



2019 APPROVED BUDGET

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2019
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 12, 2018

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, 2019. 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 \$1,569,851 as of December 31, 2017.

As the fiscal year 2018 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.

The State of Illinois continues its 2% administration fee for locally imposed taxes which has negatively impacted 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 to redefine a successful price point in the market. Following the Pulte Group's interest in Hawthorn Woods, several other residential developers have expressed interest in homebuilding developments in the Village and William Ryan Homebuilders is developing the Stonebridge subdivision, a 60 lot subdivision off of Old McHenry Road. Two other home developments are in the entitlement process that would continue the growth pattern of new residential homes. One subdivision under

consideration is an 11 lot development of duplexes, resulting in 20 housing units. The other is a single family home development on Midlothian Road in a single-family neo-traditional design, consisting of 73 homes. These projects have the potential to increase our property tax base and incorporate land for future reuse and revenue.

The Village is considering a public referendum question regarding the funding of repair and maintenance of our approximately 53 miles of municipal roadways. Without a new source of revenue, the Village is only able to address limited repairs on the roads using Motor Fuel Tax and operating funds to address crack sealing, patching, and minor repairs. Resurfacing streets before they reach the threshold of total reconstruction would be the goal of the streets Pavement Management Program. The voters will decide if they prioritize keeping the municipal streets in good condition.

Drainage continues to be a funding challenge as significant watershed flooding continues to impact our infrastructure and residential homes. Hawthorn Woods has aging infrastructure which has reached its lifespan, and significant culvert work will need to be addressed to repair outdated, corrugated, failing, metal piping to be replaced with concrete culverts under our roads and in some of our developments. The Village has identified significant areas to be addressed once funding is realized.

The Village remains involved in land use matters involving legal expertise. The Village funded continuing legal expenses regarding a court case and a parcel of land in the center of our downtown corridor. Additionally, the Village has been involved in a matter with Aqua Illinois and Toll Brothers as it relates to the expansion of the wastewater treatment facilities.

The Village has also retained the professional services of a communications firm to assist us with transparency of transportation issues that could have a lasting impact from a proposed new highway construction through the Village.

In this proposed 2019 budget, concern remains regarding the uncertainty of state leadership as it relates to revenues, as the state budget includes a 5% reduction in the state shared income taxes (LGDF) that was originally targeted as a temporary revenue decrease now made permanent. This revenue reduction has been incorporated into the 2019 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 operating expenses are discussed line item by line item and defended against a zero based priority budgeting process. Our financial forecast for fiscal year 2019 is focused on a steady plan to maintain our infrastructure and keep our budget 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 \$4,142,713; budgeted expenditures are estimated at \$4,098,999; operating transfers from other funds are planned at \$190,000, resulting in a planned net change in fund balance of \$29,402. 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:

	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	Actual Fiscal Year Ended 12/31/2017	Estimated Fiscal Year Ended 12/31/2018
Net Change in Fund Balance	\$ (380,550)	\$ 125,326	\$ 50,796	\$ 555,967	\$ 727,903	\$ 116,239	\$ 188,114	\$ 255,736	\$ (725,188)	\$ 95,605	\$ 29,035
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	\$ 1,569,851	\$ 1,598,886
Fund Balance/Budget %	5%	10%	11%	29%	43%	45%	48%	54%	36%	39%	39%

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. As of December 31, 2017, the Fund Balance was 39% of the subsequent year's operating budget.

Significant Changes as Summarized in the 2019 Budget:

Total headcount increased by one position from 2018 to 2019, as a result of the creation of an additional streets specialist position. 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 2019 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 2019 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 \$204,312.

Although this 2019 Budget reflects conservative growth budget, we will continue to monitor the potential negative financial impacts due to the uncertainty in Springfield cuts to the Local Government Distributive Fund (LGDF) the new administrative fees applied to our anticipated revenues.

Other significant changes include:

1. The Management Analyst/Public Information Specialist position will remain vacant in Fiscal Year 2019. (Minus 1.0 FTE while vacant.)
2. One new full-time Streets Specialist I position will be created. (Plus 1.0 FTE.)
3. The seasonal Aquatic Center Manager position will be combined with new a Recreation Specialist I position. This position will serve as the Aquatic Center Manager during pool operations and will assist with community events and recreation programming during the remainder of the year. (Plus 0.5 FTE current seasonal position will be reclassified to a full-time position.)

The net result is a 0.5 increase in FTE in Fiscal Year 2019, compared to Fiscal Year 2018. A detailed analysis can be found starting on page x.

Savings Opportunities:

1. General Fund – Administration is forecasting a \$59,310 reduction in personnel services due to the planned vacancy in the Management Analyst/Public Information Specialist position.
2. General Fund – Human Resources is forecasting a \$5,000 reduction in tuition reimbursement due to two employees graduating in 2018 (one Masters in Public Administration and one Associates Degree in Accounting.) There are no employees currently enrolled in the tuition reimbursement program; however, \$5,000 has been funded as a contingency for future interest.
3. General Fund – Police Department - \$4,501 decrease in police pension employer contributions based upon the independent actuarial valuation.

Additional Revenue Opportunities:

1. Property Tax - \$95,967 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), the 2017 property tax request was 0.7% (CPI) and the 2018 property tax levy request was 2.1% (CPI). The CPI for the 2019 property tax levy request is 2.1%.
2. Use Tax - \$22,274 additional revenue based on estimated actual 2018 results, the increased population as a result of the special census and IML per capita forecasts.
3. State Income Tax - \$57,240 additional revenue based on estimated actual 2018 results, the increased population as a result of the special census and IML per capita forecasts.
4. Utility Tax - \$10,000 forecasted additional revenue based upon 2018 estimated actual results.

Forecasted Stagnant/Declining Revenue Sources:

1. Telecommunications Tax- \$5,000 decline based on 2018 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.
2. Franchise licenses - \$7,500 decline based upon 2018 estimated actual results. The primary source of revenue is from Comcast. This revenue stream is declining as residents eliminate cable, in favor of internet only streaming services.
3. Building permits - \$146,006 decline in forecasted permit revenue. Note that new home start projections are conservative. See page 278 for detailed projections.

Increased Expenditures for Essential Operations:

1. General Fund – Risk Management - \$22,500 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 - \$75,928 increase in total personnel services due to the projected salary increase provided in the collective bargaining agreement. The current agreement expires on 12/31/20.
3. All Funds with Salary Allocations, Other than the Police Department - The Fiscal Year 2019 budget includes funding for merit increases based upon employee performance (\$83,082). 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. In Fiscal Year 2018, two major projects were the focus of our Capital Improvement Plan: 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. Key initiatives in Fiscal Year 2019 include the update of the zoning codes, replacement of two furnaces, one police car, 6 garage doors, and the roof at the Public Works facility. In addition, an emergency backup power generator will be installed at the Public Works facility. The VOIP phones, computers and ERP software will be replaced Village-wide. Finally, the Special Recreation tax levy will be utilized to complete the new fully-accessible Meadowlark Park. Due to insufficient funding, over \$1.7 million in capital requests were cut from the Fiscal Year 2019 budget and deferred to future years.

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 2019. Determinations for funding were cross referenced to a list of 7 priorities for funding in 2019. 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 2019 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 2019 Budget reflects conservative spending considerations, only emergency life, safety, and critical maintenance 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	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	12/31/18	Proposed 12/31/19
GENERAL GOVERNMENT											
Administration	3.0	3.0	2.0	4.0	4.0	2.0	3.0	3.0	3.0	3.0	2.0
Finance/Human Resources	-	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0
COMMUNITY DEVELOPMENT											
Planning/Economic Development	-	-	-	-	-	-	1.0	1.0	1.0	1.0	1.0
Building & Zoning	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0
PARKS AND RECREATION											
Administration	1.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	3.0
Parks Maintenance *	-	-	-	2.0	2.0	2.0	3.0	3.0	2.0	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
Officers	8.0	9.0	9.0	9.0	10.0	10.0	12.0	12.0	12.0	12.0	12.0
PUBLIC WORKS											
Administration	1.0	1.0	2.0	1.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0
Maintenance	3.0	4.0	5.0	3.0	4.0	4.0	6.0	6.0	6.0	5.0	6.0
TOTAL	19.0	22.0	23.0	24.0	27.0	28.0	36.0	36.0	35.0	34.0	35.0

* Parks Maintenance was contractual prior to 2011.

Note that the employee census chart displays only full-time employees. 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 moderately increase in 2019. The primary reason for the increase is a result of the special census conducted in the fall of 2017 which increased the official population from 7,663 to 8,348. This 2019 budget includes conservative revenue estimates, based upon the most current information available.

Summary

The Village finances have improved dramatically during the last nine fiscal years, as shown by the fund balance in the General Fund growing from \$179,353 in 2008 to an anticipated \$1,569,851 in 2017 which is 39% of the 2018 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, especially since this is a gubernatorial election year. The Village has planned accordingly, and is prepared to adjust mid-year should revenues improve or not be fully realized. If the trend continues with flat revenues and growing expenses, we are prepared with thoughtful analysis to seek alternative funding opportunities. In Spring 2019, there may be consideration of a referendum question on the public ballot to ask voters for a sustainable 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, 2019. 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, 2019 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 Jodi McCarthy Chuck Schulte</p>	<p>Planning Building and Zoning Commission Dominick DiMaggio, Trustee Liaison Chris Donovan Dave Lindquist Jim Merkel Tom Rychlik Paul Sedlacek Dante Tisci</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	2018 FTE	2019 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			-	
Vacant	Executive Administrative Assistant	Administration	-	-	-	
		Technology				
		Village Clerk				
Vacant	Management Analyst/Public Information Specialist	Administration	1.00	-	(1.00)	
		Technology				
		Village Clerk				
Vacant	Intern	Administration	-	-	-	
		Technology				
Danette Russell	Finance Specialist	Finance	0.50	0.50	-	
		Economic Development	0.10	0.10	-	
		Human Resources	0.25	0.10	(0.15)	
		Risk Management	0.05	0.05	-	
		Aquatic Center	0.05	0.15	0.10	
		Sewer	0.05	0.10	0.05	
Kristin Kazenas	Chief Financial Officer	Finance	0.50	0.50	-	
		Economic Development	0.10	0.10	-	
	Director of Human Resources	Human Resources	0.25	0.20	(0.05)	
		Risk Management Director	0.05	0.05	-	
	Vacant	Intern	Technology			
			Aquatic Center	0.05	0.05	-
			Sewer	0.05	0.10	0.05
			Finance	0.10	0.10	-

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2018 FTE	2019 FTE	CHANGE
Jennifer Paulus	Chief of Police	Police	1.00	1.00	-
John Tennant	Commander	Police	1.00	1.00	-
Sara Canada	Sergeant	Police	1.00	1.00	-
Ed Armijo	Sergeant	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	1.00	1.00	-
Jan Filenko	Police Records and Office Manager	Police	1.00	1.00	-
Erika Frable	Director of Public Works	Public Works	0.55	0.50	(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	0.10	0.05
Matt Bartlett	Assistant Director of Public Works	Public Works	0.55	0.50	(0.05)
		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	0.15	0.05
Dave Barkemeyer	Crew Leader - Buildings Maintenance	Public Works	0.65	0.60	(0.05)
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.10	0.15	0.05
Michael Marquardt	Specialist I - Buildings Maintenance	Public Works	0.65	0.60	(0.05)
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.10	0.15	0.05
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	-
Randy Wendt	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

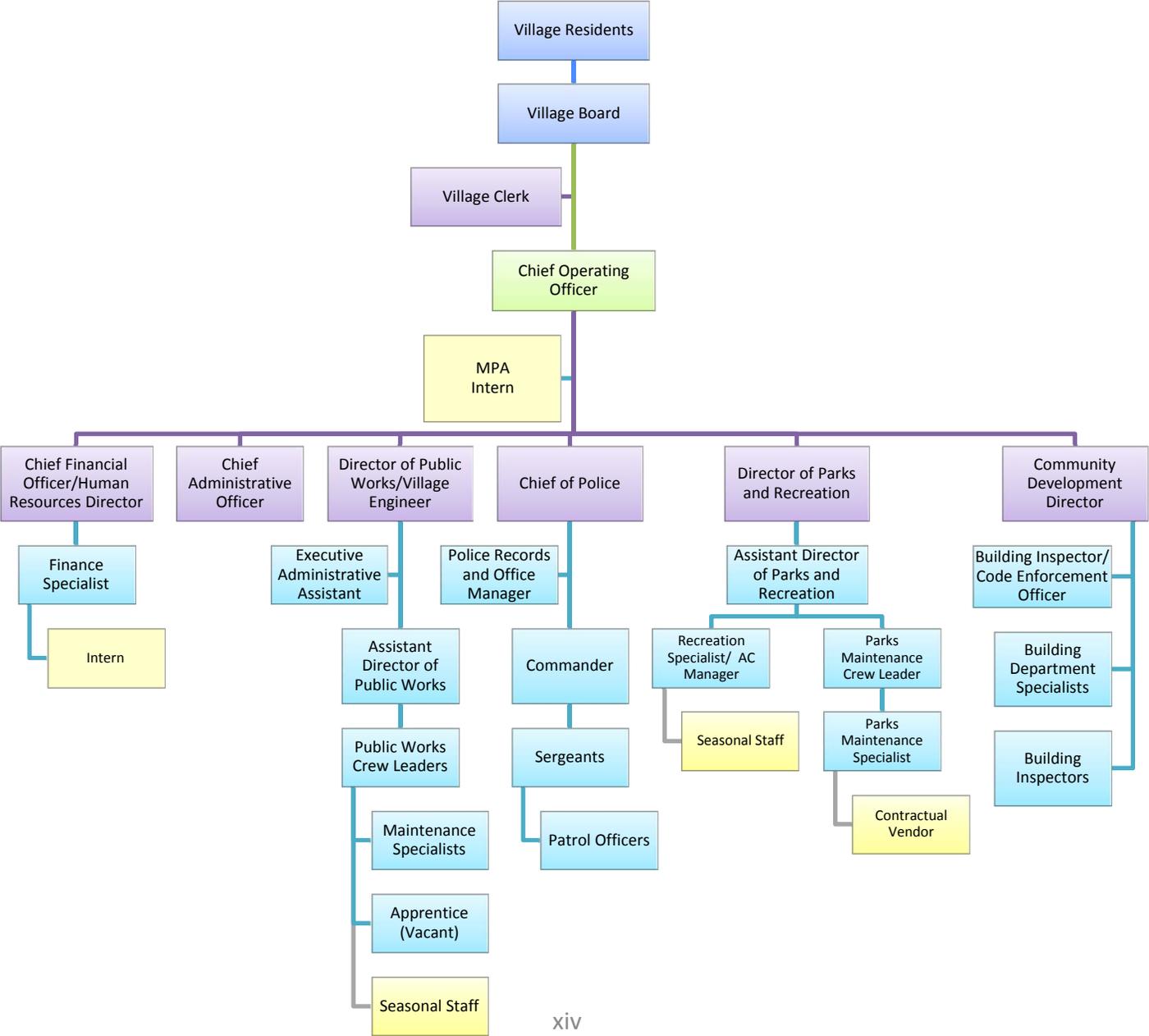
Staff Member	Titles	Responsibility	2018	2019	CHANGE
			FTE	FTE	
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	0.25	0.25	-
Michael Cassata	Director of Community Development	Planning, Building & Zoning	0.60	0.60	-
		Economic Development	0.40	0.40	-
Vacant	Economic 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	-
Karen Baker	Building Department Specialist	Planning, Building & Zoning	1.00	1.00	-
Vacant	Intern - Building and Zoning	Planning, Building & Zoning	-	-	-
Brian Sullivan	Director of Parks & Recreation	Parks & Recreation Admin.	0.15	0.15	-
		Parks Maintenance	0.30	0.30	-
		Community Events	0.35	0.35	-
		Economic Development	0.10	0.10	-
		Aquatic Center	0.10	0.10	-
Amy Mason	Assistant Director of Parks & Recreation	Parks & Recreation Admin.	0.55	0.55	-
		Community Events	0.45	0.45	-
Ryan Mathy	Crew Leader - Parks Maintenance	Parks Maintenance	1.00	1.00	-
		Public Works	-	-	-
John Sanchez	Parks Maintenance Specialist I	Parks Maintenance	1.00	1.00	-
		Public Works			
New Hire	Aquatic Center Manager/Recreation Specialist I	Aquatic Center	0.50	1.00	0.50
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
TOTAL			48.45	48.95	0.50

The total FTE (full time equivalents) increased by 0.5. A summary of the changes in FTE is as follows:

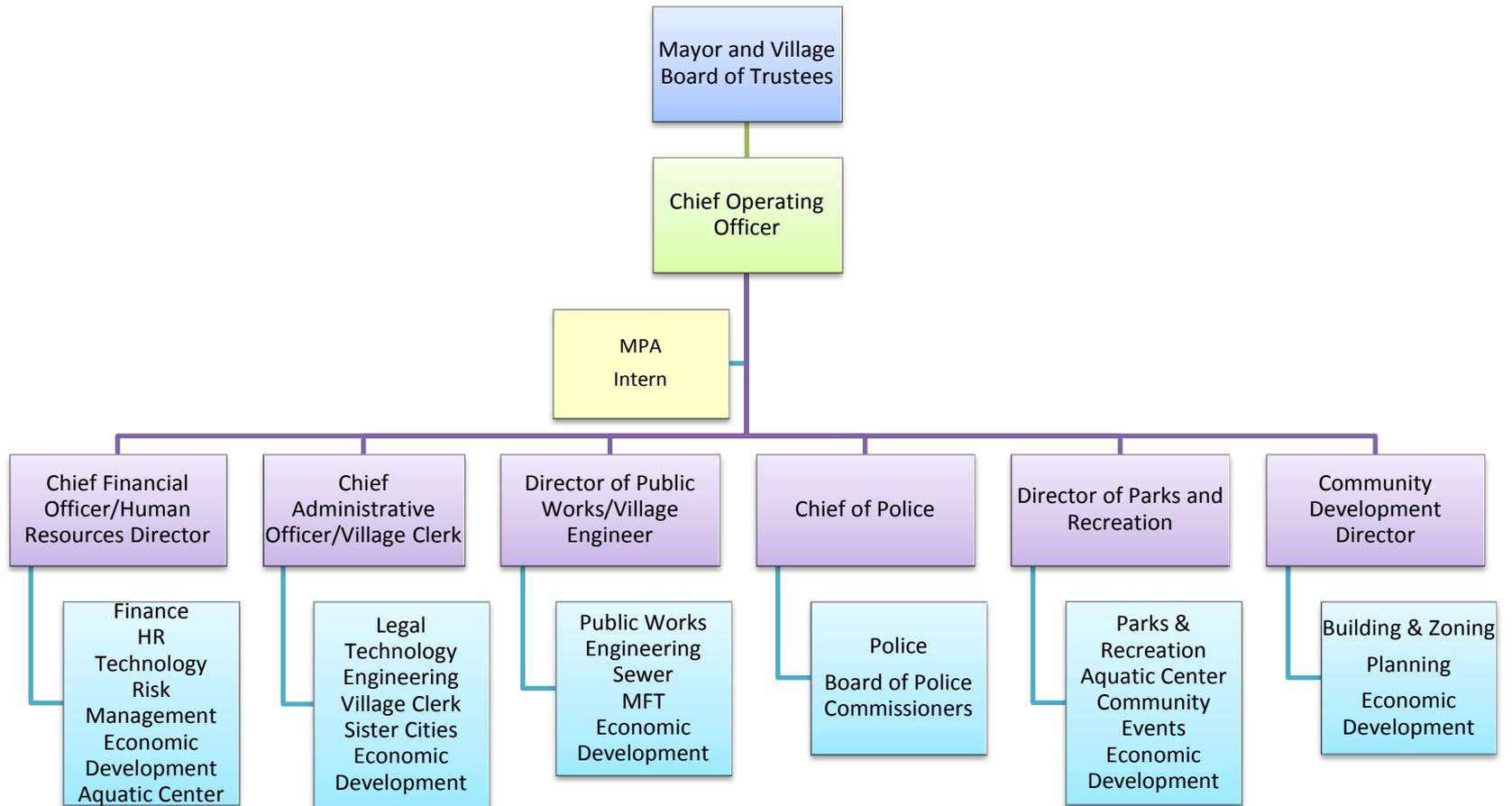
Position	Description of Change	2018 FTE	2019 FTE	CHANGE
Management Analyst	Position is vacant and will not be filled in 2019	1.00	-	(1.00)
Street Specialist I	New full time position	-	1.00	1.00
Aquatic Center Manager/Recreation Specialist 1	Newly created position will function as Aquatic Center Manager during pool operating season and will assist with special events and recreation programming during the remainder of the year	0.50	1.00	0.50
Net Change in FTE		1.50	2.00	0.50

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.

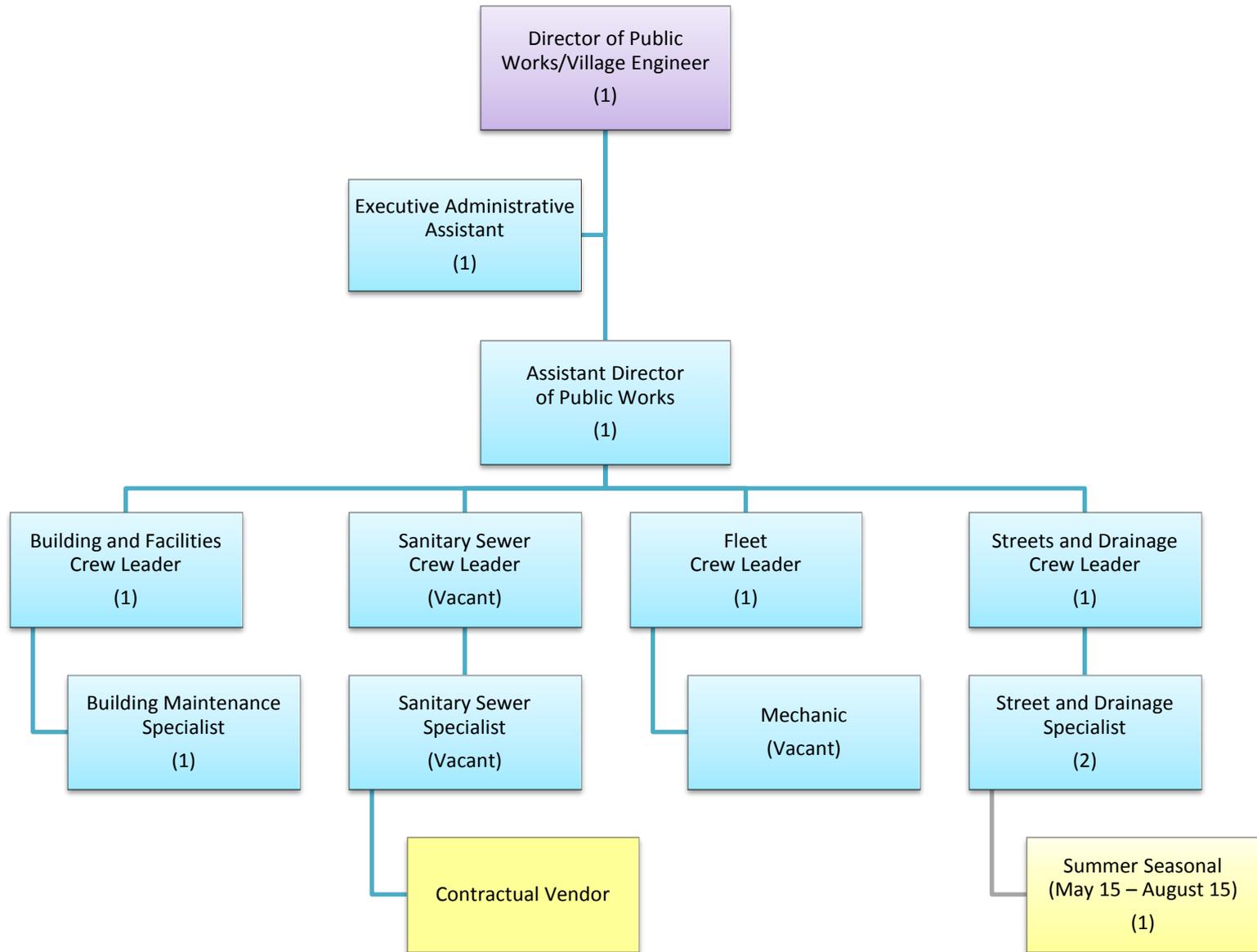
Village of Hawthorn Woods – Organizational Chart



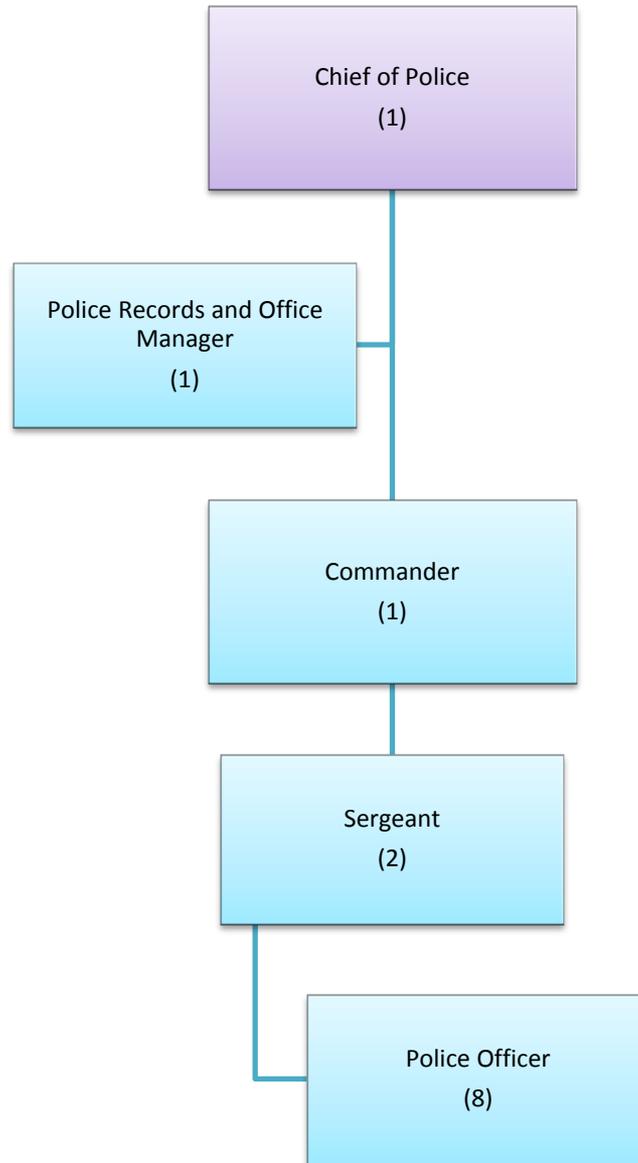
Administration Department Organizational Chart



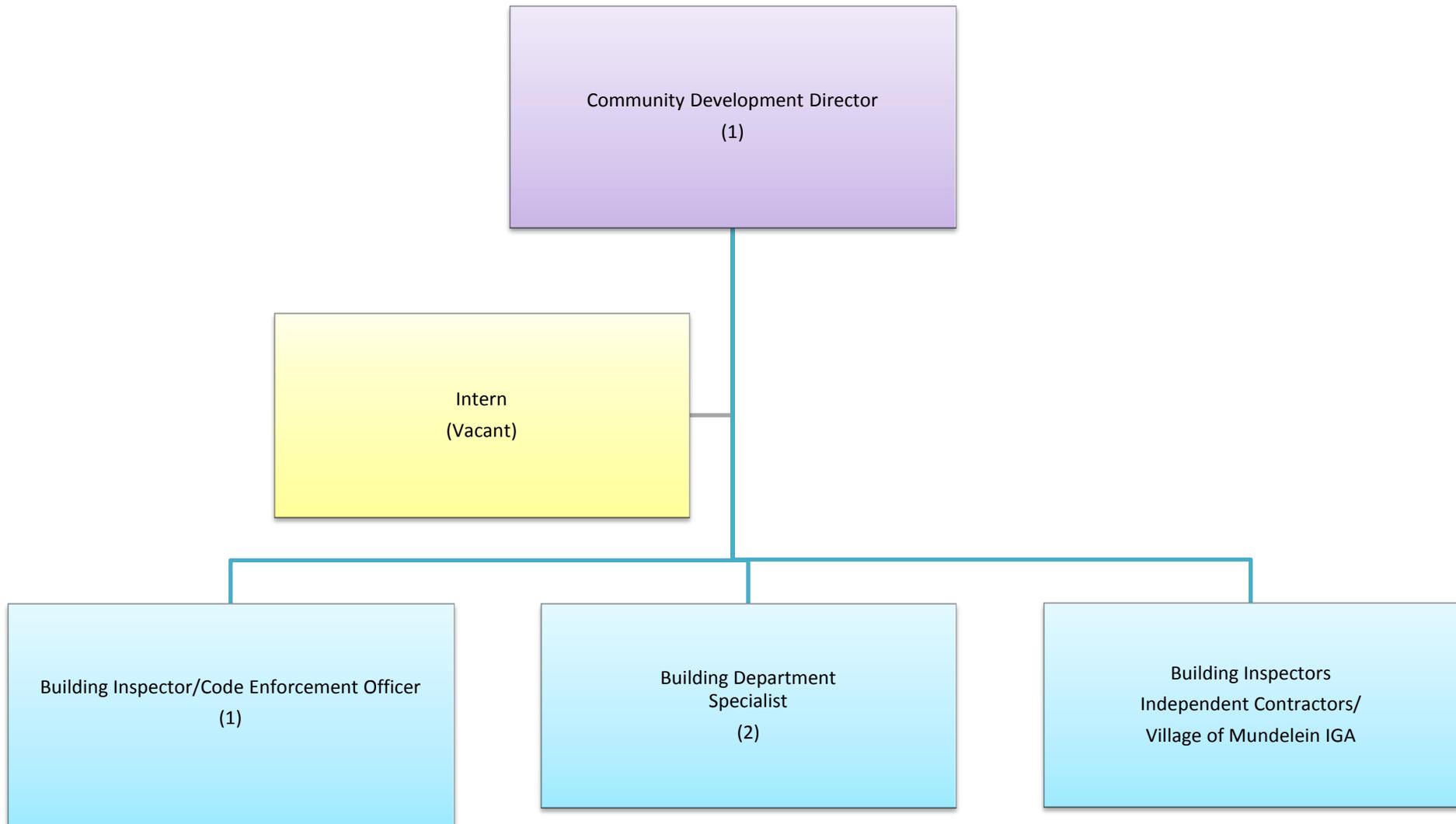
Public Works Department Organizational Chart



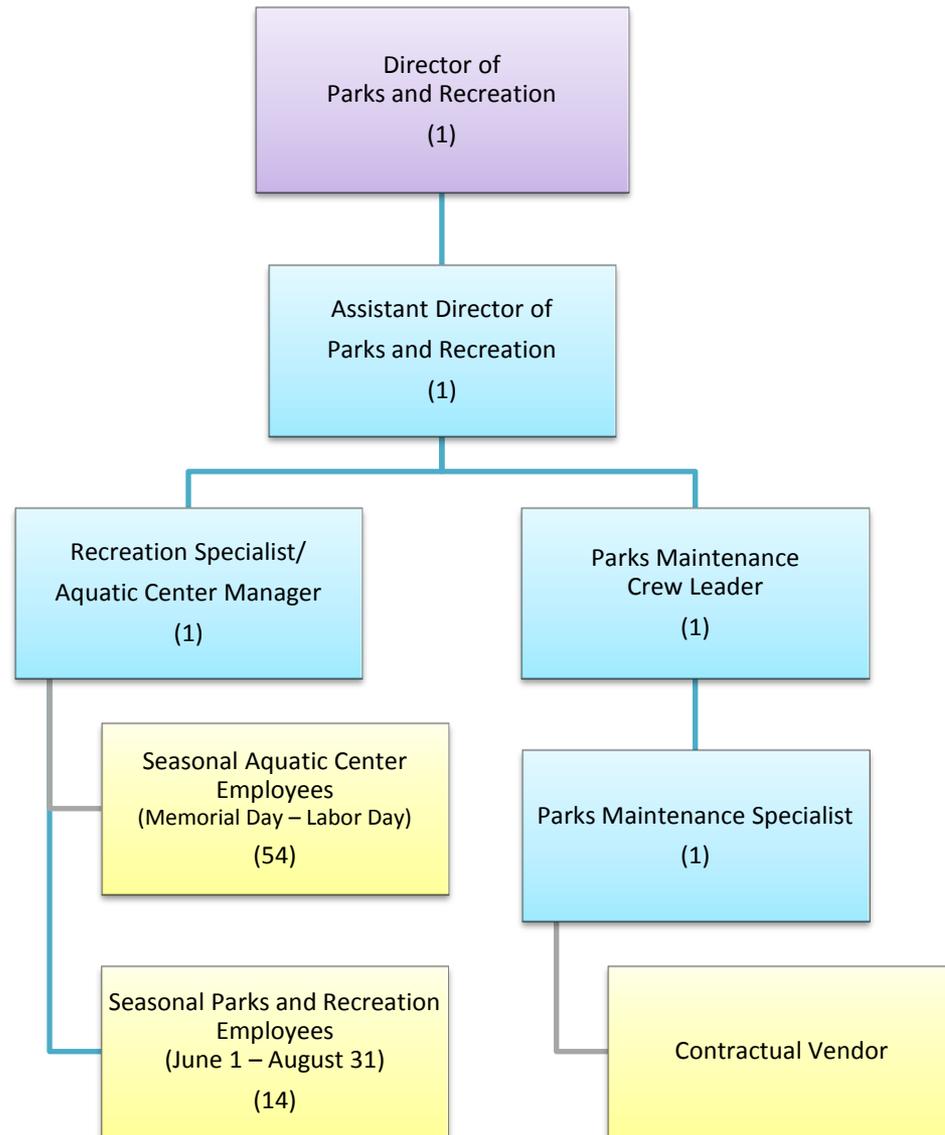
Police Department Organizational Chart



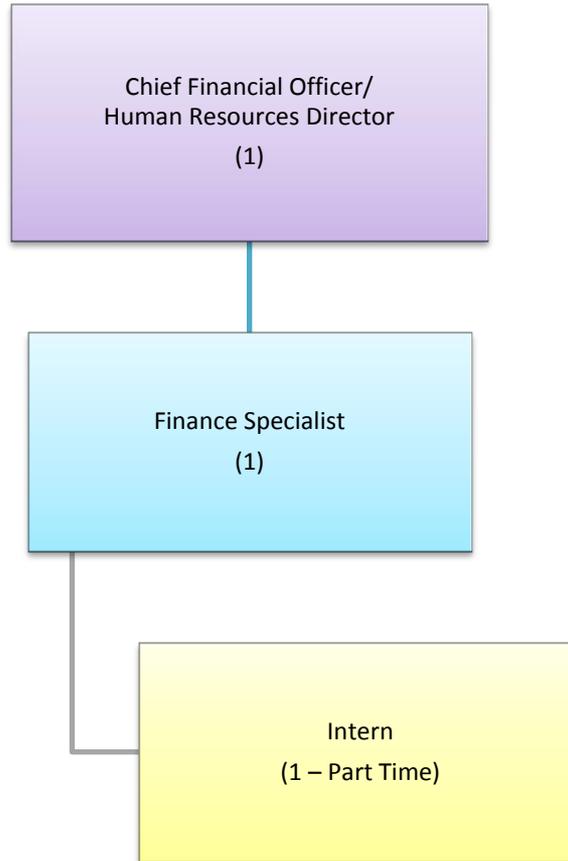
Community Development Department Organizational Chart



Parks and Recreation Department Organizational Chart



Finance and Human Resources Department Organizational Chart



GENERAL FUND

Revenues

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
					2019	2020
3,240,679	3,127,538	3,154,646	3,338,529	General Government		
352,972	356,706	366,571	368,900	Taxes	3,519,013	3,580,334
58,444	58,038	59,019	55,000	Licenses	363,500	363,500
4,201	4,661	14,795	3,500	Intergovernmental	54,000	54,000
18,407	18,033	20,226	16,745	Interest Income	6,000	6,000
227,865	197,601	226,052	185,500	Miscellaneous	16,000	16,000
2,089	3,890	2,641	-	Police	184,200	184,200
				Public Works	-	-
3,904,657	3,766,467	3,843,950	3,968,174	Total Revenues	4,142,713	4,204,034

Expenditures

Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
					2019	2020
2,070	1,365	1,804	2,850	Elected Officials	2,400	2,400
424,524	444,610	387,561	453,144	Administration	407,509	391,616
134,232	115,162	328,973	231,250	Legal	231,250	231,250
10,162	52,711	34,915	38,677	Village Clerk	48,854	49,310
519,873	534,880	367,115	433,723	Risk Management	459,099	485,965
73,603	78,788	77,863	82,167	Human Resources	56,570	79,400
66,313	78,965	98,803	100,475	Technology	110,975	105,750
170,670	182,439	173,200	160,426	Finance	162,750	164,880
36,856	40,754	35,669	31,467	Engineering	32,116	32,440
1,271,830	1,378,928	1,484,584	1,517,037	Police	1,604,639	1,665,349
280,551	280,223	308,036	339,582	Police Pension Contribution	335,081	335,081
1,770	375	2,493	5,475	Police Commission	5,475	5,475
575,277	626,499	550,060	619,066	Public Works	642,281	652,358
200,555	152,140	-	-	Building *	-	-
3,768,286	3,967,839	3,851,076	4,015,339	Total Expenditures	4,098,999	4,201,274

				Excess (Deficiency) of Revenues		
136,371	(201,372)	(7,126)	(47,165)	Over Expenditures	43,714	2,760
-	(3,205)	-	-	Transfer to Other Funds	-	-
69,364	90,000	-	90,000	Transfer from Special Rec	90,000	90,000
50,000	189,389	152,731	75,000	Transfer from Community Dev.	100,000	-
-	(800,000)	(50,000)	-	Transfer to C.I.P. Fund	-	-
-	-	-	(88,800)	Transfer to Debt Service Fund	(204,312)	(51,280)
255,735	(725,188)	95,605	29,035	Net Change in Fund Balance	29,402	41,480
2,199,434	1,474,246	1,569,851	1,598,886	Fund Balance as of 12/31	1,628,287	1,669,767

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
GENERAL FUND						
REVENUES						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,363,702	1,496,399	780,533	1,496,399	1,572,117
01-10-00-1-3012	PROPERTY TAX-INSURANCE	179,780	187,002	109,703	187,002	196,464
01-10-00-1-3013	PROPERTY TAX-FICA	-	-	60,946	60,946	64,030
01-10-00-1-3015	PROPERTY TAX-AUDIT	19,976	21,781	12,189	21,781	22,572
01-10-00-1-3020	PROPERTY TAXES-R&B	16,923	19,580	9,564	19,580	20,167
01-10-00-1-3030	SALES TAX	135,865	115,000	57,529	115,058	115,000
01-10-00-1-3080	USE TAX	201,471	201,032	110,003	220,006	230,008
01-10-00-1-3090	STATE INCOME TAX	703,840	734,735	407,957	815,914	791,975
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,766	2,000	963	1,926	2,000
01-10-00-1-3097	UTILITY TAX	353,463	380,000	196,173	392,346	390,000
01-10-00-1-3098	TELECOM TAX	175,888	180,000	92,687	176,561	175,000
01-10-00-1-3099	AMUSEMENT TAX	1,972	1,000	-	1,000	1,000
TOTAL TAXES		3,154,646	3,338,529	1,838,247	3,508,519	3,580,334
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	7,900	7,900	7,900	7,900	7,900
01-10-00-2-3120	VEHICLE LICENSES	159,348	158,000	159,008	159,008	159,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	6,455	6,000	7,045	7,045	6,500
01-10-00-2-3130	ANIMAL LICENSES	12,620	12,500	13,018	13,018	13,000
01-10-00-2-3140	FRANCHISE LICENSES	170,985	175,000	83,638	167,276	167,500
01-10-00-2-3150	BUSINESS LICENSES	9,263	9,500	9,688	9,688	9,600
TOTAL LICENSES		366,571	368,900	280,297	363,935	363,500
INTERGOVERNMENTAL						
01-10-00-5-3805	GRANTS	5,957	-	-	-	-
01-10-00-5-3810	SALES TAX SHARING - IGA	53,062	55,000	26,857	53,714	54,000
TOTAL INTERGOVERNMENTAL		59,019	55,000	26,857	53,714	54,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	14,795	3,500	3,080	6,160	6,000
01-10-00-6-3811	UNREALIZED GAIN (LOSS)	-	-	-	-	-
TOTAL INTEREST INCOME		14,795	3,500	3,080	6,160	6,000
MISCELLANEOUS						
01-10-00-7-3835	SWALCO RECYCLING	4,955	-	1,726	3,452	-
01-10-00-7-3836	SWALCO WM FEE	3,485	3,245	-	3,245	3,500
01-10-00-7-3840	YARD STICKERS	8,898	11,000	3,413	10,000	10,000
01-10-00-7-3870	TUITION REIMBURSEMENT REPaid	-	-	8,825	8,825	-
01-10-00-7-3890	MISCELLANEOUS INCOME	2,888	2,500	2,767	2,767	2,500
TOTAL MISCELLANEOUS		20,226	16,745	16,731	28,289	16,000
TOTAL REVENUES		3,615,257	3,782,674	2,165,212	3,960,617	3,958,513

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,496,399
FY 2019 Budget request	<u>\$ 1,526,327</u>
Increase (Decrease)	<u>\$ 29,928</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 2019 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
2019 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 2018 Budget request	\$ 187,002
FY 2019 Budget request	<u>\$ 190,742</u>
Increase (Decrease)	<u>\$ 3,740</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 2019 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
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

This account is used to record the property tax levy for the Village's employer match for FICA payroll taxes.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 62,165
Increase (Decrease)	<u>\$ 62,165</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 2019 is 2.1%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2018. This is a new levy account in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 21,781
FY 2019 Budget request	\$ 21,915
Increase (Decrease)	<u>\$ 134</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 2019 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
2019 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 2018 Budget request	\$ 19,580
FY 2019 Budget request	<u>\$ 19,580</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019. The Road & Bridge property taxes are levied by Ela Township, and to be conservative, the Village forecasts no increase.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 115,000
FY 2019 Budget request	\$ 115,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 201,032
FY 2019 Budget request	<u>\$ 223,309</u>
Increase (Decrease)	<u>\$ 22,277</u>

The use tax forecast varies from year to year. For Fiscal Year 2019, the forecast is equal to \$26.75 per capita x 8,348 population. The primary reason for the increase relates to the increase in population based on the Special Census.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 734,735
FY 2019 Budget request	<u>\$ 791,975</u>
Increase (Decrease)	<u>\$ 57,240</u>

The use tax forecast varies from year to year. For Fiscal Year 2019, the forecast is equal to \$94.87 per capita x 8,348 population. The primary reason for the increase relates to the increase in population based on the Special Census.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 380,000
FY 2019 Budget request	\$ 390,000
Increase (Decrease)	<u>\$ 10,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 180,000
FY 2019 Budget request	\$ 175,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2018 and the new State imposed 2% administrative collection fee.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 7,900
FY 2019 Budget request	\$ 7,900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 158,000
FY 2019 Budget request	\$ 159,000
Increase (Decrease)	<u>\$ 1,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ 500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 12,500
FY 2019 Budget request	<u>\$ 13,000</u>
Increase (Decrease)	<u>\$ 500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 175,000
FY 2019 Budget request	\$ 167,500
Increase (Decrease)	<u>\$ (7,500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 9,500
FY 2019 Budget request	\$ 9,600
Increase (Decrease)	<u>\$ 100</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 55,000
FY 2019 Budget request	<u>\$ 54,000</u>
Increase (Decrease)	<u><u>\$ (1,000)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,500
FY 2019 Budget request	<u>\$ 6,000</u>
Increase (Decrease)	<u><u>\$ 2,500</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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. To be conservative, this volatile commodity market driven revenue is forecasted at zero.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: SWALCO WM Fee
Account Number: 01-10-00-7-3836

This account is used to record the revenue received from Waste Management to offset the SWALCO (the Solid Waste Agency of Lake County) membership fee paid by the Village. This fee is calculated at \$1.25 per household, per year.

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

FY 2018 Budget request	\$ 3,245
FY 2019 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u>\$ 255</u>

The primary reason for the increase is based upon the increased homes as result of the special census.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 11,000
FY 2019 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (1,000)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Tuition Reimbursement Repaid
Account Number: 01-10-00-7-3870

This account is used to record the revenue received from any tuition reimbursement repaid to the Village upon an employee's departure. The Village's tuition reimbursement policy dictates that an employee must remain employed for a period of two years after the completion of the college coursework; otherwise the tuition reimbursement must be repaid to the Village. It is not anticipated that this account will be utilized, therefore, to be conservative, the account is forecast at zero.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



ELECTED OFFICIALS



Mayor Joseph Mancino



Trustee Kelly Corrigan



Trustee Michael David



Trustee Dominick DiMaggio



Trustee James W. Kaiser



Trustee Jayne Kosik



Trustee Steve Riess

ELECTED OFFICIALS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2017	2018	2019	2019
Full-Time	0	0	0	0
Part-Time	7	7	7	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-		
1,365	1,804	2,850		
1,365	1,804	2,850	-	-
			Personnel Services	-
			Contractual Services	2,400
			Total Expenditures	2,400
			2,400	2,400

(1,365)	(1,804)	(2,850)	Source (Use) of Cash	(2,400)	(2,400)
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Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ELECTED OFFICIALS						
EXPENDITURES						
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	57	100	-	100	100
01-10-12-3-4361	DUES	345	400	-	400	400
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	628	1,000	-	950	950
01-10-12-3-4390	MISCELLANEOUS EXPENSE	774	1,350	111	950	950
<hr/>						
TOTAL CONTRACTUAL SERVICES		1,804	2,850	111	2,400	2,400
<hr/>						
TOTAL EXPENDITURES		1,804	2,850	111	2,400	2,400
<hr/>						

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 400
FY 2019 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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>\$ 200</u>
Total	<u><u>\$ 950</u></u>

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

FY 2018 Budget request	\$ 1,000
FY 2019 Budget request	<u>\$ 950</u>
Increase (Decrease)	<u><u>\$ (50)</u></u>

The primary reason for the decrease relates to projected actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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
Total	<u>\$ 950</u>

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

FY 2018 Budget request	\$ 1,350
FY 2019 Budget request	<u>\$ 950</u>
Increase (Decrease)	<u>\$ (400)</u>

The primary reason for the decrease relates to the one time purchase of the Village of Hawthorn Woods Excellence magnetic lapel pins in 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
	2017	2018	2019	2019
Full-Time	3	3	2	1.2
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
354,808	316,197	336,477	Personnel Services	277,167	269,711
83,608	65,149	108,857	Contractual Services	123,002	115,440
6,194	6,215	7,810	Commodities	7,340	6,465
444,610	387,561	453,144	Total Expenditures	407,509	391,616

(444,610)	(387,561)	(453,144)	Source (Use) of Cash	(407,509)	(391,616)
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Significant Changes

- The Management Analyst/Public Information Specialist position is vacant and will not be filled in Fiscal Year 2019.
- The Other Professional Development account will be used to fund payments to Northern Illinois University for the MPA student intern contract.
- The Telephone - Land Line account has been reduced due to the reallocation of phone expenses to the Aquatic Center Fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	268,287	286,272	105,098	210,196	242,089
01-10-10-1-4040	IMRF	30,774	33,260	11,514	23,028	25,734
01-10-10-1-4090	FICA MATCHING	17,136	16,945	7,853	15,706	1,888
TOTAL PERSONNEL SERVICES		316,197	336,477	124,465	248,930	269,711
CONTRACTUAL SERVICES						
01-10-10-3-4120	CONT. MAINT-VEHICLES	106	1,000	-	-	-
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	375	1,000	225	600	600
01-10-10-3-4329	OTHER PROFESSIONAL SERVICES	-	-	6,003	33,108	5,790
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	5,085	5,500	4,049	5,800	5,800
01-10-10-3-4351	POSTAGE	9,631	5,752	2,631	5,958	10,800
01-10-10-3-4353	TELEPHONE - CELL PHONE	2,542	2,450	815	2,200	2,400
01-10-10-3-4354	TELEPHONE - LAND LINE	9,024	9,540	4,441	7,196	8,000
01-10-10-3-4355	PUBLISHING/ADVERTISING	153	200	-	-	200
01-10-10-3-4357	PRINTING/COPYING	2,106	7,715	7,422	7,380	8,000
01-10-10-3-4358	PUBLIC INFORMATION	-	10,920	2,534	9,607	7,500
01-10-10-3-4361	DUES	5,143	5,820	4,573	5,852	5,900
01-10-10-3-4362	TRAVEL EXPENSE	342	200	-	200	200
01-10-10-3-4363	MILEAGE REIMBURSEMENT	127	200	223	500	500
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	2,956	7,075	948	2,140	7,000
01-10-10-3-4367	PUBLICATIONS	222	250	94	250	250
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	9,431	9,000	393	10,182	10,500
01-10-10-3-4377	EMPLOYEE RECOGNITION	2,427	2,335	272	1,915	2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
01-10-10-3-4378	VOLUNTEER APPRECIATION	663	900	-	500	700	700
01-10-10-3-4380	YARD WASTE STICKERS	7,245	9,000	2,070	8,280	9,000	9,000
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	270	500	-	-	500	500
01-10-10-3-4382	SWALCO FEE	3,214	3,500	3,526	3,526	3,574	3,800
01-10-10-3-4390	MISC. EXPENSE	1,064	1,000	482	618	1,000	1,000
01-10-10-3-4399	CONTINGENCY	3,023	25,000	-	-	25,000	25,000
TOTAL CONTRACTUAL SERVICES		65,149	108,857	40,701	105,812	123,002	115,440
COMMODITIES							
01-10-10-5-4561	OFFICE SUPPLIES	4,716	6,000	3,106	5,000	5,675	4,800
01-10-10-5-4562	AUTO FUEL & OIL	231	120	-	98	-	-
01-10-10-5-4563	MINOR EQUIPMENT	63	200	-	-	200	200
01-10-10-5-4578	UNIFORMS	125	240	100	100	240	240
01-10-10-5-4595	MEETING SUPPLIES	1,080	1,250	385	1,164	1,225	1,225
TOTAL COMMODITIES		6,215	7,810	3,591	6,362	7,340	6,465
MISCELLANEOUS							
01-10-10-7-3895	CASH OVER/SHORT	-	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-	-
TOTAL EXPENDITURES		387,561	453,144	168,757	361,104	407,509	391,616

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 286,272
FY 2019 Budget request	\$ 237,342
Increase (Decrease)	<u>\$ (48,930)</u>

The primary reason for the decrease is the planned vacancy in the Management Analyst/Public Information Specialist position for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 33,260
FY 2019 Budget request	<u>\$ 25,229</u>
Increase (Decrease)	<u><u>\$ (8,031)</u></u>

The primary reason for the decrease is the planned vacancy in the Management Analyst/Public Information Specialist position for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 16,945
FY 2019 Budget request	\$ 14,596
Increase (Decrease)	<u>\$ (2,349)</u>

The primary reason for the decrease is the planned vacancy in the Management Analyst/Public Information Specialist position for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the Administration department's elimination of the municipal vehicle. This vehicle is used primarily by the Parks & Recreation department. Therefore, the expenses related to this vehicle will be funded in the Parks and Recreation Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 600
Increase (Decrease)	<u>\$ (400)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Other Professional Services
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4329

This account is used to pay Northern Illinois University for the MPA Student Intern contract.

Northern Illinois University - MPA Student Intern	\$ 15,430
	<u>\$ 15,430</u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 15,430</u>
Increase (Decrease)	<u>\$ 15,430</u>

The primary reason for the increase is based upon the contract with Northern Illinois University for the MPA student intern.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,500
FY 2019 Budget request	\$ 5,800
Increase (Decrease)	<u>\$ 300</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 Parks & Recreation brochures.

Postage - Stamps.com, post office (average \$304/month)	\$ 3,650
Stamps.com - monthly fee (\$15.99/month)	\$ 192
UPS	\$ 620
Bulk mailing annual fee	\$ 225
Vehicle sticker mailing	\$ 1,540
Newsletter mailing	\$ 4,200
Total	<u>\$ 10,427</u>

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

FY 2018 Budget request	\$ 5,752
FY 2019 Budget request	<u>\$ 10,427</u>
Increase (Decrease)	<u>\$ 4,675</u>

The primary reason for the increase relates to the reclassification of newsletter mailing funds from the Public Information line item from Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 phone.

Cell phone - Chief Administrative Officer - payment of business-related usage from the Chief Administrative Officer's personal cellular phone.

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

FY 2018 Budget request	\$ 2,450
FY 2019 Budget request	\$ 2,300
Increase (Decrease)	<u>\$ (150)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 with the exception of the Aquatic Center.

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

FY 2018 Budget request	\$ 9,540
FY 2019 Budget request	\$ 7,641
Increase (Decrease)	<u>\$ (1,899)</u>

The primary reason for the decrease is based upon the reallocation of Aquatic Center phone expenses to the Aquatic Center Fund for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 4,765
Vehicle stickers	\$ 1,100
Dog tags	\$ 365
Nameplates	\$ 50
Business cards	\$ 100
AP checks	\$ 540
Tax forms	\$ 330
Envelopes	\$ 420
Deposit slips	\$ 100
	<u>\$ 7,770</u>

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

FY 2018 Budget request	\$ 7,715
FY 2019 Budget request	\$ 7,770
Increase (Decrease)	<u>\$ 55</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 account is used for charges associated with the printing of the Happenings newsletter. The cost of the New Resident folder expenses is also charged to this account.

Happenings newsletter	\$ 6,800
New Resident folders	\$ 150
Table throw - Village of Hawthorn Woods	\$ 300
	<u>\$ 7,250</u>

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

FY 2018 Budget request	\$ 10,920
FY 2019 Budget request	<u>\$ 7,250</u>
Increase (Decrease)	<u>\$ (3,670)</u>

The primary reason for the decrease is based upon the reclassification of the newsletter postage expense to the Postage account from Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 945
International City/County Managers Assoc. - COO	\$ 1,470
International City/County Managers Assoc. - CAO	\$ 1,155
Illinois Association of Municipal Management Assistants	\$ 20
Illinois City Management Assoc. - COO	\$ 445
Illinois City Management Assoc. - CAO	\$ 175
Lake County Municipal League	\$ 1,115
Lake County Bar Association - CAO	\$ 125
Lake Zurich Area Chamber of Commerce	\$ 380
Total	<u>\$ 5,830</u>

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

FY 2018 Budget request	\$ 5,820
FY 2019 Budget request	\$ 5,830
Increase (Decrease)	<u>\$ 10</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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. The current standard mileage reimbursement is \$.545 per mile.

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

FY 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase is based upon the elimination of the Administration vehicle in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 240
Business expenses (Women in Govt., Admin meetings)	\$ 1,200
Additional training - Not specified	<u>\$ 265</u>
Total	<u><u>\$ 6,855</u></u>

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

FY 2018 Budget request	\$ 7,075
FY 2019 Budget request	<u>\$ 6,855</u>
Increase (Decrease)	<u><u>\$ (220)</u></u>

The primary reason for the decrease is related to the elimination of the ILCMA Legacy Project dues for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 250
FY 2019 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 9,000
FY 2019 Budget request	\$ 10,385
Increase (Decrease)	<u>\$ 1,385</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 1,590
Public Service Recognition Week	\$ 200
Administration team building lunch (all staff)	\$ 200
Total	<u>\$ 1,990</u>

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

FY 2018 Budget request	\$ 2,335
FY 2019 Budget request	\$ 1,990
Increase (Decrease)	<u>\$ (345)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 900
FY 2019 Budget request	\$ 700
Increase (Decrease)	<u>\$ (200)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 9,000
FY 2019 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 500
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,500
FY 2019 Budget request	\$ 3,574
Increase (Decrease)	<u>\$ 74</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 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 400
Liquor license background checks	\$ 100
Retirement/bereavement	\$ 200
Miscellaneous	\$ 300
Total	<u>\$ 1,000</u>

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

FY 2018 Budget request	\$ 1,000
FY 2019 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	\$ 5,675
Increase (Decrease)	<u>\$ (325)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 120
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (120)</u>

The primary reason for the decrease is based upon the Administration department's elimination of the municipal vehicle. This vehicle is used primarily by the Parks & Recreation department. Therefore, the expenses related to this vehicle will be funded in the Parks and Recreation Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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) (COO, CAO & MPA Intern)

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

FY 2018 Budget request	\$ 240
FY 2019 Budget request	<u>\$ 240</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 565
Other items	\$ 660
Total	<u>\$ 1,225</u>

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

FY 2018 Budget request	\$ 1,250
FY 2019 Budget request	\$ 1,225
Increase (Decrease)	<u>\$ (25)</u>

The primary reason for the decrease is based upon the projected actuals 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
	2017	2018	2019	2019
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
115,162	328,973	231,250	Contractual Services	231,250
115,162	328,973	231,250	Total Expenditures	231,250
				231,250

(115,162)	(328,973)	(231,250)	Source (Use) of Cash	(231,250)	(231,250)
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Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	242,543	150,000	7,912	150,000	150,000
01-10-11-3-4231	RETAINER-GENERAL	60,000	60,000	25,043	60,043	60,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	20,960	15,500	6,300	15,500	15,500
01-10-11-3-4233	HUMAN RESOURCES/LABOR	5,020	5,000	3,854	5,000	5,000
01-10-11-3-4234	ADJUDICATION	450	750	187	750	750
TOTAL CONTRACTUAL SERVICES		328,973	231,250	43,296	231,293	231,250
TOTAL EXPENDITURES		328,973	231,250	43,296	231,293	231,250

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 150,000
FY 2019 Budget request	\$ 150,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 60,000
FY 2019 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 15,500
FY 2019 Budget request	<u>\$ 15,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 750
FY 2019 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2017	2018	2019	2019
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.

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
45,522	32,063	33,332	Personnel Services	37,639	40,395
7,189	2,852	5,345	Contractual Services	11,215	8,915
52,711	34,915	38,677	Total Expenditures	48,854	49,310

(52,711)	(34,915)	(38,677)	Source (Use) of Cash	(48,854)	(49,310)
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Significant Changes

- The CAO/Village Clerk is pursuing the "Certified Municipal Clerk" designation and will be attending the Municipal Clerks of Illinois Academy - Year One.
- Staff is updating the Village's Zoning Code, which will result in additional codification costs.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	27,004	28,043	13,819	27,638	34,460
01-10-13-1-4040	IMRF	3,104	3,144	1,538	3,076	3,450
01-10-13-1-4090	FICA MATCHING	1,955	2,145	1,007	2,014	2,485
TOTAL PERSONNEL SERVICES		32,063	33,332	16,364	32,728	40,395
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	2,597	5,080	5,908	8,340	7,350
01-10-13-3-4365	PROFESSIONAL DEVELOPMENT	-	-	-	2,350	1,300
01-10-13-3-4361	DUES	255	265	200	265	265
TOTAL CONTRACTUAL SERVICES		2,852	5,345	6,108	8,600	8,915
TOTAL EXPENDITURES		34,915	38,677	22,472	41,328	49,310

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 28,043
FY 2019 Budget request	\$ 31,822
Increase (Decrease)	<u>\$ 3,779</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 3,144
FY 2019 Budget request	<u>\$ 3,383</u>
Increase (Decrease)	<u><u>\$ 239</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
2019 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 2018 Budget request	\$ 2,145
FY 2019 Budget request	<u>\$ 2,434</u>
Increase (Decrease)	<u>\$ 289</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 300
Annual shredding of documents	\$ 300
Sterling Codifiers - biennial codification	\$ 8,000
Total	<u>\$ 8,600</u>

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

FY 2018 Budget request	\$ 5,080
FY 2019 Budget request	<u>\$ 8,600</u>
Increase (Decrease)	<u>\$ 3,520</u>

The primary reason for the increase relates to additional codification for text amendments from Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: VILLAGE CLERK

Description: Professional Development

Priority: 1.6 Prioritize Citizen Services

Account Number: 01-10-13-3-4365

This account is used to pay for professional development, including training seminars and conferences, and per diem expenses for the Village Clerk for the Certified Municipal Clerk designation.

Municipal Clerk of Illinois Academy	\$ 1,600
Municipal Clerks of Lake County meetings	\$ 150
International Institute of Municipal Clerks training - Certified Municipal Clerk	\$ 600
Total	<u><u>\$ 2,350</u></u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 2,350
Increase (Decrease)	<u><u>\$ 2,350</u></u>

This represents a new line item in the Village Clerk department with the reclassification of funds from the Professional Services account in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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>

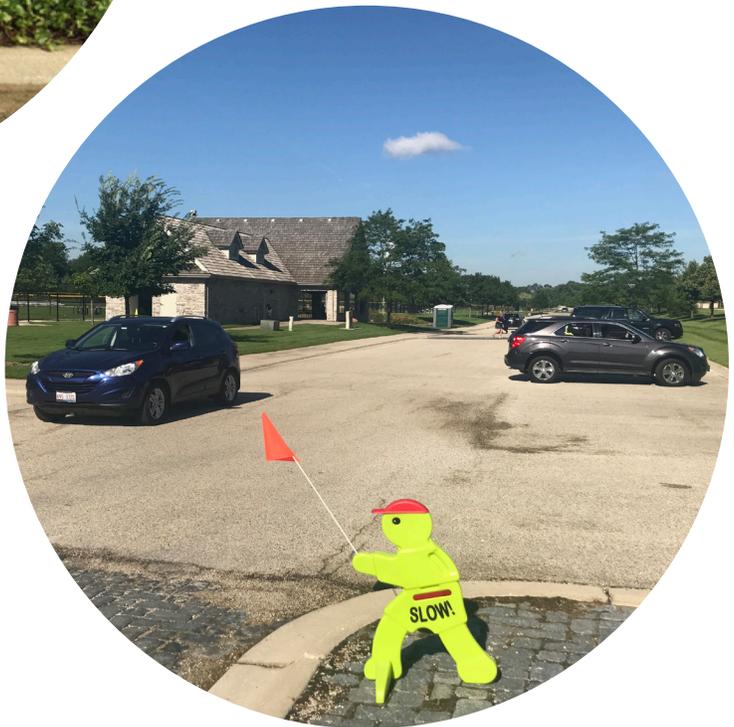
The Dues budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 265
FY 2019 Budget request	<u>\$ 265</u>
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2019.



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
	2017	2018	2019	2019
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0
• Risk Manager position is allocated in Finance.				

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
11,318	12,926	12,473	Personnel Services	12,999	13,540
521,177	349,800	416,250	Contractual Services	441,100	467,425
2,385	4,389	5,000	Capital Outlay	5,000	5,000
534,880	367,115	433,723	Total Expenditures	459,099	485,965

(534,880)	(367,115)	(433,723)	Source (Use) of Cash	(459,099)	(485,965)
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Significant Changes

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RISK MANAGEMENT						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	10,146	10,494	5,113	10,226	11,450
01-10-14-1-4040	IMRF	2,110	1,176	572	1,144	1,215
01-10-14-1-4090	FICA MATCHING	670	803	337	674	875
TOTAL PERSONNEL SERVICES		12,926	12,473	6,022	12,044	13,540
CONTRACTUAL SERVICES						
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	345,322	412,500	209,355	418,710	460,000
01-10-14-3-4371	DENTAL & VISION PREMIUMS	31,120	29,150	12,452	24,904	27,825
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	-	600	-	-	600
01-10-14-3-4373	LIABILITY INSURANCE	94,321	100,000	97,420	97,420	100,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	6,068	10,000	5,615	10,000	10,000
01-10-14-3-4375	WORKERS COMPENSATION	72,071	75,000	47,149	75,469	80,000
01-10-14-3-4376	FLEX SPENDING	898	-	-	-	-
01-10-14-3-4377	INSURANCE ALLOCATION	(200,000)	(211,000)	-	(211,000)	(211,000)
TOTAL CONTRACTUAL SERVICES		349,800	416,250	371,991	415,503	467,425
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	4,389	5,000	-	5,000	5,000
TOTAL CAPITAL OUTLAY		4,389	5,000	-	5,000	5,000
TOTAL EXPENDITURES		367,115	433,723	378,013	432,547	485,965

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 10,494
FY 2019 Budget request	\$ 10,990
Increase (Decrease)	<u>\$ 496</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 1,176
FY 2019 Budget request	\$ 1,168
Increase (Decrease)	<u>\$ (8)</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 803
FY 2019 Budget request	\$ 841
Increase (Decrease)	<u>\$ 38</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 412,500
FY 2019 Budget request	\$ 435,000
Increase (Decrease)	<u>\$ 22,500</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
2019 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 (Met Life) 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 2018 Budget request	\$ 29,150
FY 2019 Budget request	\$ 26,500
Increase (Decrease)	<u>\$ (2,650)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 600
FY 2019 Budget request	<u>\$ 600</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100,000
FY 2019 Budget request	<u>\$ 100,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (2018 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>	<u>2018</u>
Benefit Ratio	8.40%	7.65%	5.40%	3.15%	2.15%	1.05%	0.95%	1.33%

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

FY 2018 Budget request	\$ 10,000
FY 2019 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 75,000
FY 2019 Budget request	\$ 80,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase relates to the projected impact of the settlement of a long-term workers compensation claim in Fiscal Year 2018. It is anticipated that this claim will result in increased premiums in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ (211,000)
FY 2019 Budget request	<u>\$ (211,000)</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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 2017	Headcount 2018	Headcount 2019	FTE 2019
Full-Time	0	0	0	0.30
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
56,590	59,909	62,957	Personnel Services	45,410	68,230
22,198	17,954	19,210	Contractual Services	11,160	11,170
<u>78,788</u>	<u>77,863</u>	<u>82,167</u>	Total Expenditures	<u>56,570</u>	<u>79,400</u>
<u>(78,788)</u>	<u>(77,863)</u>	<u>(82,167)</u>	Source (Use) of Cash	<u>(56,570)</u>	<u>(79,400)</u>

Significant Changes

- \$5,000 decrease in funding for Tuition Reimbursement program due to zero current employees participating in the program.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	50,733	52,967	25,565	51,130	57,685
01-10-16-1-4040	IMRF	5,824	5,938	2,861	5,722	6,130
01-10-16-1-4090	FICA MATCHING	3,352	4,052	1,687	3,374	4,415
TOTAL PERSONNEL SERVICES		59,909	62,957	30,113	60,226	68,230
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	921	1,190	349	1,190	1,200
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	433	2,520	90	300	2,520
01-10-16-3-4366	WELLNESS PROGRAM	849	1,000	1,142	1,142	1,200
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	2,248	3,500	1,498	2,500	250
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	12,855	10,000	115	115	5,000
01-10-16-3-4399	CONTINGENCY	648	1,000	41	500	1,000
TOTAL CONTRACTUAL SERVICES		17,954	19,210	3,235	5,747	11,170
TOTAL EXPENDITURES		77,863	82,167	33,348	65,973	79,400

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 - 20%
Finance Specialist - 10%

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

FY 2018 Budget request	\$ 52,967
FY 2019 Budget request	\$ 38,392
Increase (Decrease)	<u>\$ (14,575)</u>

The primary reason for the decrease relates to a change in the salary allocations for Fiscal Year 2019. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 5,938
FY 2019 Budget request	\$ 4,081
Increase (Decrease)	<u>\$ (1,857)</u>

The primary reason for the decrease relates to a change in the salary allocations for Fiscal Year 2019. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,052
FY 2019 Budget request	\$ 2,937
Increase (Decrease)	<u>\$ (1,115)</u>

The primary reason for the decrease relates to a change in the salary allocations for Fiscal Year 2019. All salary allocations were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,190
FY 2019 Budget request	<u>\$ 1,190</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 - Scottsdale, AZ	\$ 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 2018 Budget request	\$ 2,520
FY 2019 Budget request	<u>\$ 2,520</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ 200</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,500
FY 2019 Budget request	\$ 250
Increase (Decrease)	<u>\$ (3,250)</u>

The primary reason for the decrease is the allocation of the pre-employment drug screening expense to the appropriate fund where the employee salaries are allocated (Aquatic Center Fund and Parks & Recreation Fund.)

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 10,000
FY 2019 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ (5,000)</u></u>

The primary reason for the decrease relates to participation in the program. In the current year, there are zero employees participating in the program. The \$5,000 budget reflects funding provided should future employees be approved for participation in the program.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

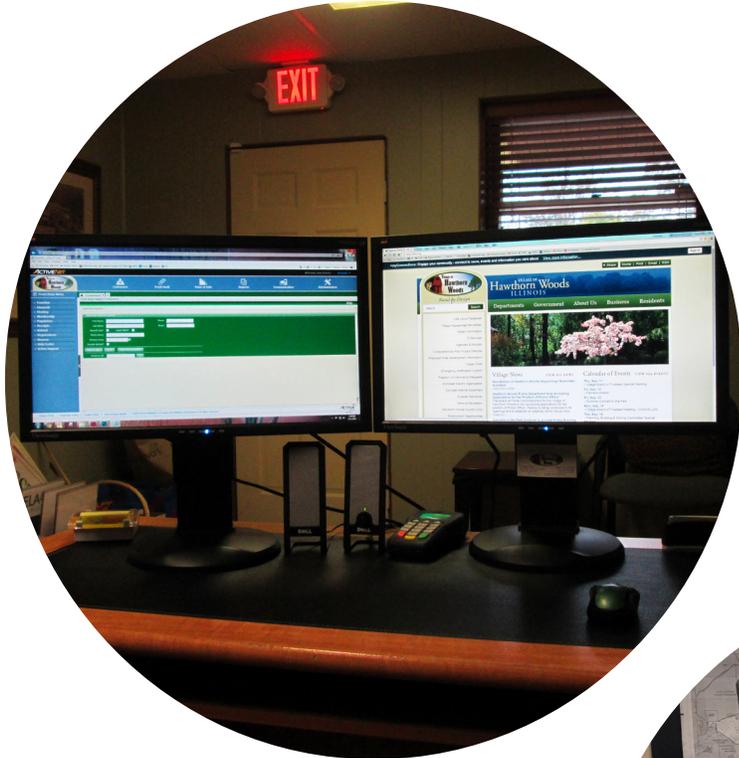
The Contingency budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2017	2018	2019	2019
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
78,965	98,803	100,475	Contractual Services	110,975 105,750
78,965	98,803	100,475	Total Expenditures	
			110,975	105,750
(78,965)	(98,803)	(100,475)	Source (Use) of Cash	
			(110,975)	(105,750)

Significant Changes

- \$2,500 increase in software maintenance due increases in MSI annual maintenance fee and the log me in licenses.
- \$7,375 increase due to the re-design of the Village website.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	25,228	25,175	22,013	25,175	28,000
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	25,500	25,500	-	25,500	25,500
01-10-17-3-4330	WEBSITE HOSTING & MAINT	5,190	4,500	4,295	4,895	6,950
01-10-17-3-4331	INTERNET ACCESS	23,779	25,000	10,066	24,318	25,000
01-10-17-3-4332	MISCELLANEOUS	333	300	132	300	300
01-10-17-3-4333	HOSTED EXCHANGE SERVICES	18,773	20,000	7,837	19,487	20,000
TOTAL CONTRACTUAL SERVICES		98,803	100,475	44,343	99,675	105,750
TOTAL EXPENDITURES		98,803	100,475	44,343	99,675	105,750

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 16,000
Laserfiche maintenance	\$ 1,000
E-Civis - Grant Software	\$ 2,700
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
Log me in - 10 user license	\$ 1,200
Contingency	\$ 250
Total	<u><u>\$ 27,675</u></u>

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

FY 2018 Budget request	\$ 25,175
FY 2019 Budget request	\$ 27,675
Increase (Decrease)	<u><u>\$ 2,500</u></u>

The primary reason for the increase relates to the logmein in software licenses and increases in the MSI annual software support fee.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,500
FY 2019 Budget request	\$ 25,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 5,450
Civic Plus SSL Certificate	\$ 125
Civic Plus Website Re-Design	\$ 5,625
Constant Contact	\$ 1,300
Total	<u>\$ 12,500</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 2018 Budget request	\$ 4,500
FY 2019 Budget request	\$ 12,500
Increase (Decrease)	<u>\$ 8,000</u>

The primary reason for the increase relates to the re-design of the Village website and an increase in the annual maintenance fee for Civic Plus. The Village's current website platform will be supported in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 300
FY 2019 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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>

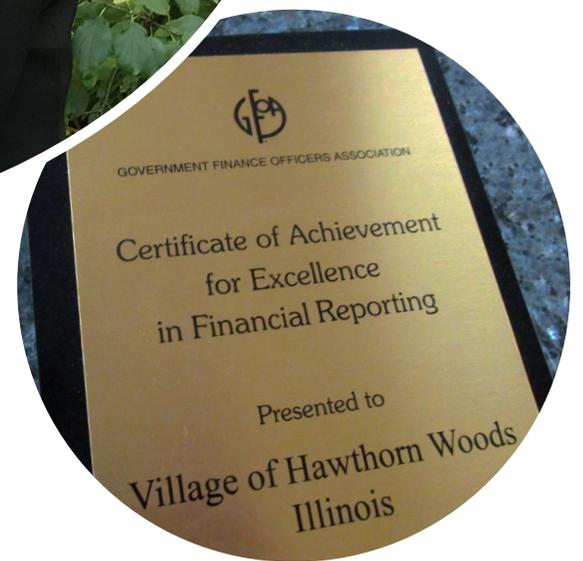
The Hosted Exchange Service budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 20,000
FY 2019 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.



FINANCE



FINANCE

Department Purpose

The primary responsibility of the Finance Department is to oversee the finances of the Village. Governmental accounting and financial reporting are intended to provide assurances that governmental "available spendable resources" are controlled and spent in accordance with externally influenced organizational spending and service delivery decisions and a variety of finance related, legal, and contractual provisions.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2017	2018	2019	2019
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
143,886	138,076	128,292	Personnel Services	133,542	135,255
38,553	35,054	31,974	Contractual Services	29,048	29,465
-	70	160	Commodities	160	160
182,439	173,200	160,426	Total Expenditures	162,750	164,880
(182,439)	(173,200)	(160,426)	Source (Use) of Cash	(162,750)	(164,880)

Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
FINANCE							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-18-1-4010	SALARIES	116,883	107,935	51,129	102,258	112,903	114,350
01-10-18-1-4040	IMRF	13,422	12,100	5,723	11,446	12,002	12,155
01-10-18-1-4090	FICA MATCHING	7,771	8,257	3,374	6,748	8,637	8,750
TOTAL PERSONNEL SERVICES		138,076	128,292	60,226	120,452	133,542	135,255
CONTRACTUAL SERVICES							
01-10-18-3-4210	ANNUAL AUDIT	21,785	22,216	18,500	22,216	22,883	23,500
01-10-18-3-4211	ACTUARY SERVICES	-	-	-	-	2,000	-
01-10-18-3-4329	BOND FINANCIAL ADVISOR	5,665	1,000	450	450	500	500
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	3,683	3,683	1,842	3,377	-	-
01-10-18-3-4353	TELEPHONE-CELL PHONE	327	750	381	762	765	765
01-10-18-3-4355	PUBLISHING/ ADVERTISING	349	600	325	600	600	600
01-10-18-3-4361	DUES	1,555	1,625	1,315	1,625	1,950	2,000
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	1,690	2,100	1,995	1,995	350	2,100
TOTAL CONTRACTUAL SERVICES		35,054	31,974	24,808	31,025	29,048	29,465
COMMODITIES							
01-10-18-5-4578	UNIFORMS	70	160	66	160	160	160
TOTAL COMMODITIES		70	160	66	160	160	160
TOTAL EXPENDITURES		173,200	160,426	85,100	151,637	162,750	164,880

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 107,935
FY 2019 Budget request	\$ 112,903
Increase (Decrease)	<u>\$ 4,968</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 12,100
FY 2019 Budget request	\$ 12,002
Increase (Decrease)	<u>\$ (98)</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 8,257
FY 2019 Budget request	\$ 8,637
Increase (Decrease)	<u>\$ 380</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 22,216
FY 2019 Budget request	\$ 22,883
Increase (Decrease)	<u>\$ 667</u>

This primary reason for the increase is the 3.0% fee increase reflected in the 3-year proposal from Sikich, LLP.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 2,000</u>

In Fiscal Year 2019, the actuary will be performing the triennial full valuation. However, this fee will also cover the updates for Fiscal Year 2020 and 2021. The next full valuation will be budgeted in Fiscal Year 2022.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 used for bond financial services provided by Bridgeport Financial.

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

FY 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,683
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (3,683)</u>

The contingent audit fee was fully paid in Fiscal Year 2018. Therefore, this account has a zero budget in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 750
FY 2019 Budget request	\$ 765
Increase (Decrease)	<u>\$ 15</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 600
FY 2019 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 345
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	\$ 605
Total	<u>\$ 1,950</u>

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

FY 2018 Budget request	\$ 1,625
FY 2019 Budget request	\$ 1,950
Increase (Decrease)	<u>\$ 325</u>

The primary reason for the increase relates to the addition of a Government Finance Officers Association membership for the Finance Specialist and forecasted increased membership dues in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 - Los Angeles	\$ -
Fred Pryor Seminars - Career Track	
Unlimited Training Membership	\$ 200
Illinois Government Finance Officers Association	
2 Local Training Classes	\$ 150
Total	<u>\$ 350</u>

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

FY 2018 Budget request	\$ 2,100
FY 2019 Budget request	\$ 350
Increase (Decrease)	<u>\$ (1,750)</u>

The primary reason for the decrease relates to the elimination of the Government Finance Officers Association 2019 National Convention in Los Angeles. Travel to Los Angeles for the Chief Financial Officer and Finance Specialist was cost prohibitive. Attendance at the 2020 National Convention is anticipated.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 160
FY 2019 Budget request	\$ 160
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2017	2018	2019	2019
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
28,404	13,929	15,467	Personnel Services	16,116	16,440
12,350	21,740	16,000	Contractual Services	16,000	16,000
40,754	35,669	31,467	Total Expenditures	32,116	32,440

(40,754)	(35,669)	(31,467)	Source (use) of cash	(32,116)	(32,440)
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Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ENGINEERING						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-19-1-4010	SALARIES	12,413	13,013	6,541	13,082	13,900
01-10-19-1-4040	IMRF	571	1,459	733	1,466	1,475
01-10-19-1-4090	FICA MATCHING	945	995	497	994	1,065
TOTAL PERSONNEL SERVICES		13,929	15,467	7,771	15,542	16,440
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	21,740	16,000	2,501	16,000	16,000
TOTAL CONTRACTUAL SERVICES		21,740	16,000	2,501	16,000	16,000
TOTAL EXPENDITURES		35,669	31,467	10,272	31,542	32,440

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 13,013
FY 2019 Budget request	\$ 13,626
Increase (Decrease)	<u>\$ 613</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion was 10.63%.

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

FY 2018 Budget request	\$ 1,459
FY 2019 Budget request	\$ 1,448
Increase (Decrease)	<u>\$ (11)</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 995
FY 2019 Budget request	\$ 1,042
Increase (Decrease)	<u>\$ 47</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 16,000
FY 2019 Budget request	\$ 16,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2017	2018	2019	2019
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
173,372	206,484	185,500	Fees	184,200	184,200
404	358	-	Intergovernmental	-	-
23,825	19,210	-	Miscellaneous	-	-
197,601	226,052	185,500	Total Revenues	184,200	184,200

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
1,168,382	1,238,871	1,279,843	Personnel Services	1,355,771	1,421,621
146,018	151,622	177,594	Contractual Services	179,968	182,528
39,821	47,304	51,600	Commodities	60,900	53,200
24,707	46,787	8,000	Capital Outlay	8,000	8,000
1,378,928	1,484,584	1,517,037	Total Expenditures	1,604,639	1,665,349
280,223	308,036	339,582	Police Pension Contribution	335,081	335,081

(1,461,550)	(1,566,568)	(1,671,119)	Source (Use) of Cash	(1,755,520)	(1,816,230)
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Significant Changes

Includes funding for:

- Replacement of 9 ballistic vests (50 % possible reimbursement through Federal Bulletproof Vest Partnership)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
REVENUES						
FEES						
01-20-00-4-3710	COURT FINES	126,293	100,000	53,911	100,000	100,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	40,021	48,000	21,319	48,000	48,000
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	32,500	30,000	14,500	30,000	30,000
01-20-00-4-3735	POLICE PROTECTION FEES	6,550	6,500	2,800	5,200	5,200
01-20-00-4-3750	RECORDS REQUESTS	1,120	1,000	450	1,000	1,000
TOTAL FEES		206,484	185,500	92,980	184,200	184,200
INTERGOVERNMENTAL						
01-20-00-5-3805	GRANTS	358	-	-	-	-
TOTAL INTERGOVERNMENTAL		358	-	-	-	-
MISCELLANEOUS						
01-20-00-7-3830	DONATIONS	5	-	-	-	-
01-20-00-7-3860	INSURANCE REIMBURSEMENT	1,517	-	-	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	4,838	-	1,433	1,433	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	12,850	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	-	-	-	28,500	-
TOTAL MISCELLANEOUS		19,210	-	1,433	29,933	-
TOTAL REVENUES		226,052	185,500	94,413	214,133	184,200

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	1,168,349	1,194,845	584,782	1,202,162	1,326,868
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	6,392	6,689	3,428	6,856	7,600
01-20-20-1-4020	OVERTIME	33,991	47,140	16,839	47,140	53,998
01-20-20-1-4040	IMRF	8,718	8,750	4,469	8,254	9,075
01-20-20-1-4090	FICA MATCHING	21,421	22,419	10,736	21,814	24,080
TOTAL PERSONNEL SERVICES		1,238,871	1,279,843	620,254	1,286,226	1,421,621
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	6,354	6,000	3,123	6,000	6,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	6,344	10,000	3,360	10,000	10,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	33	1,000	330	1,000	1,000
01-20-20-3-4351	POSTAGE	-	-	-	-	-
01-20-20-3-4353	TELEPHONE - CELL PHONE	3,470	3,400	1,415	3,400	3,400
01-20-20-3-4355	PUBLISHING/ADVERTISING	-	350	-	-	-
01-20-20-3-4357	PRINTING/COPYING	882	2,500	205	2,500	2,500
01-20-20-3-4359	DISPATCH SERVICE	100,922	107,500	106,578	106,578	111,000
01-20-20-3-4361	DUES	23,216	23,534	22,406	23,534	25,318
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	5,826	14,500	3,134	14,500	14,500
01-20-20-3-4367	PUBLICATIONS	100	1,810	1,240	1,810	1,810
01-20-20-3-4381	COMMUNITY RELATIONS	1,443	2,000	710	2,000	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	3,032	5,000	2,447	5,000	5,000
TOTAL CONTRACTUAL SERVICES		151,622	177,594	144,948	176,322	182,528
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	1,663	2,500	905	2,500	3,000
01-20-20-5-4562	AUTO FUEL & OIL	26,536	30,000	11,293	30,000	30,000
01-20-20-5-4563	MINOR EQUIPMENT	3,336	4,500	2,561	4,500	4,500
01-20-20-5-4569	VEHICLE SUPPLIES	2,685	4,000	2,638	4,000	4,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-20-20-5-4578	UNIFORMS	7,358	8,600	2,464	8,600	9,700
01-20-20-5-4595	OTHER CHARGES	5,726	2,000	798	2,000	2,000
TOTAL COMMODITIES		47,304	51,600	20,659	51,600	53,200
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	23,997	-	-	28,500	-
01-20-20-8-4894	EQUIPMENT	22,790	8,000	-	8,000	8,000
TOTAL CAPITAL OUTLAY		46,787	8,000	-	36,500	8,000
TOTAL EXPENDITURES		1,484,584	1,517,037	785,861	1,550,648	1,665,349
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	308,036	339,582	169,791	339,582	335,081

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100,000
FY 2019 Budget request	\$ 100,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 48,000
FY 2019 Budget request	\$ 48,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 30,000
FY 2019 Budget request	<u>\$ 30,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,500
FY 2019 Budget request	\$ 5,200
Increase (Decrease)	<u>\$ (1,300)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Donations

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

Account Number: 01-20-00-5-3830

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

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 and holiday pay awarded to officers per labor agreement.

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

FY 2018 Budget request	\$ 1,194,845
FY 2019 Budget request	<u>\$ 1,264,526</u>
Increase (Decrease)	<u>\$ 69,681</u>

The collective bargaining agreement includes a 3% increase in the salary step plan for FY2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,689
FY 2019 Budget request	\$ 7,420
Increase (Decrease)	<u>\$ 731</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 47,140
FY 2019 Budget request	\$ 51,317
Increase (Decrease)	<u>\$ 4,177</u>

The primary reason for the increase is due to the increase in the salaries pursuant to the collective bargaining agreement.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 8,750
FY 2019 Budget request	\$ 8,900
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 Police Department employees. Note that sworn Police officers are considered Medicare-only employees. Therefore, the Village match is 1.45% for these employees.

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

FY 2018 Budget request	\$ 22,419
FY 2019 Budget request	<u>\$ 23,608</u>
Increase (Decrease)	<u><u>\$ 1,189</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
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 10,000
FY 2019 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,400
FY 2019 Budget request	<u>\$ 3,400</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 350
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (350)</u>

This account will be eliminated in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 107,500
FY 2019 Budget request	\$ 109,000
Increase (Decrease)	<u>\$ 1,500</u>

The primary reason for this increase is based on projected actuals for Fiscal Year 2018 as well as a 2% contractual increase with the Lake Zurich Public Safety Answering Point.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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)	\$ 14,440
Safe Kids Car Seat Certification (5)	\$ 200
Reverse 911 System	\$ 2,013
Illinois Public Employer Labor Relations Association (IPELRA)	\$ 205
Total	<u>\$ 24,758</u>

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

FY 2018 Budget request	\$ 23,534
FY 2019 Budget request	<u>\$ 24,758</u>
Increase (Decrease)	<u>\$ 1,224</u>

The primary reason for the increase is a 2% increase per capita in the Northeastern IL Regional Crime Lab assessment.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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
Conference Attendance	\$ 2,000
Total	<u>\$ 14,500</u>

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

FY 2018 Budget request	\$ 14,500
FY 2019 Budget request	<u>\$ 14,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,810
FY 2019 Budget request	\$ 1,810
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	<u>\$ 4,200</u>
Increase (Decrease)	<u><u>\$ 1,700</u></u>

The primary reason for the increase is the cost of digital media to transfer video recordings to the Village Prosecutor and State's Attorney's Office and new furniture for the Sergeants' office.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 30,000
FY 2019 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,500
FY 2019 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,000
FY 2019 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 \$600 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 @ \$600 per officer	\$ 7,200
1 - Initial Issue	\$ 2,500
9 Replacement Ballistic Vests (expired)	<u>\$ 6,500</u>
Total	<u><u>\$ 16,200</u></u>

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

FY 2018 Budget request	\$ 8,600
FY 2019 Budget request	<u>\$ 16,200</u>
Increase (Decrease)	<u><u>\$ 7,600</u></u>

The primary reason for the increase is the increase in uniform allowance per the police labor contract and the purchase of 9 replacement ballistic vests. Note - Up to half of the cost of the replacements vest may be reimbursed through Bulletproof Vest Partnership program.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019. One replacement vehicle has been included in the CIP budget.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 8,000
FY 2019 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 339,582
FY 2019 Budget request	\$ 335,081
Increase (Decrease)	<u>\$ (4,501)</u>

The primary reason for the decrease 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
	2017	2018	2019	2019
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.

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
375	2,493	5,375	Contractual Services	5,375	5,375
-	-	100	Commodities	100	100
375	2,493	5,475	Total Expenditures	5,475	5,475

(375)	(2,493)	(5,475)	Source (Use) of Cash	(5,475)	(5,475)
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Significant Changes

- The current patrol officer eligibility list expires in May, 2019 so a testing process is required.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	2,118	5,000	756	5,000	5,000
01-10-15-3-4361	DUES	375	375	-	375	375
TOTAL CONTRACTUAL SERVICES		2,493	5,375	756	5,375	5,375
COMMODITIES						
01-10-15-5-4595	OTHER CHARGES	-	100	-	-	100
TOTAL COMMODITIES		-	100	-	-	100
TOTAL EXPENDITURES		2,493	5,475	756	5,375	5,475

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 375
FY 2019 Budget request	\$ 375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2017	2018	2019	2019
Full-Time	8	8	9	4.70
Part-Time	0	0	0	0
Seasonal	0	0	0	0
Summer	1	1	1	0.25
Snow	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
3,045	2,185	-	Intergovernmental	-	-
845	456	-	Miscellaneous	-	-
3,890	2,641	-	Total Revenues	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
380,370	312,424	323,102	Administration/Operations		
34,038	43,341	61,870	Personnel Services	347,442	354,370
94,076	77,088	95,500	Contractual Services	62,295	60,795
			Commodities	101,500	101,000
81,602	81,198	87,104	Buildings/Grounds		
19,629	20,152	26,390	Personnel Services	87,445	89,193
16,784	15,857	25,100	Contractual Services	28,500	28,500
			Commodities	15,100	18,500
626,499	550,060	619,066	Total Expenditures	642,281	652,358

(622,609)	(547,419)	(619,066)	Source (Use) of Cash	(642,281)	(652,358)
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Significant Changes

- Decrease of \$2,500 for Contractual Maintenance - Vehicles due to full-time mechanic.
- Increase of \$5,000 for Auto Fuel & Oil due to increase frequency of snow storms and fuel prices.
- Decrease of \$10,000 for Building & Grounds - Maintenance Supplies due to less projects planned in Fiscal Year 2019 than in Fiscal Year 2018.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	2,185	-	-	-	-
TOTAL INTERGOVERNMENTAL		2,185	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	67	-	-	-	-
01-40-00-7-3850	ROW TREE PROGRAM	-	-	20,032	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	389	-	418	-	-
TOTAL MISCELLANEOUS		456	-	20,450	-	-
TOTAL REVENUES		2,641	-	20,450	-	-
EXPENDITURES						
PUBLIC WORKS-ADMINISTRATION/OPERATIONS						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	250,555	247,788	124,674	249,348	272,895
01-40-40-1-4011	SEASONAL SALARIES	5,364	-	-	-	-
01-40-40-1-4012	SUMMER SALARIES	2,261	4,550	1,250	4,000	4,550
01-40-40-1-4013	SNOW PLOW DRIVERS	495	5,000	-	-	5,000
01-40-40-1-4020	OVERTIME	4,702	17,000	9,524	17,000	18,035
01-40-40-1-4040	IMRF	29,590	27,777	14,628	27,777	30,900
01-40-40-1-4090	FICA MATCHING	19,457	20,987	9,689	20,987	22,990
TOTAL PERSONNEL SERVICES		312,424	323,102	159,765	319,112	354,370

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
01-40-40-3-4120	CONTR MAINT-VEHICLE	8,086	15,000	304	10,000	12,500
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	1,034	4,000	158	4,000	4,000
01-40-40-3-4190	CONTR MAINT-OTHER	1,000	8,000	717	4,000	9,000
01-40-40-3-4329	OTHER PROF SERVICES	3,697	3,500	1,385	3,500	3,500
01-40-40-3-4330	BRIDGE INSPECTIONS	-	2,000	-	-	2,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	8,029	8,200	3,144	8,200	8,800
01-40-40-3-4355	PUBLISHING/ADVERTISING	77	300	409	600	600
01-40-40-3-4357	PRINTING/COPYING	200	1,000	-	500	500
01-40-40-3-4361	DUES	3,826	3,735	3,336	3,735	3,760
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	3,467	4,135	105	4,135	4,135
01-40-40-3-4371	PUBLIC UTILITIES	13,225	10,500	4,478	10,500	12,000
01-40-40-3-4375	RENTAL/LEASE	700	1,500	660	1,500	1,500
TOTAL CONTRACTUAL SERVICES		43,341	61,870	14,696	50,670	62,295
COMMODITIES						
01-40-40-5-4561	OFFICE SUPPLIES	1,026	1,500	534	1,500	1,500
01-40-40-5-4562	AUTO FUEL & OIL	24,823	30,000	21,775	35,000	35,000
01-40-40-5-4563	MINOR EQUIPMENT	5,500	6,000	-	6,000	6,000
01-40-40-5-4564	SMALL TOOLS	2,271	5,000	173	1,000	8,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	10,915	8,000	3,244	8,000	8,000
01-40-40-5-4569	VEHICLE SUPPLIES	9,251	15,000	5,604	15,000	12,500
01-40-40-5-4570	MAINT SUPPLIES	6,335	6,000	3,370	6,000	6,000
01-40-40-5-4572	MOSQUITO ABATEMENT	-	2,000	-	-	2,000
01-40-40-5-4573	DRAINAGE SUPPLIES	5,210	7,500	919	7,500	7,500
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	1,485	5,000	692	3,500	5,000
01-40-40-5-4575	TREES	-	1,000	-	22,000	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	5,681	6,500	2,335	6,500	7,000
01-40-40-5-4595	OTHER CHARGES	4,591	2,000	1,175	2,000	2,000
TOTAL COMMODITIES		77,088	95,500	39,821	114,000	101,500
TOTAL ADMINISTRATION/OPERATIONS		432,853	480,472	214,282	483,782	511,237

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS- BUILDING & GROUNDS						
PERSONNEL SERVICES						
01-40-45-1-4010	SALARIES	68,569	73,283	37,065	74,130	75,408
01-40-45-1-4040	IMRF	7,976	8,215	4,256	8,512	8,015
01-40-45-1-4090	FICA MATCHING	4,653	5,606	2,565	5,130	5,770
TOTAL PERSONNEL SERVICES		81,198	87,104	43,886	87,772	89,193
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONTR MAINT-BUILDING	19,644	25,890	3,365	18,000	28,000
01-40-45-3-4375	RENTAL/LEASE	508	500	78	300	500
TOTAL CONTRACTUAL SERVICES		20,152	26,390	3,443	18,300	28,500
COMMODITIES						
01-40-45-5-4571	BUILDING MAINT SUPPLIES	12,767	21,100	2,561	21,100	14,500
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	3,090	4,000	1,798	4,000	4,000
TOTAL COMMODITIES		15,857	25,100	4,359	25,100	18,500
TOTAL BUILDINGS AND GROUNDS		117,207	138,594	51,688	131,172	136,193
TOTAL EXPENDITURES		550,060	619,066	265,970	614,954	652,358

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Donations

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-00-7-3830

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

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: ROW (Right of Way) Tree Program Revenue

Priority: 1.1 Prioritize a Safe and Secure Community
1.3 Prioritize Strong Fiscal Sustainability
1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-00-7-3850

This account is used to record revenue received from the ROW tree program. Since participation in the program by the Village residents is not guaranteed, to be conservative, the Village always budgets the ROW tree program revenue as \$0.

The ROW Tree Program revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 - 50%
 Assistant Director of Public Works - 50%
 Crew Leader - Streets - 25%
 Crew Leader - Fleet - 75%
 Specialist I - Streets - 25%
 Specialist I - Streets - 25%
 Administrative Assistant - 100%

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

FY 2018 Budget request	\$ 247,788
FY 2019 Budget request	\$ 267,544
Increase (Decrease)	<u>\$ 19,756</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, funding is included for one additional full-time Specialist I - Streets.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,550
FY 2019 Budget request	\$ 4,550
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 16,167
Weather Emergencies	<u>\$ 1,343</u>
Total	<u><u>\$ 17,510</u></u>

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

FY 2018 Budget request	\$ 17,000
FY 2019 Budget request	<u>\$ 17,510</u>
Increase (Decrease)	<u><u>\$ 510</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
2019 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, 2019, the Village's portion was 10.63%.

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

FY 2018 Budget request	\$ 27,777
FY 2019 Budget request	\$ 30,301
Increase (Decrease)	<u>\$ 2,524</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, funding is included for one additional full-time Specialist I - Streets.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 20,987
FY 2019 Budget request	\$ 22,537
Increase (Decrease)	<u>\$ 1,550</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, funding is included for one additional full-time Specialist I - Streets.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 15,000
FY 2019 Budget request	\$ 12,500
Increase (Decrease)	<u>\$ (2,500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2018. The contractual expenses for vehicle maintenance have been less each year due to better care of vehicles with a full time mechanic and the replacement of older vehicles.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,000
FY 2019 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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>\$ 3,000</u>
Total	<u><u>\$ 9,000</u></u>

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

FY 2018 Budget request	\$ 8,000
FY 2019 Budget request	<u>\$ 9,000</u>
Increase (Decrease)	<u><u>\$ 1,000</u></u>

The primary reason for the increase is that there are more large trees requiring removal each year, resulting in an increased contingency for emergencies.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,500
FY 2019 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 Stonebridge is expected in Fiscal Year 2019 and subsequent inspections are necessary every four years until the rating of the bridges require more frequent inspections.

	<u>Inspection Due</u>
Stonebridge	2019

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

FY 2018 Budget request	\$ 2,000
FY 2019 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 8,200
FY 2019 Budget request	\$ 8,800
Increase (Decrease)	<u>\$ 600</u>

The primary reason for the increase is to the addition of a full time Street Maintenance Specialist I in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 300
FY 2019 Budget request	\$ 600
Increase (Decrease)	<u>\$ 300</u>

The Village is bidding out more projects than in previous year, so the primary reason for this increase is the number of advertisement for bids that the Village places in the newspaper.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u><u>\$ (500)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 300
Des Plaines River Watershed Work Group	\$ 3,000
Municipal Fleet Managers Association	\$ 30
Illinois Public Works Mutual Aid Network	\$ 100
Total	<u>\$ 3,760</u>

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

FY 2018 Budget request	\$ 3,735
FY 2019 Budget request	\$ 3,760
Increase (Decrease)	<u>\$ 25</u>

The primary reason for the increase relates to a small incremental increase for the CDL driver drug testing pool due to the addition of full time Street Maintenance Specialist I in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,135
FY 2019 Budget request	<u>\$ 4,135</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 10,500
FY 2019 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ 1,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,500
FY 2019 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,500
FY 2019 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 30,000
FY 2019 Budget request	\$ 35,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2018. There were numerous smaller snow storms at the beginning of 2018, resulting in an increase in the amount of approximately 33% in diesel fuel used. In addition, the price of diesel fuel is approximately 20% higher in Fiscal Year 2018, as compared to Fiscal Year 2017 - a trend that is forecasted to continue into Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ 3,000</u>

The primary reason for the increase is the purchase of a diagnostic scanner/scope for engine diagnostics.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 end loader, backhoe and skidster.

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

FY 2018 Budget request	\$ 8,000
FY 2019 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 15,000
FY 2019 Budget request	\$ 12,500
Increase (Decrease)	<u>\$ (2,500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Mosquito Abatement Supplies

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

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

This account is used to pay for mosquito abatement supplies for the Public Works Administration/Operations Division. These supplies are used for in-house applications of basin brisquets and back pack spray materials.

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

FY 2018 Budget request	\$ 2,000
FY 2019 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 7,500
FY 2019 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,500
FY 2019 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is the addition of a full time Street Maintenance Specialist I in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 73,283
FY 2019 Budget request	\$ 73,930
Increase (Decrease)	<u>\$ 647</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion was 10.63%.

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

FY 2018 Budget request	\$ 8,215
FY 2019 Budget request	\$ 7,859
Increase (Decrease)	<u>\$ (356)</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,606
FY 2019 Budget request	\$ 5,656
Increase (Decrease)	<u>\$ 50</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

Cleaning Service \$1,650/month x 12 months	\$ 19,800
Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 1,200
Security alarm services	\$ 3,800
Fire alarm services	\$ 1,000
Miscellaneous	\$ 2,000
Total	<u>\$ 28,000</u>

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

FY 2018 Budget request	\$ 25,890
FY 2019 Budget request	<u>\$ 28,000</u>
Increase (Decrease)	<u>\$ 2,110</u>

The primary reason for the increase relates to the Public Works security system and fire alarm system upgrade and the new cleaning contract .

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 500
FY 2019 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 21,100
FY 2019 Budget request	\$ 11,100
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease relates to less planned expenditures for the Public Works and Village Hall facilities than in previous years. Fiscal Year 2019 planned projects include two window replacements in the Police Department offices and the addition of shelving units in the Cold Storage building at the Public Works facility.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,000
FY 2019 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



COMMUNITY DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
60,857	51,441	52,525	Community Events	56,635	57,800
237,519	124,401	47,679	Economic Development	165,908	163,400
1,439,969	920,866	736,452	Planning, Building & Zoning	554,671	855,590
1,738,345	1,096,708	836,656	Total Revenues	777,214	1,076,790

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
113,090	149,057	170,162	Community Events	174,732	177,990
304,264	420,882	402,347	Economic Development	471,487	482,109
753,160	649,341	504,051	Planning, Building & Zoning	465,595	501,238
1,170,514	1,219,280	1,076,560	Total Expenditures	1,111,814	1,161,337
(189,389)	(152,731)	(75,000)	Transfer to General Fund	(100,000)	-
(100,000)	-	(100,000)	Transfer to Parks & Recreation	-	-
-	165,406	-	Transfer from CN Fund	-	-
(400,000)	(200,000)	-	Transfer to C.I.P. Fund	-	-
(121,558)	(309,897)	(414,904)	Net Change in Fund Balance	(434,600)	(84,547)
1,247,033	937,136	522,232	Fund Balance as of 12/31	87,632	3,085

- 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 the new Hometown Holiday event.

Personnel

	Actual		Proposed	
	Headcount 2017	Headcount 2018	Headcount 2019	FTE 2019
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
15,295	12,700	9,200	Donations	11,000	11,000
41,285	35,752	40,000	Golf Outing	40,000	40,000
4,277	2,989	3,325	Sponsors & Vendor Fees	5,635	6,800
60,857	51,441	52,525	Total Revenues	56,635	57,800

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
69,304	107,914	120,407	Personnel Services	125,692	128,190
43,786	41,143	49,755	Contractual Services	49,040	49,800
113,090	149,057	170,162	Total Expenditures	174,732	177,990

(52,233)	(97,616)	(117,637)	Source (Use) of Cash	(118,097)	(120,190)
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Significant Changes

- The Winter Carnival and Tree Lighting events have been combined into one annual event, Hometown Holiday, which will be held the first Saturday in December annually.
- An additional \$1,500 in expenditures is requested to enhance the fireworks display.
- Sponsorship revenue was removed from Community Events Donations and individual event revenue lines have been added to recognize revenue received for each specific event.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMUNITY EVENTS						
REVENUES						
SPECIAL EVENTS						
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	12,700	9,200	16,400	17,000	11,000
02-10-00-7-3831	BARK IN THE PARK VENDOR FEE	450	500	550	550	500
02-10-00-7-3832	GOLF OUTING REVENUE	35,752	40,000	37,204	37,204	40,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	100	200	250	250	300
02-10-00-7-3836	SUMMER VENDORS	764	950	650	800	1,100
02-10-00-7-3837	CRAFT FAIR VENDOR FEE	1,675	1,675	-	1,675	2,000
02-10-00-7-3838	MOVIES	-	-	-	-	150
02-10-00-7-3839	CONCERTS	-	-	-	-	800
02-10-00-7-3840	CAR SHOWS	-	-	-	-	150
02-10-00-7-3841	FALL FEST	-	-	-	-	650
02-10-00-7-3842	HOMETOWN HOLIDAY	-	-	-	-	500
TOTAL SPECIAL EVENTS		51,441	52,525	55,054	57,479	56,635
TOTAL REVENUES		51,441	52,525	55,054	57,479	56,635
EXPENDITURES						
PERSONNEL SERVICES						
02-10-10-1-4010	SALARIES	87,717	96,951	48,498	96,996	104,575
02-10-10-1-4020	OVERTIME	3,347	4,350	25	4,200	4,500
02-10-10-1-4040	IMRF	10,293	11,356	5,447	10,894	11,115
02-10-10-1-4090	FICA MATCHING	6,557	7,750	3,544	7,088	8,000
TOTAL PERSONNEL SERVICES		107,914	120,407	57,514	119,178	128,190

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
02-10-10-3-4333	FIREWORKS/PARADE	13,732	15,000	12,000	16,000	17,000
02-10-10-3-4334	MOVIE EVENTS	1,217	1,650	350	1,650	1,900
02-10-10-3-4335	CONCERTS IN THE PARK	6,200	7,180	4,800	6,680	6,200
02-10-10-3-4336	FALL FESTIVAL	1,088	2,100	-	2,100	2,100
02-10-10-3-4337	HOMETOWN HOLIDAY	3,879	4,200	1,200	4,200	4,200
02-10-10-3-4338	GOLF OUTING EXPENSES	13,622	16,900	16,019	16,019	15,500
02-10-10-3-4339	EARTH DAY/ ARBOR DAY PLANTING	720	725	720	720	800
02-10-10-3-4341	CAR SHOWS	-	650	-	650	700
02-10-10-3-4342	CRAFT FAIR	582	250	-	250	400
02-10-10-3-4343	BARK IN THE PARK	103	1,000	248	500	1,000
02-10-10-3-4379	DONATIONS	-	100	-	-	-
TOTAL CONTRACTUAL SERVICES		41,143	49,755	35,337	48,769	49,800
TOTAL EXPENDITURES		149,057	170,162	92,851	167,947	177,990

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 6,000
Sponsorships	\$ -
Total	<u>\$ 11,000</u>

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

FY 2018 Budget request	\$ 9,200
FY 2019 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ 1,800</u>

The primary reason for the increase is the increase in the amount received from a new contract with Waste Management. Sponsorship revenue is being removed from this account and will be recognized in accounts specific to a particular event.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Bark in the Park Revenue

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 2018 Budget request	\$ 500
FY 2019 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 11,000
Silent Auction	\$ 4,000
Fund Raising	\$ 2,000
Total	<u>\$ 40,000</u>

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

FY 2018 Budget request	\$ 40,000
FY 2019 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ -</u>

There is no change for fiscal year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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. Political entries must pay a fee of \$50.

4 Entries	\$ 200
Total	<u>\$ 200</u>

The 4th of July Parade Entry Fee revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Summer Vendors
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3836

This account is used to record the revenue received from vendor fees associated with summer events. This includes Friday night Concerts in the Park, Movies in the Park, and Car Show Cruise Nights. This also includes vendor registrations for the 3rd of July fireworks event.

4 Summer Season Vendors (@ \$150)	\$ 600
3 Fireworks Only Vendors (@ \$100)	\$ 300
Total	<u>\$ 900</u>

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

FY 2018 Budget request	\$ 950
FY 2019 Budget request	\$ 900
Increase (Decrease)	<u>\$ (50)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (@ \$70)	\$ 1,820
5 Electricity Access (@ \$15)	\$ 75
4 Wi-Fi Access (@ \$10)	\$ 40
Total	<u>\$ 1,935</u>

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

FY 2018 Budget request	\$ 1,675
FY 2019 Budget request	\$ 1,935
Increase (Decrease)	<u>\$ 260</u>

The reason for the increase is the standard booth fee registration was raised \$5 from the previous year.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Movies in the Park/Movies in the Barn Revenue

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3838

This account is used to record the revenue received in association with Movies in the Park and the Movies in the Barn.

Sponsors	\$ -
Vendors	\$ -
Total	<u>\$ -</u>

The Movie in the Park/Movie in the Barn revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

This is a new account for Fiscal Year 2019. These events have not yet generated revenue, but staff will continue to work to promote these as opportunities to local businesses and organizations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Concerts in the Park Revenue

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3839

This account is used to record the revenue received from concert sponsorships.

2 Sponsors (@ \$400)	\$ 800
Total	<u>\$ 800</u>

The Concert in the Park revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 800
Increase (Decrease)	<u>\$ 800</u>

This is a new account for Fiscal Year 2019. Revenue for concerts in the park was previously recognized in Community Event Donations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Car Shows Revenue

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3840

This account is used to record the revenue received from car show sponsorships.

1 Sponsor (@ \$150)	\$ 150
Total	<u>\$ 150</u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 150
Increase (Decrease)	<u>\$ 150</u>

This is a new account for Fiscal Year 2019. Revenue generated from car shows was previously recognized in Community Event Donations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Fall Fest Revenue
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3841

This account is used to record the revenue received from the Fall Family Fun Fest.

1 Sponsor (@ \$500)	\$ 500
2 Vendors (@ \$75)	\$ 150
Total	<u>\$ 650</u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 650
Increase (Decrease)	<u>\$ 650</u>

This is a new account for Fiscal Year 2019. Revenue generated from the Fall Family Fun Fest was previously recognized in Community Event Donations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Hometown Holiday Revenue
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3842

This account is used to record the revenue received from sponsors and vendors of the Hometown Holiday event.

1 Sponsor (@ \$500)	\$ 500
Total	<u>\$ 500</u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ 500</u>

This is a new account for Fiscal Year 2019. Revenue was previously recognized in Community Event Donations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 96,951
FY 2019 Budget request	<u>\$ 102,589</u>
Increase (Decrease)	<u><u>\$ 5,638</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
2019 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, 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 2018 Budget request	\$ 4,350
FY 2019 Budget request	\$ 4,350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 11,356
FY 2019 Budget request	\$ 10,905
Increase (Decrease)	<u>\$ (451)</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 7,750
FY 2019 Budget request	\$ 7,848
Increase (Decrease)	<u>\$ 98</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
2019 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.

Fireworks Display	\$ 12,500	
Entertainment (Band)	\$ 1,300	
Speakers for big field	\$ -	* Budgeted for in CIP
Signage & Marketing (Banner)	\$ 500	
Decorations	\$ 200	
Cart Rentals	\$ 500	
Volunteer Food & Water	\$ 500	
Candy	\$ 300	
Light Towers	\$ 700	
Total	<u>\$ 16,500</u>	

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

FY 2018 Budget request	\$ 15,000
FY 2019 Budget request	<u>\$ 16,500</u>
Increase (Decrease)	<u>\$ 1,500</u>

The primary reason for the increase is additional expense related to the fireworks show.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (3 movies)	\$ 1,200
Movie in the Barn Series (2 movies)	\$ 500
Crafts & Supplies	<u>\$ 200</u>
Total	<u><u>\$ 1,900</u></u>

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

FY 2018 Budget request	\$ 1,650
FY 2019 Budget request	<u>\$ 1,900</u>
Increase (Decrease)	<u><u>\$ 250</u></u>

The primary reason for the increase is for higher costs of licensing more popular movies to help increase attendance.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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. These incredibly popular events lead our fun on Friday nights, which also includes Movies in the Park and Car Show Cruise Nights.

For the 2019 series, we will host 11 concerts, the first one starting on June 7 and running through to August 23. No concert will be held on Friday, July 5.

11 Friday Night Summer Concerts	\$ 4,950
Marketing & Signage	\$ 500
Mosquito Treatment (\$65)	\$ 715
Total	<u>\$ 6,165</u>

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

FY 2018 Budget request	\$ 7,180
FY 2019 Budget request	\$ 6,165
Increase (Decrease)	<u>\$ (1,015)</u>

The primary reason for the decrease is there is one less concert scheduled for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 250
Food/Refreshments/Charcoal/Utensils	\$ 700
Marketing & Signage	\$ 500
Craft	\$ 150
Decorations	\$ 200
Train Rental	\$ 100
Activities & Games	\$ 200
Total	<u>\$ 2,100</u>

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

FY 2018 Budget request	\$ 2,100
FY 2019 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Hometown Holiday

Priority: 1.6 Prioritize Citizen Services

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

This account is used for the new Hometown Holiday event which was developed in 2018. This event combines the traditional Tree Lighting event with the Winter Carnival event. Our new tradition will provide us an opportunity to ring in the holiday season with residents.

Caroling by High School Choir	\$ 200
Santa	\$ 400
Santa's Gifts	\$ 250
Horse drawn Wagon	\$ 1,000
Cookies, Candy Canes & Cocoa	\$ 200
Memorial Ornaments	\$ 100
Craft	\$ 50
Tents (including heaters)	\$ 1,200
Decorations	\$ 500
Marketing & Signage	\$ 300
Total	<u>\$ 4,200</u>

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

FY 2018 Budget request	\$ 4,200
FY 2019 Budget request	<u>\$ 4,200</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 annual Golf Outing fundraiser. Funds raised from this event are used to fund fireworks, concerts, and all community events held throughout the year.

Food & Beverage	\$ 10,000
Awards/Prizes	\$ 1,100
Goodie Bags	\$ 1,200
Golf Ball Sleeves	\$ 350
Polos & Jackets	\$ 1,450
Staff Uniforms	\$ 550
Sponsor Signs	\$ 300
Trophies	\$ 300
Miscellaneous	\$ 200
Total	<u><u>\$ 15,450</u></u>

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

FY 2018 Budget request	\$ 16,900
FY 2019 Budget request	<u>\$ 15,450</u>
Increase (Decrease)	<u><u>\$ (1,450)</u></u>

The primary reason for the decrease in expenditures is due to the elimination of the consignment items from the silent auction.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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/Bulbs	\$ 425
Arbor Day Membership	\$ 25
Tree City USA	\$ 100
Tools/Gloves/Soil	\$ 100
Refreshments	\$ 75
Total	<u>\$ 725</u>

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

FY 2018 Budget request	\$ 725
FY 2019 Budget request	\$ 725
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Car Shows

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 Concerts in the Park and Movies in the Park series.

Promoter (Fuzzy Dice Productions)	\$ 450
Marketing & Signage	\$ 200
Total	<u>\$ 650</u>

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

FY 2018 Budget request	\$ 650
FY 2019 Budget request	\$ 650
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

Supplies	\$ 150
Marketing & Signage	\$ 100
Fly Guy - Day of Event Rental	\$ 100
Total	<u>\$ 350</u>

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

FY 2018 Budget request	\$ 250
FY 2019 Budget request	<u>\$ 350</u>
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is to obtain additional signage and an increase in the total cost of supplies.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is this account is being eliminated in Fiscal Year 2019.

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
	2017	2018	2019	2019
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 8,348 Village residents who desire services and amenities that fit in with the character of this upscale community.

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
230,630	116,583	40,179	Fees	155,908	153,400
6,889	7,818	7,500	Interest Income	10,000	10,000
237,519	124,401	47,679	Total Revenues	165,908	163,400

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
302,596	265,358	257,092	Personnel Services	275,887	281,784
1,668	155,524	145,255	Contractual Services	195,600	200,325
304,264	420,882	402,347	Total Expenditures	471,487	482,109

(66,745)	(296,481)	(354,668)	Source (Use) of Cash	(305,579)	(318,709)
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Significant Changes

- \$113,529 additional revenue forecasted for General Fund donations due to the Stonebridge installment payment.
- \$55,000 increase in professional services expenditures related to addressing the regional transportation issues related to economic development.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-30-00-4-3670	ANNEXATION FEES	800	1,200	4,600	5,400	3,400
02-30-00-4-3676	GENERAL FUND DONATION	115,783	38,979	35,679	50,603	152,508
TOTAL FEES		116,583	40,179	40,279	56,003	155,908
INTEREST INCOME						
02-30-00-6-3810	INTEREST INCOME	7,818	7,500	8,850	15,000	10,000
TOTAL INTEREST INCOME		7,818	7,500	8,850	15,000	10,000
TOTAL REVENUES		124,401	47,679	49,129	71,003	165,908
EXPENDITURES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	225,527	216,298	114,375	228,750	238,234
02-30-00-1-4040	IMRF	25,299	24,247	12,941	25,882	25,325
02-30-00-1-4090	FICA MATCHING	14,532	16,547	7,682	15,364	18,225
TOTAL PERSONNEL SERVICES		265,358	257,092	134,998	269,996	275,887
CONTRACTUAL SERVICES						
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	55,319	35,000	9,400	35,000	90,000
02-30-00-3-4355	PUBLISHING/ADVERTISING	105	3,000	-	-	3,000
02-30-00-3-4361	DUES	100	100	100	100	100
02-30-00-3-4365	BUSINESS DEVELOPMENT	-	1,655	-	-	1,725
02-30-00-3-4377	INSURANCE ALLOCATION	100,000	105,500	-	105,500	105,500
TOTAL CONTRACTUAL SERVICES		155,524	145,255	9,500	140,600	195,600
TOTAL EXPENDITURES		420,882	402,347	144,498	410,596	471,487

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

High Pointe Estates (3 duplexes @ \$1,000)	\$ 3,000
Countryside Meadows-Orleans (1 home @ \$400)	\$ 400
Total	<u>\$ 3,400</u>

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

FY 2018 Budget request	\$ 1,200
FY 2019 Budget request	\$ 3,400
Increase (Decrease)	<u>\$ 2,200</u>

The primary reason for the increase is due to the collection of annexation fees for the High Pointe Estates subdivision.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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)	\$ 111,860
Countryside Meadows-Orleans (1 home @ \$1,931)	\$ 1,931
Hawthorn Trails South (3 homes @ \$5,531)	\$ 16,593
High Pointe Estates (3 duplexes @ \$5,531)	\$ 16,593
Villas at the Commons (1 home @ \$5,531)	\$ 5,531
Total	<u>\$ 152,508</u>

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

FY 2018 Budget request	\$ 38,979
FY 2019 Budget request	\$ 152,508
Increase (Decrease)	<u>\$ 113,529</u>

The primary reason for the increase is related to the Stonebridge installment payment.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 7,500
FY 2019 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 216,298
FY 2019 Budget request	<u>\$ 233,249</u>
Increase (Decrease)	<u><u>\$ 16,951</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
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 24,247
FY 2019 Budget request	\$ 24,794
Increase (Decrease)	<u>\$ 547</u>

The primary reason for the increase reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 16,547
FY 2019 Budget request	<u>\$ 17,844</u>
Increase (Decrease)	<u><u>\$ 1,297</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
2019 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 addressing the regional transportation issues related to economic development.

Engineering/Legal/Environmental Consultants	\$ 20,000
Communications/Strategy Specialist	\$ 70,000
Total	<u>\$ 90,000</u>

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

FY 2018 Budget request	\$ 35,000
FY 2019 Budget request	\$ 90,000
Increase (Decrease)	<u>\$ 55,000</u>

The primary reason for the increase is due to the additional allocation for the Communications/Strategy Specialist.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 economic development related publishing and advertising expenses.

Promotional materials for Trade Shows & Conferences	\$ -
Total	<u>\$ -</u>

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

FY 2018 Budget request	\$ 3,000
FY 2019 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is the deferral of the attendance at the ICSC conference in Fiscal Year 2019. Attendance is planned in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ -
Total	<u>\$ -</u>

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

FY 2018 Budget request	\$ 1,655
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,655)</u>

The primary reason for the decrease is the deferral of the attendance at the ICSC conference in Fiscal Year 2019. Attendance is planned in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 105,500
FY 2019 Budget request	<u>\$ 105,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

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
	2017	2018	2019	2019
Full-Time	0	4	4	3.60
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
38,700	39,150	46,200	Licenses	42,300	42,300
813,641	715,648	603,752	Permits	458,536	752,790
587,378	165,951	86,500	Fees	53,835	60,500
250	117	-	Miscellaneous	-	-
1,439,969	920,866	736,452	Total Revenues	554,671	855,590

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
-	307,921	314,734	Personnel Services	325,397	331,925
753,160	338,356	183,757	Contractual Services	134,038	166,753
-	3,064	5,560	Commodities	6,160	2,560
753,160	649,341	504,051	Total Expenditures	465,595	501,238

686,809	271,525	232,401	Source (Use) of Cash	89,076	354,352
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Significant Changes

- \$146,006 decline in forecasted permit revenue. Note that new home start projections are conservative.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PLANNING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	39,150	46,200	21,150	42,300	42,300
TOTAL LICENSES		39,150	46,200	21,150	42,300	42,300
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	714,218	601,752	367,760	735,520	750,000
02-60-00-3-3290	OTHER PERMITS	1,430	2,000	1,860	2,790	2,790
TOTAL PERMITS		715,648	603,752	369,620	738,310	752,790
FEES						
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	107,501	25,000	11,471	25,000	25,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	8,568	25,000	416	1,000	9,000
02-60-00-4-3784	PLANNING REIMBURSEMENTS	2,835	4,000	-	2,000	4,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	28,647	30,000	2,886	6,000	10,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	2,450	2,500	180	400	1,000
02-60-00-4-3789	FIRE SUPPRESSION FEES	50	-	25	25	2,500
02-60-00-4-3790	RECAPTURE FEES PASS THRU	15,900	-	27,904	27,904	-
02-60-00-5-3800	PLANNING APPLICATIONS -PUD	-	-	6,090	16,090	7,500
TOTAL FEES		165,951	86,500	48,972	78,419	53,835
MISCELLANEOUS						
02-60-00-7-3900	REFUND SERVICE CHARGE	117	-	35	100	-
TOTAL MISCELLANEOUS		117	-	35	100	-
TOTAL REVENUES		920,866	736,452	439,777	859,129	855,590

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
02-60-65-1-4010	SALARIES	256,173	264,494	129,805	259,610	280,350
02-60-65-1-4015	INTERN	3,533	-	-	-	-
02-60-65-1-4020	OVERTIME	-	300	-	-	300
02-60-65-1-4040	IMRF	29,644	29,683	14,551	29,102	29,800
02-60-65-1-4090	FICA MATCHING	18,571	20,257	9,380	18,760	21,475
TOTAL PERSONNEL SERVICES		307,921	314,734	153,736	307,472	331,925
CONTRACTUAL SERVICES						
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	242	2,000	64	300	2,000
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	148,543	25,000	63,974	127,948	43,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	7,720	25,000	1,333	3,000	3,000
02-60-65-3-4240	PLANNING SERVICES	708	5,000	1,380	1,500	5,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	2,893	4,000	475	1,500	3,000
02-60-65-3-4260	OTHER REIMBURSEMENT	25,601	2,500	275	550	550
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	14,925	10,000	7,185	14,370	15,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	-	1,000	-	-	500
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	-	750	-	-	750
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	116,378	100,000	26,225	52,450	55,000
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	-	2,403	-	-	2,403
02-60-65-3-4353	TELEPHONE-CELL PHONE	1,480	1,500	693	807	1,500
02-60-65-3-4355	PUBLISHING/ ADVERTISING	208	400	288	312	600
02-60-65-3-4357	PRINTING/COPYING	955	900	455	900	900
02-60-65-3-4360	RECAPTURE FEE PAID	15,900	-	35,854	35,854	-
02-60-65-3-4361	DUES	1,074	1,048	644	1,048	1,079
02-60-65-3-4362	TRAVEL EXPENSE	73	356	-	356	356
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	1,656	1,900	84	1,900	1,900
TOTAL CONTRACTUAL SERVICES		338,356	183,757	138,929	242,795	166,753

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
02-60-65-5-4562	AUTO FUEL & OIL	1,357	1,500	409	1,500	1,500
02-60-65-5-4578	UNIFORMS	241	460	66	460	460
02-60-65-5-4595	OTHER CHARGES	1,466	3,600	157	600	600
TOTAL COMMODITIES		3,064	5,560	632	2,560	2,560
TOTAL EXPENDITURES		649,341	504,051	293,297	552,827	465,595

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 46,200
FY 2019 Budget request	\$ 42,300
Increase (Decrease)	<u>\$ (3,900)</u>

The primary reason for the decrease is due to the anticipated decreased number of contractors conducting business in town based on the Fiscal Year 2018 actuals.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$8,250)	\$ 41,250
Hawthorn Hills (6 homes @ \$8,250)	\$ 49,500
Countryside Meadows-Orleans (1 homes @ \$8,250)	\$ 8,250
Hawthorn Trails 3 (3 homes @ \$8,250)	\$ 24,750
Villas at the Commons (1 home @ \$8,250)	\$ 8,250
High Pointe Estates (3 duplexes @ \$14,650)	\$ 43,950
All Other Building Permits	\$ 279,796
Total	<u>\$ 455,746</u>

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

FY 2018 Budget request	\$ 601,752
FY 2019 Budget request	\$ 455,746
Increase (Decrease)	<u>\$(146,006)</u>

The primary reason for the decrease is based on the reduced number of homes estimated to be constructed.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,790
Increase (Decrease)	<u>\$ 790</u>

The primary reason for the increase is due to the estimated number of permits anticipated to be issued based upon the Fiscal Year 2018 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	<u>\$ 9,000</u>
Increase (Decrease)	<u><u>\$ (16,000)</u></u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,000
FY 2019 Budget request	<u>\$ 2,835</u>
Increase (Decrease)	<u><u>\$ (1,165)</u></u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 30,000
FY 2019 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ (24,000)</u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$(1,500)</u></u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is based upon estimated commercial construction at HT3 in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Planning Applications - PUD

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: 02-60-00-5-3800

This account is used to record fees collected for planning applications related to a PUD (Planned Unit Development).

The Planning Applications - PUD revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 7,500</u>
Increase (Decrease)	<u><u>\$ 7,500</u></u>

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2018 and anticipated residential and commercial development in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 264,494
FY 2019 Budget request	\$ 274,854
Increase (Decrease)	<u>\$ 10,360</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
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 300
FY 2019 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 29,683
FY 2019 Budget request	\$ 29,217
Increase (Decrease)	<u>\$ (466)</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 20,257
FY 2019 Budget request	<u>\$ 21,026</u>
Increase (Decrease)	<u>\$ 769</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
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	\$ 43,000
Increase (Decrease)	<u>\$ 18,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ (22,000)</u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u><u>\$ (2,500)</u></u>

The primary reason for the decrease in the anticipated reduction in landscaping reviews needed by Rolf Campbell Associates in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,000
FY 2019 Budget request	\$ 3,000
Increase (Decrease)	<u>\$(1,000)</u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	<u>\$ 550</u>
Increase (Decrease)	<u><u>\$ (1,950)</u></u>

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 10,000
FY 2019 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 5,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 750
FY 2019 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100,000
FY 2019 Budget request	\$ 55,000
Increase (Decrease)	<u>\$ (45,000)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,403
FY 2019 Budget request	\$ 2,403
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,500
FY 2019 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 400
FY 2019 Budget request	\$ 600
Increase (Decrease)	<u>\$ 200</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 900
FY 2019 Budget request	\$ 900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,048
FY 2019 Budget request	\$ 1,079
Increase (Decrease)	<u>\$ 31</u>

The primary reason for the increase relates to an increase in AICP dues.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 356
FY 2019 Budget request	<u>\$ 356</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,900
FY 2019 Budget request	\$ 1,900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,500
FY 2019 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 460
FY 2019 Budget request	<u>\$ 460</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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>\$3,600</u>
Total	<u><u>\$4,200</u></u>

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

FY 2018 Budget request	\$ 3,600
FY 2019 Budget request	<u>\$ 4,200</u>
Increase (Decrease)	<u><u>\$ 600</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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
242,869	264,395	313,415	Special Recreation	357,316	362,965
144,846	126,362	143,577	Administration	148,028	148,028
71,139	58,957	74,350	Recreation Programs	64,160	68,250
159,156	177,380	167,500	Park Maintenance	170,346	171,846
618,010	627,094	698,842	Total Revenues	739,850	751,089

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
141,789	139,921	205,720	Special Recreation	224,720	55,720
143,983	148,071	150,035	Administration	178,216	180,000
50,677	44,974	53,555	Recreation Programs	46,232	47,881
226,935	318,900	351,270	Park Maintenance	369,207	375,419
563,384	651,866	760,580	Total Expenditures	818,375	659,020
(90,000)	-	(90,000)	Transfer to General Fund	(90,000)	(90,000)
100,000	-	100,000	Transfer from Community Development Fund		
64,626	(24,772)	(51,738)	Net Change in Fund Balance	(168,525)	2,069
362,900	338,128	286,390	Fund Balance as of 12/31	117,865	119,935

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
	2017	2018	2019	2019
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
160,212	179,780	163,415	Taxes	188,316	193,965
82,657	84,615	150,000	SRACLC Reimbursement	169,000	169,000
242,869	264,395	313,415	Total Revenues	357,316	362,965

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
53,556	54,271	55,720	Contractual Services	55,720	55,720
88,233	85,650	150,000	Capital Outlay	169,000	-
141,789	139,921	205,720	Total Expenditures	224,720	55,720

101,080	124,474	107,695	Source (Use) of Cash	132,596	307,245
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Significant Changes

- \$150,000 in capital outlay for construction of a new accessible park and playground (Meadowlark), carried forward from the prior year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SPECIAL RECREATION						
REVENUES						
11-70-00-1-3017	PROPERTY TAXES-SRACL	179,780	163,415	109,703	182,831	193,965
11-70-00-5-3805	SRACL REIMBURSEMENT	84,615	150,000	163,182	163,182	169,000
TOTAL REVENUES		264,395	313,415	272,885	346,013	362,965
EXPENDITURES						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACL DUES	54,271	55,720	55,175	55,175	55,720
TOTAL CONTRACTUAL SERVICES		54,271	55,720	55,175	55,175	55,720
CAPITAL OUTLAY						
11-70-00-8-4893	SRACL ACCESSIBILITY GRANT	85,650	150,000	282,422	282,422	-
TOTAL CAPITAL OUTLAY		85,650	150,000	282,422	282,422	-
TOTAL EXPENDITURES		139,921	205,720	337,597	337,597	55,720

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 163,415
FY 2019 Budget request	<u>\$ 188,316</u>
Increase (Decrease)	<u><u>\$ 24,901</u></u>

The primary reason for the increase is based upon the growth in the equalized assessed valuation.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 150,000
FY 2019 Budget request	\$ 169,000
Increase (Decrease)	<u>\$ 19,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 55,720
FY 2019 Budget request	\$ 55,720
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	
Replace Pavers at Community Park Gazebo	\$ 17,000
Purchase & Development of Accessible Park (Meadowlark)	<u>\$ 150,000</u>
Total	<u><u>\$ 169,000</u></u>

The SRACLC Accessibility Grant budget request changed from the prior year budget, as follows:

FY 2016 Budget request	\$ 150,000
FY 2017 Budget request	<u>\$ 169,000</u>
Increase (Decrease)	<u><u>\$ 19,000</u></u>

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

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
	2017	2018	2019	2019
Full-Time	2	2	3	1.1
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
134,634	119,853	138,127	Taxes	141,028	141,028
525	1,033	500	Interest Income	1,500	1,500
9,687	5,476	4,950	Miscellaneous	5,500	5,500
144,846	126,362	143,577	Total Revenues	148,028	148,028

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
121,254	76,484	79,810	Personnel Services	104,629	106,700
21,762	69,974	68,735	Contractual Services	72,097	71,810
967	1,613	1,490	Commodities	1,490	1,490
143,983	148,071	150,035	Total Expenditures	178,216	180,000

863	(21,709)	(6,458)	Source (Use) of Cash	(30,188)	(31,972)
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Significant Changes

- Funding is included for a newly created position - Aquatic Center Manager/Recreation Specialist. This full time position will serve as the Aquatic Center Manager during pool operations and will assist with community events and recreation programs during the remainder of the year.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
REVENUES						
TAXES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	119,853	138,127	73,135	138,127	141,028
TOTAL TAXES		119,853	138,127	73,135	138,127	141,028
INTEREST INCOME						
11-10-00-6-3810	INTEREST INCOME	1,033	500	902	1,430	1,500
TOTAL INTEREST INCOME		1,033	500	902	1,430	1,500
MISCELLANEOUS						
11-10-00-7-3820	FACILITY RENTAL	4,338	4,500	2,425	4,300	4,500
11-10-00-7-3825	SECURITY FEE	638	450	425	600	1,000
11-10-00-7-3830	DONATIONS	500	-	-	-	-
TOTAL MISCELLANEOUS		5,476	4,950	2,850	4,900	5,500
TOTAL REVENUES		126,362	143,577	76,887	144,457	148,028
EXPENDITURES						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	64,604	67,598	33,344	66,688	88,950
11-10-00-1-4011	SALARIES - RENTAL SECURITY	-	-	-	-	1,500
11-10-00-1-4040	IMRF	7,051	7,041	3,642	7,284	9,450
11-10-00-1-4090	FICA MATCHING	4,829	5,171	2,459	4,918	6,800
TOTAL PERSONNEL SERVICES		76,484	79,810	39,445	78,890	106,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
11-10-00-3-4352	CONTRACT MAINT - BUILDINGS	-	-	-	-	2,400
11-10-00-3-4353	TELEPHONE-CELL PHONE	1,910	1,800	912	1,825	2,137
11-10-00-3-4357	PRINTING/COPYING	9,994	3,400	2,992	3,400	4,350
11-10-00-3-4360	PROCESSING FEES	1,676	2,500	915	1,700	1,700
11-10-00-3-4361	DUES	799	2,285	1,373	2,000	2,510
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	5,595	6,000	4,138	5,100	6,250
11-10-00-3-4377	INSURANCE ALLOCATION	50,000	52,750	-	52,750	52,750
TOTAL CONTRACTUAL SERVICES		69,974	68,735	10,330	66,775	72,097
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	172	250	196	225	250
11-10-00-5-4578	UNIFORMS	-	240	-	220	240
11-10-00-5-4595	OTHER CHARGES	1,441	1,000	297	1,000	1,000
TOTAL COMMODITIES		1,613	1,490	493	1,445	1,490
TOTAL EXPENDITURES		148,071	150,035	50,268	147,110	180,000

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 138,127
FY 2019 Budget request	<u>\$ 141,028</u>
Increase (Decrease)	<u><u>\$ 2,901</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 2019 is 2.1%.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 500
FY 2019 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u><u>\$ 1,000</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,500
FY 2019 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 450
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 550</u>

The primary reason for the increase is based upon the updated fee structure for security staff. To provide increased security for rentals, full-time Public Works staff will provide security for all rentals.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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%
Recreation Specialist I - 40%

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

FY 2018 Budget request	\$ 67,598
FY 2019 Budget request	\$ 87,191
Increase (Decrease)	<u>\$ 19,593</u>

The primary reason for the increase is the addition of a new full time Recreation Specialist I position in Fiscal Year 2019. This position will be a hybrid position and will also serve as the Aquatic Center Manager during pool operations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Salaries - Rental Security

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

Account Number: 11-10-00-1-4011

This account is used to pay the salaries of the employees serving as rental security.

The Salaries - Rental Security Attendants budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 1,500</u>

This is a new account in Fiscal Year 2019 which was created to track the rental security staff salaries for transparency and evaluation of the profit margins of facility rentals.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 7,041
FY 2019 Budget request	\$ 9,268
Increase (Decrease)	<u>\$ 2,227</u>

The primary reason for the increase is the addition of a new full time Recreation Specialist I position in Fiscal Year 2019. This position will be a hybrid position and will also serve as the Aquatic Center Manager during pool operations. This increase is partially offset by reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,171
FY 2019 Budget request	\$ 6,670
Increase (Decrease)	<u>\$ 1,499</u>

The primary reason for the increase is the addition of a new full time Recreation Specialist I position in Fiscal Year 2019. This position will be a hybrid position and will also serve as the Aquatic Center Manager during pool operations.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

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: 11-10-00-3-4110

This account is used to pay for cleaning services at the Community Room at the Aquatic Center during the off season. When the Aquatic Center is open, the seasonal staff perform the daily cleaning tasks. From Labor Day to Memorial Day, the Community Room is used for programs and rentals. During this time period, the facility is cleaned by a contractual vendor.

Cleaning Service \$300/month x 8 months	\$ 2,400
Total	<u>\$ 2,400</u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 2,400</u>
Increase (Decrease)	<u>\$ 2,400</u>

The primary reason for the increase relates to the contractual vendor monthly cleaning services at the Community Room. This is a new account in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,800
FY 2019 Budget request	\$ 2,137
Increase (Decrease)	<u>\$ 337</u>

The primary reason for the increase is the addition of a full-time Recreation Specialist I/Aquatic Center Manager position in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 marketing campaigns are planned for Fiscal Year 2019:

Summer Brochure	\$ 3,150 (Cost share with Aquatics Fund)
Postcard	<u>\$ 1,200 (Craft Show and Hometown Holiday)</u>
Total	<u><u>\$ 4,350</u></u>

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

FY 2018 Budget request	\$ 3,400
FY 2019 Budget request	<u>\$ 4,350</u>
Increase (Decrease)	<u><u>\$ 950</u></u>

The primary reason for the increase is implementing a 12 page Summer brochure. The current brochure is 8 pages. Since the same number of copies will be mailed, the postage cost will not be impacted.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	<u>\$ 1,700</u>
Increase (Decrease)	<u>\$ (800)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 270
Illinois Parks & Recreation Association (IPRA) – Asst. Director of Parks & Rec.	\$ 270
Illinois Parks & Recreation Association (IPRA) - Park Maintenance Crew Leader	\$ 270
Illinois Parks & Recreation Association (IPRA) - Parks Specialist	\$ 270
Certified Parks & Recreation Professional (NRPA) Renewal - Asst. Director	\$ 75
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)	\$ 600
Total	<u>\$ 2,560</u>

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

FY 2018 Budget request	\$ 2,285
FY 2019 Budget request	\$ 2,510
Increase (Decrease)	<u>\$ 225</u>

The primary reason for the increase is related to a dues increase for the IPRA annual dues and the Certified Parks & Recreation professional re-certification for the Assistant Director of Parks & Recreation.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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
Illinois Parks and Recreation Association Leadership Academy	
Assistant Director of Parks & Recreation	\$ 450
Special Park District Forum	
Chief Operating Officer	\$ 2,500
Director of Parks & Recreation	\$ 2,500
Total	<u><u>\$ 6,250</u></u>

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

FY 2018 Budget request	\$ 6,000
FY 2019 Budget request	<u>\$ 6,250</u>
Increase (Decrease)	<u><u>\$ 250</u></u>

The primary reason for the increase is based upon the addition of the IPRA Leadership Academy training for the Assistant Director of Parks & Recreation which was partially offset by a decrease due to the Director of Parks & Recreation having completed the certification for Certified Parks and Recreation Executive in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 52,750
FY 2019 Budget request	\$ 52,750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 250
FY 2019 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 240
FY 2019 Budget request	\$ 240
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

Facebook Marketing Boosts	\$ 400
Team Building Event	\$ 200
Community Activities	\$ 400
	<u>\$ 1,000</u>

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

FY 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

RECREATION PROGRAMS

Department Purpose

The Village of Hawthorn Woods' Recreation Department strives to inspire community involvement by providing recreational opportunities for all ages. Classes are designed to build socialization and introduce participants to a variety of activities, sports, and games.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2017	2018	2019	2019
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
71,139	58,957	29,500	Youth Programs	26,900	29,000
-	-	32,250	Sports/ Athletic Programs	34,610	36,600
-	-	11,400	Adult Programs	1,100	1,100
-	-	1,200	Seniors	1,550	1,550
71,139	58,957	74,350	Total Revenues	64,160	68,250

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
50,677	44,974	19,375	Youth Programs	18,307	18,606
-	-	25,275	Sports/ Athletic Programs	25,600	26,950
-	-	7,705	Adult Programs	525	525
-	-	1,200	Seniors	1,800	1,800
50,677	44,974	53,555	Total Expenditures	46,232	47,881

20,462	13,983	20,795	Source (Use) of Cash	17,928	20,369
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Significant Changes

- The recreation programs budget was completely re-organized. This new format better shows the financial status of programs to help determine their viability and control expenses related to each program.
- New equestrian classes will be offered at Red Coat Farm in Hawthorn Woods.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RECREATION PROGRAMS						
REVENUES						
YOUTH PROGRAMS						
11-20-30-4-3630	WOODCHUCKS SUMMER CAMP	28,124	29,000	23,525	24,000	28,000
11-20-33-4-3630	BABYSITTING/CPR	-	500	-	-	1,000
TOTAL YOUTH PROGRAMS		28,124	29,500	23,525	24,000	29,000
SPORTS/ATHLETIC PROGRAMS						
11-20-41-4-3630	INTRO TO SPORTS	1,916	2,500	946	2,200	4,200
11-20-42-4-3630	SOCCER-IN HOUSE	10,798	22,000	5,927	12,000	15,000
11-20-43-4-3630	BASEBALL-IN HOUSE	-	-	4,860	4,860	6,000
11-20-44-4-3630	TAEKWONDO	4,910	5,000	3,412	5,500	7,000
11-20-45-4-3630	EQUESTRIAN	-	750	230	1,000	1,000
11-20-46-4-3630	FENCING	2,600	2,000	968	2,000	2,200
11-20-47-4-3630	GOLF	960	-	785	785	1,200
TOTAL SPORTS/ATHLETIC PROGRAMS		21,184	32,250	17,128	28,345	36,600
ADULT PROGRAMS						
11-20-51-4-3630	SELF DEFENSE	317	500	205	400	600
11-20-52-4-3630	FITNESS	6,972	10,900	410	410	500
TOTAL ADULT PROGRAMS		7,289	11,400	615	810	1,100
SENIORS						
11-20-26-4-3630	MONTHLY GATHERING	2,360	1,200	1,050	1,500	1,550
TOTAL SENIORS		2,360	1,200	1,050	1,500	1,550
TOTAL REVENUES		58,957	74,350	42,318	54,655	68,250

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
YOUTH PROGRAMS						
11-20-30-1-4010	WOODCHUCKS SALARIES	14,403	15,000	9,779	13,039	14,000
11-20-30-1-4090	WOODCHUCKS FICA	1,045	1,000	748	997	1,071
11-20-30-5-4561	WOODCHUCKS SUPPLIES	2,969	3,000	2,068	2,300	3,000
11-20-33-5-4561	BABYSITTING/CPR SUPPLIES	-	375	-	-	535
TOTAL YOUTH PROGRAMS		18,417	19,375	12,595	16,336	18,606
SPORTS/ATHLETIC PROGRAMS						
11-20-41-5-4561	INTRO TO SPORTS	1,302	1,875	672	1,650	3,150
11-20-42-5-4561	SOCCER	13,344	16,500	4,421	8,000	11,000
11-20-43-5-4561	BASEBALL	-	-	3,893	3,893	4,100
11-20-44-5-4561	TAEKWONDO	935	3,750	2,408	4,000	5,250
11-20-45-5-4561	EQUESTRIAN	-	750	200	750	750
11-20-46-5-4561	FENCING	1,458	1,500	555	1,500	1,650
11-20-47-5-4561	GOLF	883	900	-	700	1,050
TOTAL SPORTS/ATHLETIC PROGRAMS		17,922	25,275	12,149	20,493	26,950
ADULT PROGRAMS						
11-20-51-5-4561	SELF DEFENSE	182	100	-	50	150
11-20-52-5-4561	FITNESS	6,418	7,605	307	307	375
TOTAL ADULT PROGRAMS		6,600	7,705	307	357	525
SENIORS						
11-20-26-5-4561	MONTHLY GATHERING	2,035	1,200	725	1,500	1,800
TOTAL SENIORS		2,035	1,200	725	1,500	1,800
TOTAL EXPENDITURES		44,974	53,555	25,776	38,686	47,881

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Youth Programs

Description: Woodchucks Summer Camp

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

Account Number:

Revenues -	11-20-31-4-3630	
Expenses -	11-20-31-1-4010	Salaries
	11-20-31-1-4090	FICA
	11-20-31-5-4561	Supplies

Woodchucks Summer Camp takes campers ages 3 through 13 on a summer adventure! Camp is held 4 days per week for 8 weeks at Heritage Oaks Park, and meets from 9 am till noon. The camp is a semi-structured environment with planned games and activities, and time for free play to encourage socialization.

REVENUE

Preschool Camp	\$12,000
Adventure Camp & Counselors in Training (CIT)	\$14,000
TOTAL REVENUE	\$26,000

EXPENSES

Salaries	\$13,750
FICA	\$1,052
Supplies - General/Misc.	\$1,200
Supplies - Fieldtrips (Qty = 4)	\$1,000
Supplies - Buses (Qty = 4)	\$800
TOTAL EXPENSES	\$17,802

Net Profit	\$8,198
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Youth

Description: Babysitting/CPR Programs

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

Account Number: Revenues - 11-20-33-4-3630
Expenses - 11-20-33-5-4561 Supplies

Babysitting classes prepare pre and early teens to handle babies and young children. The course teaches safety and professionalism. After completing this course, participants will be a Red Cross Certified Babysitter, helping them boost their babysitting business!

REVENUE

Spring Session	\$450
Fall Session	\$450
TOTAL REVENUE	\$900

EXPENSES

Instruction	\$280
Instructor Kit	\$45
Certifications; Books; Equipment & Supplies	\$180
TOTAL EXPENSES	\$505

Net Profit	\$395
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Intro to Sports

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

Account Number: Revenues - 11-20-41-4-3630
Expenses - 11-20-41-5-4561

Intro to sports classes allows a child to try a sport with minimal commitment and at an affordable cost. Classes are offered in partnership with Sports R Us and SportsKids Inc. Classes are held throughout the year cooperatively with the Mundelein Park District.

REVENUE	Winter/Spring	Summer	Fall	TOTAL
Sports R Us	\$1,000	\$400	\$600	\$2,000
SportsKids Inc.	\$900	\$500	\$700	\$2,100
TOTAL REVENUE				\$4,100

EXPENSES	Winter/Spring	Summer	Fall	TOTAL
Sports R Us	\$750	\$300	\$450	\$1,500
SportsKids Inc.	\$630	\$350	\$490	\$1,470
Misc.	\$0	\$0	\$0	\$0
TOTAL EXPENSES				\$2,970

Net Profit **\$1,130**

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Soccer - In House

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

Account Number: Revenues - 11-20-42-4-3630
Expenses - 11-20-42-5-4561

The Hawthorn Woods Youth Soccer Program continues to be a popular program. It is an 8-week league held twice per year - fall and spring. It is led by Tom Chmela and coached by Hawthorn Woods Elite Soccer staff and players.

REVENUE

Spring Session	\$6,500
Fall Session	\$8,000
TOTAL REVENUE	\$14,500

EXPENSES

Coaching	\$8,000
Turf Paint	\$1,250
Uniforms	\$1,200
TOTAL EXPENSES	\$10,450

Net Profit	\$4,050
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Baseball - In House

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

Account Number: Revenues - 11-20-43-4-3630
Expenses - 11-20-43-5-4561

The Hawthorn Woods Youth Baseball is a new and growing program. It was successfully launched in the spring of 2018. It is an 8-week league held once per year in the spring. It is led by Phil Carona and coached by Lake County Stars staff and players.

REVENUE	
Spring Session	\$5,500
TOTAL REVENUE	<u>\$5,500</u>
EXPENSES	
Coaching	\$2,250
Equipment	\$500
Uniforms	\$1,200
TOTAL EXPENSES	<u>\$3,950</u>
Net Profit	<u><u>\$1,550</u></u>

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Taekwondo

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

Account Number: Revenues - 11-20-44-4-3630
Expenses - 11-20-44-5-4561

Taekwondo teaches youth discipline and respect while being physically active. In partnership with Ong Taekwondo Academy, classes are held twice a week in the Village Barn.

REVENUE

Winter/Spring Session	\$4,500
Summer Session	\$600
Fall Session	\$1,200
TOTAL REVENUE	\$6,300

EXPENSES

Coaching	\$4,725
Equipment & Supplies	\$200
TOTAL EXPENSES	\$4,925

Net Profit	\$1,375
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Equestrian

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

Account Number: Revenues - 11-20-45-4-3630
Expenses - 11-20-45-5-4561

In prior years, equestrian lessons had been offered through a partnership with Millennium Farm. New classes are being offered in partnership with Red Coat Farm. We hope to increase revenue and the love of horses through these partnerships.

REVENUE

Classes & Lessons	\$1,000
TOTAL REVENUE	\$1,000

EXPENSES

Instruction	\$750
Equipment & Supplies	\$0
TOTAL EXPENSES	\$750

Net Profit	\$250
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Fencing

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

Account Number: Revenues - 11-20-46-4-3630
Expenses - 11-20-46-5-4561

Participants of all levels are welcome to join our fencing program. All equipment is provided, students handle a foil every class, and safety is stressed. Fencing classes are offered cooperatively with Long Grove Park District, are held in the Community Room at the Aquatic Center, and are instructed by Vladimir Lapshin.

REVENUE

Winter/Spring Session	\$1,200
Fall Session	\$1,000
TOTAL REVENUE	\$2,200

EXPENSES

Coaching	\$1,650
Misc. Supplies	\$0
TOTAL EXPENSES	\$1,650

Net Profit	\$550
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Golf

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

Account Number: Revenues - 11-20-47-4-3630
Expenses - 11-20-47-5-4561

A partnership with Hawthorn Woods Country Club allows juniors who are not members of the club, to learn to love the game of golf. This is a summer only offering.

REVENUE	
Summer Session	\$1,010
TOTAL REVENUE	\$1,010
 EXPENSES	
Coaching	\$905
TOTAL EXPENSES	\$905
Net Profit	\$105

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Adult Programs

Description: Self-Defense

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

Account Number: Revenues - 11-20-51-4-3630
Expenses - 11-20-51-5-4561

The Hawthorn Woods Police Department provides instruction for a Women's Self Defense class. This class teaches women of all ages tactics to defend themselves in case of a physical attack. Each session consists of 4 classes which are 2 hours each.

REVENUE	
Winter/Spring Session	\$200
Summer Session	\$200
Fall Session	\$200
TOTAL REVENUE	\$600
EXPENSES	
Instruction (<i>paid by police dept.</i>)	\$0
Equipment & Supplies	\$150
TOTAL EXPENSES	\$150
Net Profit	\$450

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Adult Programs

Description: Fitness

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

Account Number: Revenues - 11-20-52-4-3630
Expenses - 11-20-52-5-4561

A Boot Camp group uses the barn from November through April (weather dependent) to hold their class. Yoga and Zumba classes have been offered, but have been unable to sustain. Fitness classes will continue to be evaluated to offer opportunities to keep our residents active and healthy.

REVENUE

Boot Camp	\$500
TOTAL REVENUE	\$500

EXPENSES

Boot Camp Instruction	\$375
Equipment & Supplies	\$0
TOTAL EXPENSES	\$375

Net Profit	\$125
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**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Seniors

Description: Monthly Gatherings

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

Account Number: Revenues - 11-20-61-4-3630
Expenses - 11-20-61-5-4561

Each month we invite our local seniors to the Village Hall Barn for a monthly gathering. Guest speakers are featured each month. Costs off this program are off-set by obtaining sponsorships and charging minimal participant fees when necessary.

REVENUE

Sponsorship	\$1,200
Luncheon Fees	\$350
TOTAL REVENUE	\$1,550

EXPENSES

Food & Beverage	\$900
Decorations, Gifts, Misc. Supplies	\$900
TOTAL EXPENSES	\$1,800

Net Profit	(\$250)
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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
	2017	2018	2019	2019
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 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
120,756	139,829	135,500	Property Taxes	138,346	138,346
38,400	37,551	32,000	Fees	32,000	33,500
159,156	177,380	167,500	Total Revenues	170,346	171,846

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
125,047	190,053	198,520	Personnel Services	209,198	213,400
81,612	98,974	117,850	Contractual Services	125,709	127,719
18,840	25,717	29,900	Commodities	29,300	29,300
1,436	4,156	5,000	Capital Outlay	5,000	5,000
226,935	318,900	351,270	Total Expenditures	369,207	375,419

(67,779)	(141,520)	(183,770)	Source (Use) of Cash	(198,861)	(203,573)
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Significant Changes

- \$5,240 increase in contractual landscape maintenance due to the completion of three additional parks.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	139,829	135,500	73,135	135,500	138,346
11-40-00-7-3630	FIELD LEASE	35,550	32,000	32,465	33,000	32,000
11-40-00-7-3890	MISCELLANEOUS	2,001	-	-	-	-
TOTAL REVENUES		177,380	167,500	105,600	168,500	170,346
EXPENDITURES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	160,003	166,839	85,297	170,594	176,698
11-40-00-1-4020	OVERTIME	113	200	97	184	200
11-40-00-1-4040	IMRF	18,625	18,703	9,739	19,478	18,783
11-40-00-1-4090	FICA MATCHING	11,312	12,778	6,241	12,482	13,517
TOTAL PERSONNEL SERVICES		190,053	198,520	101,374	202,738	209,198
CONTRACTUAL SERVICES						
11-40-00-3-4110	SECURITY	-	-	363	363	500
11-40-00-3-4120	CONTRACTUAL MAINT. - VEHICLE	-	750	-	200	750
11-40-00-3-4371	PUBLIC PARK UTILITIES	2,369	2,700	761	2,100	2,500
11-40-00-3-4372	ISLAND/CUL-DE-SAC MAINT.	9,640	19,000	14,160	19,000	20,656
11-40-00-3-4373	POND MAINTENANCE	8,862	5,400	5,343	5,400	6,063
11-40-00-3-4374	WETLAND MAINTENANCE	228	1,000	-	250	1,000
11-40-00-3-4375	LANDSCAPE MAINTENANCE	77,875	89,000	33,429	89,000	94,240
TOTAL CONTRACTUAL SERVICES		98,974	117,850	54,056	116,313	125,709

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
11-40-00-5-4562	AUTO FUEL & OIL	525	550	88	320	450
11-40-00-5-4564	SMALL TOOLS	507	350	302	325	350
11-40-00-5-4569	VEHICLE SUPPLIES	534	1,000	436	800	1,000
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	17,145	15,000	558	11,700	15,000
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	5,250	7,500	2,459	3,600	7,500
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	395	3,500	-	3,400	3,500
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	1,361	2,000	318	840	1,500
TOTAL COMMODITIES		25,717	29,900	4,161	20,985	29,300
CAPITAL OUTLAY						
11-40-00-8-4895	LANDSCAPE/OTHER IMPROVEMENT	4,156	5,000	475	4,100	5,000
TOTAL CAPITAL OUTLAY		4,156	5,000	475	4,100	5,000
TOTAL EXPENDITURES		318,900	351,270	160,066	344,136	369,207

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 135,500
FY 2019 Budget request	<u>\$ 138,346</u>
Increase (Decrease)	<u><u>\$ 2,846</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 2019 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
2019 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 2018 Budget request	\$ 32,000
FY 2019 Budget request	\$ 32,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 miscellaneous revenue from Park Maintenance activities.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 166,839
FY 2019 Budget request	\$ 176,698
Increase (Decrease)	<u>\$ 9,859</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
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 18,703
FY 2019 Budget request	\$ 18,783
Increase (Decrease)	<u>\$ 80</u>

The primary reason for the decrease reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 12,778
FY 2019 Budget request	<u>\$ 13,517</u>
Increase (Decrease)	<u>\$ 739</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
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Security

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 11-40-00-3-4110

This account is used to pay for inspections of the lightning detection early warning system.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ 500</u>

This a new account in Fiscal Year 2019. The primary reason for the increase is to provide for an annual inspection of our lightning detection early warning system at Heritage Oaks and Community Park athletic fields.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 750
FY 2019 Budget request	<u>\$ 750</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,700
FY 2019 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease relates to the installation of energy efficient lighting fixtures.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 19,000
FY 2019 Budget request	\$ 20,656
Increase (Decrease)	<u>\$ 1,656</u>

The primary reason for the increase relates to a forecasted increase in the contractual services contract in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 and Copperfield Parks 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. These efforts will primarily control invasive vegetation and algae growth. This will be continued in 2019.

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

FY 2018 Budget request	\$ 5,400
FY 2019 Budget request	<u>\$ 6,063</u>
Increase (Decrease)	<u>\$ 663</u>

The primary reason for the increase is due to enhanced insurance requirements for the contractual vendor.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 89,000
FY 2019 Budget request	\$ 94,240
Increase (Decrease)	<u>\$ 5,240</u>

The primary reason for the increase relates to a forecasted increase in the contractual services contract in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 550
FY 2019 Budget request	\$ 450
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease relates to engaging a contractual bus vendor for the camp fieldtrips rather than use the Village owned recreation vans.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 350
FY 2019 Budget request	\$ 350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 15,000
FY 2019 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 7,500
FY 2019 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,500
FY 2019 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected accruals for Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

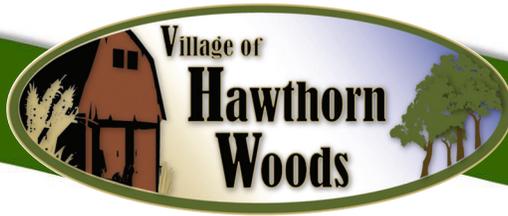
Fund: PARKS AND RECREATION FUND
Department: PARK MAINTENANCE
Description: Landscape Improvements
Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
Account Number: 11-40-00-8-4895

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 2018 Budget request	\$ 5,000
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2016	2017	2018	2019
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
343	56	100	Interest	25	25
258,280	24,838	30,000	Park Donations	28,952	201,810
650	-	-	Park Improvements	-	-
259,273	24,894	30,100	Total Revenue	28,977	201,835

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
19	-	-	Capital Outlay	-	-
19	-	-	Total Expenditures	-	-
(560,000)	(45,000)	(20,385)	Transfer to Aquatic Debt	(40,443)	(201,835)
(300,746)	(20,106)	9,715	Net Change in Fund Balance	(11,466)	-
21,857	1,751	11,466	Fund Balance as of 12/31	-	-

Significant Changes

- In Fiscal Year 2020, a significant increase in new home starts is anticipated as a result of several new subdivisions (Villas at the Commons and High Pointe Estates).

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK DONATION FUND						
REVENUES						
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	56	100	13	26	25
TOTAL INTEREST INCOME		56	100	13	26	25
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	24,838	30,000	28,145	30,000	201,810
10-00-00-7-3890	MISCELLANEOUS INCOME		-	-		
TOTAL PARK DONATIONS		24,838	30,000	28,145	30,000	201,810
PARK IMPROVEMENTS						
10-10-00-3-4379	DONATIONS-PARK BENCHES	-	-	-		
TOTAL PARK IMPROVEMENTS		-	-	-	-	-
TOTAL REVENUES		24,894	30,100	28,158	30,026	201,835

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ 25
Increase (Decrease)	<u>\$ (75)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$1,500)	\$ 7,500
Countryside Meadows (1 homes @ \$2,669)	\$ 2,669
Villas at the Commons (1 home @ \$6,727)	\$ 6,727
High Pointe Estates (3 duplexes @ \$4,018.50)	\$ 12,056
Total	<u>\$ 28,952</u>

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 30,000
FY 2019 Budget request	<u>\$ 28,952</u>
Increase (Decrease)	<u>\$ (1,048)</u>

The primary reason for the decrease 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.



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
	2017	2018	2019	2019
Full-Time	0	0	0	2.25
Part-Time	0	0	0	0
• Street Maintenance positions headcount are allocated in Public Works.				

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
204,584	204,777	208,043	Taxes	210,787	210,787
885	1,143	1,000	Interest	1,000	1,000
205,469	205,920	209,043	Total Revenues	211,787	211,787

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
87,532	93,937	98,577	Personnel Services	154,140	157,225
114,726	118,067	125,100	Contractual Services	125,100	5,100
84,569	45,439	56,000	Commodities	91,000	91,000
-	-	-	Other Financing Uses	-	-
286,827	257,443	279,677	Total Expenditures	370,240	253,325

(81,358)	(51,523)	(70,634)	Net Change in Fund Balance	(158,453)	(41,538)
368,897	317,374	246,740	Fund Balance as of 12/31	88,287	46,749

Significant Changes

- Increase of \$35,000 for salt and deicers, due to the salt dome being only half full at the start of the season
- Decrease of \$110,000 for the Schwerman Road project because the project was completed in 2018.
- Increase of \$47,383 for the addition of a Street Specialist I in Fiscal Year 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
REVENUES						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	204,777	208,043	104,525	209,050	210,787
TOTAL TAXES		204,777	208,043	104,525	209,050	210,787
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	1,143	1,000	516	1,032	1,000
TOTAL INTEREST INCOME		1,143	1,000	516	1,032	1,000
TOTAL REVENUES		205,920	209,043	105,041	210,082	211,787
MOTOR FUEL TAX FUND						
EXPENDITURES						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	79,216	82,935	39,875	79,750	132,925
28-00-00-1-4040	IMRF	9,198	9,297	4,593	9,186	14,130
28-00-00-1-4090	FICA MATCHING	5,523	6,345	2,844	5,688	10,170
TOTAL PERSONNEL SERVICES		93,937	98,577	47,312	94,624	157,225

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	3,193	5,100	1,346	5,100	5,100
28-00-00-3-4151	STREET PATCHING	64,875	-	-	-	60,000
28-00-00-3-4152	CRACK SEALING	49,999	-	-	-	50,000
28-00-00-3-4153	PAVEMENT MARKING	-	10,000	-	5,000	10,000
28-00-00-3-4154	SCHWERMAN ROAD - see page 577	-	110,000	-	87,000	-
TOTAL CONTRACTUAL SERVICES		118,067	125,100	1,346	97,100	125,100
COMMODITIES						
28-00-00-5-4571	ROAD PATCH MATERIALS	4,148	6,000	1,041	6,000	6,000
28-00-00-5-4572	SALT & DE-ICERS	25,381	30,000	36,666	40,000	65,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	15,910	20,000	976	15,000	20,000
TOTAL COMMODITIES		45,439	56,000	38,683	61,000	91,000
TOTAL EXPENDITURES		257,443	279,677	87,341	252,724	253,325

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: MOTOR FUEL TAX FUND

Description: Motor Fuel Tax Allotment

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure

Account Number: 28-00-00-1-3097

This account is used to record the revenue related to funds received from the motor fuel tax. The motor fuel tax allotment is distributed to municipalities in proportion to the municipality's population and the distribution is received on a monthly basis.

The Village uses the Illinois Municipal League (IML) forecast to estimate the Motor Fuel Tax allotment. Based upon the most recent IML data, the per capita Motor Fuel Tax allotment is \$25.25. Therefore, based upon the Village's current population of 8,348, the anticipated Fiscal Year 2019 revenue is \$210,787 ($\$25.25 \times 8,348$.)

The Motor Fuel Tax Allotment forecast changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 208,043
FY 2019 Budget request	<u>\$ 210,787</u>
Increase (Decrease)	<u><u>\$ 2,744</u></u>

The primary reason for the increase relates to the 685 person increase in the Village's population from 7,663 to 8,348 as a result of the Special Census.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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%
Specialist I - Streets - 75%

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

FY 2018 Budget request	\$ 82,935
FY 2019 Budget request	<u>\$ 130,318</u>
Increase (Decrease)	<u><u>\$ 47,383</u></u>

The primary reason for the increase is the addition of a full time employee for the Streets & Drainage group and a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion will be 10.63%.

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

FY 2018 Budget request	\$ 9,297
FY 2019 Budget request	\$ 13,853
Increase (Decrease)	<u>\$ 4,556</u>

The primary reason for the increase is the addition of a full time employee for the Streets & Drainage group and a reflection of employee progression in the Village's approved compensation plan. This increase is partially offset by reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,345
FY 2019 Budget request	\$ 9,969
Increase (Decrease)	<u>\$ 3,624</u>

The primary reason for the increase is the addition of a full time employee for the Streets & Drainage group and a reflection of employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,100
FY 2019 Budget request	\$ 5,100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ 60,000</u>

The primary reason for the increase relates to the routine patching maintenance planned in Fiscal Year 2019. In Fiscal Year 2018, all routine MFT line items were deferred due to the emergency Darlington Road culvert replacement project.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 50,000</u>
Increase (Decrease)	<u><u>\$ 50,000</u></u>

The primary reason for the increase relates to the routine crack sealing maintenance planned in Fiscal Year 2019. In Fiscal Year 2018, all routine MFT line items were deferred due to the emergency Darlington Road culvert replacement project.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 10,000
FY 2019 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 30,000
FY 2019 Budget request	\$ 65,000
Increase (Decrease)	<u>\$ 35,000</u>

The primary reason for the increase is based upon the salt dome only being half full as of August 2018, whereas in August of 2017, the dome was completely full.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 20,000
FY 2019 Budget request	\$ 20,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



AQUATIC CENTER



AQUATIC CENTER FUND

Revenues

Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
			2019	2020
216,560	234,375	Operations	252,875	254,975
43,260	43,500	Concessions	48,500	48,500
69,626	70,600	Programs	68,400	68,400
-	-	Maintenance	-	-
329,446	348,475	Total Revenues	369,775	371,875

Expenditures

Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
			2019	2020
287,674	267,101	Operations	278,478	282,660
43,240	40,370	Concessions	42,195	42,195
18,102	22,235	Programs	20,001	20,358
43,435	87,011	Maintenance	86,906	87,980
190,429	-	Depreciation + NPL	-	-
582,880	416,717	Total Expenditures	427,580	433,193

162,661	-	Transfers from Other Fund:	-	-
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(90,773)	(68,242)	Operating Income (Loss)	(57,805)	(61,318)
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1,683,351	1,592,578	1,524,336	Net Assets as of 12/31	1,466,531	1,405,213
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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	
	2017	2018	2019	FTE 2019
Full-Time	0	0	0	0.90
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

Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
			2019	2020
216,105	233,900	Fees	252,400	254,500
83	75	Interest	75	75
372	400	Miscellaneous	400	400
<u>216,560</u>	<u>234,375</u>	Total Revenues	<u>252,875</u>	<u>254,975</u>

Expenditures

Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
			2019	2020
180,132	174,866	Personnel Services	180,109	182,710
85,675	64,585	Contractual Services	68,919	70,300
21,867	27,650	Commodities	29,450	29,650
<u>287,674</u>	<u>267,101</u>	Total Expenditures	<u>278,478</u>	<u>282,660</u>

(71,114)	(32,726)	Source (Use) of Cash	(25,603)	(27,685)
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Significant Changes

- Including the landline expense costs to our Telephone Budget.
- Increasing the salary line for lifeguards commensurate with neighboring communities.
- Increased revenue generation for adult and youth for resident and non-resident increases.
- Increased Season Passes by 2%
- Added a new account to separately track restrooms/cleaning supplies

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER OPERATIONS						
REVENUES						
FEES						
40-02-00-4-3632	SEASON PASSES	108,030	125,000	96,659	104,102	112,000
40-02-00-4-3635	DAILY ADMISSIONS	91,270	91,500	34,988	107,000	118,000
40-02-00-4-3643	CERTIFICATION CLASSES	1,195	1,200	700	1,300	1,200
40-02-00-4-3644	SPECIAL EVENTS	585	200	-	200	200
40-02-00-4-3645	DAY TIME POOL RENTALS	6,550	7,000	8,300	12,695	13,500
40-02-00-4-3646	AFTER HOUR POOL RENTALS	8,475	9,000	5,450	8,900	9,600
TOTAL FEES		216,105	233,900	146,097	233,997	254,500
INTEREST INCOME						
40-02-00-6-3810	INTEREST INCOME	83	75	28	75	75
TOTAL INTEREST INCOME		83	75	28	75	75
MISCELLANEOUS INCOME						
40-02-00-7-3825	GIFT SHOP REVENUE	200	200	94	249	200
40-02-00-7-3900	REFUND SERVICE CHARGE	172	200	161	231	200
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		372	400	255	480	400
TOTAL REVENUES		216,560	234,375	146,380	234,552	254,975

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
40-02-00-1-4010	MANAGERS	61,010	63,000	24,059	48,000	55,000
40-02-00-1-4011	LIFEGUARDS	56,038	56,500	14,411	50,000	64,000
40-02-00-1-4012	CASHIER/ ATTENDANT	13,556	13,800	3,305	10,716	13,800
40-02-00-1-4018	ADMINISTRATION	22,537	22,842	11,417	22,842	30,660
40-02-00-1-4020	OVERTIME	424	500	240	823	500
40-02-00-1-4040	IMRF	10,159	6,241	2,718	6,241	6,350
40-02-00-1-4090	FICA MATCHING	16,408	11,983	4,030	11,983	12,400
TOTAL PERSONNEL SERVICES		180,132	174,866	60,180	150,605	182,710
CONTRACTUAL SERVICES						
40-02-00-3-4351	MARKETING/PRINTING	2,726	3,000	3,121	3,250	3,900
40-02-00-3-4353	TELEPHONE	1,495	1,605	1,149	3,815	3,850
40-02-00-3-4360	PROCESSING FEES	13,544	12,000	8,154	12,712	13,000
40-02-00-3-4361	DUES	-	1,030	266	350	650
40-02-00-3-4365	PROFESSIONAL DEVELOPMENT	-	1,500	690	645	950
40-02-00-3-4367	PRE-EMPLOYMENT SCREENING	-	-	-	-	1,500
40-02-00-3-4371	UTILITIES	23,990	21,500	6,127	21,000	22,000
40-02-00-3-4372	SEWER SERVICE	16,849	18,500	-	18,500	19,000
40-02-00-3-4373	LIABILITY INSURANCE	25,000	5,000	-	5,000	5,000
40-02-00-3-4377	EMPLOYEE RECOGNITION	303	250	-	200	250
40-02-00-3-4390	MISCELLANEOUS	1,768	200	165	165	200
TOTAL CONTRACTUAL SERVICES		85,675	64,585	19,672	65,637	70,300
COMMODITIES						
40-02-00-5-4561	OFFICE SUPPLIES	1,829	2,000	485	1,313	1,500
40-02-00-5-4563	EQUIPMENT	1,411	3,000	1,771	3,000	3,000
40-02-00-5-4566	CHEMICAL SUPPLIES	13,353	14,000	6,034	15,680	15,000
40-02-00-5-4570	RESTROOM/CLEANING SUPPLIES	-	-	-	2,433	2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
40-02-00-5-4575	FIRST AID SUPPLIES	490	500	146	200	300
40-02-00-5-4576	CERTIFICATION TRAINING SUPPLIES	1,393	2,000	1,388	1,388	2,000
40-02-00-5-4578	UNIFORMS	2,284	2,500	952	1,277	2,200
40-02-00-5-4585	GIFT SHOP EXPENDITURES	90	150	-	150	150
40-02-00-5-4590	POOL RENTAL EXPENSE	-	3,000	53	53	3,000
40-02-00-5-4595	SPECIAL EVENTS EXPENSE	1,017	500	-	-	500
40-02-00-7-3895	CASH OVER/SHORT	-	-	(72)	(99)	-
TOTAL COMMODITIES		21,867	27,650	10,757	25,395	29,450
TOTAL EXPENDITURES		287,674	267,101	90,609	241,637	282,660

**MAINTENANCE AND OPERATIONS BUDGET
2019 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>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Individual-Resident/Non Resident	\$106/\$158	\$106/\$158	\$111/\$158	\$73/\$95	\$74/\$97
Senior-Resident/Non-Resident	\$79/\$132	\$79/\$132	\$79/\$132	\$70/\$95	\$74/\$97
Family-2 -Resident/Non Resident	\$158/\$264	\$158/\$264	\$165/\$264	\$146/\$190	\$149/\$194
Family-3 -Resident/Non-Resident	\$195/\$317	\$195/\$317	\$203/\$317	\$219/\$285	\$223/\$291
Family-4 -Resident/Non Resident	\$238/\$370	\$238/\$370	\$248/\$370	\$255/\$380	\$261/\$388
Family-5-Resident/Non-Resident	\$280/\$422	\$280/\$422	\$292/\$422	\$292/\$425	\$298/\$436
Add Family -Resident/Non Resident	\$63/\$84	\$63/\$84	\$66/\$84	\$73/\$95	\$74/\$97

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 125,000
FY 2019 Budget request	\$ 110,500
Increase (Decrease)	<u>\$ (14,500)</u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2018. Fiscal Year 2019 Aquatic Center Season Pass Rates also will reflect a 2% increase.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$9.00	\$12.00
Youth/Senior	\$7.00	\$10.00

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

FY 2018 Budget request	\$ 91,500
FY 2019 Budget request	\$ 118,000
Increase (Decrease)	<u>\$ 26,500</u>

The primary reason for the increase is a result of a projected \$1 resident and \$2 non-resident increase in the Daily Admission Rates for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, and CPR/ First Aid.

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

FY 2018 Budget request	\$ 1,200
FY 2019 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ -</u>

There is no change for the Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	<u>\$ 200</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 or outdoor space rentals.

The Day Time Pool Rentals budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 7,000
FY 2019 Budget request	<u>\$ 13,000</u>
Increase (Decrease)	<u>\$ 6,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 9,000
FY 2019 Budget request	<u>\$ 9,500</u>
Increase (Decrease)	<u>\$ 500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 75
FY 2019 Budget request	\$ 75
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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: 40-02-00-7-3900

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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 63,000
FY 2019 Budget request	\$ 54,000
Increase (Decrease)	<u>\$ (9,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2018. Additionally, we anticipate several manager positions to be replaced with new first-year manager hires.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 56,500
FY 2019 Budget request	\$ 63,000
Increase (Decrease)	<u>\$ 6,500</u>

The primary reason for the increase is based upon projected increase in lifeguard salaries to remain competitive with neighboring communities. The minimum starting hourly rate will be raised to \$9.00 per hour.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 13,800
FY 2019 Budget request	\$ 13,800
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 - 15%

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

FY 2018 Budget request	\$ 22,842
FY 2019 Budget request	\$ 30,059
Increase (Decrease)	<u>\$ 7,217</u>

The primary reason for the increase is a reflection of the increased allocation of the Finance Specialist, based upon actual job responsibilities from the priority based budgeting analysis. The Finance Specialist also serves as the Deputy Aquatic Manager during the pool operating season.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 500
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion was 10.63%.

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

FY 2018 Budget request	\$ 6,241
FY 2019 Budget request	\$ 6,350
Increase (Decrease)	<u>\$ 109</u>

The primary reason for the increase is a reflection of the increased allocation of the Finance Specialist, based upon actual job responsibilities from the priority based budgeting analysis. This increase is partially offset by reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 11,983
FY 2019 Budget request	<u>\$ 12,400</u>
Increase (Decrease)	<u><u>\$ 417</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 as well summer programs offered at the pool. It is also includes printing related to the following: employee contracts, business cards, signs, flags and other related items.

Employee Contracts	\$ 145
Business Cards	\$ 25
Summer Brochure 12-page	\$ 2,475
Summer Brochure Postage	<u>\$ 1,200</u>
Total	<u><u>\$ 3,845</u></u>

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

FY 2018 Budget request	\$ 3,000
FY 2019 Budget request	<u>\$ 3,845</u>
Increase (Decrease)	<u><u>\$ 845</u></u>

The primary reason for the increase is switching from a 8-page summer brochure to a 12-page, which will offer us the ability to advertise more options for summer activities being offered at the pool.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 personal cell phone during the seasonal pool operations. It also accounts for the charges associated with the landline service and the Verizon back up data line and tablet service.

Landline	\$1,710
Cell Business Phone Usage	\$1,110
Verizon Back Up -Data Line (\$39.52)	\$474
Tablet Verizon Service (\$38.01)	\$456
Remote service call	\$75
Total	<u><u>\$3,825</u></u>

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

FY 2018 Budget request	\$ 1,605
FY 2019 Budget request	<u>\$ 3,825</u>
Increase (Decrease)	<u><u>\$ 2,220</u></u>

The primary reason for the increase is additional fees associated with various phone and data services at the Aquatic Center in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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: 40-02-00-3-4360

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 2018 Budget request	\$ 12,000
FY 2019 Budget request	<u>\$ 12,750</u>
Increase (Decrease)	<u>\$ 750</u>

The primary reason for the increase is due to the increased activity being processed through ActiveNet.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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
Red Cross Provider Fee - Village	\$ 350
Total	<u>\$ 650</u>

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

FY 2018 Budget request	\$ 1,030
FY 2019 Budget request	<u>\$ 650</u>
Increase (Decrease)	<u>\$ (380)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2018. As well as the removal of National Aquatic Professional Association for the Aquatic Center Manager.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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:

2 Certified Pool Operator (CPO) Certification Class (\$350)	\$ 700
Fred Pryor Membership - Aquatic Manager	\$ 199
Total	<u>\$ 899</u>

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

FY 2018 Budget request	\$ 1,500
FY 2019 Budget request	<u>\$ 899</u>
Increase (Decrease)	<u><u>\$ (601)</u></u>

The primary reason for the decrease is the removal of the National Aquatic Association Annual Conference and Aquatic Center Manager Re-Certification (AFO).

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Pre-Employment Screening

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

Account Number: 40-02-00-3-4367

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.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u><u>\$ 1,500</u></u>

The primary reason for the increase is the allocation of the pre-employment drug screening expense to the appropriate fund where the employee salaries are allocated for transparency. This is a new account for Fiscal Year 2019. In prior years, the total pre-employment drug screening expense was allocated to the Human Resources Department in the General Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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. The Village continues to receive an ordinance consideration for 42% of the Aquatic Center facility for non-enterprise municipal usage.

Electricity	\$10,250
Gas	\$10,750
XM Radio-Play Network	\$150
ASCAP	\$350
Total	<u>\$21,500</u>

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

FY 2018 Budget request	\$ 21,500
FY 2019 Budget request	<u>\$ 21,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 18,500
FY 2019 Budget request	\$ 18,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,000
FY 2019 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 250
FY 2019 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ (500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,000
FY 2019 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 14,000
FY 2019 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is due to anticipated increase in product costs in the market place in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Restroom/Cleaning 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: 40-02-00-5-4570

This is line item will include all expenses associated with suppling the restrooms and cleaning items necessary for the locker rooms at the Aquatic Center.

Items including the following:

Bathroom supplies	Cleaning detergents
Shower / Hand Soap	Clorox Wipes

The Restroom/Cleaning Supplies budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ -
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 2,000</u>

This is a new account in Fiscal Year 2018, created to separately track the expenses for restroom and cleaning supplies associated with operations of the pool during the season.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 500
FY 2019 Budget request	\$ 300
Increase (Decrease)	<u>\$ (200)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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. As well as the purchase of an AED trainer.

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

FY 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,500
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	\$ (500)

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 150
FY 2019 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 follows:

FY 2018 Budget request	\$ 3,000
FY 2019 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 500
FY 2019 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

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 2017	2018	Headcount 2019	FTE 2019
Full-Time	0	0	0	0.00
Seasonal	10	10	10	3

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
48,874	43,260	43,500	Fees	48,500	48,500
48,874	43,260	43,500	Total Revenues	48,500	48,500

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
17,737	16,639	17,870	Personnel Services	18,200	18,200
3,084	2,826	4,350	Contractual Services	5,845	5,845
27,360	23,775	18,150	Commodities	18,150	18,150
48,181	43,240	40,370	Total Expenditures	42,195	42,195

693	20	3,130	Source (Use) of Cash	6,305	6,305
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Significant Changes

- There are no significant changes for 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER CONCESSIONS						
REVENUES						
FEES						
40-03-00-4-3640	CONCESSION REVENUE	43,260	43,500	15,451	48,507	48,500
TOTAL FEES		43,260	43,500	15,451	48,507	48,500
TOTAL REVENUES		43,260	43,500	15,451	48,507	48,500
EXPENDITURES						
PERSONNEL SERVICES						
40-03-00-1-4014	CONCESSIONS STAFF	7,150	7,000	1,694	7,130	7,200
40-03-00-1-4017	CONCESSIONS MANAGER	9,489	9,500	3,279	9,523	9,600
40-03-00-1-4020	OVERTIME	-	100	-	-	100
40-03-00-1-4090	FICA MATCHING	-	1,270	380	1,274	1,300
TOTAL PERSONNEL SERVICES		16,639	17,870	5,353	17,927	18,200
CONTRACTUAL SERVICES						
40-03-00-3-4360	PROCESSING FEES	-	1,700	-	1,864	1,875
40-03-00-3-4362	SALES TAX-CONCESSIONS	2,711	2,500	-	3,126	3,200
40-03-00-3-4367	PRE-EMPLOYMENT SCREENING	-	-	-	-	350
40-03-00-3-4364	PERMIT FEES	-	-	-	266	270
40-03-00-3-4365	PROFESSIONAL DEVELOPMENT	115	150	-	-	150
TOTAL CONTRACTUAL SERVICES		2,826	4,350	-	5,256	5,845
COMMODITIES						
40-03-00-5-4578	UNIFORMS	-	100	41	41	100
40-03-00-5-4579	CONCESSION SUPPLIES	23,775	18,000	5,555	25,459	18,000
40-03-00-7-3895	CASH OVER/SHORT	-	50	(33)	(65)	50
TOTAL COMMODITIES		23,775	18,150	5,563	25,435	18,150
TOTAL EXPENDITURES		43,240	40,370	10,916	48,618	42,195

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND
Department: CONCESSIONS
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 2018 Budget request	\$ 43,500
FY 2019 Budget request	\$ 48,500
Increase (Decrease)	<u>\$ 5,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 2018 Budget request	\$ 7,000
FY 2019 Budget request	\$ 7,200
Increase (Decrease)	<u>\$ 200</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 2018 Budget request	\$ 9,500
FY 2019 Budget request	\$ 9,600
Increase (Decrease)	<u>\$ 100</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 working in Concessions 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 working in Concessions 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 2018 Budget request	\$ 1,270
FY 2019 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ 30</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 2018 Budget request	\$ 1,700
FY 2019 Budget request	\$ 1,875
Increase (Decrease)	<u>\$ 175</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 2018 Budget request	\$ 2,500
FY 2019 Budget request	\$ 3,200
Increase (Decrease)	<u>\$ 700</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

Department: CONCESSIONS

Description: Pre-Employment Screening

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

Account Number: 40-03-00-3-4367

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.

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 350</u>
Increase (Decrease)	<u><u>\$ 350</u></u>

The primary reason for the increase is the allocation of the pre-employment drug screening expense to the appropriate fund where the employee salaries are allocated for transparency. This is a new account for Fiscal Year 2019. In prior years, the total pre-employment drug screening expense was allocated to the Human Resources Department in the General Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

Description: Permit Fees

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 the following mandatory permits required to operate the concessions at the Aquatic Center.

Lake County Health Department	\$ 270
Total	<u>\$ 270</u>

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

FY 2018 Budget request	\$ -
FY 2019 Budget request	<u>\$ 270</u>
Increase (Decrease)	<u>\$ 270</u>

This is a new account for Fiscal Year 2019. In prior years, this fee was allocated in the Aquatic Center Maintenance Department budget.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 working in our Concessions. 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 2018 Budget request	\$ 150
FY 2019 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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)- Cashiers	\$ 9
Manager Shirt	\$ 15

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

FY 2018 Budget request	\$ 100
FY 2019 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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.

Ice Cream	\$ 6,500
Food Items	\$ 6,500
Beverages	\$ 3,000
Candy	\$ 1,000
Supplies	<u>\$ 1,000</u>
Total	<u><u>\$ 18,000</u></u>

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

FY 2018 Budget request	\$ 18,000
FY 2019 Budget request	<u>\$ 18,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: CONCESSIONS

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 2018 Budget request	\$ 50
FY 2019 Budget request	\$ 50
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

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 department.

Personnel

	Actual		Proposed	
	Headcount 2017	Headcount 2018	Headcount 2019	FTE 2019
Full-Time	0	0	0	0.00
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
61,441	69,626	70,600	Fees	68,400	68,400
61,441	69,626	70,600	Total Revenues	68,400	68,400

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
17,711	17,017	19,485	Personnel Services	18,301	18,408
578	881	2,000	Contractual Services	1,300	1,500
-	204	750	Commodities	400	450
18,289	18,102	22,235	Total Expenditures	20,001	20,358
43,152	51,524	48,365	Source (Use) of Cash	48,399	48,042

Significant Changes

- Increase Swim Lessons fees to be consist with neighboring communities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER PROGRAMS						
REVENUES						
FEES						
40-04-00-4-3636	SWIM TEAM REVENUE	12,301	13,000	15,032	14,977	15,000
40-04-00-4-3637	SWIM LESSON REVENUE	47,010	47,000	31,438	42,682	45,000
40-04-00-4-3638	PRIVATE SWIM LESSONS	5,810	5,700	920	3,160	3,500
40-04-00-4-3639	DIVE CAMP	4,129	4,500	3,625	4,618	4,500
40-04-00-4-3642	LAP SWIM	376	400	193	391	400
TOTAL FEES		69,626	70,600	51,208	65,828	68,400
TOTAL REVENUES		69,626	70,600	51,208	65,828	68,400
EXPENDITURES						
PERSONNEL SERVICES						
40-04-00-1-4013	SWIM TEAM COACH	2,905	3,000	723	2,410	3,100
40-04-00-1-4015	AQUATIC SWIM/DIVE INSTRUCTORS	14,064	15,000	3,172	12,000	14,000
40-04-00-1-4016	AQUA FITNESS INSTRUCTOR	48	100	90	-	-
40-04-00-1-4090	FICA MATCHING	-	1,385	276	1,085	1,308
TOTAL PERSONNEL SERVICES		17,017	19,485	4,261	15,495	18,301
CONTRACTUAL SERVICES						
40-04-00-3-4342	SWIM TEAM EXPENSE	881	2,000	163	856	1,500
TOTAL CONTRACTUAL SERVICES		881	2,000	163	856	1,500
COMMODITIES						
40-04-00-7-4599	PROGRAM EXPENDITURES	204	750	-	77	450
TOTAL COMMODITIES		204	750	-	77	450
TOTAL EXPENDITURES		18,102	22,235	4,424	16,428	20,358

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 13,000
FY 2019 Budget request	<u>\$ 15,000</u>
Increase (Decrease)	<u><u>\$ 2,000</u></u>

The primary reason for the increase projected for Fiscal Year 2019 is due to the popularity of the program and increased registrations from the 2018 season.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 five 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 2018 Budget request	\$ 47,000
FY 2019 Budget request	\$ 45,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2018. Fiscal Year 2019 will reflect an increase in fees.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 5,700
FY 2019 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ (2,200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2018. Fiscal Year 2019 will reflect an increase in fees.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 4,500
FY 2019 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 offered at the Aquatic Center. The Water Fitness class is currently not being offered.

The Lap Swim / Water Fitness Revenue budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 400
FY 2019 Budget request	\$ 400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,000
FY 2019 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 Lesson programs salaries for the staffing positions:

Swim Instructor	\$ 9,700
Swim Lesson Coordinator	\$ 2,700
Dive Instructor	\$ 600
Private Lesson Instructor	\$ 1,000
Total	<u>\$ 14,000</u>

The Aquatic Swim and Dive Instructors staff salaries budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 15,000
FY 2019 Budget request	\$ 14,000
Increase (Decrease)	<u>\$ (1,000)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 100
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is the elimination of the water fitness programming.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,385
FY 2019 Budget request	\$ 1,301
Increase (Decrease)	<u>\$ (84)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 for Coaches and Team Members	\$ 500
Swim Team Manager Software	\$ 200
Miscellaneous	\$ 100
Total	<u>\$ 1,300</u>

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

FY 2018 Budget request	\$ 2,000
FY 2019 Budget request	<u>\$ 1,300</u>
Increase (Decrease)	<u>\$ (700)</u>

The primary reason for the decrease is the elimination of the Swim Meet Software Maintenance and the actual cost of the Swim Team Manager Software.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, and flippers.

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

FY 2018 Budget request	\$ 750
FY 2019 Budget request	\$ 400
Increase (Decrease)	<u>\$ (350)</u>

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

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 2017	Headcount 2018	Headcount 2019	FTE 2019
Full-Time	0	0	0	0.50
Seasonal	0	0	0	0

Revenues

Actual Year Year Ended 12/31/2016	Actual Year Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018	Proposed	
			2019	2020
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Year Year Ended 12/31/2016	Actual Year Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
23,539	31,801	40,111	Personnel Services	43,276	44,150
4,635	2,970	34,900	Contractual Services	33,630	33,630
13,594	8,664	10,000	Commodities	8,000	8,200
75,000	-	2,000	Capital Outlay Reserve	2,000	2,000
116,768	43,435	87,011	Total Expenditures	86,906	87,980
(116,768)	(43,435)	(87,011)	Source (Use) of Cash	(86,906)	(87,980)

Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER MAINTENANCE						
EXPENDITURES						
PERSONNEL SERVICES						
40-05-00-1-4010	SALARIES	31,801	33,536	17,097	33,536	37,050
40-05-00-1-4020	OVERTIME	-	250	288	290	300
40-05-00-1-4040	IMRF	-	3,759	1,947	3,759	3,950
40-05-00-1-4090	FICA MATCHING	-	2,566	1,215	2,566	2,850
TOTAL PERSONNEL SERVICES		31,801	40,111	20,547	40,151	44,150
CONTRACTUAL SERVICES						
40-05-00-3-1430	INSPECTIONS	1,193	1,475	1,138	1,517	1,505
40-05-00-3-4110	SECURITY	1,624	6,500	2,108	3,200	5,500
40-05-00-3-4130	EQUIPMENT RENTAL	153	400	270	275	100
40-05-00-3-4365	PROFESSIONAL DEVELOPMENT	-	150	-	-	150
40-05-00-3-4377	INSURANCE ALLOCATION	-	26,375	-	26,375	26,375
TOTAL CONTRACTUAL SERVICES		2,970	34,900	3,516	31,367	33,630
COMMODITIES						
40-05-00-5-4570	MAINTENANCE SUPPLIES	8,664	10,000	6,869	7,900	8,200
TOTAL COMMODITIES		8,664	10,000	6,869	7,900	8,200
CAPITAL OUTLAY						
40-05-00-8-4899	TRANSFER TO AQUATIC DEPRECIATION	-	2,000	-	2,000	2,000
TOTAL CAPITAL OUTLAY		-	2,000	-	2,000	2,000
TOTAL EXPENDITURES		43,435	87,011	30,932	81,418	87,980

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 33,536
FY 2019 Budget request	\$ 36,334
Increase (Decrease)	<u>\$ 2,798</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
2019 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 2018 Budget request	\$ 250
FY 2019 Budget request	\$ 300
Increase (Decrease)	<u>\$ 50</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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, 2019, the Village's portion was 10.63%.

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

FY 2018 Budget request	\$ 3,759
FY 2019 Budget request	<u>\$ 3,862</u>
Increase (Decrease)	<u><u>\$ 103</u></u>

The primary reason for the increase reflects a reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries which was offset by employee progression in the Village's approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,566
FY 2019 Budget request	<u>\$ 2,780</u>
Increase (Decrease)	<u><u>\$ 214</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
2019 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	\$ 140
Sprinkler Inspection	\$ 225
Fire Alarm Inspection	\$ 225
Boiler Inspection (2 x \$70)	\$ 140
Backflow Inspection	\$ 400
Total:	<u>\$ 1,505</u>

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

FY 2018 Budget request	\$ 1,475
FY 2019 Budget request	\$ 1,505
Increase (Decrease)	<u>\$ 30</u>

The primary reason for the increase is based upon estimated actuals from Fiscal Year 2018, as well as the additional boiler inspections (2) from the State Fire Marshall.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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	\$ 2,420
Illumination/Strobe - Alarm Conditions	\$ 2,180
Alarm Service Calls (estimate 2 @ \$200)	\$ 400
Total	<u><u>\$ 5,500</u></u>

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

FY 2018 Budget request	\$ 6,500
FY 2019 Budget request	\$ 5,500
Increase (Decrease)	<u><u>\$ (1,000)</u></u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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
Total	<u>\$ 100</u>

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

FY 2018 Budget request	\$ 400
FY 2019 Budget request	<u>\$ 100</u>
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is we own the equipment that we used to rent.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Professional Development

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.6 Prioritize Citizen Services

Account Number: 40-05-00-3-4365

This account is used to pay for professional development classes and conferences for the Aquatics Center Maintenance staff.

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

FY 2018 Budget request	\$ 150
FY 2019 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 26,375
FY 2019 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: 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

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 2018 Budget request	\$ 10,000
FY 2019 Budget request	<u>\$ 8,000</u>
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon reallocation of restroom/cleaning supplies to a new account created in the operations budget.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

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 2017	2018	Headcount 2019	FTE 2019
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
168	379	200	Interest	380	380
75,000	820	2,000	Capital Reserve	2,000	2,000
75,168	1,199	2,200	Total Revenues	2,380	2,380

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
10,935	20,093	14,500	Improvements	29,810	27,800
10,935	20,093	14,500	Total Expenditures	29,810	27,800

64,233	(18,894)	(12,300)	Change in Net Assets	(27,430)	(25,420)
164,068	145,174	132,874	Net Assets as of 12/31	105,444	80,024

Significant Changes

- Replace VGB Grates for the lap pool and the activity pool which will be done over a period of two years.
- Replace worn lounge chairs for the pool deck which will be done over a period of three years.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	379	200	195	381	380
TOTAL INTEREST INCOME		379	200	195	381	380
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	820	2,000	-	2,000	2,000
TOTAL MISCELLANEOUS		820	2,000	-	2,000	2,000
TOTAL REVENUES		1,199	2,200	195	2,381	2,380
EXPENDITURES						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	2,520	1,300	-	800	500
41-00-00-8-4894	MECHANICAL EQUIPMENT	4,109	1,100	2,473	2,500	11,600
41-00-00-8-4895	CAPITAL IMPROVEMENTS	5,803	11,000	10,412	10,500	11,200
41-00-00-8-4896	AQUATIC CENTER FURNITURE	-	1,100	1,650	1,100	6,510
41-00-00-9-4910	INTERFUND TRANSFER	7,661	-	-	-	-
TOTAL CAPITAL OUTLAY		20,093	14,500	14,535	14,900	29,810
TOTAL EXPENDITURES		20,093	14,500	14,535	14,900	29,810

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 380
Increase (Decrease)	<u>\$ 180</u>

The primary reason for the increase is due to the projected actuals from Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2019:

Time Tracking Software	\$ 500
Total	<u>\$ 500</u>

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

FY 2018 Budget request	\$ 1,300
FY 2019 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ (800)</u>

The primary reason for the decrease is due to the completion of software upgrades in the prior year.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2019:

Replace two VGB Grates for Activity Pool	\$ 800
Replace six VGB Grates for Lap Pool	<u>\$ 10,800</u>
Total	<u><u>\$ 11,600</u></u>

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

FY 2018 Budget request	\$ 1,100
FY 2019 Budget request	<u>\$ 11,600</u>
Increase (Decrease)	<u><u>\$ 10,500</u></u>

The primary reason for the increase in expenditures is due to mandatory federal safety grates having reached their life expectancy and the need to place them in a timely and safe manner. This will be done over a two year period in Fiscal Year 2019 and Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2019:

Pump Replacement (Speed Slide)	\$ 6,500
Painting Pool Areas	\$ 3,000
Air Curtain for Concession Windows	\$ 1,100
Upgrade to LED lights	\$ 600
Total	<u>\$ 11,200</u>

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

FY 2018 Budget request	\$ 11,000
FY 2019 Budget request	<u>\$ 11,200</u>
Increase (Decrease)	<u>\$ 200</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
2019 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:

20 Lounge Chairs (white / green)	\$ 3,960
2 Replacement Funbrella Tops (green)	\$ 2,000
4 Acrylic Pool Tables	\$ 550
Total	<u>\$ 6,510</u>

The Aquatic Center Furniture budget request changed from the prior year budget, as follows:

FY 2018 Budget request	\$ 1,100
FY 2019 Budget request	\$ 6,510
Increase (Decrease)	<u>\$ 5,410</u>

The primary reason for the increase is due to replacing existing original lounge chairs from 11 years of operations. We will do so over a period of three years, beginning in Fiscal Year 2019. New commercial grade furniture is less susceptible to break down from exposure to sun and sun tan lotion.

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 2017	Headcount 2018	Headcount 2019	FTE 2019
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
384	981	850	Interest	500	500
384	981	850	Total Revenues	500	500

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
803	803	850	Contractual Services	850	850
255,960	255,710	255,285	Debt Service	254,365	252,765
256,763	256,513	256,135	Total Expenditures	255,215	253,615
270,763	-	88,800	Transfer from General	204,312	51,280
560,000	45,000	20,385	Transfer from Park Donation	40,443	201,835
574,384	(210,532)	(146,100)	Change in Net Assets	(9,960)	-
366,592	156,060	9,960	Net Assets as of 12/31	-	-

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 2019, 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	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
2011 AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	981	850	205	500	500
TOTAL INTEREST INCOME		981	850	205	500	500
TOTAL REVENUES		981	850	205	500	500
EXPENDITURES						
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	155,000	160,000	-	160,000	170,000
43-00-00-7-4738	INTEREST EXPENSE	100,710	95,285	47,642	95,285	82,765
TOTAL DEBT SERVICE		255,710	255,285	47,642	255,285	252,765
TOTAL EXPENDITURES		256,513	256,135	48,445	256,088	253,615

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 850
FY 2019 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u><u>\$ (350)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 850
FY 2019 Budget request	<u>\$ 850</u>
Increase(Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 255,285
FY 2019 Budget request	\$ 254,365
Increase (Decrease)	<u>\$ (920)</u>

The annual principal and interest expense payments vary each year and are set based upon the bond repayment schedule. As of January 1, 2019, the total principal outstanding will be \$1,875,000. Future annual principal and interest payments are shown below.

Year Ending December 31	Principal	Interest	Total
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>\$ 1,875,000</u>	<u>\$ 515,336</u>	<u>\$ 2,390,336</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
	2017	2018	2019	2019
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
815	1,484	2,000	Donations	2,000	2,000
2	8	5	Interest	12	12
817	1,492	2,005	Total Revenue	2,012	2,012

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
-	-	505	Contractual Services	500	500
-	-	505	Total Expenditures	500	500

Excess (Deficiency) of Revenues

817	1,492	1,500	Over Expenditures	1,512	1,512
5,112	6,604	8,104	Fund Balance as of 12/31	9,616	11,128

Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SISTER CITIES						
REVENUES						
DONATIONS						
50-00-00-4-3680	DONATIONS	1,484	2,000	810	1,810	2,000
TOTAL DONATIONS		1,484	2,000	810	1,810	2,000
INTEREST INCOME						
50-00-00-6-3810	INTEREST INCOME	8	5	6	12	12
TOTAL INTEREST INCOME		8	5	6	12	12
TOTAL REVENUES		1,492	2,005	816	1,822	2,012
EXPENDITURES						
CONTRACTUAL SERVICES						
50-00-00-3-4361	DUES	-	305	-	300	300
50-00-00-3-4390	MISCELLANEOUS EXPENSE	-	200	-	200	200
TOTAL EXPENDITURES		-	505	-	300	500

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	<u>\$ 2,000</u>
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SISTER CITIES FUND

Description: Interest Income

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 50-00-00-6-3810

This account is used to record the interest income received on the Sister Cities money market account.

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

FY 2018 Budget request	\$ 5
FY 2019 Budget request	\$ 12
Increase(Decrease)	<u>\$ 7</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 305
FY 2019 Budget request	\$ 300
Increase(Decrease)	<u>\$ (5)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 200
FY 2019 Budget request	\$ 200
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.



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
	2017	2018	2019	2019
Full-Time	1	0	0	0.75
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
412,728	541,188	325,600	Fees	210,375	210,375
1,357	3,350	3,250	Interest Income	5,000	5,000
414,085	544,538	328,850	Total Revenues	215,375	215,375

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
7,655	12,605	44,806	Personnel Services	81,727	83,359
57,844	83,020	139,375	Contractual Services	111,175	111,375
474	39	2,000	Commodities	5,000	5,000
91,604	114,702	122,100	Capital Outlay	162,715	118,875
67,066	69,350	-	Depreciation + NPL	-	-
224,643	279,716	308,281	Total Expenditures	360,617	318,609

189,442	264,822	20,569	Net Change in Fund Balance	(145,242)	(103,234)
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2,954,195	3,219,017	3,239,586	Fund Balance as of 12/31	3,094,344	2,991,110
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Significant Changes

- Decrease of \$8,200 in Contractual Maintenance - This is because the cost to retain a consultant to assist with sewer operation and maintenance was less than anticipated.
- Decrease of \$25,000 for update of Engineering Standards - This is expected to be completed in Fiscal Year 2018.
- Increase of \$73,840 for Pump Replacement - The Village expects to need to replace the two pumps in the Kruger Road lift station in Fiscal Year 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SEWER FUND						
REVENUES						
FEES						
12-00-00-4-3790	SEWER REVENUE	59,213	45,000	7,681	45,000	50,000
12-00-00-4-3793	CONNECTION FEE-HW	339,000	192,000	160,500	192,000	105,000
12-00-00-4-3794	CONNECTION FEE-LZ	56,875	35,000	26,250	35,000	21,875
12-00-00-4-3795	CONNECTION FEE-LC	49,140	30,240	22,680	30,240	18,900
12-00-00-4-3796	ADMIN RESERVE FEE-LZ	5,460	3,360	2,520	3,360	2,100
12-00-00-4-3797	ADVANCE USER FEE-LZ	31,500	20,000	15,000	20,000	12,500
TOTAL FEES		541,188	325,600	234,631	325,600	210,375
INTEREST INCOME						
12-00-00-6-3810	INTEREST INCOME	3,350	3,250	2,465	5,000	5,000
TOTAL INTEREST INCOME		3,350	3,250	2,465	5,000	5,000
TOTAL REVENUES		544,538	328,850	237,096	330,600	215,375
EXPENDITURES						
PERSONNEL SERVICES						
12-00-00-1-4010	SALARIES	10,643	37,696	18,930	37,860	70,475
12-00-00-1-4040	IMRF	1,238	4,226	2,136	4,272	7,492
12-00-00-1-4090	FICA MATCHING	724	2,884	1,335	2,670	5,392
TOTAL PERSONNEL SERVICES		12,605	44,806	22,401	44,802	83,359

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017 ACTUAL	2018		2019 REQUESTED BUDGET	2020 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	41,549	45,000	22,794	45,000	50,000
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	13,800	37,000	(562)	17,600	29,000
12-00-00-3-4371	UTILITIES	2,671	6,000	1,329	6,000	6,000
12-00-00-3-4372	SEWER RATE STUDY	-	-	-	-	-
12-00-00-3-4373	ENGINEERING STANDARDS	-	25,000	-	25,000	-
12-00-00-3-4377	INSURANCE ALLOCATION	25,000	26,375	-	26,375	26,375
TOTAL CONTRACTUAL SERVICES		83,020	139,375	23,561	119,975	111,175
COMMODITIES						
12-00-00-5-4573	SANITARY SEWER SUPPLIES	39	2,000	2,000	2,000	5,000
TOTAL COMMODITIES		39	2,000	2,000	2,000	5,000
CAPITAL OUTLAY						
12-00-00-8-4600	ENGINEERING	244	1,000	-	500	1,000
12-00-00-8-4891	PUMP REPLACEMENT	-	-	-	-	73,840
12-00-00-8-4892	MANHOLE REHABILITATION	-	14,000	-	-	6,000
12-00-00-8-4893	SEWER LINING	-	15,000	-	-	23,000
12-00-00-8-4895	OTHER IMPROVEMENTS	8,443	3,500	249	2,000	3,500
12-00-00-8-4896	CONNECTION FEES PAID-LZ	56,875	35,000	35,000	35,000	21,875
12-00-00-8-4898	CONNECTION FEES PAID-LC	49,140	30,240	30,240	30,240	18,900
12-00-00-8-4899	ADMIN RESERVE FEE PAID-LZ	-	3,360	-	3,360	2,100
12-00-00-8-4900	ADVANCE USER FEE PAID-LZ	-	20,000	-	20,000	12,500
TOTAL CAPITAL OUTLAY		114,702	122,100	65,489	91,100	162,715
TOTAL EXPENDITURES		210,366	308,281	113,451	257,877	318,609

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 45,000
FY 2019 Budget request	<u>\$ 50,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$6,000) - Village Connection	\$ 30,000
Hawthorn Hills (6 homes @ \$4,500)	\$ 27,000
Countryside Meadows-Orleans (1 homes @ \$6,000)	\$ 6,000
Hawthorn Trails South (3 homes @ \$6,000)	\$ 18,000
Villas at the Commons (1 home @ \$6,000)	\$ 6,000
High Pointe Estates (3 duplexes @ \$6,000)	\$ 18,000
Total	<u>\$ 105,000</u>

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 192,000
FY 2019 Budget request	<u>\$ 105,000</u>
Increase (Decrease)	<u>\$ (87,000)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$4,375)	\$ 21,875
Total	<u>\$ 21,875</u>

The Connection Fee Revenue - Lake Zurich forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 35,000
FY 2019 Budget request	<u>\$ 21,875</u>
Increase (Decrease)	<u>\$ (13,125)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$3,780)	\$ 18,900
Total	<u>\$ 18,900</u>

The Connection Fee Revenue - Lake County forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 30,240
FY 2019 Budget request	<u>\$ 18,900</u>
Increase (Decrease)	<u>\$ (11,340)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$420)	\$ 2,100
Total	<u>\$ 2,100</u>

The Admin. Reservation Fee- Lake Zurich forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 3,360
FY 2019 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u>\$ (1,260)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 (5 homes @ \$2,500)	\$ 12,500
Total	<u>\$ 12,500</u>

The Advance User Fee - Lake Zurich forecast changed from the prior year, as follows:

FY 2018 Budget request	\$ 20,000
FY 2019 Budget request	<u>\$ 12,500</u>
Increase (Decrease)	<u>\$ (7,500)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,250
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 1,750</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 - 15%
Crew Leader - Facilities - 15%
Specialist I - Facilities - 15%
Chief Financial Officer/Human Resources Director - 10%
Finance Specialist - 10%

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

FY 2018 Budget request	\$ 37,696
FY 2019 Budget request	\$ 69,096
Increase (Decrease)	<u>\$ 31,400</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
2019 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, 2019, the Village's portion was 10.63%.

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

FY 2018 Budget request	\$ 4,226
FY 2019 Budget request	<u>\$ 7,345</u>
Increase (Decrease)	<u><u>\$ 3,119</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. This increase as partially offset by reduction in the Village's contribution percentage from 11.21% to 10.63% of eligible salaries.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,884
FY 2019 Budget request	<u>\$ 5,286</u>
Increase (Decrease)	<u><u>\$ 2,402</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
2019 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 2018 Budget request	\$45,000
FY 2019 Budget request	<u>\$50,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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:

Miscellaneous Improvements	\$ 12,000
Consultant	<u>\$ 16,800</u>
	<u><u>\$ 28,800</u></u>

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

FY 2018 Budget request	\$ 37,000
FY 2019 Budget request	<u>\$ 28,800</u>
Increase (Decrease)	<u><u>\$ (8,200)</u></u>

The primary reason for the decrease is that the cost to retain a consultant to assist with sewer operations and maintenance is less than anticipated.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 6,000
FY 2019 Budget request	<u>\$ 6,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ -
FY 2019 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 26,375
FY 2019 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 2,000
FY 2019 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 3,000</u>

The primary reason for the increase is that the Village expects to perform more routine maintenance on the lift stations and sewer appurtenances in Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 1,000
FY 2019 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 25,000
FY 2019 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (25,000)</u>

The reason for the decrease is due to the update of the Engineering Standards being completed in Fiscal Year 2018.

**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 \$73,840 and we recommend the replacement of the School lift station pumps in year 2020 with the cost of replacement of \$53,000.

FY 2017 Budget request	\$ -
FY 2018 Budget request	\$73,840
Increase (Decrease)	<u>\$73,840</u>

The primary reason for the increase is the expected replacement of two pumps at the Krueger Road lift station in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 14,000
FY 2019 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ (8,000)</u>

The primary reason for the decrease is the reduction in the number of manholes that will require rehabilitation in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 15,000
FY 2019 Budget request	<u>\$ 23,000</u>
Increase (Decrease)	<u><u>\$ 8,000</u></u>

The primary reason for the increase is an increase in the anticipated feet of sewer scheduled for lining in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 3,500
FY 2019 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 35,000
FY 2019 Budget request	\$ 21,875
Increase (Decrease)	<u>\$ (13,125)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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 2018 Budget request	\$ 30,240
FY 2019 Budget request	\$ 18,900
Increase (Decrease)	<u>\$(11,340)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

The Admin. Reservation Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2018 Budget request	\$ 3,360
FY 2019 Budget request	\$ 2,100
Increase (Decrease)	<u>\$ (1,260)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.

**MAINTENANCE AND OPERATIONS BUDGET
2019 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.

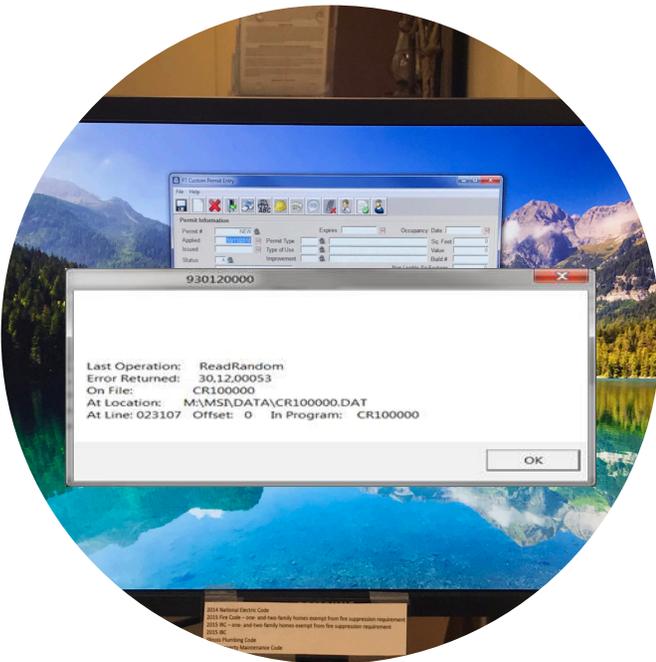
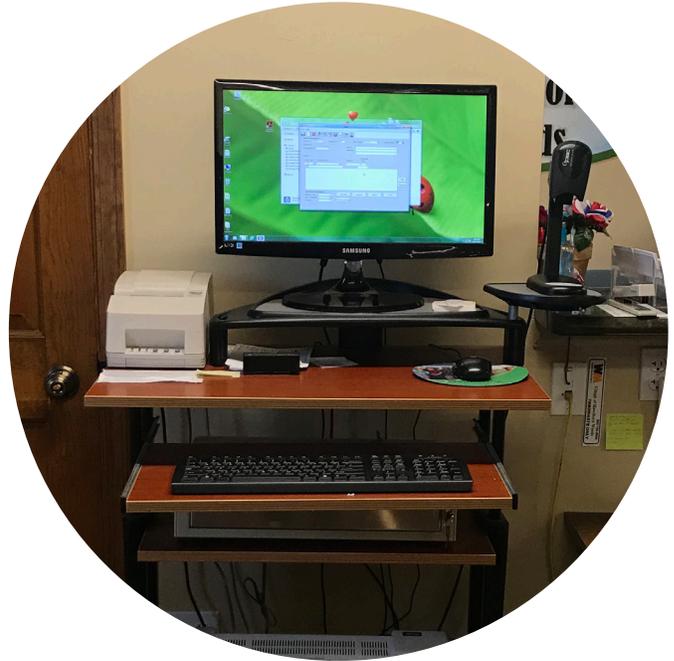
The Advance User Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2018 Budget request	\$ 20,000
FY 2019 Budget request	\$ 12,500
Increase (Decrease)	<u>\$ (7,500)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2019, as compared to Fiscal Year 2018.



CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
-	13,559	-	Insurance Reimbursement	-	-
-	29,349	-	Intergovernmental		
1,013	4,393	1,000	Interest	1,000	1,000
1,013	47,301	1,000	Total Revenues	1,000	1,000

Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
				2019	2020
164,972	489,847	412,608	Capital Outlay	480,383	4,590,757
164,972	489,847	412,608	Total Expenditures	480,383	4,590,757
800,000	50,000	-	Transfer from General Fund	-	-
400,000	200,000	-	Transfer from Community Dev	-	-
1,036,041	(192,546)	(411,608)	Net Change in Fund Balance	(479,383)	(4,589,757)
1,311,337	1,118,791	707,183	Fund Balance as of 12/31	227,800	(4,361,957)
			Assigned - Roads	-	-
			Assigned - Equipment Replace	25,000	-
			Assigned - ADA Projects	50,000	-
			Assigned - Bike Path Grant	150,000	-
			Assigned - Flood Remediation	-	-
			Available Fund Balance	2,800	(4,361,957)

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	2019	2020	2021	2022	2023
Available Funding Sources:						
Interest Income		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Transfer from Other Funds		\$ -	\$ -	\$ -	\$ -	\$ -
Available Fund Balance		\$ 707,183	\$ -	\$ -	\$ -	\$ -
Total Available Funding		\$ 708,183	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

Capital Expenditures Needed:

ADMINISTRATION DEPARTMENT:

None						
	Totals	\$ -	\$ -	\$ -	\$ -	\$ -

PLANNING, BUILDING & ZONING DEPARTMENT:

Zoning Code Update	CIP	\$ 11,000	\$ 15,000			
Building Department Vehicle Replacement	CIP				\$ 25,000	
	Totals	\$ 11,000	\$ 15,000	\$ -	\$ 25,000	\$ -

ECONOMIC DEVELOPMENT

Downtown District Signage	CIP		\$ 10,000	\$ 60,000		
Uptown District Signage	CIP			\$ 10,000	\$ 60,000	
Hawthorn Woods Water Walk	CIP			\$ 300,000	\$ 700,000	
File Scanning	CIP		\$ 36,020	\$ 42,917		
	Totals	\$ -	\$ 46,020	\$ 412,917	\$ 760,000	\$ -

ENGINEERING DEPARTMENT:

Infrastructure Mapping (Water & Sewer)	CIP			\$ 10,000		
	Totals	\$ -	\$ -	\$ 10,000	\$ -	\$ -

FINANCE DEPARTMENT:

None						
	Totals	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Improvement Plan

Project	Fund	2019	2020	2021	2022	2023
MUNICIPAL BUILDINGS						
Furnace & Air Conditioner Replacement	CIP	\$ 14,000	\$ 14,000		\$ 14,000	
Village Hall Cedar Siding Replacement	CIP		\$ 80,340			
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	\$ 62,400				
Aquatic Center Generator	CIP		\$ 72,592			
PW Parking Lot Improvement	CIP		\$ 169,950			
PW Building Expansion	CIP					\$ 509,850
Village Hall Door Replacement	CIP	\$ 7,500	\$ 20,900			
Village Hall Flooring Replacement	CIP		\$ 21,000			
Village Hall ADA Ramp Replacement	CIP					\$ 136,240
Public Works Well Pump Replacement	CIP	\$ 7,280				
VH/PD Tuck Pointing	CIP	\$ 7,000				
Public Works Roof Replacement	CIP	\$ 45,000				
Totals		\$ 157,600	\$ 469,422	\$ -	\$ 14,000	\$ 646,090

POLICE DEPARTMENT:

Vehicle Replacement	CIP	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 30,000
Squad Video Camera Replacement	CIP	\$ 6,200	\$ 6,200	\$ 12,400	\$ 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	\$ 5,200
Totals		\$ 41,400	\$ 86,400	\$ 117,600	\$ 77,600	\$ 41,400

Capital Improvement Plan
Project

Fund

2019

2020

2021

2022

2023

PUBLIC WORKS:

Trucks	CIP		\$ 206,733	\$ 163,000	\$ 259,522	\$ 40,000
Enloader	CIP			\$ 182,104		
John Deer tractor with deck for ROW mowing	CIP		\$ 67,486			
Zero Turn Mower (60 inch) for ROW mowing	CIP	\$ 8,840				
Asphalt planer	CIP			\$ 16,432		
Sweeper Gutter Brush	CIP		\$ 6,240			
Backhoe	CIP		\$ 114,400			
Totals		\$ 8,840	\$ 394,859	\$ 361,536	\$ 259,522	\$ 40,000

PARKS:

Indian Creek Nature Preserve	CIP	\$ 20,000	\$ 10,000	\$ 15,000		
ADA Compliance Plan Implementation	Special Rec	\$ 19,000	\$ 75,075	\$ 75,075	\$ 75,075	
Heritage Oaks Park	CIP		\$ 19,900		\$ 7,600	
Meadowlark Park	Special Rec	\$ 180,000	\$ 55,000			
Land Conservation/Wetland Maintenance Plan	CIP	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Parks Equipment	CIP		\$ 11,900	\$ 117,287		
Tennis Court Repair	CIP		\$ 34,000	\$ 16,000		
Laminate 72" Round Tables	CIP		\$ 9,000			
Totals		\$ 229,000	\$ 234,875	\$ 238,362	\$ 112,675	\$ 30,000

Capital Improvement Plan
Project

Fund

2019

2020

2021

2022

2023

ROADS, DRAINAGE, & RIGHT OF WAYS:

Road Program (resurfacing/ribbons)	CIP	\$ 40,000	\$ 1,021,000	\$ 1,196,000	\$ 1,275,000	\$ 1,283,000
Road Program (maintenance)	CIP		\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000
Sign replacement plan	Motor Fuel Tax	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Crack sealing program	Motor Fuel Tax	\$ 50,000				
Street patching	Motor Fuel Tax	\$ 60,000				
Pavement marking	Motor Fuel Tax	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Midlothian/Gilmer bike path (20% match)	CIP		\$ 196,000			
Route 22 bike path (20% match)	CIP				\$ 10,000	
Storm Sewer Replacement	CIP		\$ 454,300	\$ 121,056		
Culvert Replacement	CIP		\$ 1,165,873	\$ 578,240	\$ 485,749	\$ 251,056
Choker Bridge Wall Replacement	CIP		\$ 20,540			
Indian Creek Stream Bank Stabilization	CIP		\$250,000			
Totals		\$ 180,000	\$ 3,367,713	\$ 2,155,296	\$ 2,030,749	\$ 1,794,056

TECHNOLOGY

New Software - Village Wide	CIP	\$ 85,000	\$ 95,000	\$ 45,000	\$ 45,000	\$ 45,000
Computer Replacement	CIP	\$ 45,000				
Copier Lease	CIP	\$ 20,000	\$ 20,000			
Police Records Software	CIP	\$ 11,543	\$ 11,543	\$ 11,543		
VOIP Phone System Replacement	CIP	\$ 10,000				
Totals		\$ 171,543	\$ 126,543	\$ 56,543	\$ 45,000	\$ 45,000

Summary

	CIP	\$ 480,383	\$ 4,590,757	\$ 3,337,254	\$ 3,294,546	\$ 2,566,546
	Special Rec	\$ 199,000	\$ 130,075	\$ -	\$ -	\$ -
	Motor Fuel Tax	\$ 140,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Capital Improvement Plan Total Expenditures		\$ 819,383	\$ 4,750,832	\$ 3,367,254	\$ 3,324,546	\$ 2,596,546
Grand Total - 5 Year Capital Plan						\$ 14,858,561
Capital Improvement Plan Fund						
Excess (Deficiency) of Funding Sources Over Capital Expenditures		\$ 227,800	\$ (4,589,757)	\$ (3,336,254)	\$ (3,293,546)	\$ (2,565,546)

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

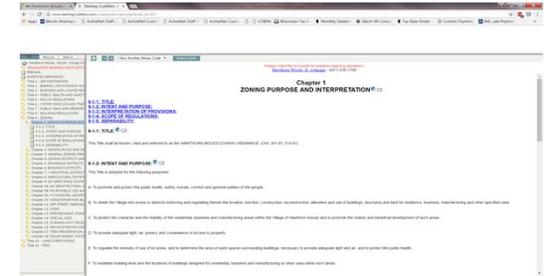
Supplemental Narrative

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 and sign code.
 2020 - Update tree preservation code.

Expense Category	5 Year Projected Expenditures					TOTAL
	2019	2020	2021	2022	2023	
Land						
Professional Services	\$ 11,000	\$ 15,000				\$ 26,000
Construction						
Equipment						
Contingency						
Subtotal	\$ 11,000	\$ 15,000				\$ 26,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Building Department
Description: Building Department Vehicle Replacement
Account Number: 90-60-00-8-4890

Replace the Building Department vehicle. This vehicle is used by the Building Inspector/Code Enforcement Officer on a daily basis.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment				\$ 25,000		\$ 25,000
Contingency						
Subtotal				\$ 25,000		\$ 25,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Downtown District Plan

Account Number: 90-30-00-8-4890

2020 - Generation of a specific plan for the Downtown Area, including supplemental sign code update. 2021 - Design and installation of decorative signage (monument sign and banners.)

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 10,000	\$ 60,000			\$ 70,000
Equipment						
Contingency						
Subtotal		\$ 10,000	\$ 60,000			\$ 70,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Uptown District Plan

Account Number: 90-30-00-8-4890

2021 - Generation of a specific plan for the Uptown District Area, including supplemental sign code update. 2022 - Design and installation of decorative signage (monument sign and banners.)

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction			\$ 10,000	\$ 60,000		\$ 70,000
Equipment						
Contingency						
Subtotal			\$ 10,000	\$ 60,000		\$ 70,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Economic Development
Description: Hawthorn Woods Water Walk
Account Number: 90-30-00-8-4890

(1) 2021 - Design and engineer a Downtown water walk. (2) 2022 - Construct the Downtown water walk.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	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
2019 - 2023 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 (2020) and blue prints (2021) by an outside consultant.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 36,020	\$ 42,917			\$ 78,937
Construction						
Equipment						
Contingency						
Subtotal		\$ 36,020	\$ 42,917			\$ 78,937

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

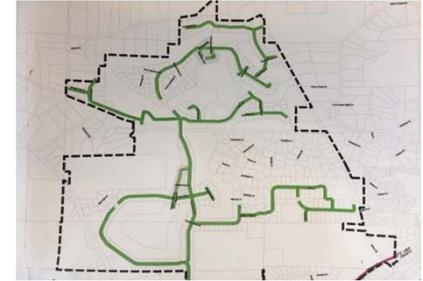
Supplemental Narrative

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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services			\$ 10,000			\$ 10,000
Construction						
Equipment						
Contingency						
Subtotal			\$ 10,000			\$ 10,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 14,000	\$ 14,000		\$ 14,000		\$ 42,000
Contingency						
Subtotal	\$ 14,000	\$ 14,000		\$ 14,000		\$ 42,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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



2020 - Replace cedar siding on Village Hall/Police Department.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 80,340				\$ 80,340
Equipment						
Contingency						
Subtotal		\$ 80,340				\$ 80,340

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 7,210					\$ 7,210
Contingency						
Subtotal	\$ 7,210					\$ 7,210

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 7,210					\$ 7,210
Contingency						
Subtotal	\$ 7,210					\$ 7,210

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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



2020 - Construct 30' x 80' additional cold storage for Public Works, including engineering.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 8,240				\$ 8,240
Construction		\$ 82,400				\$ 82,400
Equipment						
Contingency						
Subtotal		\$ 90,640				\$ 90,640

**VILLAGE OF HAWTHORN WOODS
CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative**

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Generator
Account Number: 90-45-00-8-4890



2019 - Purchase emergency power backup generator for Public Works Building and gasoline pumps, including engineering. Backup generator provides energy to the fuel pumps in the event of emergency loss of power, and to the first responder communication system run from the Public Works Building.

Expense Category	5 Year Projected Expenditures					TOTAL
	2019	2020	2021	2022	2023	
Land						
Professional Services						
Construction						
Equipment	\$ 62,400					\$ 62,400
Contingency						
Subtotal	\$ 62,400					\$ 62,400

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 72,592				\$ 72,592
Contingency						
Subtotal		\$ 72,592				\$ 72,592

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Parking Lot
Account Number: 90-45-00-8-4890



2020 - Expand and replace Public Works parking lot, including engineering.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 15,450				\$ 15,450
Construction		\$ 154,500				\$ 154,500
Equipment						
Contingency						
Subtotal		\$ 169,950				\$ 169,950

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Building Expansion

Account Number: 90-45-00-8-4890



2023 - Expand Public Works building.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services					\$ 46,350	\$ 46,350
Construction					\$ 463,500	\$ 463,500
Equipment						
Contingency						
Subtotal					\$ 509,850	\$ 509,850

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Village Hall Door Replacement

Account Number: 90-45-00-8-4890



2019 - Replace rear exit doors at the Village Hall Barn.

2020 - Replace Interior Village Hall Doors

- Village Hall Lobby Restrooms (\$6,200)
- Building Department Lobby (\$2,700)
- Police Department Lobby to Office (\$2,000)
- Lobby to Barn Double Doors (\$10,500)

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction	\$ 7,500	\$ 20,900				\$ 28,400
Equipment						
Contingency						
Subtotal	\$ 7,500	\$ 20,900				\$ 28,400

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Village Hall Flooring Replacement
Account Number: 90-45-00-8-4890



2020 - Replace second floor carpet. Work to be performed by a contractor.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 21,000				\$ 21,000
Construction						
Equipment						
Contingency						
Subtotal		\$ 21,000				\$ 21,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Village Hall ADA Ramp Replacement
Account Number: 90-45-00-8-4890



2023 - Replace and re-design Village Hall ADA ramp.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services					\$ 20,800	\$ 20,800
Construction					\$ 115,440	\$ 115,440
Equipment						
Contingency						
Subtotal					\$ 136,240	\$ 136,240

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Well Pump Replacement
Account Number: 90-45-00-8-4890

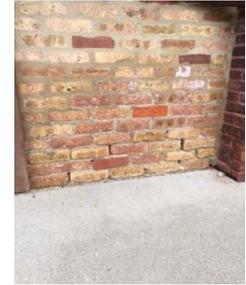


2019 - Replace Public Works well pump.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction	\$ 7,280					\$ 7,280
Equipment						
Contingency						
Subtotal	\$ 7,280					\$ 7,280

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction	\$ 7,000					\$ 7,000
Equipment						
Contingency						
Subtotal	\$ 7,000					\$ 7,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Municipal Buildings
Description: Public Works Roof Replacement
Account Number: 90-45-00-8-4890

2019 - Replace the roof on the Public Works building. It is leaking and cannot be repaired.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction	\$ 45,000					\$ 45,000
Equipment						
Contingency						
Subtotal	\$ 45,000					\$ 45,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 30,000	\$ 210,000
Contingency						
Subtotal	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 30,000	\$ 210,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 6,200	\$ 6,200	\$ 12,400	\$ 12,400	\$ 6,200	\$ 43,400
Contingency						
Subtotal	\$ 6,200	\$ 6,200	\$ 12,400	\$ 12,400	\$ 6,200	\$ 43,400

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 30,000				\$ 30,000
Contingency						
Subtotal		\$ 30,000				\$ 30,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,000				\$ 10,000
Contingency						
Subtotal		\$ 10,000				\$ 10,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 5,000				\$ 5,000
Construction						
Equipment						
Contingency						
Subtotal		\$ 5,000				\$ 5,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 40,000			\$ 40,000
Contingency						
Subtotal			\$ 40,000			\$ 40,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 26,000
Contingency						
Subtotal	\$ 5,200	\$ 26,000				

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Trucks

Account Number: 90-40-00-8-4890

2020 - Purchase a 2-ton truck (\$156,733) to replace 814 and a pick-up truck with a utility box (\$50,000) to replace 804

2021 - Purchase a 2-ton truck (\$163,000) to replace 812

2022 - Purchase a 2-ton truck (\$169,522) to replace 821 and a 1-ton truck (\$90,000) to replace 819.

2023 - Purchase a pick up truck (\$40,000) to replace 10

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 206,733	\$ 163,000	\$ 259,522	\$ 40,000	\$ 182,104
Contingency						
Subtotal		\$ 206,733	\$ 163,000	\$ 259,522	\$ 40,000	\$ 182,104

Back to Home

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Endloader (replacement)

Account Number: 90-40-00-8-4890



2021 - 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 182,104			\$ 182,104
Contingency						
Subtotal			\$ 182,104			\$ 182,104

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 67,486				\$ 67,486
Contingency						
Subtotal		\$ 67,486				\$ 67,486

**CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 8,840					\$ 8,840
Contingency						
Subtotal	\$ 8,840					\$ 8,840

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Asphalt Planer

Account Number: 90-40-00-8-4890



2020 - Purchase asphalt planer in order to increase efficiency and output of asphalt patching crew.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 16,432			\$ 16,432
Contingency						
Subtotal			\$ 16,432			\$ 16,432

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Sweeper Gutter Brush
Account Number: 90-40-00-8-4890



2020 - 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 6,240				\$ 6,240
Contingency						
Subtotal		\$ 6,240				\$ 6,240

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 114,400				\$ 114,400
Contingency						
Subtotal		\$ 114,400				\$ 114,400

**VILLAGE OF HAWTHORN WOODS
CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative**

Fund: Capital Improvement Plan
Department: Parks
Description: Indian Creek Nature Preserve
Account Number: 90-11-00-8-4890



2019 - Seek funding to open Indian Creek Nature Preserve to the public.

Expense Category	5 Year Projected Expenditures					TOTAL
	2019	2020	2021	2022	2023	
Land (Trees & Plantings)	\$ 4,000	\$ 10,000	\$ 15,000			\$ 29,000
Professional Services	\$ 2,000					\$ 2,000
Construction (Boardwalks)	\$ 10,000					\$ 10,000
Equipment	\$ 2,000					\$ 2,000
Contingency	\$ 2,000					\$ 2,000
Subtotal	\$ 20,000	\$ 10,000	\$ 15,000			\$ 45,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services	\$ 2,000					\$ 2,000
Construction		\$ 75,075	\$ 75,075	\$ 75,075		\$ 225,225
Equipment	\$ 17,000					\$ 17,000
Contingency						
Subtotal	\$ 19,000	\$ 75,075	\$ 75,075	\$ 75,075		\$ 244,225

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Heritage Oaks Park

Account Number: 90-11-00-8-4890

2020 - Install irrigation line - East Soccer Field (water cannon)

2020 - Tuck-point the retaining wall.

2020 - Strike-Guard Lightning Receiver/Strobe Light

2022- Tuck-point the retaining wall.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 14,100		\$ 7,600		\$ 21,700
Construction						
Equipment		\$ 5,800				\$ 5,800
Contingency						
Subtotal		\$ 19,900		\$ 7,600		\$ 27,500

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: Meadowlark Park Improvement
Account Number: 90-11-00-8-4890



Design and construction of an inclusive natural park at Meadowlark Drive in Lorraine Lakes.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services	\$ 10,000					\$ 10,000
Construction	\$ 150,000	\$ 30,000				\$ 180,000
Equipment	\$ 20,000	\$ 25,000				\$ 45,000
Contingency						
Subtotal	\$ 180,000	\$ 55,000				\$ 235,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative



Fund: Capital Improvement Plan

Department: Parks

Description: Land Conservation/Wetland Management Program

Account Number: 90-11-00-8-4890

Create a strategic plan for land conservation for open space and Village-owned wetland maintenance.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Construction						
Equipment						
Contingency						
Subtotal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: Equipment Replacement
Account Number: 90-11-00-8-4890



2020 - New green trailer replacement, which would assist the Parks section with transport of large pieces of equipment throughout the Village's park system. In addition, purchase of a new Toro 2040 Z (Zero Turn) Ball Field Groomer. 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.

2021 - New 1 1/2 Ton Dump Truck, which can also serve in the snow plow fleet.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 11,900	\$ 117,287			\$ 129,187
Contingency						
Subtotal		\$ 11,900	\$ 117,287			\$ 129,187

CAPITAL BUDGET PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Tennis Court Repair (4-Courts)

Account Number: 90-11-00-8-4890



2020-Resurface and repair 4 tennis courts (2 at Community Park and 2 at Bridlewoods.)

2021 -Resurface and repair 2 tennis courts at Highview Park.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 34,000	\$ 16,000			\$ 50,000
Equipment						
Contingency						
Subtotal		\$ 34,000	\$ 16,000			\$ 50,000

CAPITAL BUDGET PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 9,000				\$ 9,000
Contingency						
Subtotal		\$ 9,000				\$ 9,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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



2019 - Implementation of the pavement management report will require a sustainable funding source, approved by voters in a referendum ballot. Professional services will be engaged to assist with the public education effort.

2020 - 2023 The recommended improvements include the first four years of the pavement management report's recommendations.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services	\$ 40,000					\$ 40,000
Construction		\$ 1,021,000	\$ 1,196,000	\$ 1,275,000	\$ 1,283,000	\$ 4,775,000
Equipment						
Contingency						
Subtotal	\$ 40,000	\$ 1,021,000	\$ 1,196,000	\$ 1,275,000	\$ 1,283,000	\$ 4,815,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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 once the sustainable funding source is secured.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 920,000
Equipment						
Contingency						
Subtotal		\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 920,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Motor Fuel Tax
Department: Roads, Drainage, & Rights of Ways
Description: Sign Replacement & Control
Account Number: 28-00-00-5-4573

Purchase and installation of various signs, barricades, cones and other traffic control devices.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	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

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Motor Fuel Tax

Department: Roads, Drainage, & Rights of Ways

Description: Crack Sealing Program

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



The annual crack sealing program includes \$50,000 of crack sealing per year. If a sustainable funding source is obtained, crack sealing will be included in Routine Maintenance.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction	\$ 50,000					\$ 50,000
Equipment						
Contingency						
Subtotal	\$ 50,000					\$ 50,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Motor Fuel Tax

Department: Roads, Drainage, & Rights of Ways

Description: Street Patching

Account Number: 28-00-00-3-4151



The annual crack street patching program includes \$60,000 of street patching per year. If a sustainable funding source is obtained, street patching will be included in Routine Maintenance.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction	\$ 60,000					\$ 60,000
Equipment						
Contingency						
Subtotal	\$ 60,000					\$ 60,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Motor Fuel Tax
Department: Roads, Drainage, & Rights of Ways
Description: Pavement Marking
Account Number: 28-00-00-3-4153

Apply latex pavement marking for stop bars, center lines and division markings in streets.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	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

2019 - 2023 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. The original estimate for the Village's share was \$300,494. In the Spring of 2018, LCDOT updated the estimate for the Village share to \$196,000. This includes design engineering, construction, construction engineering and land acquisition.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 196,000				\$ 196,000
Equipment						
Contingency						
Subtotal		\$ 196,000				\$ 196,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

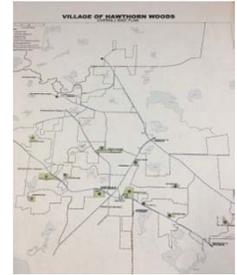
Supplemental Narrative

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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction				\$ 10,000		\$ 10,000
Equipment						
Contingency						
Subtotal				\$ 10,000		\$ 10,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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.

2021 - Pheasant Run Storm Sewer

2020 - Lakeview Storm Sewer

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 69,300	\$ 18,720			\$ 88,020
Construction		\$ 385,000	\$ 102,336			\$ 487,336
Equipment						
Contingency						
Subtotal		\$ 454,300	\$ 121,056			\$ 575,356

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 Budget Proposal

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Misc. Culvert Replacement

Account Number: 90-28-00-8-4890



The culverts under Village roads are deteriorating 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.

- 2020 - Darlington (four 36" x 58" culverts)
- 2020 - Mark Lane (four 36" x 48" culverts) & Indian Creek (one 80" diameter culvert)
- 2021 - Washitay (three 38" x 55" culverts)
- 2022 - Elm Drive (four 52" x 36" culverts)
- 2023 - Lisa Lane (two 15" culverts) and Deer Point (one 24" culvert)

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services		\$ 168,513	\$ 84,240	\$ 93,180		\$ 345,933
Construction		\$ 997,360	\$ 494,000	\$ 392,569	\$ 251,056	\$ 2,134,985
Equipment						
Contingency						
Subtotal		\$ 1,165,873	\$ 578,240	\$ 485,749	\$ 251,056	\$ 2,480,918

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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 3 choker bridges are deteriorating. There are six total that will need to be repaired with a capstone installed.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 20,540				\$ 20,540
Equipment						
Contingency						
Subtotal		\$ 20,540				\$ 20,540

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction		\$ 250,000				\$ 250,000
Equipment						
Contingency						
Subtotal		\$ 250,000				\$ 250,000

**VILLAGE OF HAWTHORN WOODS
CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative**

Fund: Capital Improvement Plan
Department: Technology
Description: New Software
Account Number: 90-17-00-8-4890

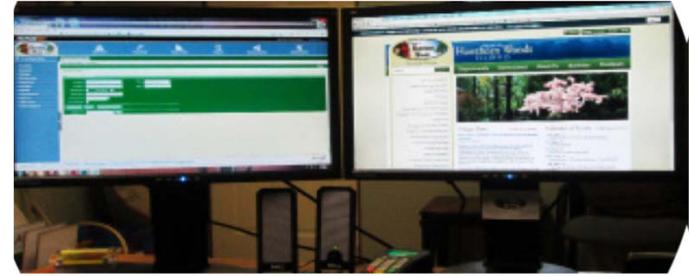


The Village software is outdated and needs to be replaced. This project would replace the MSI software with a new platform and increase efficiency Village-wide. The software modules included are as follows: Accounts Receivable, Accounts Payable, Animal Licensing, Budgeting, Business Licenses, Cash Register, General Ledger, Parking Tickets, Payroll, Permit Tracking, Purchase Orders, Recreation, and Vehicle License.

Expense Category	5 Year Projected Expenditures					TOTAL
	2019	2020	2021	2022	2023	
Land						
Professional Services	\$ 40,000	\$ 50,000				\$ 90,000
Construction						
Equipment	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 225,000
Contingency						
Subtotal	\$ 85,000	\$ 95,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 315,000

**VILLAGE OF HAWTHORN WOODS
CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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. In 2019, the Village plans to implement new ERP (Enterprise Resource Planning) software which will require upgrade of all Village Computers. Note that the Village computers have exceed the expected useful life and are currently between 6 and 8 years old.

Expense Category	5 Year Projected Expenditures					TOTAL
	2019	2020	2021	2022	2023	
Land						
Professional Services						
Construction						
Equipment	\$ 45,000					\$ 45,000
Contingency						
Subtotal	\$ 45,000					\$ 45,000

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 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	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 20,000	\$ 20,000				\$ 40,000
Contingency						
Subtotal	\$ 20,000	\$ 20,000				\$ 40,000

CAPITAL IMPROVEMENT PROJECT

2019 - 2023 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.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 11,543	\$ 11,543	\$ 11,543			\$ 34,629
Contingency						
Subtotal	\$ 11,543	\$ 11,543	\$ 11,543			\$ 34,629

CAPITAL IMPROVEMENT PROJECT
2019 - 2023 Budget Proposal
Supplemental Narrative

Fund: Capital Improvement Plan
Department: Technology
Description: VOIP Phone System Replacement
Account Number: 90-17-00-8-4890



This project provides for the replacement of the Village's VOIP phone system.

5 Year Projected Expenditures						
Expense Category	2019	2020	2021	2022	2023	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 10,000					\$ 10,000
Contingency						
Subtotal	\$ 10,000					\$ 10,000

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Community Park			
Water Heater	10 Gallon	2013	Rheem
Well Pump	5HP	2016	Franklin Electric
Well Pump Variable Frequency Drive	Aquavar Solo2	2016	Goulds
Heritage Oaks Baseball Pavilion			
Water Heater	30 Gallon Water Heater	2014	Rheem
Heritage Oaks Soccer Pavilion			
Water Heater	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
Aquatic Center			
<i>Furnaces and Air Conditioners</i>			
Furnace #1 (Pump Room)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #2 (Com. Rm Supply Rm.)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #3 (Com. Rm Supply Rm.)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #4 (East com. Rm. Closet)	91% AFUE Nat Gas Furnace	2007	TempStar
Men's Locker Room Heater	5kw electric space heater	2007	Dayton
Women's Locker Room Heater	5kw electric space heater	2007	Dayton
Mechanical Room Heater	5kw electric space heater	2007	Dayton
Pump Room Heater	84% AFUE Furnace	2007	Reznor
Air Conditioner #1	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #2	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #3	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #4	R410a AC Unit - 4 Ton	2007	TempStar
<i>Pool Heaters</i>			
Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak
<i>Water Heaters</i>			
Water Heater (Com. Rm.)	Tall Electric Water Heater - 40 Gallon	2016	Rheem
Shower Water Heater	Ultra HE DV Nat Gas Water Heater	2007	Lochinvar
Circulator Pump	1hp Circulating Pump	2007	Emerson

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Aquatic Center - Continued			
<i>Variable Frequency Drives</i>			
Speed Slide VFD	Variable Frequency Drive	2010	Danfoss
Flume Slide VFD	Variable Frequency Drive	2010	Danfoss
Feature VFD	Variable Frequency Drive	2010	Danfoss
Activity Pool VFD	Variable Frequency Drive	2010	Danfoss
Lap Pool VFD	Variable Frequency Drive	2010	Danfoss
<i>Pool Pumps</i>			
Speed slide	3ph 10hp cont. duty motor	2007	WEG
Flume Slide	3ph 15hp cont. duty motor	2007	WEG
Activity Feature	3ph 20hp cont. duty motor	2007	US Motors
Activity Pool	3ph 15hp cont. duty motor	2015	Baldor
Lap Pool	3ph 15hp cont. duty motor	2014	Baldor
Village Hall			
<i>Furnaces and Air Conditioners</i>			
Booking Room (PD) Furnace	80% AFUE Nat. Gas Furnace	Nov-12	Ducane
PD Office Furnace 1st floor	80% AFUE Nat. Gas Furnace	1990	Carrier
PD Back Office Furnace (2nd Floor)	91% AFUE Nat. Gas Furnace	1999	Carrier
Mayors Office Furnace	80% AFUE Nat. Gas Furnace	2008	Weather King
Village Hall Front Office Furnace	80% AFUE Nat. Gas Furnace	Feb-85	Lennox
West Barn Furnace	95.5% AFUE Nat. Gas Furnace	Nov-12	Payne
East Barn Furnace	91% AFUE Nat. Gas Furnace	2002	Carrier
West Barn Air Conditioner	R22 AC Unit	2002	Carrier
East Barn Air Conditioner	R22 AC Unit	2002	Carrier
Village Hall Front Office Air Conditioner	R22 AC Unit	1990	Tempstar 5000
Mayors Office Air Conditioner	R22 AC Unit	2008	Carrier
PD Front Office Air Conditioner	R22 AC Unit	1990	Carrier
PD Upstairs Air Conditioner	R22 AC Unit	1999	Carrier
PD Booking Room Air Conditioner	R22 AC Unit	2001	Tempstar 10
PD Rear Air Conditioner	R22 AC Unit	2013	Ducane
Village Hall Office Furnace	110,000 BTU 9.5 AFUE Furnace	2014	Armstrong Air
Village Hall Upstairs Air Conditioner	R410 AC Unit - 4 Tons	2014	Armstrong Air

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
<i>Water Heaters</i>			
PD Upstairs Water Heater (2nd Floor)	Direct Vent Nat. Gas	2013	State Select
PD Downstairs Bathroom/Kitchen	Electric Point of Use	1990	A.O. Smith
Village Hall Front Office Water Heater	Natural Gas Water Heater	2010	State Select
Generator-Village Hall Side	Nat. Gas 20KW Generator	2013	Generac
Generator-PD Side	Nat. Gas 60kw Generator	2013	Generac
Kruger Road Lift Station			
Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar
Public Works			
North Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
South Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
Office Furnace	80%AFUE Nat. Gas Furnace	1991	York
Office Air Conditioner	R22 AC unit	1991	York
Water Heater	Natural Gas Water Heater	1991	Rheem
Salt Brine Circulation Pump	Circulator Pump - 2HP	2014	Bluffton
Well Pump	1.5 HP	1992	Franklin Electric

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
<u>PUBLIC WORKS</u>						
PW #814	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	2013	INTERNATIONAL 7400 2 TON	\$ 140,000	2025	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 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Budget Fiscal Year Ended 12/31/2018		Proposed	
						2019	2020
-	-	-	-	-	Transfer from General Fund	-	-
-	-	-	-	-	Transfer from Community Dev	-	-
-	-	-	-	-	Total Cash Transfers	-	-
1,943,698	2,199,434	1,474,246	1,569,851	1,598,886	General Fund Bal. @ 12/31	1,628,287	1,569,726
45%	54%	36%	39%	39%	% 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 2019 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.