



2019 - Purchase 60 inch zero turn mower to replace existing mower for ROW mowing.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 8,500				\$ 8,500
Contingency						
Subtotal		\$ 8,500				\$ 8,500

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Portable Vactor (Used)

Account Number: 90-40-00-8-4890

2021 - Purchase used portable vac truck to utilize cleaning manholes, sewers and pits.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment				\$ 20,600		\$ 20,600
Contingency						
Subtotal				\$ 20,600		\$ 20,600

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Asphalt Planer

Account Number: 90-40-00-8-4890



2019 - Purchase asphalt planer in order to increase efficiency and output of asphalt patching crew.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 15,800				\$ 15,800
Contingency						
Subtotal		\$ 15,800				\$ 15,800

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Sweeper Gutter Brush

Account Number: 90-40-00-8-4890



2019 - Purchase sweeper gutter brush to be mounted onto skid steer and used to brush stones and sediment off or Village roads. This will assist the Village in meeting NPDES requirements for protecting waterways. It will also be used to sweep the bike paths in Village parks and Village parking lots.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 6,000				\$ 6,000
Contingency						
Subtotal		\$ 6,000				\$ 6,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Backhoe
Account Number: 90-40-00-8-4890



2020 - Purchase a backhoe to replace the Village's backhoe that is 25 years old. This piece of equipment has an estimated projected useful life of 12 years.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 110,000			\$ 110,000
Contingency						
Subtotal			\$ 110,000			\$ 110,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction	\$ 21,575	\$ 75,075	\$ 75,075			\$ 171,725
Equipment	\$ 7,425					\$ 7,425
Contingency						
Subtotal	\$ 29,000	\$ 75,075	\$ 75,075			\$ 179,150

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Heritage Oaks Park

Account Number: 90-11-00-8-4890



2019 - Tuck-point the retaining wall.
 2019 - Strike-Guard Lightning Receiver/Strobe Light
 2021 - Tuck-point the retaining wall.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services		\$ 7,400		\$ 7,600		\$ 15,000
Construction						
Equipment		\$ 5,800				\$ 5,800
Contingency						
Subtotal		\$ 13,200		\$ 7,600		\$ 20,800

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land	\$ 36,000					\$ 36,000
Professional Services	\$ 10,000					\$ 10,000
Construction	\$ 75,000	\$ 30,000				\$ 105,000
Equipment		\$ 45,000				\$ 45,000
Contingency						
Subtotal	\$ 121,000	\$ 75,000				\$ 196,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: 1 1/2 Ton Dump Truck
Account Number: 90-11-00-8-4890



2019 - New green trailer replacement, which would assist the Parks section with transport of large pieces of equipment throughout the Village's park system.
 2020 - New 1 1/2 Ton Dump Truck, which can also serve in the snow plow fleet.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 4,000	\$ 117,287			\$ 121,287
Contingency						
Subtotal		\$ 4,000	\$ 117,287			\$ 121,287

CAPITAL BUDGET PROJECT

2018 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Toro 2040 Z (Zero Turn) Ball-Field Groomer

Account Number: 90-11-00-8-4890



2019 - This ball-field groomer will improve the appearance and longevity of our athletic fields. It will reduce the man-hours and equipment necessary to maintain seven ball-fields; it will serve to reduce fuel-consumption and the need for larger equipment. This will result in direct savings to the Village.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 7,900				\$ 7,900
Contingency						
Subtotal		\$ 7,900				\$ 7,900

CAPITAL BUDGET PROJECT

2018 Budget Proposal Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: Tennis Court Repair (4-Courts)
Account Number: 90-11-00-8-4890



2019 -
2020 -

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 34,000	\$ 16,000			\$ 50,000
Equipment						
Contingency						
Subtotal		\$ 34,000	\$ 16,000			\$ 50,000

CAPITAL BUDGET PROJECT

2018 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Laminate 72" in. Rd. Tables (10)

Account Number: 90-11-00-8-4890



Purchase 72" round tables.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 2,685	\$ 2,739	\$ 2,794		\$ 8,218
Contingency						
Subtotal		\$ 2,685	\$ 2,739	\$ 2,794		\$ 8,218

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	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

2018 - 2022 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	2018	2019	2020	2021	2022	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

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Schwerman Road Improvements

Account Number: 90-28-00-8-4890



The Village has had Schwerman Road reclassified as a Federal Aid Urban (FAU) route. This makes the Village eligible for an 80% cost sharing with federal funding. The project will remove 2 inches of asphalt pavement from N. Owens Road to N. Gilmer Road. The pavement will be replaced with HMA surface course and leveling binder. This will be a joint project with Fremont Township, with Fremont completing their portion of the road. The total cost of construction engineering is \$27,000, of which 80% will be reimbursed to the Village. IDOT will pay 100% of the construction cost, with the Village reimbursing IDOT 20% of construction or \$54,000.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services	\$ 27,000					\$ 27,000
Construction	\$ 83,000					\$ 83,000
Equipment						
Contingency						
Subtotal	\$ 110,000					\$ 110,000

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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	2018	2019	2020	2021	2022	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

2018 - 2022 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. However, due to the completion of the Schwerman Road project, the crack sealing program will be suspended in 2018. Crack sealing will be included as part of Routine Road Maintenance in FY 2019 - 2022.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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. However, due to the completion of the Schwerman Road project, the street patching program will be suspended in 2018. Street patching will be included as part of Routine Road Maintenance in FY 2019 - 2022.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT
2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Equipment						
Contingency						
Subtotal	\$ 10,000	\$ 50,000				

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 300,494				\$ 300,494
Equipment						
Contingency						
Subtotal		\$ 300,494				\$ 300,494

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

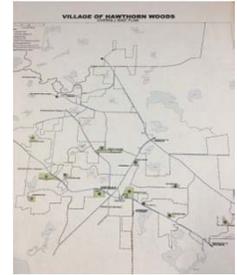
Supplemental Narrative

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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction				\$ 10,000		\$ 10,000
Equipment						
Contingency						
Subtotal				\$ 10,000		\$ 10,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Storm Sewer Replacement

Account Number: 90-28-00-8-4890



Much of the Village's storm sewer is corrugated metal pipe, rusting and deteriorating, causing sink holes to form. We recommend replacement of the pipe that is failing.

2019 - Pheasant Run Storm Sewer

2020 - Lakeview Storm Sewer

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 435,000	\$ 120,000			\$ 555,000
Equipment						
Contingency						
Subtotal		\$ 435,000	\$ 120,000			\$ 555,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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



20

The culverts under Village roads are deteriorating and will require replacement in the near future. Many of them will require engineering and permitting from Army Corps of Engineering, adding cost and time for permitting, to the process of replacing them.

- 2018 - Darlington (four 36" x 58" culverts)
- 2019 - Mark Lane (four 36" x 48" culverts) & Indian Creek (one 80" diameter culvert)
- 2020 - Washitay (three 38" x 55" culverts)
- 2021 - Elm Drive (four 52" x 36" culverts)
- 2022 - Lisa Lane (two 15" culverts) and Deer Point (one 24" culvert)

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services	\$ 20,000	\$ 91,432	\$ 70,600	\$ 81,000	\$ 43,400	\$ 306,432
Construction	\$ 331,065	\$ 555,000	\$ 404,000	\$ 475,000	\$ 189,000	\$ 1,954,065
Equipment						
Contingency						
Subtotal	\$ 351,065	\$ 646,432	\$ 474,600	\$ 556,000	\$ 232,400	\$ 2,260,497

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 19,750				\$ 19,750
Equipment						
Contingency						
Subtotal		\$ 19,750				\$ 19,750

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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. It is recommended that this project be constructed the same year as the Indian Creek culvert replacement

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction		\$ 250,000				\$ 250,000
Equipment						
Contingency						
Subtotal		\$ 250,000				\$ 250,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 Budget Proposal

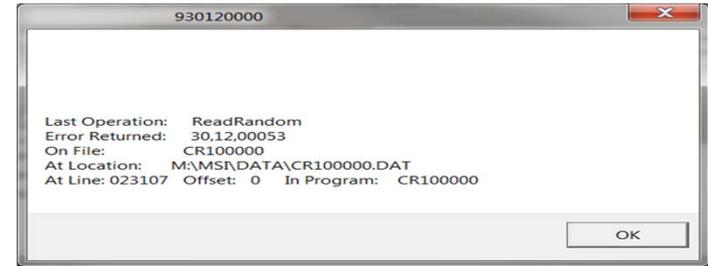
Supplemental Narrative

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	2018	2019	2020	2021	2022	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 140,000
Contingency						
Subtotal		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 140,000

CAPITAL IMPROVEMENT PROJECT

2018 - 2022 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.

5 Year Projected Expenditures						
Expense Category	2018	2019	2020	2021	2022	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
2018 - 2022 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	2018	2019	2020	2021	2022	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

2018 - 2022 Budget Proposal

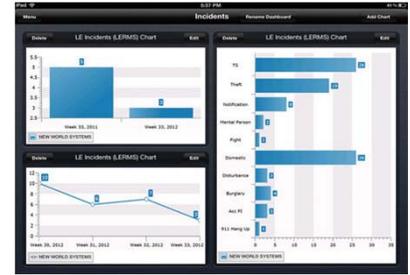
Supplemental Narrative

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 lease fee.

Expense Category	5 Year Projected Expenditures					TOTAL
	2018	2019	2020	2021	2022	
Land						
Professional Services						
Construction						
Equipment	\$ 11,543	\$ 11,543	\$ 11,543			\$ 34,629
Contingency						
Subtotal	\$ 11,543	\$ 11,543	\$ 11,543			\$ 34,629

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	2001	International	Truck 5T #814
Parks & Recreation	2002	Ford	Econoline E350 Van
Community Development	2003	Jeep	Liberty
Public Works	2004	Chevy	Red Blazer
Public Works	2006	Ford	Pickup Truck #819
Administration	2006	Ford	Explorer
Public Works	2008	International	Truck 2T #821
Public Works	2008	Ford	Truck - F550#811
Public Works	2008	Ford	Crown Vic - PW
Public Works	2010	Ford	Pickup Truck #804
Public Works	2010	Ford	Expedition
Public Works	2012	International	2T Dump Truck #18
Public Works	2012	Ford	Pickup Truck #10
Police	2013	Dodge	Durango #306
Police	2014	Dodge	Charger #301
Police	2015	Ford	Interceptor SUV-Chief's Car
Public Works	2016	International	1.5 T Dump #16
Parks & Recreation	1994	Ford	Econoline E350 Van
Public Works	2016	International	2T Dump Truck #22

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
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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
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Heritage Oaks Soccer Pavilion

Water Heater	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance

Aquatic Center

Furnaces and Air Conditioners

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

Pool Heaters

Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak

Water Heaters

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
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Aquatic Center - Continued

Variable Frequency Drives

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

Furnaces and Air Conditioners

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
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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	2001	INTERNATIONAL 4900 5-TON	\$ 150,000	2013	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 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
PW AIR RAIDER	2014	RYAN 544317A	\$ 3,000	2021	7	\$ 429

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 #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 #3 CAR	2004	CHEVY BLAZER	\$ 30,000	2011	7	\$ 4,286
PW #16	2016	INTERNATIONAL 1.5 TON	\$ -	0	0	\$ -
COMMUNITY DEV. DEPT.						
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
PARKS DEPT. VAN	1994	FORD E-350 VAN	\$ -	0	0	\$ -
ADMINISTRATION DEPT.						
BD #1 SUV	2006	FORD EXPLORER	\$ 30,000	2013	7	\$ 4,286

ANNUAL VEHICLE & EQUIPMENT REPLACEMENT COST

\$ 200,087



RESERVE FUND



RESERVE FUND

Actual Fiscal Year Ended 12/31/2013	Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Budget Fiscal Year Ended 12/31/2017		Proposed	
						2018	2019
-	-	-	-	-	Transfer from General Fund	-	-
-	-	-	-	-	Transfer from Community Dev	-	-
-	-	-	-	-	Total Cash Transfers	-	-
1,755,584	1,943,698	2,199,434	1,474,246	1,503,528	General Fund Bal. @ 12/31	1,532,562	1,543,148
43%	45%	54%	36%	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.