



# 2020 APPROVED BUDGET

VILLAGE OF HAWTHORN WOODS, ILLINOIS  
ANNUAL OPERATING BUDGET  
FOR THE YEAR ENDED DECEMBER 31, 2020  
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 16, 2019

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, 2020. 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 \$2,083,031 as of December 31, 2018.

As the fiscal year 2019 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. The new High Pointe Estates subdivision is an 11 lot development of duplexes, resulting in 20 housing units. In addition, the new Villas at the Commons

development 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. This legal activity has become a priority for funding in 2020, which results in no funds available for capital improvement projects.

The Village has also retained the professional services of a communications firm to assist us with a plan to decommission the Route 53 corridor and create a green way corridor plan that is expected to take shape in 2020.

In this proposed 2020 budget, concern remains regarding the uncertainty of state revenues, as it relates to the legalized sale of cannabis in Illinois. 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 2020 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 2020 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 \$4,436,622; budgeted expenditures are estimated at \$4,341,929; operating transfers from other funds are planned at \$90,000, and a transfer to the Aquatic Debt Service Fund is planned at \$147,980, resulting in a planned net change in fund balance of \$36,713. 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 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	Actual Fiscal Year Ended 12/31/2018	Estimated Fiscal Year Ended 12/31/2019
Net Change in Fund Balance	\$ 125,326	\$ 50,796	\$ 555,967	\$ 727,903	\$ 116,239	\$ 188,114	\$ 255,736	\$ (725,188)	\$ 95,605	\$ 513,180	\$ 29,402
Fund Balance	<u>\$ 304,679</u>	<u>\$ 355,475</u>	<u>\$ 911,442</u>	<u>\$ 1,639,345</u>	<u>\$ 1,755,584</u>	<u>\$ 1,943,698</u>	<u>\$ 2,199,434</u>	<u>\$ 1,474,246</u>	<u>\$ 1,569,851</u>	<u>\$ 2,083,031</u>	<u>\$ 2,112,433</u>
Fund Balance/Budget %	10%	11%	29%	43%	45%	48%	54%	36%	39%	50%	49%

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 10% as of December 31, 2009 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 has analyzed 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. As of December 31, 2018, the Fund Balance was 50% of the subsequent year's operating budget.

## Significant Changes as Summarized in the 2020 Budget:

Total headcount increased by one position from 2019 to 2020 as a net result of the planned vacancy in the Community Development Director position, restored funding for the Management Analyst position, and a newly created Communications Specialist position. We have also utilized a conservative approach to hiring part-time interns and seasonal staff in the parks & recreation 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 2020 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 utilize 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 2020 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 \$147,980.

Other significant changes include:

1. The Director of Community Development position will remain vacant in Fiscal Year 2020. (Minus 1.0 FTE while vacant.)
2. One new full-time Communications Specialist position will be created. (Plus 1.0 FTE.)
3. Funding for the Management Analyst position which was vacant in Fiscal Year 2019, will be restored. (Plus 1.0 FTE)
4. Funding will be provided for 2 summer seasonal parks maintenance employees (Plus 0.40 FTE)
5. Funding for the summer Finance intern will be eliminated (Minus 0.10 FTE)

The net result is a 1.3 increase in FTE in Fiscal Year 2020, compared to Fiscal Year 2019. A detailed analysis can be found starting on page x.

Savings Opportunities:

1. General Fund – Telephone – Cell Phone all departments are forecasting a reduction in expenses for cell phones due to the switch to the First Net emergency responder 5G Band 14 cellular service.
2. General Fund – Finance is forecasting a \$3,000 savings by eliminating the summer Finance Intern opportunity.

3. General Fund – Administration and Human Resources are forecasting a combined \$5,000 in savings due to the deferral of attendance at annual training conferences.
4. All Funds – due to the zero based budgeting approach, many line items reflect small incremental savings over the prior year budget. Each departmental director critically reviews each line item for savings opportunities.

#### Additional Revenue Opportunities:

1. Property Tax - \$34,594 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), the 2018 property tax levy request was 2.1% (CPI), and the 2019 property tax levy request was 2.1%(CPI). The CPI for the 2020 property tax levy request is 1.9%.
2. Use Tax - \$50,088 additional revenue based on estimated actual 2019 results, and the increased population as a result of the special census and IML per capita forecasts.
3. State Income Tax - \$95,417 additional revenue based on estimated actual 2019 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- \$15,000 decline based on 2019 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. Building permits - \$13,146 decline in forecasted permit revenue. Note that new home start projections are conservative.

#### Increased Expenditures for Essential Operations:

1. General Fund – Police Department - \$65,818 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.
2. All Funds with Salary Allocations, Other than the Police Department - The Fiscal Year 2020 budget includes funding for merit increases based upon employee performance (\$77,511). The merit based increases are forecasted at 1%. A detailed schedule of Village staff and changes in the Employee Census and FTE is found on the following pages.
3. General Fund – Funding will be provided for the promotion of the Finance Specialist to the Finance Office Manager, due to increased job responsibilities.

Due to anticipated legal fees due to ongoing litigation, and the continued reliance on the utility tax revenues to fund the repayment of the Aquatic Center Debt, there is no transfer planned to the Capital Improvement Fund in Fiscal Year 2020. Due to insufficient funding, over \$2.5 million in capital requests were cut from the Fiscal Year 2020 budget and deferred to future years.

## Priority Based Budgeting

A detailed analysis was conducted to prioritize our programs and services in each department. These priorities were reviewed and updated for 2020. Determinations for funding were cross referenced to a list of 7 priorities for funding in 2020. 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 2020 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 contains minimal funding, as the 2020 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	12/31/10	12/31/11	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	12/31/17	12/31/18	12/31/19	Proposed 12/31/20
<b>GENERAL GOVERNMENT</b>											
Administration	3.0	2.0	4.0	4.0	2.0	3.0	3.0	3.0	3.0	3.0	4.0
Finance/Human Resources	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
<b>COMMUNITY DEVELOPMENT</b>											
Planning/Economic Development	-	-	-	-	-	1.0	1.0	1.0	1.0	1.0	-
Building & Zoning	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
<b>PARKS AND RECREATION</b>											
Administration	1.0	1.0	1.0	1.0	2.0	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	2.0
<b>PUBLIC SAFETY</b>											
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Officers	9.0	9.0	9.0	10.0	10.0	12.0	12.0	12.0	12.0	12.0	12.0
<b>PUBLIC WORKS</b>											
Administration	1.0	2.0	1.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0
Maintenance	4.0	5.0	3.0	4.0	4.0	6.0	6.0	6.0	5.0	6.0	6.0
<b>TOTAL</b>	<b>22.0</b>	<b>23.0</b>	<b>24.0</b>	<b>27.0</b>	<b>28.0</b>	<b>36.0</b>	<b>36.0</b>	<b>35.0</b>	<b>34.0</b>	<b>35.0</b>	<b>36.0</b>

\* 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 2020. 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 2020 budget includes conservative revenue estimates, based upon the most current information available.

## **Summary**

The Village finances have improved dramatically during the last ten fiscal years, as shown by the fund balance in the General Fund growing from \$179,353 in 2008 to \$2,083,031 in 2018 which is 50% of the 2019 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. Major projects have reduced the funding available for capital projects such as the Darlington culvert replacement, the initiative to stop the expansion of Route 53, and ongoing litigation matters. 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 revenues and the expenses regarding legal matters. In Spring 2020, 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, 2020. 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. 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, Finance Chair, Jayne Kosik, and the entire Finance Committee, 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, 2020 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><b>Board of Police Commissioners</b>                  John Malcom, Chairperson                  Randy Hertel                  Pete Wifler</p>	<p><b>Environmental Committee</b>                  John Bickley, Chairperson                  Steve Riess, Trustee Liaison                  Kathy Felice                  Brian Heraty                  Joan Mitnick</p>
<p><b>Finance Committee</b>                  Jayne Kosik, Chairperson                  Kelly Corrigan, Trustee Liaison                  Steve Riess                  Surinderpal Singh Kalra                  Jodi McCarthy</p>	<p><b>Planning Building and Zoning Commission</b>                  Jim Merkel, Chairperson                  Dominick DiMaggio, Trustee Liaison                  Chris Donovan                  Dave Lindquist                  Tom Rychlik                  Paul Sedlacek                  Dante Tisci</p>
<p><b>Police Pension Fund Board of Trustees</b>                  Doug Samz, Chairperson                  Tim McCue                  John Tennant                  Mike Viramontes                  Kristin Kazenas, Ex-Officio Treasurer</p>	<p><b>Zoning Board of Appeals</b>                  John Kosik, Chairperson                  Dominick DiMaggio, Trustee Liaison                  Jeff Johnston                  Harry Schildkraut                  Paul Sedlacek                  Pam Scaletta</p>
<p><b>Hawthorn Woods in Bloom</b>                  Megan Masana, Chairperson                  James W. Kaiser, Trustee Liaison                  Bob Riddle                  Samina Imtiaz                  Farah Laman                  Tosi Ufodike                  Beth Ann Dodge                  Margo Pelak                  Lauren Vondrasek                  Melissa Romeo                  Susan Blender                  Laurel Kaiser                  Richard Kirschner                  Beryl Ibbotson                  Patrick Raftery                  Karen Johanson</p>	

## VILLAGE STAFF

Staff Member	Titles	Departmental Responsibility	2019 FTE	2020 FTE	CHANGE	
Pamela Newton	Chief Operating Officer	Administration	0.90	0.85	(0.05)	
		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	0.05	(0.05)	
Community Events						
Sewer		0.10	0.10			
Donna Lobaito	Chief Administrative Officer	Administration	0.30	0.30	-	
		Legal				
		Engineering				
		Village Clerk	0.20	0.20	-	
		Technology				
		Building and Zoning			-	
		Economic Development	0.50	0.50	-	
		Planning				
Kim Stewart	Communications Specialist	Administration		0.90	0.90	
		Sewer		0.10	0.10	
Max Gonzalez	Management Analyst	Administration		1.00	1.00	
Vacant	Intern	Administration	-	-	-	
		Technology				
Danette Russell	Finance Specialist	Finance	0.50	0.50	-	
		Economic Development	0.10	-	(0.10)	
		Human Resources	0.10	0.10	-	
		Risk Management	0.05	0.05	-	
		Aquatic Center	0.15	0.20	0.05	
		Sewer	0.10	0.15	0.05	
Kristin Kazenas	Chief Financial Officer	Finance	0.50	0.50	-	
		Economic Development	0.10	0.05	(0.05)	
	Director of Human Resources	Human Resources	0.20	0.20	-	
		Risk Management Director	0.05	0.05	-	
			Technology			
			Aquatic Center	0.05	0.05	-
			Sewer	0.10	0.15	0.05
Vacant	Intern	Finance	0.10	-	(0.10)	

**VILLAGE STAFF - CONTINUED**

Staff Member	Titles	Departmental Responsibility	2019 FTE	2020 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	0.50	0.50	-
	Village Engineer	Engineering	0.10	0.10	-
		Motor Fuel Tax	-	-	-
		Economic Development	0.25	0.20	(0.05)
		Aquatic Center	0.05	0.05	-
		Sewer	0.10	0.15	0.05
Matt Bartlett	Assistant Director of Public Works	Public Works	0.50	0.50	-
		Motor Fuel Tax	-	-	-
		Parks Maintenance	0.10	0.10	-
		Community Events	0.10	0.10	-
		Economic Development	0.10	0.05	(0.05)
		Aquatic Center	0.05	0.05	-
		Sewer	0.15	0.20	0.05
Dave Barkemeyer	Crew Leader - Buildings Maintenance	Public Works	0.60	0.55	(0.05)
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.15	0.20	0.05
Michael Marquardt	Specialist I - Buildings Maintenance	Public Works	0.60	0.55	(0.05)
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.15	0.20	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**

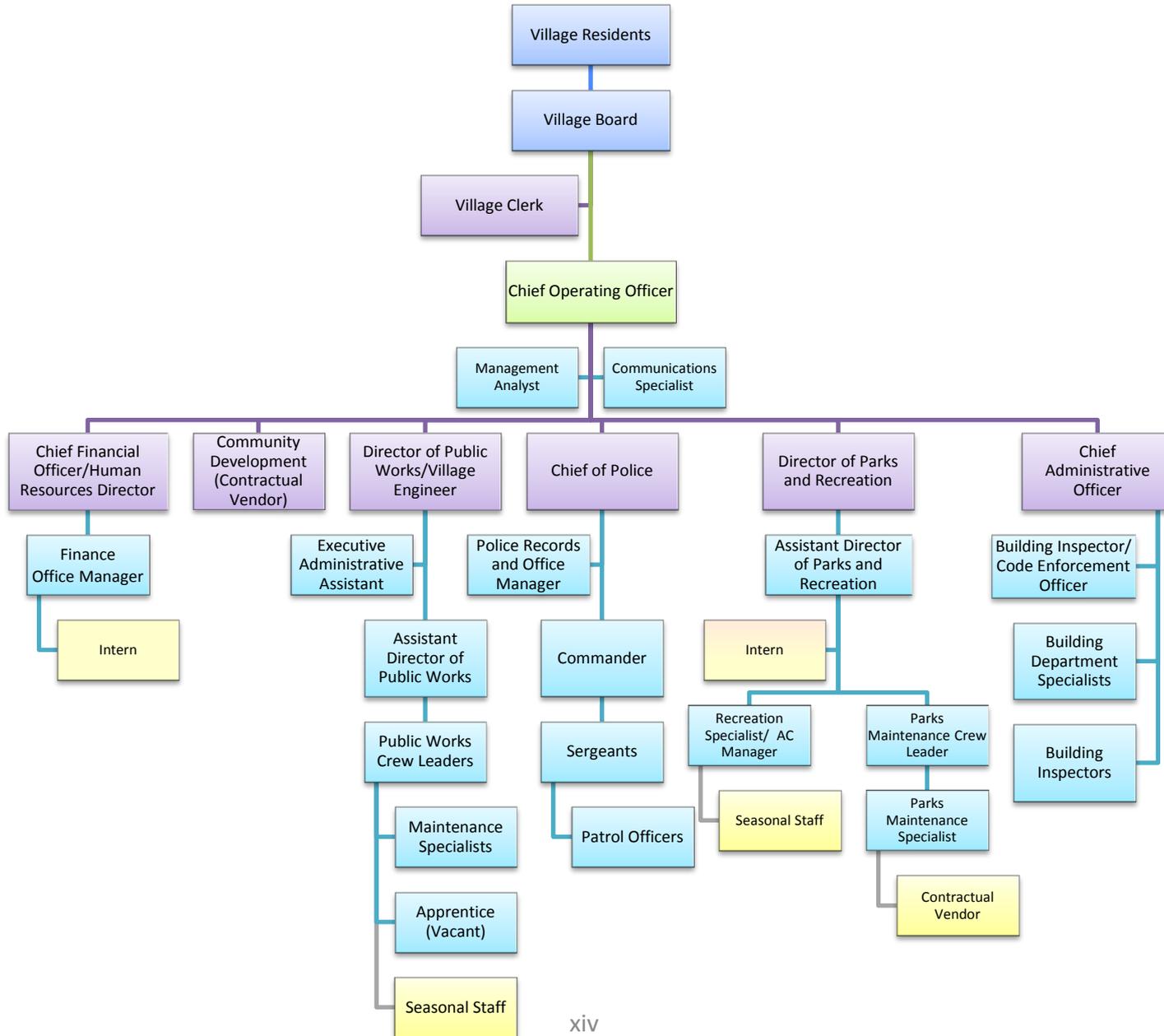
Staff Member	Titles	Responsibility	2019 FTE	2020 FTE	CHANGE
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	0.25	0.25	-
Vacant	Director of Community Development	Planning, Building & Zoning	0.60	-	(0.60)
		Economic Development	0.40	-	(0.40)
Vacant	Economic Development 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	-
Erica Rezula	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	0.25	0.10
		Parks Maintenance	0.30	0.30	-
		Community Events	0.35	0.30	(0.05)
		Economic Development	0.10	0.05	(0.05)
		Aquatic Center	0.10	0.10	-
Amy Mason	Assistant Director of Parks & Recreation	Parks & Recreation Admin.	0.55	0.60	0.05
		Parks Maintenance	-	0.10	0.10
		Community Events	0.45	0.30	(0.15)
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			
Vacant	Seasonal Parks Maintenance	Parks Maintenance	-	0.40	0.40
Alex Casler	Aquatic Center Manager/Recreation Specialist I	Aquatic Center	1.00	0.60	(0.40)
		Parks & Recreation Admin.	-	0.40	0.40
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
		<b>TOTAL</b>	<b>48.95</b>	<b>50.25</b>	<b>1.30</b>

The total FTE (full time equivalents) increased by 0.9. A summary of the changes in FTE is as follows:

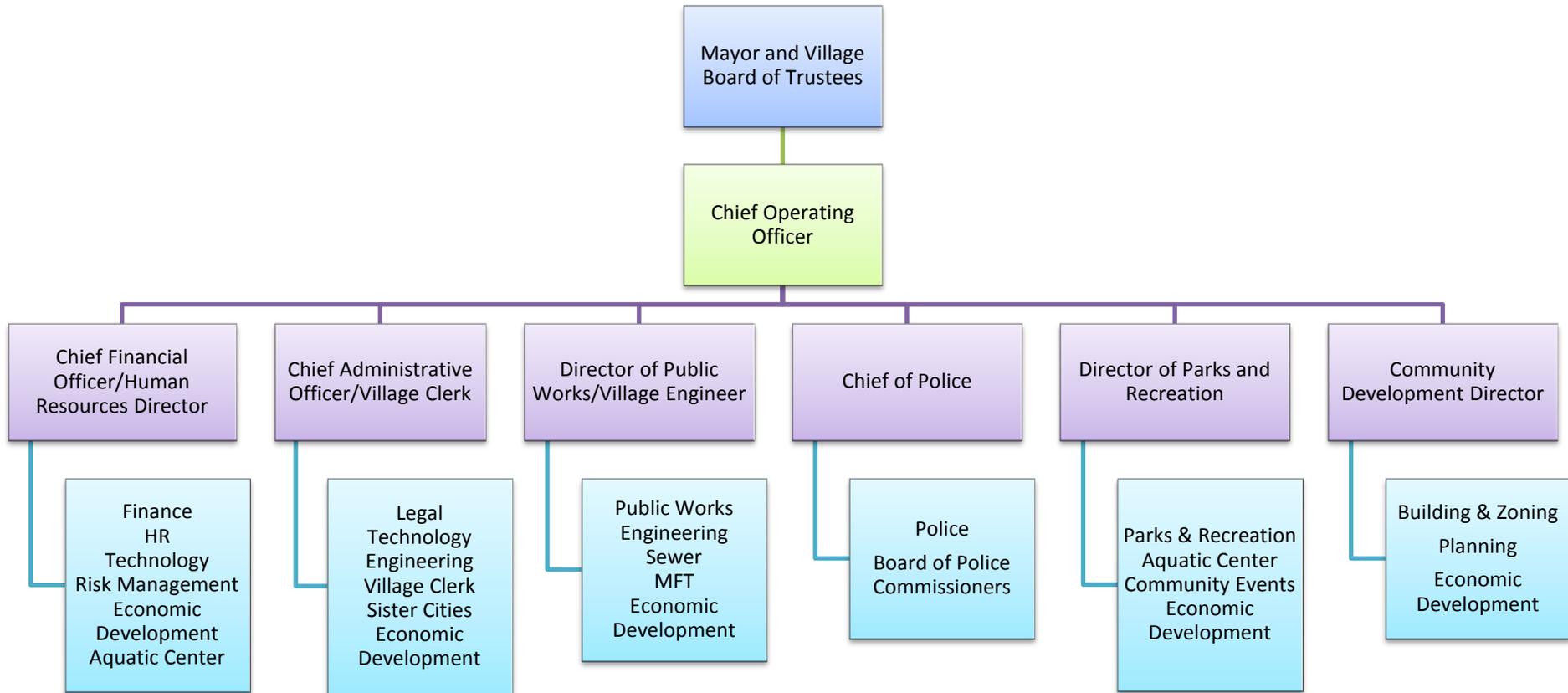
Position	Description of Change	2019 FTE	2020 FTE	CHANGE
Management Analyst	Vacant position will be filled in Fiscal Year 2020	-	1.00	1.00
Communications Specialist	New full time position	-	1.00	1.00
Seasonal Parks Maintenance	2 new seasonal employees (10 weeks @ 40 hours per week)	-	0.40	0.40
Community Development Director	Position is vacant and will not be filled in Fiscal Year 2020	1.00	-	(1.00)
Finance Intern	Position is vacant and will not be filled in Fiscal Year 2020	0.10	-	(0.10)
Net Change in FTE		1.10	2.40	1.30

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.

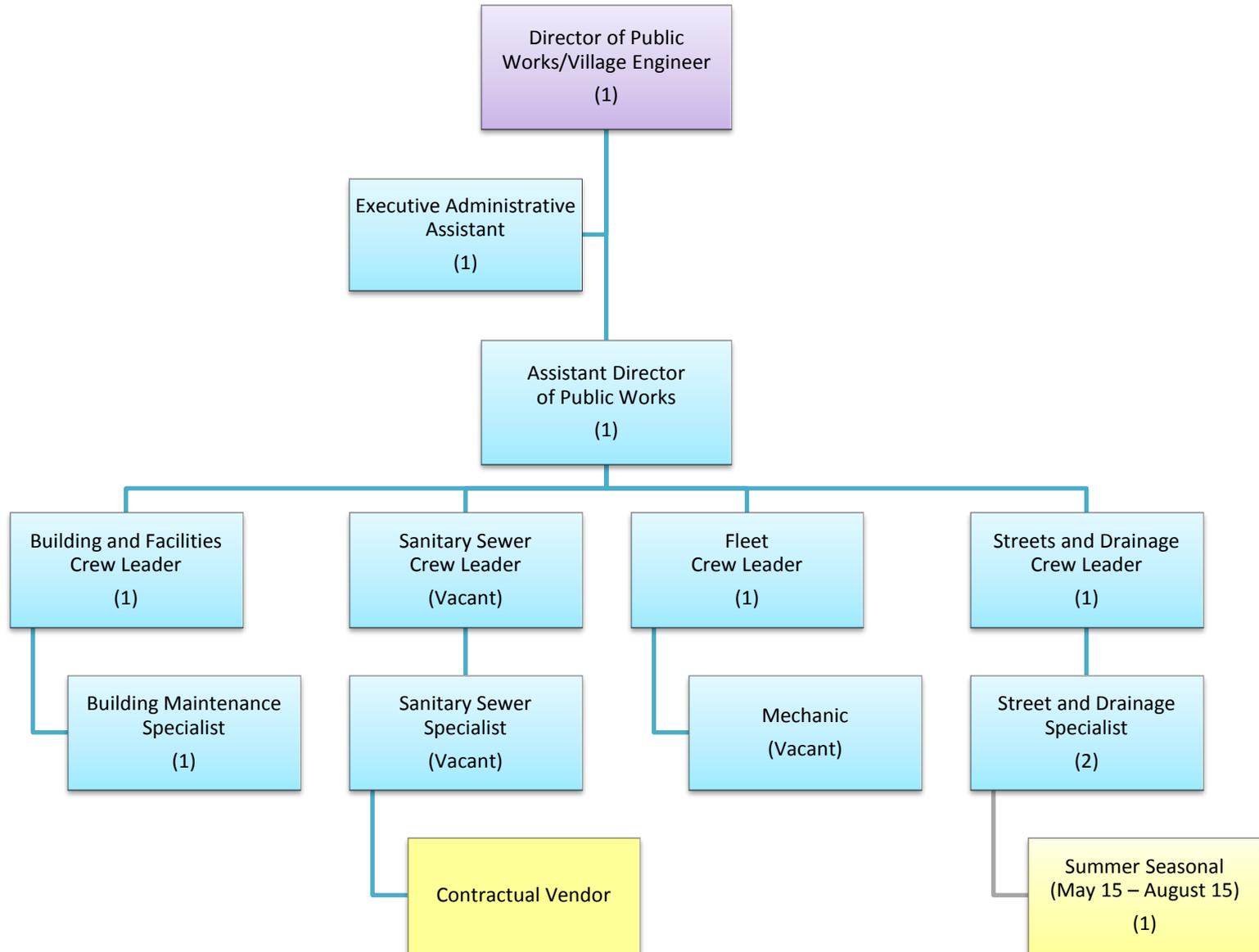
# Village of Hawthorn Woods – Organizational Chart



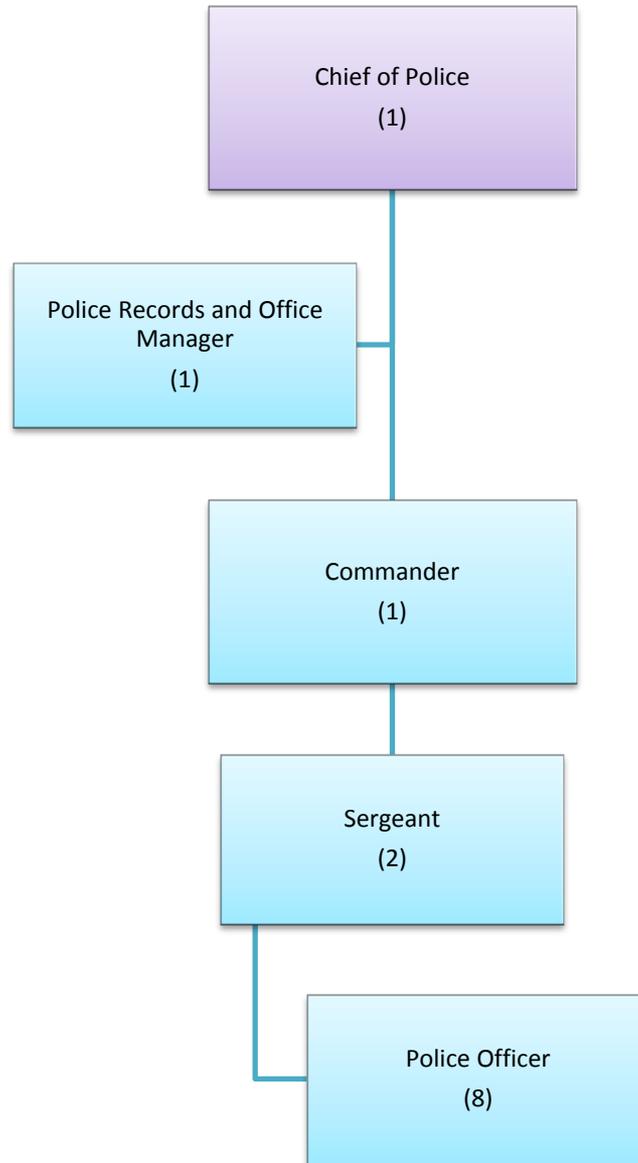
# Administration Department Organizational Chart



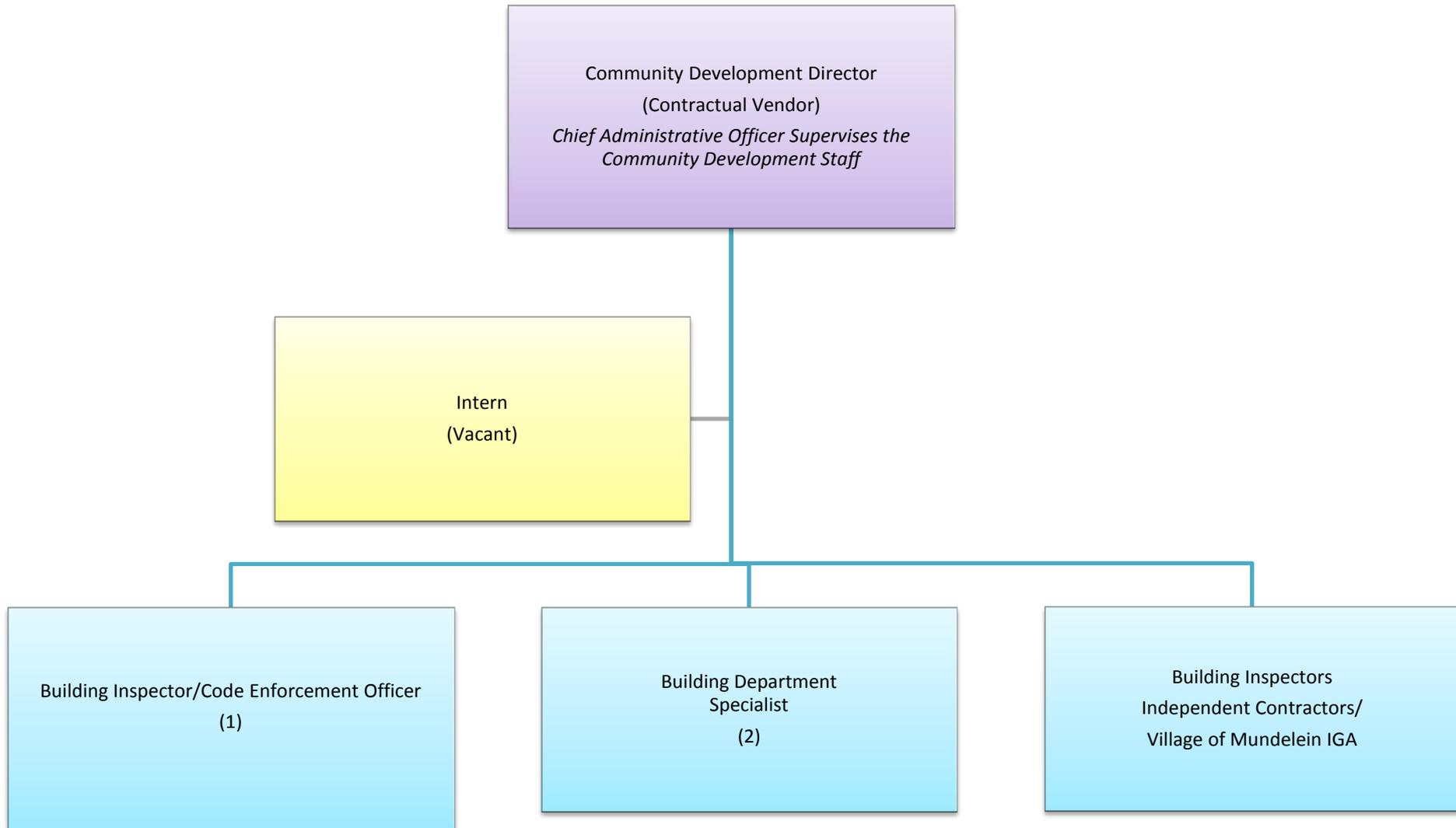
# Public Works Department Organizational Chart



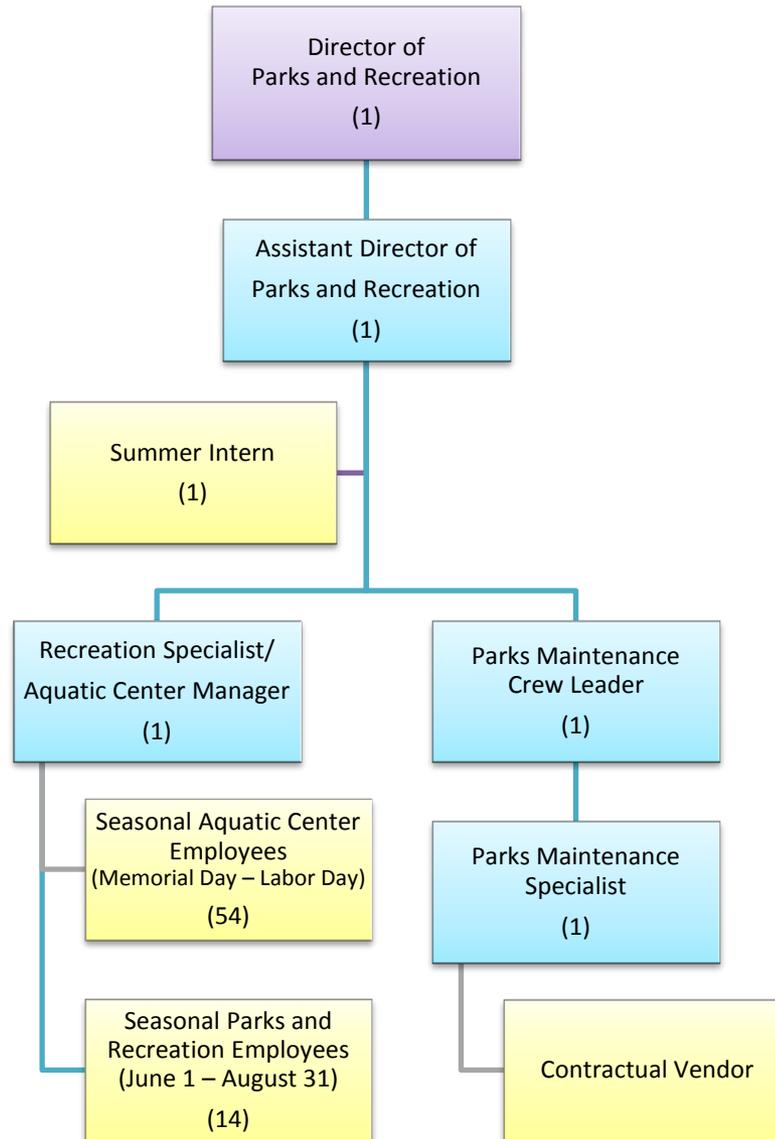
# Police Department Organizational Chart



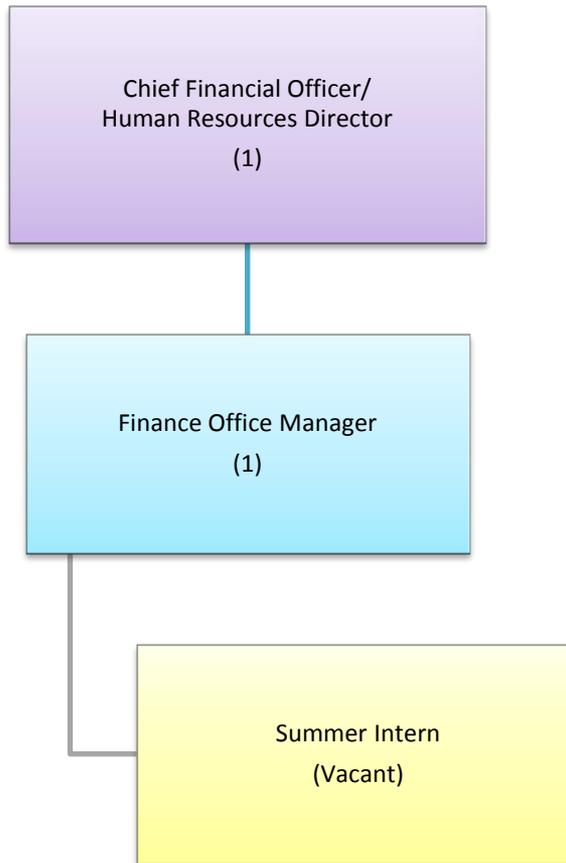
# Community Development Department Organizational Chart



# Parks and Recreation Department Organizational Chart



# Finance and Human Resources Department Organizational Chart



## GENERAL FUND

### Revenues

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
					2020	2021
3,127,538	3,154,646	3,363,361	3,519,013	General Government		
356,706	366,571	385,520	363,500	Taxes	3,709,412	3,689,029
58,038	59,019	55,642	54,000	Licenses	392,200	392,200
4,661	14,795	19,585	6,000	Intergovernmental	60,000	60,000
18,033	20,226	28,273	16,000	Interest Income	19,500	19,500
197,601	226,052	290,494	184,200	Miscellaneous	17,100	17,100
3,890	2,641	23,680	-	Police	238,410	203,160
				Public Works	-	-
<b>3,766,467</b>	<b>3,843,950</b>	<b>4,166,555</b>	<b>4,142,713</b>	<b>Total Revenues</b>	<b>4,436,622</b>	<b>4,380,989</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
					2020	2021
1,365	1,804	1,087	2,400	Elected Officials	2,910	2,910
444,610	387,561	343,550	407,509	Administration	488,200	491,638
115,162	328,973	111,827	231,250	Legal	220,750	190,750
52,711	34,915	42,415	48,854	Village Clerk	54,477	52,697
534,880	367,115	356,168	459,099	Risk Management	473,705	473,979
78,788	77,863	65,578	56,570	Human Resources	57,828	58,853
78,965	98,803	114,273	110,975	Technology	112,375	112,700
182,439	173,200	154,531	162,750	Finance	168,635	170,874
40,754	35,669	35,957	32,116	Engineering	32,754	33,589
1,378,928	1,484,584	1,554,777	1,604,639	Police	1,710,888	1,720,056
280,223	308,036	339,582	335,081	Police Pension Contribution	349,206	349,206
375	2,493	1,131	5,475	Police Commission	5,475	5,475
626,499	550,060	583,499	642,281	Public Works	664,726	673,277
152,140	-	-	-	Building *	-	-
<b>3,967,839</b>	<b>3,851,076</b>	<b>3,704,375</b>	<b>4,098,999</b>	<b>Total Expenditures</b>	<b>4,341,929</b>	<b>4,336,003</b>

(201,372)	(7,126)	462,180	43,714	<b>Excess (Deficiency) of Revenues Over Expenditures</b>	94,693	44,986
(3,205)	-	-	-	<b>Transfer to Other Funds</b>	-	-
90,000	-	90,000	90,000	<b>Transfer from Special Rec</b>	90,000	90,000
189,389	152,731	-	100,000	<b>Transfer from Community Dev.</b>	-	50,000
(800,000)	(50,000)	-	-	<b>Transfer to C.I.P. Fund</b>	-	-
-	-	(39,000)	(204,312)	<b>Transfer to Debt Service Fund</b>	(147,980)	(163,921)
<b>(725,188)</b>	<b>95,605</b>	<b>513,180</b>	<b>29,402</b>	<b>Net Change in Fund Balance</b>	<b>36,713</b>	<b>21,065</b>
<b>1,474,246</b>	<b>1,569,851</b>	<b>2,083,031</b>	<b>2,112,433</b>	<b>Fund Balance as of 12/31</b>	<b>2,149,145</b>	<b>2,170,209</b>

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
<b>GENERAL FUND</b>							
<b>REVENUES</b>							
TAXES							
01-10-00-1-3010	PROPERTY TAXES	1,338,670	1,526,327	705,378	1,526,327	1,526,327	
01-10-00-1-3012	PROPERTY TAX-INSURANCE	188,191	190,742	85,501	190,742	190,742	
01-10-00-1-3013	PROPERTY TAX-FICA	104,551	62,165	42,750	62,165	62,165	
01-10-00-1-3015	PROPERTY TAX-AUDIT	20,910	21,915	10,688	21,915	21,915	
01-10-00-1-3020	PROPERTY TAXES-R&B	17,066	19,580	8,421	19,580	19,580	
01-10-00-1-3030	SALES TAX	136,514	115,000	57,700	131,939	130,000	
01-10-00-1-3080	USE TAX	238,968	223,309	138,248	276,496	275,000	
01-10-00-1-3090	STATE INCOME TAX	767,715	791,975	503,347	822,878	887,392	
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,502	2,000	1,159	2,318	2,300	
01-10-00-1-3097	UTILITY TAX	372,079	390,000	206,590	413,180	400,000	
01-10-00-1-3098	TELECOM TAX	177,093	175,000	80,038	160,076	160,000	
01-10-00-1-3099	AMUSEMENT TAX	102	1,000	1,014	1,014	1,000	
TOTAL TAXES		3,363,361	3,519,013	1,840,834	3,628,630	3,709,412	3,689,029
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	162,412	159,000	156,548	157,515	159,000	
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	7,145	6,500	7,543	7,573	7,500	
01-10-00-2-3130	ANIMAL LICENSES	13,363	13,000	13,100	13,220	13,200	
01-10-00-2-3140	FRANCHISE LICENSES	184,838	167,500	97,126	194,252	195,000	
01-10-00-2-3150	BUSINESS LICENSES	9,862	9,600	9,300	9,475	9,600	
TOTAL LICENSES		385,520	363,500	291,517	389,935	392,200	392,200
INTERGOVERNMENTAL							
01-10-00-5-3805	GRANTS	-	-	-	-	-	
01-10-00-5-3810	SALES TAX SHARING - IGA	55,642	54,000	32,625	56,577	60,000	
TOTAL INTERGOVERNMENTAL		55,642	54,000	32,625	56,577	60,000	60,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	19,585	6,000	38	19,500	19,500
01-10-00-6-3811	UNREALIZED GAIN (LOSS)	-	-	-	-	-
TOTAL INTEREST INCOME		19,585	6,000	38	19,500	19,500
MISCELLANEOUS						
01-10-00-7-3835	SWALCO RECYCLING	1,726	-	-	-	-
01-10-00-7-3836	SWALCO WM FEE	6,149	3,500	-	3,584	3,600
01-10-00-7-3840	YARD STICKERS	8,304	10,000	4,640	9,698	10,000
01-10-00-7-3870	TUITION REIMBURSEMENT REPaid	8,824	-	-	-	-
01-10-00-7-3890	MISCELLANEOUS INCOME	3,270	2,500	3,245	4,651	3,500
TOTAL MISCELLANEOUS		28,273	16,000	7,885	17,933	17,100
TOTAL REVENUES		3,852,381	3,958,513	2,172,899	4,112,575	4,198,212

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Property Taxes

**Account Number:** 01-10-00-1-3010

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

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

FY 2019 Budget request	\$ 1,526,327
FY 2020 Budget request	<u>\$ 1,555,327</u>
Increase (Decrease)	<u>\$ 29,000</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2020 is 1.9%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2019 Budget request	\$ 190,742
FY 2020 Budget request	<u>\$ 194,366</u>
Increase (Decrease)	<u><u>\$ 3,624</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 2020 is 1.9%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2019 Budget request	\$ 62,165
FY 2020 Budget request	\$ 63,346
Increase (Decrease)	<u>\$ 1,181</u>

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**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2019 Budget request	\$ 21,915
FY 2020 Budget request	<u>\$ 22,331</u>
Increase (Decrease)	<u>\$ 416</u>

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**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 19,580
FY 2020 Budget request	<u>\$ 19,952</u>
Increase (Decrease)	<u>\$ 372</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 2020 is 1.9%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Sales Tax

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

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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 2019 Budget request	\$ 115,000
FY 2020 Budget request	\$ 130,000
Increase (Decrease)	<u>\$ 15,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Use Tax

**Account Number:** 01-10-00-1-3080

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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 2019 Budget request	\$ 223,309
FY 2020 Budget request	<u>\$ 273,397</u>
Increase (Decrease)	<u>\$ 50,088</u>

The use tax forecast varies from year to year. For Fiscal Year 2019, the forecast is equal to \$32.75 per capita x 8,348 population. The primary reason for the increase is a result of the new Illinois law which requires use tax payments from remote sellers without a physical presence in the State of Illinois.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 791,975
FY 2020 Budget request	<u>\$ 887,392</u>
Increase (Decrease)	<u>\$ 95,417</u>

The income tax forecast varies from year to year. For Fiscal Year 2020, the forecast is equal to \$106.30 per capita x 8,348 population. The primary reason for the increase relates to the increase in the State of Illinois income tax rate.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 2,300
Increase (Decrease)	<u>\$ 300</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Utility Tax

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

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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 2019 Budget request	\$ 390,000
FY 2020 Budget request	\$ 400,000
Increase (Decrease)	<u>\$ 10,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Telecom Tax

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

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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 2019 Budget request	\$ 175,000
FY 2020 Budget request	\$ 160,000
Increase (Decrease)	<u>\$ (15,000)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2019 and the State imposed 2% administrative collection fee.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Liquor Licenses

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

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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 2019 Budget request	\$ 7,900
FY 2020 Budget request	\$ 7,900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Vehicle Licenses

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

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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 2019 Budget request	\$ 159,000
FY 2020 Budget request	\$ 159,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 6,500
FY 2020 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ 1,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Animal Licenses

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

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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 2019 Budget request	\$ 13,000
FY 2020 Budget request	\$ 13,200
Increase (Decrease)	<u>\$ 200</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 167,500
FY 2020 Budget request	\$ 195,000
Increase (Decrease)	<u>\$ 27,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Business Licenses

**Account Number:** 01-10-00-2-3150

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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 2019 Budget request	\$ 9,600
FY 2020 Budget request	\$ 9,600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Grants

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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 54,000
FY 2020 Budget request	<u>\$ 60,000</u>
Increase (Decrease)	<u>\$ 6,000</u>

The primary reason for the increase is based upon the estimated actuals from Fiscal Year 2019. In addition, Marianos is opening a new gas station in early 2020 which will increase the collections from the intergovernmental agreement.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	<u>\$ 19,500</u>
Increase (Decrease)	<u><u>\$ 13,500</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 3,500
FY 2020 Budget request	<u>\$ 3,600</u>
Increase (Decrease)	<u>\$ 100</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Yard Stickers

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

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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 2019 Budget request	\$ 10,000
FY 2020 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 2,500
FY 2020 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 1,000</u>

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



# ELECTED OFFICIALS



Pictured From Left to Right:

Trustee James W. Kaiser, Trustee Kelly Corrigan, Trustee Steve Riess,  
Mayor Joseph Mancino, Trustee Michael David, Trustee Jayne Kosik,  
and Trustee Dominick DiMaggio

## 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
	2018	2019	2020	2020
Full-Time	0	0	0	0
Part-Time	7	7	7	0

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-		
1,804	1,087	2,400		
1,804	1,087	2,400	-	-
			Personnel Services	-
			Contractual Services	2,910
			<b>Total Expenditures</b>	
			2,910	2,910

(1,804)	(1,087)	(2,400)	<b>Source (Use) of Cash</b>	(2,910)	(2,910)
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### Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ELECTED OFFICIALS</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-12-1-4010	SALARIES	-	-	-	-	-
01-10-12-1-4040	IMRF	-	-	-	-	-
01-10-12-1-4090	FICA MATCHING	-	-	-	-	-
<hr/>						
TOTAL PERSONNEL SERVICES		-	-	-	-	-
CONTRACTUAL SERVICES						
01-10-12-3-4357	PRINTING/COPYING	-	100	-	100	100
01-10-12-3-4361	DUES	345	400	-	400	400
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	225	950	1,030	850	850
01-10-12-3-4390	MISCELLANEOUS EXPENSE	517	950	10	1,540	1,560
<hr/>						
TOTAL CONTRACTUAL SERVICES		1,087	2,400	1,040	2,560	2,910
<hr/>						
TOTAL EXPENDITURES		1,087	2,400	1,040	2,560	2,910
<hr/>						

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 100
FY 2020 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 400
FY 2020 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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>\$ 100</u>
Total	<u><u>\$ 850</u></u>

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

FY 2019 Budget request	\$ 950
FY 2020 Budget request	<u>\$ 850</u>
Increase (Decrease)	<u><u>\$ (100)</u></u>

The primary reason for the decrease relates to projected actuals for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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	\$ 300
Metro Mayors Caucus Dinner	\$ 990
Total	<u>\$ 1,560</u>

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

FY 2019 Budget request	\$ 950
FY 2020 Budget request	<u>\$ 1,560</u>
Increase (Decrease)	<u>\$ 610</u>

The primary reason for the increase is based upon additional attendance at the Metro Mayors Caucus Dinner.



# 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 2018	Headcount 2019	Headcount 2020	FTE 2020
Full-Time	3	2	3	3.05
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
316,197	245,621	277,167	Personnel Services	375,138	382,641
65,149	92,488	123,002	Contractual Services	106,122	101,657
6,215	5,441	7,340	Commodities	6,940	7,340
<b>387,561</b>	<b>343,550</b>	<b>407,509</b>	<b>Total Expenditures</b>	<b>488,200</b>	<b>491,638</b>

(387,561)	(343,550)	(407,509)	<b>Source (Use) of Cash</b>	(488,200)	(491,638)
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### Significant Changes

- \$80,492 increase in salaries due to newly created Communications Specialist position, funding for vacant Management Analyst position, and employee progression in the approved compensation plan.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ADMINISTRATION</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	210,028	237,342	115,906	231,812	326,231
01-10-10-1-4040	IMRF	22,973	25,229	11,616	23,232	38,235
01-10-10-1-4090	FICA MATCHING	12,620	14,596	8,537	17,074	18,175
TOTAL PERSONNEL SERVICES		245,621	277,167	136,059	272,118	382,641
CONTRACTUAL SERVICES						
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	825	600	150	600	600
01-10-10-3-4329	OTHER PROFESSIONAL SERVICES	21,515	15,430	9,017	15,430	-
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	6,183	5,600	3,395	5,600	5,600
01-10-10-3-4351	POSTAGE	5,547	10,427	7,339	9,972	11,000
01-10-10-3-4353	TELEPHONE - CELL PHONE	1,970	2,300	1,595	2,172	1,100
01-10-10-3-4354	TELEPHONE - LAND LINE	7,921	7,641	4,296	7,641	7,641
01-10-10-3-4355	PUBLISHING/ ADVERTISING	-	200	-	200	200
01-10-10-3-4357	PRINTING/ COPYING	8,261	7,770	5,501	6,833	7,100
01-10-10-3-4358	PUBLIC INFORMATION	9,799	7,250	3,387	6,950	7,600
01-10-10-3-4361	DUES	5,863	5,830	4,453	5,797	6,300
01-10-10-3-4362	TRAVEL EXPENSE	2	200	132	200	200
01-10-10-3-4363	MILEAGE REIMBURSEMENT	223	500	23	470	500
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	1,398	6,855	1,310	5,810	4,000
01-10-10-3-4367	PUBLICATIONS	94	250	-	250	250
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	8,496	10,385	-	7,898	8,300
01-10-10-3-4377	EMPLOYEE RECOGNITION	2,412	1,990	517	1,990	2,040

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-10-10-3-4378	VOLUNTEER APPRECIATION	185	700	-	700	700
01-10-10-3-4380	YARD WASTE STICKERS	7,245	9,000	2,070	8,280	8,500
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	500	-	-	500
01-10-10-3-4382	SWALCO FEE	3,526	3,574	3,526	3,526	3,526
01-10-10-3-4390	MISC. EXPENSE	1,023	1,000	-	1,350	1,000
01-10-10-3-4399	CONTINGENCY	-	25,000	-	-	25,000
TOTAL CONTRACTUAL SERVICES		92,488	123,002	46,711	91,669	106,122
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	4,345	5,675	2,496	5,000	5,800
01-10-10-5-4562	AUTO FUEL & OIL	97	-	-	-	-
01-10-10-5-4563	MINOR EQUIPMENT	65	200	39	200	200
01-10-10-5-4578	UNIFORMS	118	240	-	240	240
01-10-10-5-4595	MEETING SUPPLIES	816	1,225	231	800	1,100
TOTAL COMMODITIES		5,441	7,340	2,766	6,240	6,940
MISCELLANEOUS						
01-10-10-7-3895	CASH OVER/SHORT	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-
TOTAL EXPENDITURES		343,550	407,509	185,536	370,027	491,638

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Salaries  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-1-4010

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

Chief Operating Officer - 85%  
Chief Administrative Officer/Village Clerk - 30%  
Management Analyst - 100%  
Communications Specialist - 90%

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

FY 2019 Budget request	\$ 237,342
FY 2020 Budget request	\$ 319,834
Increase (Decrease)	<u>\$ 82,492</u>

The primary reason for the increase relates to the newly created position of Communications Specialist, funding for the vacant Management Analyst position, and employee progression in the approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** IMRF  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-1-4040

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 25,229
FY 2020 Budget request	<u>\$ 37,485</u>
Increase (Decrease)	<u><u>\$ 12,256</u></u>

The primary reason for the increase relates to the newly created position of Communications Specialist, funding for the vacant Management Analyst position, and employee progression in the approved compensation plan. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 14,596
FY 2020 Budget request	\$ 17,819
Increase (Decrease)	<u>\$ 3,223</u>

The primary reason for the increase relates to the newly created position of Communications Specialist, funding for the vacant Management Analyst position, and employee progression in the approved compensation plan.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 600
FY 2020 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

Northern Illinois University - MPA Student Intern	\$ 5,786
	<u>\$ 5,786</u>

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

FY 2019 Budget request	\$ 15,430
FY 2020 Budget request	\$ 5,786
Increase (Decrease)	<u>\$ (9,644)</u>

The primary reason for the decrease is based upon the expiration of the contract (in May 2020) with Northern Illinois University for the MPA student intern.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,600
FY 2020 Budget request	\$ 5,600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 \$317/month)	\$ 3,800
Stamps.com - monthly fee (\$17.99/month)	\$ 216
UPS	\$ 250
Bulk mailing annual fee	\$ 245
Vehicle sticker mailing	\$ 1,500
Newsletter mailing	\$ 4,600
Total	<u>\$ 10,611</u>

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

FY 2019 Budget request	\$ 10,427
FY 2020 Budget request	<u>\$ 10,611</u>
Increase (Decrease)	<u>\$ 184</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 Village issued cellular phone.

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

FY 2019 Budget request	\$ 2,300
FY 2020 Budget request	<u>\$ 1,100</u>
Increase (Decrease)	<u><u>\$ (1,200)</u></u>

The primary reason for the decrease relates to the new First Net 5G cellular service.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 7,641
FY 2020 Budget request	\$ 7,641
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 4,450
Vehicle stickers	\$ 1,100
Dog tags	\$ 365
Nameplates	\$ 50
Business cards	\$ 100
AP checks	\$ 100
Tax forms	\$ 330
Envelopes	\$ 420
Deposit slips	\$ 75
	<u>\$ 6,990</u>

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

FY 2019 Budget request	\$ 7,770
FY 2020 Budget request	\$ 6,990
Increase (Decrease)	<u>\$ (780)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 7,140
New Resident folders	\$ 150
Table throw - Village of Hawthorn Woods	\$ 300
	<u>\$ 7,590</u>

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

FY 2019 Budget request	\$ 7,250
FY 2020 Budget request	\$ 7,590
Increase (Decrease)	<u>\$ 340</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 990
International City/County Managers Assoc. - COO	\$ 1,456
International City/County Managers Assoc. - CAO	\$ 1,328
Illinois Association of Municipal Management Assistants	\$ 20
Illinois City Management Assoc. - COO	\$ 482
Illinois City Management Assoc. - CAO	\$ 177
Lake County Municipal League	\$ 1,115
Lake County Bar Association - CAO	\$ 85
Lake Zurich Area Chamber of Commerce	\$ 400
Total	<u>\$ 6,053</u>

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

FY 2019 Budget request	\$ 5,830
FY 2020 Budget request	\$ 6,053
Increase (Decrease)	<u>\$ 223</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used by other administrative staff other than the Chief Operating Officer for travel expenses. The current standard mileage reimbursement is \$.58 per mile.

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

FY 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ -
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>\$ 3,855</u></u>

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

FY 2019 Budget request	\$ 6,855
FY 2020 Budget request	<u>\$ 3,855</u>
Increase (Decrease)	<u><u>\$ (3,000)</u></u>

The primary reason for the decrease is the deferral of the ICMA Conference for the COO and CAO.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Publications  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4367

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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 2019 Budget request	\$ 250
FY 2020 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 10,385
FY 2020 Budget request	\$ 8,100
Increase (Decrease)	<u>\$ (2,285)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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)	<u>\$ 250</u>
Total	<u><u>\$ 2,040</u></u>

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

FY 2019 Budget request	\$ 1,990
FY 2020 Budget request	<u>\$ 2,040</u>
Increase (Decrease)	<u><u>\$ 50</u></u>

The primary reason for the increase relates to the all staff team building lunch hosted by the Administration team.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used for volunteer appreciation items.

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

FY 2019 Budget request	\$ 700
FY 2020 Budget request	\$ 700
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 9,000
FY 2020 Budget request	\$ 8,280
Increase (Decrease)	<u>\$ (720)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 500
FY 2020 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,574
FY 2020 Budget request	<u>\$ 3,526</u>
Increase (Decrease)	<u>\$ (48)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 1,000
FY 2020 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Contingency  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4399

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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 2019 Budget request	\$ 25,000
FY 2020 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account represents the amount paid for various office supplies.

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

FY 2019 Budget request	\$ 5,675
FY 2020 Budget request	\$ 5,500
Increase (Decrease)	<u>\$ (175)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2019 Budget request	\$ 240
FY 2020 Budget request	\$ 240
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,225
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (225)</u>

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



# 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
	2018	2019	2020	2020
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
328,973	111,827	231,250	220,750	190,750
328,973	111,827	231,250	<b>Total Expenditures</b>	
			220,750	190,750

(328,973)	(111,827)	(231,250)	<b>Source (Use) of Cash</b>	(220,750)	(190,750)
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## Significant Changes

- \$25,500 decrease in Legal Services - Litigation due to the anticipated completion of an ongoing legal case.
- \$9,500 increase in Legal Services - Prosecutor based upon the increase in prosecution services.
- \$5,000 increase in Legal Services - Human Resources/Labor due to the negotiation of the police collective bargaining agreement which expires in 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>LEGAL</b>						
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	23,373	150,000	125,714	342,600	100,000
01-10-11-3-4231	RETAINER-GENERAL	60,043	60,000	30,000	60,000	60,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	18,160	15,500	14,680	27,000	25,000
01-10-11-3-4233	HUMAN RESOURCES/LABOR	9,616	5,000	236	5,000	5,000
01-10-11-3-4234	ADJUDICATION	635	750	375	750	750
TOTAL CONTRACTUAL SERVICES		111,827	231,250	171,005	435,350	190,750
TOTAL EXPENDITURES		111,827	231,250	171,005	435,350	190,750

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 150,000
FY 2020 Budget request	\$ 125,000
Increase (Decrease)	<u>\$ (25,000)</u>

The primary reason for the decrease is a result of the anticipated completion of an ongoing legal case in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 60,000
FY 2020 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 revenue received from the fines is recorded in the Police Department.

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

FY 2019 Budget request	\$ 15,500
FY 2020 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u>\$ 9,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increased is based upon the labor negotiations for the renewal of the MAP Police collective bargaining agreement which expires 12/31/20.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 750
FY 2020 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2018	2019	2020	2020
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
32,063	32,680	37,639	Personnel Services	38,992	39,772
2,852	9,735	11,215	Contractual Services	15,485	12,925
34,915	42,415	48,854	<b>Total Expenditures</b>	54,477	52,697

(34,915)	(42,415)	(48,854)	<b>Source (Use) of Cash</b>	(54,477)	(52,697)
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## Significant Changes

- \$5,000 increase in FOIA Response Fees - newly created account for consultant fees to produce documents related to FOIA requests

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>VILLAGE CLERK</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	27,636	31,822	15,961	31,922	33,318
01-10-13-1-4040	IMRF	3,069	3,383	1,666	3,332	3,905
01-10-13-1-4090	FICA MATCHING	1,975	2,434	1,053	2,106	2,549
TOTAL PERSONNEL SERVICES		32,680	37,639	18,680	37,360	39,772
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	6,518	8,600	197	4,650	6,500
01-10-13-3-4330	FOIA RESPONSE FEES	2,962	-	5,004	7,500	5,000
01-10-13-3-4361	DUES	255	265	210	270	275
01-10-13-3-4365	PROFESSIONAL DEVELOPMENT	-	2,350	-	2,152	1,150
TOTAL CONTRACTUAL SERVICES		9,735	11,215	5,411	14,572	12,925
TOTAL EXPENDITURES		42,415	48,854	24,091	51,932	52,697

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

Chief Administrative Officer/Village Clerk - 20%

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

FY 2019 Budget request	\$ 31,822
FY 2020 Budget request	\$ 32,665
Increase (Decrease)	<u>\$ 843</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

Effective January 1, 2020 the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 3,383
FY 2020 Budget request	<u>\$ 3,828</u>
Increase (Decrease)	<u><u>\$ 445</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

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

FY 2019 Budget request	\$ 2,434
FY 2020 Budget request	<u>\$ 2,499</u>
Increase (Decrease)	<u>\$ 65</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 40
Annual shredding of documents	\$ 300
Sterling Codifiers - biennial codification	\$ 8,000
Total	<u>\$ 8,340</u>

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

FY 2019 Budget request	\$ 8,600
FY 2020 Budget request	<u>\$ 8,340</u>
Increase (Decrease)	<u>\$ (260)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** VILLAGE CLERK  
**Description:** FOIA Response Fees  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-13-3-4330

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This account is used by the Village Clerk for expenditures related to consultant fees to produce documents responsive to Freedom of Information Act (FOIA) requests.

The FOIA Response Fees budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is that this represents a new line item in the Village Clerk department in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 265
FY 2020 Budget request	<u>\$ 275</u>
Increase (Decrease)	<u>\$ 10</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 1,120
Municipal Clerks of Lake County meetings	\$ 150
International Institute of Municipal Clerks training - Certified Municipal Clerk	\$ 600
<b>Total</b>	<u>\$ 1,870</u>

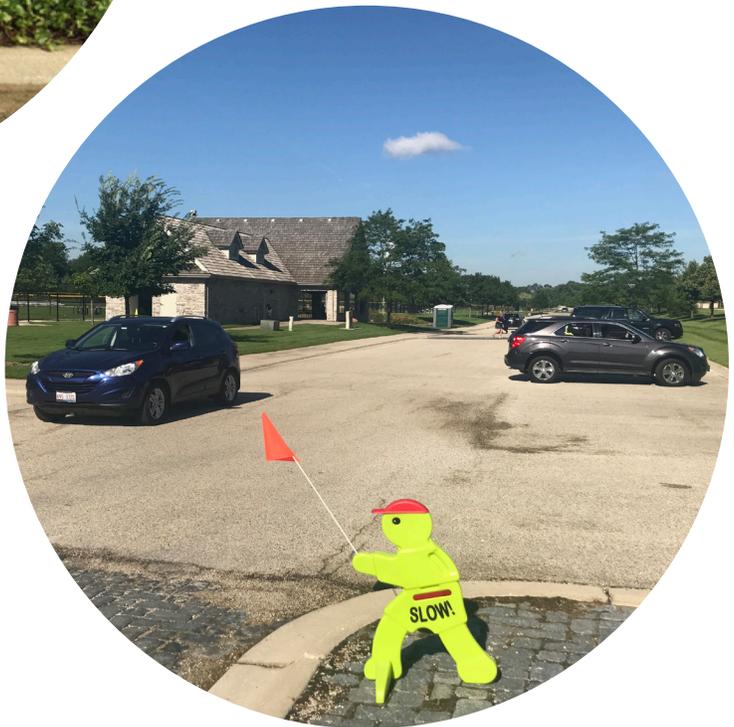
The Professional Development budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 2,350
FY 2020 Budget request	\$ 1,870
Increase (Decrease)	<u>\$ (480)</u>

The primary reason for the decrease is based upon the actual cost of the Municipal Clerks of Illinois Academy in Fiscal Year 2020.



# 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
	2018	2019	2020	2020
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
12,926	12,183	12,999	Personnel Services	13,705	13,979
349,800	343,231	441,100	Contractual Services	455,000	455,000
4,389	754	5,000	Capital Outlay	5,000	5,000
367,115	356,168	459,099	<b>Total Expenditures</b>	473,705	473,979

(367,115)	(356,168)	(459,099)	<b>Source (Use) of Cash</b>	(473,705)	(473,979)
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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	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>RISK MANAGEMENT</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	10,341	10,990	5,502	10,990	11,711
01-10-14-1-4040	IMRF	1,158	1,168	585	1,168	1,373
01-10-14-1-4090	FICA MATCHING	684	841	364	841	896
TOTAL PERSONNEL SERVICES		12,183	12,999	6,451	12,999	13,979
CONTRACTUAL SERVICES						
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	340,441	435,000	179,645	382,290	435,000
01-10-14-3-4371	DENTAL & VISION PREMIUMS	28,144	26,500	16,506	33,012	35,000
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	200	600	400	800	1,000
01-10-14-3-4373	LIABILITY INSURANCE	97,420	100,000	97,954	97,954	105,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	7,721	10,000	5,121	7,682	10,000
01-10-14-3-4375	WORKERS COMPENSATION	77,846	80,000	44,411	74,437	80,000
01-10-14-3-4376	FLEX SPENDING	2,459	-	-	-	-
01-10-14-3-4377	INSURANCE ALLOCATION	(211,000)	(211,000)	-	(211,000)	(211,000)
TOTAL CONTRACTUAL SERVICES		343,231	441,100	344,037	385,175	455,000
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	754	5,000	1,884	3,700	5,000
TOTAL CAPITAL OUTLAY		754	5,000	1,884	3,700	5,000
TOTAL EXPENDITURES		356,168	459,099	352,372	401,874	473,979

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 Office Manager - 5%

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

FY 2019 Budget request	\$ 10,990
FY 2020 Budget request	<u>\$ 11,481</u>
Increase (Decrease)	<u><u>\$ 491</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 1,168
FY 2020 Budget request	\$ 1,346
Increase (Decrease)	<u>\$ 178</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and the promotion of the Finance Specialist to Finance Office Manager. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 841
FY 2020 Budget request	\$ 878
Increase (Decrease)	<u>\$ 37</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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:

<b>Type of Coverage</b>	<b>Employee % of Premium</b>	<b>Village % of Premium</b>
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 quotes until late October, therefore the increase is estimated with assistance from the Village's employee benefits consultant Corkill Insurance.

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

FY 2019 Budget request	\$ 435,000
FY 2020 Budget request	\$ 435,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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:

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

The Village’s insurance broker, Corkill Insurance, 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 2019 Budget request	\$ 26,500
FY 2020 Budget request	\$ 35,000
Increase (Decrease)	<u>\$ 8,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 600
FY 2020 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ 400</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 100,000
FY 2020 Budget request	<u>\$ 105,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 (2019 wage base) of an employee’s annual wages. The Village’s benefit ratio has steadily improved, as shown below:

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Benefit Ratio	7.65%	5.40%	3.15%	2.15%	1.05%	0.95%	1.33%	1.18%

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

FY 2019 Budget request	\$ 10,000
FY 2020 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 80,000
FY 2020 Budget request	\$ 80,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ (211,000)
FY 2020 Budget request	<u>\$ (211,000)</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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 2018	Headcount 2019	Headcount 2020	FTE 2020
Full-Time	0	0	0	0.30
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
59,909	60,916	45,410	Personnel Services	47,503	48,453
17,954	4,662	11,160	Contractual Services	10,325	10,400
<u>77,863</u>	<u>65,578</u>	<u>56,570</u>	<b>Total Expenditures</b>	<u>57,828</u>	<u>58,853</u>
<u>(77,863)</u>	<u>(65,578)</u>	<u>(56,570)</u>	<b>Source (Use) of Cash</b>	<u>(57,828)</u>	<u>(58,853)</u>

## Significant Changes

There were no significant changes for Fiscal Year 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>HUMAN RESOURCES</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	51,706	38,392	18,985	38,392	40,591
01-10-16-1-4040	IMRF	5,792	4,081	2,018	4,664	4,757
01-10-16-1-4090	FICA MATCHING	3,418	2,937	1,227	3,044	3,105
TOTAL PERSONNEL SERVICES		60,916	45,410	22,230	47,503	48,453
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	876	1,190	379	1,225	1,300
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	89	2,520	1,626	600	600
01-10-16-3-4366	WELLNESS PROGRAM	1,142	1,200	450	1,500	1,500
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	2,142	250	126	250	250
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	115	5,000	-	5,000	5,000
01-10-16-3-4390	OTHER CHARGES	-	-	-	750	750
01-10-16-3-4399	CONTINGENCY	298	1,000	1,227	1,000	1,000
TOTAL CONTRACTUAL SERVICES		4,662	11,160	3,808	10,325	10,400
TOTAL EXPENDITURES		65,578	56,570	26,038	57,828	58,853

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 Office Manager - 10%

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

FY 2019 Budget request	\$ 38,392
FY 2020 Budget request	\$ 39,795
Increase (Decrease)	<u>\$ 1,403</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 4,081
FY 2020 Budget request	\$ 4,664
Increase (Decrease)	<u>\$ 583</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and the promotion of the Finance Specialist to Finance Office Manager. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,937
FY 2020 Budget request	\$ 3,044
Increase (Decrease)	<u>\$ 107</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 225
National Public Employer Labor Relations Association	\$ 250
International Public Management Association for Human Resources	\$ 150
ILCMA Legacy Project	\$ 50
Public Salary.Com	\$ 250
Illinois Labor Law Poster	\$ 300
Total	<u>\$ 1,225</u>

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

FY 2019 Budget request	\$ 1,190
FY 2020 Budget request	<u>\$ 1,225</u>
Increase (Decrease)	<u>\$ 35</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 300
Web Training	\$ 180
National Public Employer Labor Relations Association	
National Conference	\$ -
ILCMA Legacy Project Annual Conference	\$ 120
Total	<u>\$ 600</u>

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

FY 2019 Budget request	\$ 2,520
FY 2020 Budget request	<u>\$ 600</u>
Increase (Decrease)	<u>\$ (1,920)</u>

The primary reason for the decrease is based upon the deferral of the NPELRA National Conference.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 1,200
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 300</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 250
FY 2020 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020. 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  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** Other Charges

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 01-10-16-3-4390

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This account is used to pay for other Human Resources related expenses, as follows:

Annual Team Building Luncheon	\$ 250
Performance Improvement Training	\$ 500
	\$ 750

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ 750
Increase (Decrease)	\$ 750

The primary reason for the increase is this is a new account in Fiscal Year 2020. To be consistent with other Village departments, the funding for the team building luncheon will be charged to this line item. In addition, the Human Resources Department funds performance improvement training, if required.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

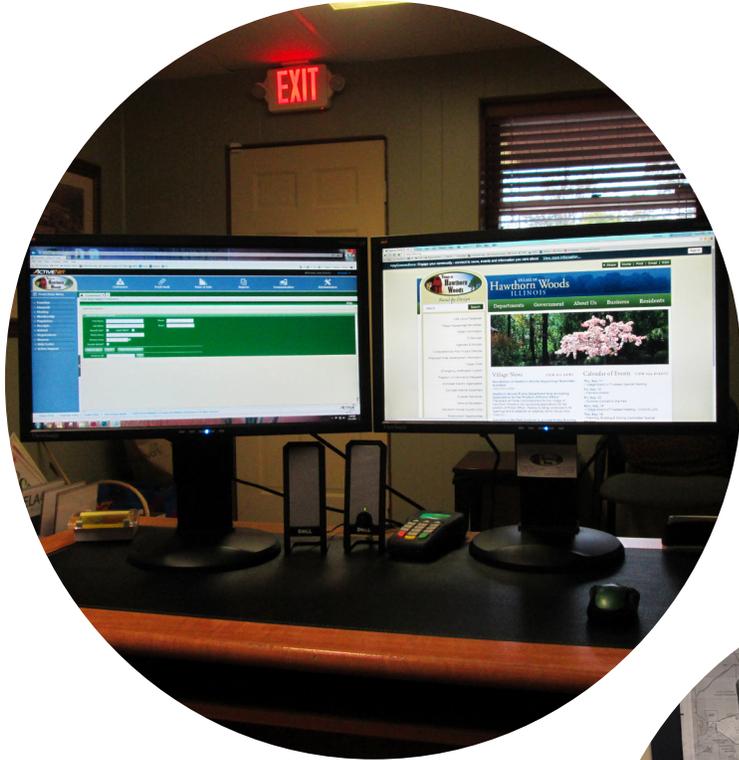
The Contingency budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2018	2019	2020	2020
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
98,803	114,273	110,975	Contractual Services 112,375	112,700
98,803	114,273	110,975	<b>Total Expenditures</b>	
			112,375	112,700
(98,803)	(114,273)	(110,975)	<b>Source (Use) of Cash</b>	
			(112,375)	(112,700)

## Significant Changes

There are no significant changes for Fiscal Year 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>TECHNOLOGY</b>						
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	27,506	27,675	33,150	33,150	35,000
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	36,000	25,500	25,500	25,500	25,500
01-10-17-3-4330	WEBSITE HOSTING & MAINT	5,001	12,500	4,509	12,500	6,900
01-10-17-3-4331	INTERNET ACCESS	24,318	25,000	10,180	25,000	25,000
01-10-17-3-4332	MISCELLANEOUS	839	300	135	300	300
01-10-17-3-4333	HOSTED EXCHANGE SERVICES	20,609	20,000	9,227	20,000	20,000
TOTAL CONTRACTUAL SERVICES		114,273	110,975	82,701	116,450	112,700
TOTAL EXPENDITURES		114,273	110,975	82,701	116,450	112,700

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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
Lexipol - PD	\$ 7,275
Sterling Codifiers	\$ 500
Anti-virus Software	\$ 1,100
Adobe Creative Cloud - 2 Licenses	\$ 840
Log me in - 10 user license	\$ 1,200
<b>Total</b>	<b><u>\$ 34,700</u></b>

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

FY 2019 Budget request	\$ 27,675
FY 2020 Budget request	\$ 34,700
<b>Increase (Decrease)</b>	<b><u>\$ 7,025</u></b>

The primary reason for the increase relates to the annual Lexipol license for the Police Department, which is offset by the IPRF safety grant.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 25,500
FY 2020 Budget request	\$ 25,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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
Constant Contact	\$ 1,300
Total	<u>\$ 6,875</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 2019 Budget request	\$ 12,500
FY 2020 Budget request	<u>\$ 6,875</u>
Increase (Decrease)	<u>\$ (5,625)</u>

The primary reason for the decrease is due to the removal of the re-design of the Village website which was completed in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 25,000
FY 2020 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 300
FY 2020 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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>

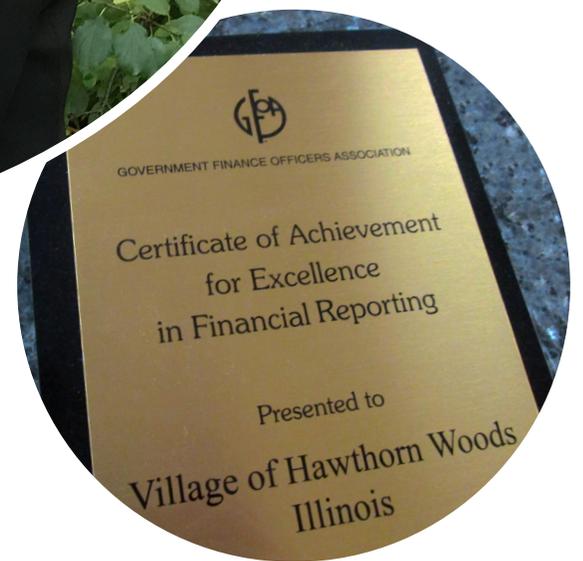
The Hosted Exchange Service budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 20,000
FY 2020 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.



# 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 2018	Headcount 2019	Headcount 2020	FTE 2020
Full-Time	2	2	2	1.00
Part-Time	1	1	0	0

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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
138,076	121,651	133,542	Personnel Services	137,053	139,794
35,054	32,791	29,048	Contractual Services	31,422	30,920
70	89	160	Commodities	160	160
173,200	154,531	162,750	<b>Total Expenditures</b>	168,635	170,874

(173,200)	(154,531)	(162,750)	<b>Source (Use) of Cash</b>	(168,635)	(170,874)
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## Significant Changes

- \$2,500 increase in Professional Development for attendance at the National GFOA Conference.
- \$2,000 decrease in Actuary Services due to triennial valuation was prepared in Fiscal Year 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>FINANCE</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	103,259	112,903	55,023	112,903	117,110
01-10-18-1-4040	IMRF	11,567	12,002	5,849	12,002	13,725
01-10-18-1-4090	FICA MATCHING	6,825	8,637	3,641	8,637	8,959
TOTAL PERSONNEL SERVICES		121,651	133,542	64,513	133,542	139,794
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	22,216	22,883	24,082	24,082	24,040
01-10-18-3-4211	ACTUARY SERVICES	-	2,000	2,400	2,400	-
01-10-18-3-4329	BOND FINANCIAL ADVISOR	450	500	450	450	500
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	4,552	-	5,983	6,662	-
01-10-18-3-4353	TELEPHONE-CELL PHONE	879	765	466	700	480
01-10-18-3-4355	PUBLISHING/ ADVERTISING	370	600	357	357	400
01-10-18-3-4361	DUES	1,960	1,950	1,537	1,950	2,500
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	2,364	350	-	350	3,000
TOTAL CONTRACTUAL SERVICES		32,791	29,048	35,275	36,951	30,920
COMMODITIES						
01-10-18-5-4578	UNIFORMS	89	160	38	160	160
TOTAL COMMODITIES		89	160	38	160	160
TOTAL EXPENDITURES		154,531	162,750	99,826	170,653	170,874

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 Office Manager - 50%  
~~Finance Part-Time Summer Intern - 100%~~

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

FY 2019 Budget request	\$ 112,903
FY 2020 Budget request	\$ 114,814
Increase (Decrease)	<u>\$ 1,911</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and the promotion of the Finance Specialist to Finance Office Manager. These increases are offset by the elimination of the part time summer intern.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 12,002
FY 2020 Budget request	\$ 13,456
Increase (Decrease)	<u>\$ 1,454</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and the promotion of the Finance Specialist to Finance Office Manager. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 8,637
FY 2020 Budget request	\$ 8,783
Increase (Decrease)	<u>\$ 146</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and the promotion of the Finance Specialist to Finance Office Manager. These increases are offset by the elimination of the part time summer intern.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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Audit services are paid for from this account. The Village accepted a 3-year renewal proposal from Sikich, LLP for the audits of 2019, 2020 and 2021.

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

FY 2019 Budget request	\$ 22,883
FY 2020 Budget request	\$ 23,340
Increase (Decrease)	<u>\$ 457</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ (2,000)</u></u>

In Fiscal Year 2019, the actuary performed 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  
2020 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

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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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ 1,452
Increase (Decrease)	<u>\$ 1,452</u>

The primary reason for the increase relates to the finalization of the cable franchise fee audit in Fiscal Year 2019 which resulted in a contingent fee payment of \$121 per month. The audit generated \$269 in additional cable franchise fee revenue each month, for a total of \$3,228 in annual increased revenue.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 - \$40 per month x 12 months = \$480.

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

FY 2019 Budget request	\$ 765
FY 2020 Budget request	\$ 480
Increase (Decrease)	<u>\$ (285)</u>

The primary reason for the decrease relates to the new First Net 5G cellular service.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 600
FY 2020 Budget request	\$ 400
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for the following dues:

Government Finance Officers Association Membership	\$ 345
Illinois Government Finance Officers Association	\$ 300
Illinois Municipal Treasurers Association	\$ 90
Certificate of Achievement in Financial Reporting Application Fee	\$ 485
Certificate of Achievement for Popular Annual Financial Report Fee	\$ 250
Illinois CPA Society Membership	\$ 325
American Institute of Certified Public Accountants (AICPA) Membership	\$ 605
Total	<u>\$ 2,400</u>

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

FY 2019 Budget request	\$ 1,950
FY 2020 Budget request	\$ 2,400
Increase (Decrease)	<u>\$ 450</u>

The primary reason for the increase relates to the addition of the application fee for the Certificate of Achievement for the new Popular Annual Financial Report and the addition of a membership in the Illinois Municipal Treasurers association for the Chief Financial Officer.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 - New Orleans	
Chief Financial Officer	\$ 1,250
Finance Office Manager	\$ 1,250
Fred Pryor Seminars - Career Track	
Unlimited Training Membership	
Finance Office Manager	\$ 200
Illinois Government Finance Officers Association	
2 Local Training Classes	\$ 150
Total	<u>\$ 2,850</u>

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

FY 2019 Budget request	\$ 350
FY 2020 Budget request	<u>\$ 2,850</u>
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase relates to the attendance at the Government Finance Officers Association 2020 National Convention in New Orleans for the Chief Financial Officer and the Finance Office Manager.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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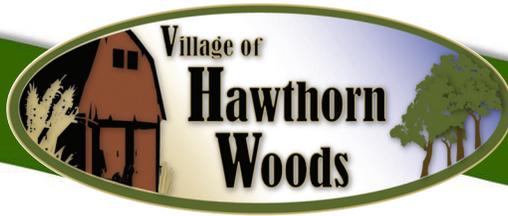
This account is used to pay for the Finance employee uniform shirts for casual Fridays.

Finance employees (2)

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

FY 2019 Budget request	\$ 160
FY 2020 Budget request	\$ 160
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2018	2019	2020	2020
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
13,929	15,570	16,116	Personnel Services	16,754	17,089
21,740	20,387	16,000	Contractual Services	16,000	16,500
35,669	35,957	32,116	<b>Total Expenditures</b>	32,754	33,589
<b>(35,669)</b>	<b>(35,957)</b>	<b>(32,116)</b>	<b>Source (use) of cash</b>	<b>(32,754)</b>	<b>(33,589)</b>

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ENGINEERING</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-19-1-4010	SALARIES	13,115	13,626	6,813	13,626	14,315
01-10-19-1-4040	IMRF	1,470	1,448	724	1,448	1,678
01-10-19-1-4090	FICA MATCHING	985	1,042	509	1,018	1,095
TOTAL PERSONNEL SERVICES		15,570	16,116	8,046	16,092	17,089
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	20,387	16,000	8,435	16,000	16,500
TOTAL CONTRACTUAL SERVICES		20,387	16,000	8,435	16,000	16,500
TOTAL EXPENDITURES		35,957	32,116	16,481	32,092	33,589

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 13,626
FY 2020 Budget request	\$ 14,035
Increase (Decrease)	<u>\$ 409</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion was 11.72%.

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

FY 2019 Budget request	\$ 1,448
FY 2020 Budget request	\$ 1,645
Increase (Decrease)	<u>\$ 197</u>

The primary reason for the increase is that the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,042
FY 2020 Budget request	\$ 1,074
Increase (Decrease)	<u>\$ 32</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 16,000
FY 2020 Budget request	\$ 16,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2018	2019	2020	2020
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
206,484	233,113	184,200	Fees	203,160	203,160
358	-	-	Intergovernmental	-	-
19,210	57,381	-	Miscellaneous	35,250	-
<b>226,052</b>	<b>290,494</b>	<b>184,200</b>	<b>Total Revenues</b>	<b>238,410</b>	<b>203,160</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
1,238,871	1,289,459	1,355,771	Personnel Services	1,421,589	1,463,812
151,622	156,430	179,968	Contractual Services	187,649	190,544
47,304	50,716	60,900	Commodities	58,400	57,700
46,787	58,172	8,000	Capital Outlay	43,250	8,000
<b>1,484,584</b>	<b>1,554,777</b>	<b>1,604,639</b>	<b>Total Expenditures</b>	<b>1,710,888</b>	<b>1,720,056</b>
308,036	339,582	335,081	Police Pension Contribution	349,206	349,206
<b>(1,566,568)</b>	<b>(1,603,865)</b>	<b>(1,755,520)</b>	<b>Source (Use) of Cash</b>	<b>(1,821,684)</b>	<b>(1,866,102)</b>

## Significant Changes

- \$10,000 increase in Court Fines revenue, based upon projected actuals for Fiscal Year 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>POLICE</b>						
<b>REVENUES</b>						
<b>FEES</b>						
01-20-00-4-3710	COURT FINES	120,853	100,000	61,717	108,000	110,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	41,514	48,000	22,469	45,000	48,000
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	40,500	30,000	23,000	44,000	40,000
01-20-00-4-3735	POLICE PROTECTION FEES	5,200	5,200	2,400	4,160	4,160
01-20-00-4-3736	POLICE PROTECTION FEES - PGA - 2018	24,056	-	-	-	-
01-20-00-4-3750	RECORDS REQUESTS	990	1,000	525	1,000	1,000
<b>TOTAL FEES</b>		<b>233,113</b>	<b>184,200</b>	<b>110,111</b>	<b>202,160</b>	<b>203,160</b>
<b>INTERGOVERNMENTAL</b>						
01-20-00-5-3805	GRANTS	-	-	6,905	9,953	-
<b>TOTAL INTERGOVERNMENTAL</b>		<b>-</b>	<b>-</b>	<b>6,905</b>	<b>9,953</b>	<b>-</b>
<b>MISCELLANEOUS</b>						
01-20-00-7-3830	DONATIONS	-	-	-	-	-
01-20-00-7-3860	INSURANCE REIMBURSEMENT	1,899	-	-	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	2,653	-	953	953	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	24,068	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	28,761	-	-	-	35,250
<b>TOTAL MISCELLANEOUS</b>		<b>57,381</b>	<b>-</b>	<b>953</b>	<b>953</b>	<b>35,250</b>
<b>TOTAL REVENUES</b>		<b>290,494</b>	<b>184,200</b>	<b>117,969</b>	<b>213,066</b>	<b>203,160</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	1,198,546	1,264,526	624,336	1,264,658	1,364,818
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	7,030	7,420	3,700	7,420	7,796
01-20-20-1-4020	OVERTIME	42,189	51,317	11,037	51,317	55,618
01-20-20-1-4021	OVERTIME-PGA DETAIL-2018	11,877	-	-	-	-
01-20-20-1-4040	IMRF	8,989	8,900	4,416	8,833	10,495
01-20-20-1-4090	FICA MATCHING	20,828	23,608	11,225	22,618	25,086
TOTAL PERSONNEL SERVICES		1,289,459	1,355,771	654,714	1,354,846	1,463,812
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	6,813	6,000	2,804	6,000	6,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	6,289	10,000	3,660	10,000	10,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	357	1,000	17	1,000	1,000
01-20-20-3-4353	TELEPHONE - CELL PHONE	3,488	3,400	1,902	3,600	3,600
01-20-20-3-4357	PRINTING/COPYING	1,061	2,500	911	2,500	2,500
01-20-20-3-4359	DISPATCH SERVICE	105,426	109,000	107,964	107,964	118,701
01-20-20-3-4361	DUES	22,771	24,758	12,963	19,258	25,433
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	5,925	14,500	5,703	9,500	14,500
01-20-20-3-4367	PUBLICATIONS	1,240	1,810	1,240	1,810	1,810
01-20-20-3-4381	COMMUNITY RELATIONS	2,270	2,000	-	2,000	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	790	5,000	-	5,000	5,000
TOTAL CONTRACTUAL SERVICES		156,430	179,968	137,164	168,632	190,544
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	2,046	4,200	778	4,200	4,200
01-20-20-5-4562	AUTO FUEL & OIL	31,169	30,000	13,267	30,000	30,000
01-20-20-5-4563	MINOR EQUIPMENT	4,996	4,500	1,894	4,500	4,500
01-20-20-5-4569	VEHICLE SUPPLIES	3,896	4,000	2,859	5,000	6,000
01-20-20-5-4578	UNIFORMS	6,311	16,200	8,827	16,200	11,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-20-20-5-4595	OTHER CHARGES	2,298	2,000	866	2,000	2,000
TOTAL COMMODITIES		50,716	60,900	28,491	61,900	57,700
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	27,797	-	-	35,250	-
01-20-20-8-4894	EQUIPMENT	30,375	8,000	364	8,000	8,000
TOTAL CAPITAL OUTLAY		58,172	8,000	364	43,250	8,000
TOTAL EXPENDITURES		1,554,777	1,604,639	820,733	1,593,378	1,720,056
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	339,582	335,081	167,541	335,081	349,206

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 100,000
FY 2020 Budget request	\$ 110,000
Increase (Decrease)	<u>\$ 10,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 48,000
FY 2020 Budget request	\$ 48,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 30,000
FY 2020 Budget request	<u>\$ 40,000</u>
Increase (Decrease)	<u><u>\$ 10,000</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,200
FY 2020 Budget request	\$ 4,160
Increase (Decrease)	<u>\$ (1,040)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ 35,250
Increase (Decrease)	<u>\$ 35,250</u>

The primary reason for the increase is based upon the purchase of one of the replacement squad cars in FY2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,264,526
FY 2020 Budget request	<u>\$ 1,325,066</u>
Increase (Decrease)	<u>\$ 60,540</u>

The collective bargaining agreement includes a 3% increase in the salary step plan for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 7,420
FY 2020 Budget request	\$ 7,643
Increase (Decrease)	<u>\$ 223</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 51,317
FY 2020 Budget request	\$ 53,998
Increase (Decrease)	<u>\$ 2,681</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  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 8,900
FY 2020 Budget request	<u>\$ 10,289</u>
Increase (Decrease)	<u><u>\$ 1,389</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 23,608
FY 2020 Budget request	<u>\$ 24,594</u>
Increase (Decrease)	<u><u>\$ 986</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  
2020 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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 10,000
FY 2020 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,400
FY 2020 Budget request	<u>\$ 3,600</u>
Increase (Decrease)	<u><u>\$ 200</u></u>

The primary reason for the increase relates to the new First Net 5G cellular service. The patrol shift phones were upgraded to smart phones to allow officers the capability to utilized the 5G band 14 emergency responder network.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,500
FY 2020 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2018) under the agreement and are billed annually in May.

The proposed budget is based on an estimated call volume for calendar year 2018 and a 2.5% increase.

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

FY 2019 Budget request	\$ 109,000
FY 2020 Budget request	\$ 115,806
Increase (Decrease)	<u>\$ 6,806</u>

The primary reason for this increase is based on projected actuals for Fiscal Year 2019 as well as a 2.5% contractual increase with the Lake Zurich Public Safety Answering Point.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 150
Illinois Law Enforcement Alarm System	\$ 240
Lake County Chiefs of Police Association	\$ 225
Lake County State's Attorney's Office Forensic Lab	\$ 1,500
Law Enforcement Support Office (LESO)	\$ 350
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)	\$ 14,693
Safe Kids Car Seat Certification (9)	\$ 855
Reverse 911 System	\$ 1,950
Illinois Public Employer Labor Relations Association (IPELRA)	\$ 205
<b>Total</b>	<b><u>\$ 25,433</u></b>

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

FY 2019 Budget request	\$ 24,758
FY 2020 Budget request	\$ 25,433
Increase (Decrease)	<u>\$ 675</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  
2020 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 2019 Budget request	\$ 14,500
FY 2020 Budget request	<u>\$ 14,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,810
FY 2020 Budget request	\$ 1,810
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,200
FY 2020 Budget request	<u>\$ 4,200</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 30,000
FY 2020 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,500
FY 2020 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,000
FY 2020 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase is based upon projected actuals from Fiscal Year 2019 and the increased cost for replacement tires.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is the amount allocated Police Department personnel as a uniform allowance of \$650 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 @ \$650 per officer	\$ 7,800
1 - Initial Issue	\$ 2,500
2 Replacement Ballistic Vests (expired)	<u>\$ 1,400</u>
Total	<u><u>\$ 11,700</u></u>

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

FY 2019 Budget request	\$ 16,200
FY 2020 Budget request	<u>\$ 11,700</u>
Increase (Decrease)	<u><u>\$ (4,500)</u></u>

The primary reason for the decrease is only 2 ballistic vests need replacement in 2020. Up to half of the cost of the replacements vest may be reimbursed through Bulletproof Vest Partnership program.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ 35,250
Increase (Decrease)	<u>\$ 35,250</u>

The reason for the increase is the purchase of one vehicle from the vehicle supervision funds and one from the CIP.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 8,000
FY 2020 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2020 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 2019 Budget request	\$ 335,081
FY 2020 Budget request	\$ 349,206
Increase (Decrease)	<u>\$ 14,125</u>

The primary reason for the increase is based upon the independent actuarial valuation.

# BOARD OF POLICE COMMISSIONERS

## Department Purpose

The Board of Police Commissioners is a volunteer board appointed by the Mayor. It represents the citizens of Hawthorn Woods and the Village government, appoints all full-time sworn police officers of the Village, except for the Chief of Police. Appointments are made from a certified list of candidates prepared in accordance with procedures set forth in state statute.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2018	2019	2020	2020
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
2,493	1,131	5,375	Contractual Services	5,375	5,375
-	-	100	Commodities	100	100
2,493	1,131	5,475	<b>Total Expenditures</b>	5,475	5,475

(2,493)	(1,131)	(5,475)	<b>Source (Use) of Cash</b>	(5,475)	(5,475)
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## Significant Changes

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>BOARD OF POLICE COMMISSIONERS</b>						
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	756	5,000	-	5,000	5,000
01-10-15-3-4361	DUES	375	375	-	375	375
TOTAL CONTRACTUAL SERVICES		1,131	5,375	-	5,375	5,375
COMMODITIES						
01-10-15-5-4595	OTHER CHARGES	-	100	-	-	100
TOTAL COMMODITIES		-	100	-	-	100
TOTAL EXPENDITURES		1,131	5,475	-	5,375	5,475

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 375
FY 2020 Budget request	\$ 375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 100
FY 2020 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2018	2019	2020	2020
Full-Time	8	8	9	4.60
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
2,185	-	-	Intergovernmental	-	-
456	23,680	-	Miscellaneous	-	-
<b>2,641</b>	<b>23,680</b>	<b>-</b>	<b>Total Revenues</b>	<b>-</b>	<b>-</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
312,424	324,299	347,442	Administration/Operations		
43,341	43,849	62,295	Personnel Services	359,995	367,594
77,088	96,193	101,500	Contractual Services	59,340	61,370
			Commodities	107,000	107,000
81,198	89,701	87,445	Buildings/Grounds		
20,152	14,618	28,500	Personnel Services	86,091	87,813
15,857	14,839	15,100	Contractual Services	31,800	30,500
			Commodities	20,500	19,000
<b>550,060</b>	<b>583,499</b>	<b>642,281</b>	<b>Total Expenditures</b>	<b>664,726</b>	<b>673,277</b>

(547,419)	(559,819)	(642,281)	Source (Use) of Cash	(664,726)	(673,277)
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## Significant Changes

- \$6,000 increase in Vehicle Supplies - due to mechanic handling more work in-house.
- \$4,400 increase in Building Maintenance Supplies - due to more projects planned in Fiscal Year 2020 than in Fiscal Year 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PUBLIC WORKS</b>						
<b>REVENUES</b>						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	-	-	-	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	-	-	75	-	-
01-40-00-7-3850	ROW TREE PROGRAM	21,214	-	-	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	2,466	-	-	-	-
TOTAL MISCELLANEOUS		23,680	-	75	-	-
TOTAL REVENUES		23,680	-	75	-	-
<b>EXPENDITURES</b>						
<b>PUBLIC WORKS-ADMINISTRATION/OPERATIONS</b>						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	260,535	267,544	133,474	266,948	282,269
01-40-40-1-4012	SUMMER SALARIES	3,539	4,550	-	-	5,000
01-40-40-1-4013	SNOW PLOW DRIVERS	27	5,000	135	135	5,000
01-40-40-1-4020	OVERTIME	10,639	17,510	11,773	17,510	18,500
01-40-40-1-4040	IMRF	29,858	30,301	15,506	31,012	33,082
01-40-40-1-4090	FICA MATCHING	19,701	22,537	10,662	21,324	23,744
TOTAL PERSONNEL SERVICES		324,299	347,442	171,550	336,929	367,594

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>CONTRACTUAL SERVICES</b>						
01-40-40-3-4120	CONTR MAINT-VEHICLE	9,546	12,500	3,344	10,000	12,500
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	158	4,000	-	4,000	4,000
01-40-40-3-4190	CONTR MAINT-OTHER	4,467	9,000	2,750	4,000	9,500
01-40-40-3-4329	OTHER PROF SERVICES	2,770	3,500	1,559	3,500	3,500
01-40-40-3-4330	BRIDGE INSPECTIONS	-	2,000	-	2,000	2,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	7,164	8,800	3,978	6,300	6,350
01-40-40-3-4355	PUBLISHING/ADVERTISING	476	600	-	600	600
01-40-40-3-4357	PRINTING/COPYING	-	500	-	500	500
01-40-40-3-4361	DUES	3,611	3,760	3,376	3,770	3,800
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	4,229	4,135	1,425	3,500	5,120
01-40-40-3-4371	PUBLIC UTILITIES	10,768	12,000	5,593	12,000	12,000
01-40-40-3-4375	RENTAL/LEASE	660	1,500	-	1,500	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>43,849</b>	<b>62,295</b>	<b>22,025</b>	<b>51,670</b>	<b>61,370</b>
<b>COMMODITIES</b>						
01-40-40-5-4561	OFFICE SUPPLIES	1,355	1,500	519	1,500	1,500
01-40-40-5-4562	AUTO FUEL & OIL	31,052	35,000	16,858	35,000	35,000
01-40-40-5-4563	MINOR EQUIPMENT	-	6,000	525	6,000	6,000
01-40-40-5-4564	SMALL TOOLS	1,422	8,000	931	6,000	8,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	5,111	8,000	1,511	4,000	8,000
01-40-40-5-4569	VEHICLE SUPPLIES	14,312	12,500	10,046	20,000	18,000
01-40-40-5-4570	MAINT SUPPLIES	5,610	6,000	1,526	5,000	6,000
01-40-40-5-4572	MOSQUITO ABATEMENT	-	2,000	-	-	2,000
01-40-40-5-4573	DRAINAGE SUPPLIES	3,669	7,500	507	5,000	7,500
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	3,554	5,000	2,624	6,000	5,000
01-40-40-5-4575	TREES	22,140	1,000	-	-	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	5,586	7,000	1,918	7,000	7,000
01-40-40-5-4595	OTHER CHARGES	2,382	2,000	460	2,000	2,000
<b>TOTAL COMMODITIES</b>		<b>96,193</b>	<b>101,500</b>	<b>37,425</b>	<b>97,500</b>	<b>107,000</b>
<b>TOTAL ADMINISTRATION/OPERATIONS</b>		<b>464,341</b>	<b>511,237</b>	<b>231,000</b>	<b>486,099</b>	<b>535,964</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PUBLIC WORKS- BUILDING &amp; GROUNDS</b>						
PERSONNEL SERVICES						
01-40-45-1-4010	SALARIES	75,833	73,930	36,659	73,318	73,563
01-40-45-1-4040	IMRF	8,647	7,859	3,860	7,720	8,622
01-40-45-1-4090	FICA MATCHING	5,221	5,656	2,472	4,944	5,627
TOTAL PERSONNEL SERVICES		89,701	87,445	42,991	85,982	87,813
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONTR MAINT-BUILDING	13,718	28,000	5,951	31,300	30,000
01-40-45-3-4375	RENTAL/LEASE	900	500	-	500	500
TOTAL CONTRACTUAL SERVICES		14,618	28,500	5,951	31,800	30,500
COMMODITIES						
01-40-45-5-4571	BUILDING MAINT SUPPLIES	9,936	11,100	3,685	14,100	14,000
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	4,903	4,000	2,339	5,000	5,000
TOTAL COMMODITIES		14,839	15,100	6,024	18,100	19,000
TOTAL BUILDINGS AND GROUNDS		119,158	131,045	54,966	129,582	137,313
TOTAL EXPENDITURES		583,499	642,281	285,966	664,726	673,277

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 267,544
FY 2020 Budget request	\$ 276,734
Increase (Decrease)	<u>\$ 9,190</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,550
FY 2020 Budget request	\$ 4,550
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 16,657
Weather Emergencies	<u>\$ 1,343</u>
Total	<u><u>\$ 18,000</u></u>

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

FY 2019 Budget request	\$ 17,510
FY 2020 Budget request	<u>\$ 18,000</u>
Increase (Decrease)	<u><u>\$ 490</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  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 30,301
FY 2020 Budget request	<u>\$ 32,433</u>
Increase (Decrease)	<u><u>\$ 2,132</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 22,537
FY 2020 Budget request	\$ 23,278
Increase (Decrease)	<u>\$ 741</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 12,500
FY 2020 Budget request	\$ 12,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay external repairs and service on small engine items and non-licensed vehicles such as mowers, roller, backhoe, end loader and skid-steer.

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

FY 2019 Budget request	\$ 4,000
FY 2020 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 5,500
Contingency for emergencies	\$ 3,000
Total	<u>\$ 9,500</u>

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

FY 2019 Budget request	\$ 9,000
FY 2020 Budget request	\$ 9,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is the increase in cost to perform a Village wide mosquito abatement treatment.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,500
FY 2020 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 was performed in Fiscal Year 2019 and subsequent inspections are necessary every four years until the rating of the bridges require more frequent inspections.

	Inspection Due
Stonebridge	2023

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

FY 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ -
Increase (Decrease)	\$ (2,000)

The reason for the decrease is that the bridge inspections are performed once every four years and the bridge was inspected in 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 8,800
FY 2020 Budget request	\$ 6,350
Increase (Decrease)	<u>\$ (2,450)</u>

The primary reason for the decrease relates to the new First Net 5G cellular service.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 600
FY 2020 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for any contracted costs associated with printing business cards, forms, etc. and additional copies.

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

FY 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account pays for association dues for Public Works employees.

A breakdown of membership dues is as follows:

American Public Works Association (APWA) (PW Director/ Asst. PW Director)	\$ 340
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>\$ 3,770</u>

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

FY 2019 Budget request	\$ 3,760
FY 2020 Budget request	<u>\$ 3,770</u>
Increase (Decrease)	<u>\$ 10</u>

The primary reason for the increase relates to a small incremental increase for the APWA membership in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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
IAFSM conference - PW Director	\$ 430
IAFSM conference expenses - PW Director	\$ 450
APWA PWX conference - Asst. PW Director	\$ 830
APWA PWX conference expenses -Asst. PW Director	\$ 1,050
Fred Pryor training - Crew Leaders	\$ 800
Automotive Service Excellence (ASE) training - Fleet Crew Leader	\$ 200
<b>Total</b>	<u><u>\$ 5,120</u></u>

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

FY 2019 Budget request	\$ 4,135
FY 2020 Budget request	\$ 5,120
Increase (Decrease)	<u><u>\$ 985</u></u>

The primary reason for the increase is the addition of staff attending the APWA national conference.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 12,000
FY 2020 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 35,000
FY 2020 Budget request	\$ 35,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to purchase small equipment such as string line trimmers, drills, pumps, toolbox for trucks and portable generators.

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

FY 2019 Budget request	\$ 6,000
FY 2020 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account pays for the purchase of small hand tools such as shovels, rakes, wheel barrows, hammers, drills, gas post pounders and other small items.

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

FY 2019 Budget request	\$ 8,000
FY 2020 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to purchase supplies that repair equipment that is non-licensed such as mowers, rollers, the end loader, backhoe and skid-steer.

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

FY 2019 Budget request	\$ 8,000
FY 2020 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 12,500
FY 2020 Budget request	\$ 18,000
Increase (Decrease)	<u>\$ 5,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2019. As well as the mechanic is performing more of the work in-house, saving money on contractual expenses.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

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

FY 2019 Budget request	\$ 2,000
FY 2020 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 7,500
FY 2020 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 7,000
FY 2020 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

Crew Leader - Facilities - 55%  
Specialist I - Facilities - 55%

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

FY 2019 Budget request	\$ 73,930
FY 2020 Budget request	\$ 72,121
Increase (Decrease)	<u>\$ (1,809)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 7,859
FY 2020 Budget request	\$ 8,453
Increase (Decrease)	<u>\$ 594</u>

The primary reason for the increase is that the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020. This increase was partially offset by the reallocation of salaries based upon actual job responsibilities, in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,656
FY 2020 Budget request	\$ 5,517
Increase (Decrease)	<u>\$ (139)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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
VH & PD carpet cleaning	\$ 2,300
PW garage door inspection	\$ 1,000
Miscellaneous	\$ 2,000
<b>Total</b>	<u><u>\$ 31,300</u></u>

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

FY 2019 Budget request	\$ 28,000
FY 2020 Budget request	<u>\$ 31,300</u>
Increase (Decrease)	<u><u>\$ 3,300</u></u>

The primary reason for the increase relates to budgeting for an annual carpet cleaning at Village Hall and Police Department and annual inspection of the Public Works garage doors.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 500
FY 2020 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 11,100
FY 2020 Budget request	\$ 15,500
Increase (Decrease)	<u>\$ 4,400</u>

The primary reason for the increase relates to more planned expenditures for the Public Works and Village Hall facilities than in previous years. Fiscal Year 2020 planned projects include replacement of ceiling tiles/lights at the building department and replacement of stair treads and flooring at the Public Works facility.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 1,000</u>

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



# COMMUNITY DEVELOPMENT



## COMMUNITY & ECONOMIC DEVELOPMENT FUND

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
51,441	64,088	56,635	Community Events	53,665	56,000
124,401	76,066	165,908	Economic Development	158,275	149,275
920,866	929,013	554,671	Planning, Building & Zoning	538,900	542,800
<b>1,096,708</b>	<b>1,069,167</b>	<b>777,214</b>	<b>Total Revenues</b>	<b>750,840</b>	<b>748,075</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
149,057	178,008	174,732	Community Events	159,027	162,370
420,882	420,653	471,487	Economic Development	346,813	340,237
649,341	664,120	465,595	Planning, Building & Zoning	497,680	488,588
<b>1,219,280</b>	<b>1,262,781</b>	<b>1,111,814</b>	<b>Total Expenditures</b>	<b>1,003,520</b>	<b>991,195</b>
(152,731)	-	-	<b>Transfer to General Fund</b>	-	-
-	(100,000)	-	<b>Transfer to Parks &amp; Recreation</b>	-	-
165,406	-	-	<b>Transfer from CN Fund</b>	-	-
(200,000)	-	-	<b>Transfer to C.I.P. Fund</b>	-	-
<b>(309,897)</b>	<b>(293,614)</b>	<b>(334,600)</b>	<b>Net Change in Fund Balance</b>	<b>(252,680)</b>	<b>(243,120)</b>
<b>937,136</b>	<b>643,522</b>	<b>308,922</b>	<b>Fund Balance as of 12/31</b>	<b>56,242</b>	<b>(186,878)</b>

- 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		Headcount	FTE
	2018	2019	2020	2020
Full-Time	0	0	0	0.80
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
12,700	22,125	11,000	Donations	11,000	11,000
35,752	38,378	40,000	Golf Outing	34,500	36,000
2,989	3,585	5,635	Sponsors & Vendor Fees	8,165	9,000
<b>51,441</b>	<b>64,088</b>	<b>56,635</b>	<b>Total Revenues</b>	<b>53,665</b>	<b>56,000</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
107,914	132,302	125,692	Personnel Services	105,887	108,005
41,143	45,706	49,040	Contractual Services	53,140	54,365
<b>149,057</b>	<b>178,008</b>	<b>174,732</b>	<b>Total Expenditures</b>	<b>159,027</b>	<b>162,370</b>

(97,616)	(113,920)	(118,097)	<b>Source (Use) of Cash</b>	(105,362)	(106,370)
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## Significant Changes

- The department has added a new event for the month of February, the Sweetheart Barn Dance. This will be a special event in which attendees register and pay to attend. The department forecasts \$1,500 in revenue and \$1,500 in expenses for the first year.
- For 2019 the department saw a decrease in Golf Outing revenue. This is reflected in the 2020 budget.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>COMMUNITY EVENTS</b>						
<b>REVENUES</b>						
SPECIAL EVENTS						
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	22,125	11,000	6,000	11,000	11,000
02-10-00-7-3831	BARK IN THE PARK	550	500	700	700	500
02-10-00-7-3832	GOLF OUTING	38,378	40,000	31,055	31,055	36,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	250	200	150	200	200
02-10-00-7-3835	4TH OF JULY CONCESSIONS	200	-	-	-	-
02-10-00-7-3836	SUMMER VENDORS	450	900	500	774	900
02-10-00-7-3837	CRAFT FAIR	2,135	1,935	500	2,500	2,300
02-10-00-7-3838	MOVIE IN THE PARK/BARN	-	-	100	100	150
02-10-00-7-3839	CONCERTS IN THE PARKS	-	800	-	-	800
02-10-00-7-3840	CAR SHOWS	-	150	120	120	150
02-10-00-7-3841	FALL FEST	-	650	1,000	1,600	1,500
02-10-00-7-3842	HOMETOWN HOLIDAY	-	500	-	500	750
02-10-00-7-3843	BARN DANCE	-	-	-	-	1,750
TOTAL SPECIAL EVENTS		64,088	56,635	40,125	48,549	56,000
TOTAL REVENUES		64,088	56,635	40,125	48,549	56,000
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
02-10-10-1-4010	SALARIES	108,746	102,589	51,290	102,580	86,634
02-10-10-1-4020	OVERTIME	2,985	4,350	201	4,350	4,590
02-10-10-1-4040	IMRF	12,440	10,905	5,518	11,036	10,153
02-10-10-1-4090	FICA MATCHING	8,131	7,848	3,802	7,604	6,628
TOTAL PERSONNEL SERVICES		132,302	125,692	60,811	125,570	108,005

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
<b>CONTRACTUAL SERVICES</b>							
02-10-10-3-4332	ENVIRONMENTAL INITIATIVES	-	-	-	-	5,260	5,500
02-10-10-3-4333	FIREWORKS/PARADE	14,717	16,500	13,812	14,783	18,900	20,000
02-10-10-3-4334	MOVIE EVENTS	1,564	1,900	36	1,700	1,900	2,100
02-10-10-3-4335	CONCERTS IN THE PARK	5,916	6,165	3,150	5,700	6,015	6,100
02-10-10-3-4336	FALL FEST	1,463	2,100	-	2,000	2,100	2,100
02-10-10-3-4337	HOMETOWN HOLIDAY	4,190	4,200	(666)	4,200	5,350	5,500
02-10-10-3-4338	GOLF OUTING	16,055	15,450	13,200	13,200	14,500	14,500
02-10-10-3-4339	EARTH DAY/ ARBOR DAY PLANTING	366	725	334	334	725	725
02-10-10-3-4341	CAR SHOWS	450	650	-	600	800	800
02-10-10-3-4342	CRAFT FAIR	292	350	-	350	350	40
02-10-10-3-4343	BARK IN THE PARK	693	1,000	512	512	1,000	1,000
02-10-10-3-4344	BARN DANCE	-	-	-	-	1,500	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>45,706</b>	<b>49,040</b>	<b>30,378</b>	<b>43,379</b>	<b>53,140</b>	<b>54,365</b>
<b>TOTAL EXPENDITURES</b>		<b>178,008</b>	<b>174,732</b>	<b>91,189</b>	<b>168,949</b>	<b>159,027</b>	<b>162,370</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 11,000
FY 2020 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 40,000
FY 2020 Budget request	\$ 34,500
Increase (Decrease)	<u>\$ (5,500)</u>

The primary reason for the decrease is based upon actual revenue earned in 2019, due to a decrease in the number of golfers. The forecasted net profit from the 2020 golf outing is \$20,500.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 200
FY 2020 Budget request	<u>\$ 200</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** 4th of July Concessions Fee  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3835

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This account is used to record the revenue received from the 4th of July Concession vendors.

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

This account is no longer utilized. The 4th of July concessions has been combined with summer vendors.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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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 2019 Budget request	\$ 900
FY 2020 Budget request	\$ 900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Craft Fair Revenue

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 02-10-00-7-3837

This account is used to record the revenue received from the annual holiday craft fair vendor fees.

1 Sponsor (@ \$250)	\$ 250
26 Standard Vendors (@ \$70)	\$ 1,820
3 Electricity Access (@ \$15)	\$ 45
5 Wi-Fi Access (@ \$10)	<u>\$ 50</u>
Total	<u><u>\$ 2,165</u></u>

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

FY 2019 Budget request	\$ 1,935
FY 2020 Budget request	<u>\$ 2,165</u>
Increase (Decrease)	<u><u>\$ 230</u></u>

The reason for the increase is the addition of sponsorship opportunities for 2019 and the department was able to secure a sponsor. There will be no vendor fee increase for 2020 since the event had increases every year since 2015. Fees will be reviewed again for the 2021 event.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 150
Vendors	\$ -
Total	<u>\$ 150</u>

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase is the addition of a sponsor for the Movies in the Park and Movies in the Barn.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 800
FY 2020 Budget request	\$ 800
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Car Show Revenue  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3840

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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 2019 Budget request	\$ 150
FY 2020 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 650
FY 2020 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ 650</u>

The primary reason for the increase is this event has grown in popularity which has attracted more sponsors and vendors in this annual event.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ 500</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Barn Dance Revenue  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3843

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This account is used to record the revenue received from the new Sweetheart Barn Dance. This is pre-registered event and there is a fee to attend.

Sponsor	\$ -
Registration	\$ 1,500
Total	<u>\$ 1,500</u>

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 1,500</u>

This is a new account and new event for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

Director of Parks & Recreation - 30%  
Assistant Director of Parks & Recreation - 30%  
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 2019 Budget request	\$ 102,589
FY 2020 Budget request	<u>\$ 84,935</u>
Increase (Decrease)	<u><u>\$ (17,654)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,350
FY 2020 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ 150</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  
2020 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

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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, 2020, the Village's portion was 11.72%.

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

FY 2019 Budget request	\$ 10,905
FY 2020 Budget request	<u>\$ 9,954</u>
Increase (Decrease)	<u><u>\$ (951)</u></u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative. This decrease was partially offset by the fact that the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 7,848
FY 2020 Budget request	\$ 6,498
Increase (Decrease)	<u>\$ (1,350)</u>

The primary reason for the decrease is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Environmental Initiatives

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.6 Prioritize Citizen Services  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 02-10-10-3-4332

This account is used for expenses related to the Village's environmental initiatives such as participation in the America in Bloom program, the Audubon Sustainable Communities program and the Dark Skies International program.

Annual Dues - America in Bloom	\$ 1,000
Annual Dues - Audubon	\$ 500
Annual Dues - Dark Skies	\$ 35
Judges Travel Expenses	\$ 1,000
Supplies	\$ 1,000
America in Bloom Symposium Registration	\$ 1,725
<b>Total</b>	<u><u>\$ 5,260</u></u>

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ 5,260
<b>Increase (Decrease)</b>	<u><u>\$ 5,260</u></u>

The primary reason for the increase is this is a new account for Fiscal Year 2020. In prior years, the expenses related to the Village's environmental initiatives were recorded in various accounts such as Dues and Other Charges. For enhanced transparency, all expenses related to environmental initiatives will be charged to this account in Fiscal Year 2020 and future years.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Fireworks/Parade Expenses

**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.

Fireworks Display	\$ 13,000
Entertainment (Band)	\$ 1,300
Signage & Marketing (Banner)	\$ 400
Decorations	\$ 200
Cart Rentals	\$ 300
Shuttle Buses	\$ 700
Volunteer Food & Water	\$ 500
Parade Candy	\$ 300
Parade Floats (2)	\$ 1,000
Parade Music Ensemble	\$ 500
Light Towers	\$ 700
Total	<u>\$ 18,900</u>

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

FY 2019 Budget request	\$ 16,500
FY 2020 Budget request	\$ 18,900
Increase (Decrease)	<u>\$ 2,400</u>

The primary reason for the increase is additional expense related to the fireworks show, the addition of shuttles buses and one parade float.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Movie Events Expenses

**Priority:** 1.6 Prioritize Citizen Services

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

This account is used for three outdoor movies held at Community Park, and two indoor movies held at the Village Barn. The majority of expenses related to these events is to pay for licensing rights of the films to be shown.

Movie in the Park Series (3 movies)	\$ 1,200
Movie in the Barn Series (2 movies)	\$ 500
Crafts & Supplies	\$ 200
Total	<u>\$ 1,900</u>

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

FY 2019 Budget request	\$ 1,900
FY 2020 Budget request	\$ 1,900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Concerts in the Park Expenses  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-3-4335

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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 2020 series, we will host 11 concerts, the first one starting on June 5 and running through to August 21.

11 Friday Night Summer Concerts	\$ 4,950
Marketing & Signage	\$ 350
Mosquito Treatment (\$65)	\$ 715
Total	<u>\$ 6,015</u>

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

FY 2019 Budget request	\$ 6,165
FY 2020 Budget request	\$ 6,015
Increase (Decrease)	<u>\$ (150)</u>

The primary reason for the decrease is the marketing and signage budget was slightly decreased.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Fall Fest Expense

**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.

DJ	\$ 250
Food/Refreshments/Charcoal/Utensils	\$ 700
Marketing & Signage	\$ 350
Craft	\$ 300
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 2019 Budget request	\$ 2,100
FY 2020 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Hometown Holiday Expenses

**Priority:** 1.6 Prioritize Citizen Services

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

This account is used for the new Hometown Holiday event. Our new tradition will provide us an opportunity to ring in the holiday season with residents.

Caroling by High School Choir	\$ 200
Santa	\$ 500
Santa's Gifts	\$ 250
Horse drawn Wagon	\$ 1,000
Cookies, Candy Canes & Cocoa	\$ 200
Memorial Ornaments	\$ 100
Craft	\$ 50
Tents (including heaters)	\$ 1,600
Inflatable	\$ 650
Decorations	\$ 500
Marketing & Signage	\$ 300
Total	<u>\$ 5,350</u>

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

FY 2019 Budget request	\$ 4,200
FY 2020 Budget request	<u>\$ 5,350</u>
Increase (Decrease)	<u>\$ 1,150</u>

The primary reason for the increase is a slight increase in the cost of Santa, a significant increase in the cost of the tent, and the addition of an inflatable.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Golf Outing Expenses

**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	\$ 1,000
Silent Auction	\$ 500
Golf Ball Sleeves	\$ 650
Polos & Jackets	\$ 1,000
Staff Uniforms	\$ 400
Sponsor Signs	\$ 200
Trophies	\$ 350
Miscellaneous	\$ 400
<b>Total</b>	<u><u>\$ 14,500</u></u>

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

FY 2019 Budget request	\$ 15,450
FY 2020 Budget request	<u>\$ 14,500</u>
Increase (Decrease)	<u><u>\$ (950)</u></u>

The primary reason for the decrease in expenditures is due to the elimination of the goodie bags - all golfers will receive custom printed Village logo golf balls instead of goodie bags.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Earth Day/Arbor Day Planting Expenses

**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
Adopt a Highway	\$ 75
Total	<u>\$ 725</u>

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

FY 2019 Budget request	\$ 725
FY 2020 Budget request	<u>\$ 725</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Car Shows Expenses  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-3-4341

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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)	\$ 600
Marketing & Signage	\$ 200
Total	<u>\$ 800</u>

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

FY 2019 Budget request	\$ 650
FY 2020 Budget request	\$ 800
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase is the cost of the promoter has increased. The promoter has been essential in growing attendance at the car show events. The department highly recommends continuing our partnership with this business.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Craft Fair Expenses

**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	\$ 100
Vendor Breakfast	\$ 100
Marketing & Signage	\$ 100
Fly Guy - Day of Event Rental	\$ 50
<b>Total</b>	<u><u>\$ 350</u></u>

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

FY 2019 Budget request	\$ 350
FY 2020 Budget request	\$ 350
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Bark in the Park Expenses

**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 2019 Budget request	\$ 1,000
FY 2020 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Barn Dance Expenses

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 02-10-10-3-4344

This account is used for expenses related to the Sweetheart Family Barn Dance. This is a new event for 2020. The dance is date night for parents and their children ages 3 through 12. The 2020 event will be held on Saturday, February 8th in the Village Barn.

DJ	\$ 250
Decorations	\$ 250
Refreshments / Appetizers/Desserts	\$ 500
Photo Booth & Props	\$ 150
Character Visit	\$ 250
Craft	\$ 100
Total	<u>\$ 1,500</u>

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 1,500</u>

This is a new account and event for 2020.

# 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 2018	Headcount 2019	Headcount 2020	FTE 2020
Full-Time	0	0	0	0.90
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
116,583	67,265	155,908	Fees	148,275	139,275
7,818	8,801	10,000	Interest Income	10,000	10,000
<b>124,401</b>	<b>76,066</b>	<b>165,908</b>	<b>Total Revenues</b>	<b>158,275</b>	<b>149,275</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
265,358	275,201	275,887	Personnel Services	171,213	174,637
155,524	145,452	195,600	Contractual Services	175,600	165,600
<b>420,882</b>	<b>420,653</b>	<b>471,487</b>	<b>Total Expenditures</b>	<b>346,813</b>	<b>340,237</b>

(296,481)	(344,587)	(305,579)	<b>Source (Use) of Cash</b>	(188,538)	(190,962)
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## Significant Changes

- \$89,818 decrease in Salaries due to vacant Community Development Director position

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ECONOMIC DEVELOPMENT</b>						
<b>REVENUES</b>						
FEES						
02-30-00-4-3670	ANNEXATION FEES	8,800	3,400	1,000	7,000	1,000
02-30-00-4-3676	GENERAL FUND DONATION	58,465	152,508	5,531	161,639	138,275
TOTAL FEES		67,265	155,908	6,531	168,639	139,275
INTEREST INCOME						
02-30-00-6-3810	INTEREST INCOME	8,801	10,000	1,512	9,000	10,000
TOTAL INTEREST INCOME		8,801	10,000	1,512	9,000	10,000
TOTAL REVENUES		76,066	165,908	8,043	177,639	149,275
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	233,748	233,249	100,564	201,128	146,300
02-30-00-1-4040	IMRF	26,439	24,794	10,815	21,630	17,146
02-30-00-1-4090	FICA MATCHING	15,014	17,844	6,161	12,322	11,191
TOTAL PERSONNEL SERVICES		275,201	275,887	117,540	235,080	174,637
CONTRACTUAL SERVICES						
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	39,852	90,000	30,000	80,000	60,000
02-30-00-3-4361	DUES	100	100	100	100	100
02-30-00-3-4377	INSURANCE ALLOCATION	105,500	105,500	-	105,500	105,500
TOTAL CONTRACTUAL SERVICES		145,452	195,600	30,100	185,600	165,600
TOTAL EXPENDITURES		420,653	471,487	147,640	420,680	340,237

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 (4 duplexes @ \$1,000)	\$ 4,000
Hawthorn Trails South (6 homes @ \$1,000)	\$ 6,000
Total	<u>\$ 10,000</u>

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

FY 2019 Budget request	\$ 3,400
FY 2020 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ 6,600</u>

The primary reason for the increase is due to the collection of annexation fees for the High Pointe Estates subdivision and the Hawthorn Trails South subdivision in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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:

Hawthorn Trails South (6 homes @ \$5,531)	\$ 33,186
High Pointe Estates (4 duplexes @ \$5,531)	\$ 22,124
Villas at the Commons (15 homes @ \$5,531)	\$ 82,965
Total	<u>\$ 138,275</u>

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

FY 2019 Budget request	\$ 152,508
FY 2020 Budget request	<u>\$ 138,275</u>
Increase (Decrease)	<u>\$ (14,233)</u>

The primary reason for the decrease is related to the final Stonebridge installment payment which was received in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 10,000
FY 2020 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is not change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 - 5%  
 Chief Administrative Officer/Village Clerk - 50%  
 Chief Financial Officer - 5%  
~~Director of Community Development - 40%~~  
 Director of Parks & Recreation - 5%  
 Director of Public Works/Village Engineer - 20%  
 Assistant Director of Public Works - 5%

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

FY 2019 Budget request	\$ 233,249
FY 2020 Budget request	<u>\$ 143,431</u>
Increase (Decrease)	<u><u>\$ (89,818)</u></u>

The primary reason for the decrease is the vacant Community Development Director position which is being filled contractually. This cost savings is offset by 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  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 24,794
FY 2020 Budget request	\$ 16,810
Increase (Decrease)	<u>\$ (7,984)</u>

The primary reason for the decrease is the vacant Community Development Director position which is being filled contractually. This cost savings is offset by a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative. The primary reason for the increase is that the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 17,844
FY 2020 Budget request	<u>\$ 10,972</u>
Increase (Decrease)	<u>\$ (6,872)</u>

The primary reason for the decrease is the vacant Community Development Director position which is being filled contractually. This cost savings is offset by 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  
2020 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	\$ 10,000
Communications/Strategy Specialist	\$ 70,000
Total	<u>\$ 80,000</u>

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

FY 2019 Budget request	\$ 90,000
FY 2020 Budget request	\$ 70,000
Increase (Decrease)	<u>\$ (20,000)</u>

The primary reason for the decrease is due to the forecasted decrease in Engineering/Legal/Environmental consultants in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 100
FY 2020 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 105,500
FY 2020 Budget request	<u>\$ 105,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

## 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
	2018	2019	2020	2020
Full-Time	0	4	3	3.00
Part-Time	0	0	0	0

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
39,150	40,500	42,300	Licenses	40,000	40,000
715,648	691,314	458,536	Permits	445,600	458,000
165,951	196,971	53,835	Fees	53,300	44,800
117	228	-	Miscellaneous	-	-
<b>920,866</b>	<b>929,013</b>	<b>554,671</b>	<b>Total Revenues</b>	<b>538,900</b>	<b>542,800</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
307,921	311,648	325,397	Personnel Services	242,934	247,787
338,356	350,653	134,038	Contractual Services	252,276	238,276
3,064	1,819	6,160	Commodities	2,470	2,525
<b>649,341</b>	<b>664,120</b>	<b>465,595</b>	<b>Total Expenditures</b>	<b>497,680</b>	<b>488,588</b>

271,525	264,893	89,076	<b>Source (Use) of Cash</b>	41,220	54,212
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### Significant Changes

- \$71,592 decrease in Salaries due to vacant Community Development Director position
- \$122,500 increase in Planning Services due to Rolf Campbell team performing planning and economic development services due to vacant Community Development Director position



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	6 MONTHS		2020	2021
			BUDGETED	ACTUAL	PROJECTED	REQUESTED BUDGET
<b>PLANNING</b>						
<b>REVENUES</b>						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	40,500	42,300	20,550	40,500	40,000
TOTAL LICENSES		40,500	42,300	20,550	40,500	40,000
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	686,239	455,746	221,868	513,700	442,600
02-60-00-3-3290	OTHER PERMITS	5,075	2,790	1,460	3,000	3,000
TOTAL PERMITS		691,314	458,536	223,328	516,700	445,600
FEES						
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	96,484	25,000	23,741	42,000	30,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	9,666	9,000	5,874	9,000	7,500
02-60-00-4-3784	PLANNING REIMBURSEMENTS	6,604	2,835	5,502	7,000	3,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	36,226	6,000	16,363	19,000	12,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	4,671	1,000	159	300	300
02-60-00-4-3789	FIRE SUPPRESSION FEES	25	2,500	175	500	500
02-60-00-4-3790	RECAPTURE FEES PASS THRU	37,205	-	139,720	139,720	-
02-60-00-5-3800	PLANNING APPLICATIONS -PUD	6,090	7,500	-	-	-
TOTAL FEES		196,971	53,835	191,534	217,520	53,300
MISCELLANEOUS						
02-60-00-7-3900	REFUND SERVICE CHARGE	228	-	50	131	-
TOTAL MISCELLANEOUS		228	-	50	131	-
TOTAL REVENUES		929,013	554,671	435,462	774,851	538,900

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
02-60-65-1-4010	SALARIES	263,059	274,854	98,788	197,576	207,327
02-60-65-1-4020	OVERTIME	-	300	-	-	300
02-60-65-1-4040	IMRF	29,489	29,217	10,501	21,002	24,298
02-60-65-1-4090	FICA MATCHING	19,100	21,026	7,078	14,156	15,861
TOTAL PERSONNEL SERVICES		311,648	325,397	116,367	232,734	247,787
CONTRACTUAL SERVICES						
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	83	2,000	216	1,500	2,250
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	175,363	43,000	42,259	91,979	43,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	12,437	3,000	5,966	9,000	6,500
02-60-65-3-4240	PLANNING SERVICES	1,425	2,500	4,192	1,500	125,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	7,643	3,000	2,751	7,000	2,500
02-60-65-3-4260	OTHER REIMBURSEMENT	4,945	550	276	550	400
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	16,780	15,000	3,250	13,000	11,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	-	500	1,665	3,000	2,500
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	-	750	93	100	500
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	89,953	55,000	17,975	54,000	42,000
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	300	2,403	150	300	300
02-60-65-3-4353	TELEPHONE-CELL PHONE	1,455	1,500	381	1,500	505
02-60-65-3-4355	PUBLISHING/ ADVERTISING	1,002	600	136	375	300
02-60-65-3-4357	PRINTING/COPYING	480	900	373	700	800
02-60-65-3-4360	RECAPTURE FEE PAID	37,205	-	139,720	139,720	-
02-60-65-3-4361	DUES	779	1,079	-	-	215
02-60-65-3-4362	TRAVEL EXPENSE	-	356	32	356	356
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	803	1,900	20	430	1,900
TOTAL CONTRACTUAL SERVICES		350,653	134,038	219,455	325,010	238,276

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
02-60-65-5-4562	AUTO FUEL & OIL	1,360	1,500	576	1,200	1,300
02-60-65-5-4578	UNIFORMS	211	460	-	238	425
02-60-65-5-4595	OTHER CHARGES	248	4,200	82	4,200	800
TOTAL COMMODITIES		1,819	6,160	658	5,638	2,525
TOTAL EXPENDITURES		664,120	465,595	336,480	563,382	497,680

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 42,300
FY 2020 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ (2,300)</u>

The primary reason for the decrease is due to the anticipated decreased number of contractors conducting business in town in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Building Permits

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

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$8,250)	\$ 49,500
Hawthorn Hills (5 homes @ \$8,250)	\$ 41,250
Hawthorn Trails South (6 homes @ \$8,250)	\$ 49,500
Villas at the Commons (15 homes @ \$8,250)	\$ 123,750
High Pointe Estates (4 duplexes @ \$14,650)	\$ 58,600
All Other Building Permits	<u>\$ 120,000</u>
Total	<u><u>\$ 442,600</u></u>

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

FY 2019 Budget request	\$ 455,746
FY 2020 Budget request	<u>\$ 442,600</u>
Increase (Decrease)	<u><u>\$ (13,146)</u></u>

The primary reason for the decrease is based on the reduced number of homes and other building projects estimated to be constructed in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,790
FY 2020 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ 210</u>

The primary reason for the increase is due to the estimated number of permits anticipated to be issued based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 25,000
FY 2020 Budget request	<u>\$ 30,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 9,000
FY 2020 Budget request	<u>\$ 7,500</u>
Increase (Decrease)	<u><u>\$ (1,500)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,835
FY 2020 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u><u>\$ 165</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ 6,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	<u>\$ 300</u>
Increase (Decrease)	<u><u>\$ (700)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u><u>\$(2,000)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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

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

FY 2019 Budget request	\$ 7,500
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ (7,500)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 274,854
FY 2020 Budget request	\$ 203,262
Increase (Decrease)	<u>\$ (71,592)</u>

The primary reason for the decrease is the vacant Community Development Director position which is being filled contractually. This cost savings is offset by 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  
2020 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

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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 2019 Budget request	\$ 300
FY 2020 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 29,217
FY 2020 Budget request	\$ 23,822
Increase (Decrease)	<u>\$ (5,395)</u>

The primary reason for the decrease is the vacant Community Development Director position which is being filled contractually. This cost savings is offset by a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative. The primary reason for the increase is that the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 21,026
FY 2020 Budget request	\$ 15,550
Increase (Decrease)	<u>\$ (5,476)</u>

The primary reason for the decrease is the vacant Community Development Director position which is being filled contractually. This cost savings is offset by 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  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 43,000
FY 2020 Budget request	\$ 48,000
Increase (Decrease)	<u>\$ 5,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,000
FY 2020 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ 4,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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.

Rolf Campbell - Contractual Community Development Director	\$ 125,000
	\$ 125,000

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

FY 2019 Budget request	\$ 2,500
FY 2020 Budget request	\$ 125,000
Increase (Decrease)	\$ 122,500

The primary reason for the increase relates to a new contractual arrangement with Rolf Campbell and Associates to provide economic development, planning and zoning services. The Community Development Director staff position is vacant and will not be filled in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,000
FY 2020 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 550
FY 2020 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u><u>\$ (150)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 15,000
FY 2020 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ 2,000</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 750
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 55,000
FY 2020 Budget request	\$ 48,000
Increase (Decrease)	<u>\$ (7,000)</u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,403
FY 2020 Budget request	\$ 300
Increase (Decrease)	<u><u>\$(2,103)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	<u>\$ 505</u>
Increase (Decrease)	<u><u>\$ (995)</u></u>

The primary reason for the decrease relates to the new First Net 5G cellular service. In addition, since the Community Development Director position is vacant, the budget for the Village provided cell phone was eliminated.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 600
FY 2020 Budget request	<u>\$ 300</u>
Increase (Decrease)	<u><u>\$ (300)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 900
FY 2020 Budget request	\$ 800
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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
Illinois Association of Code Enforcement	\$80
Chicago Metropolitan Agency for Planning (CMAP)	\$0
American Institute of Certified Planners (AICP)	\$0
Total	<u>\$215</u>

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

FY 2019 Budget request	\$ 1,079
FY 2020 Budget request	<u>\$ 215</u>
Increase (Decrease)	<u>\$ (864)</u>

The primary reason for the decrease relates to the elimination of the CMAP and AICP dues due to the planned vacancy in the Community Development Director position.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 356
FY 2020 Budget request	<u>\$ 356</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ -
Building & Fire Code Academy - Zoning Inspector Certificate	\$ 398
Illinois Association of Code Enforcement Quarterly Seminars	\$ 400
ABCI Seminars	\$ 170
Fred Pryor Training Subscription (3 employees x \$199)	\$ 597
Professional training - Building Inspector	\$ 335
<b>Total</b>	<u><u>\$ 1,900</u></u>

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

FY 2019 Budget request	\$ 1,900
FY 2020 Budget request	\$ 1,900
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	\$ 1,260
Increase (Decrease)	<u>\$ (240)</u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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	<u>\$ 160</u>
Total	<u><u>\$ 410</u></u>

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

FY 2019 Budget request	\$ 460
FY 2020 Budget request	<u>\$ 410</u>
Increase (Decrease)	<u><u>\$ (50)</u></u>

The primary reason for the decrease is based upon the Fiscal Year 2019 estimated actuals.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for other miscellaneous expenses.

Team Building Event (All Staff)	\$250
Blueprint Utility Cart	\$150
Miscellaneous	\$400
Total	<u>\$800</u>

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

FY 2019 Budget request	\$ 4,200
FY 2020 Budget request	\$ 800
Increase (Decrease)	<u>\$ (3,400)</u>

The primary reason for the decrease relates to the prior year purchase of 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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
264,395	274,369	357,316	Special Recreation	285,888	287,026
126,362	130,640	148,028	Administration	150,184	150,184
58,957	56,443	64,160	Recreation Programs	74,220	81,025
177,380	160,891	170,346	Park Maintenance	177,800	177,800
<b>627,094</b>	<b>622,343</b>	<b>739,850</b>	<b>Total Revenues</b>	<b>688,092</b>	<b>696,035</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
139,921	263,329	224,720	Special Recreation	148,628	149,193
148,071	154,083	178,216	Administration	212,533	215,256
44,974	39,782	46,232	Recreation Programs	53,091	57,897
318,900	349,990	369,207	Park Maintenance	386,229	395,356
<b>651,866</b>	<b>807,184</b>	<b>818,375</b>	<b>Total Expenditures</b>	<b>800,481</b>	<b>817,702</b>

-	(90,000)	(90,000)	<b>Transfer to General Fund</b>	(90,000)	(90,000)
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-	100,000	-	<b>Transfer from Community Development Fund</b>		
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(24,772)	(174,841)	(168,525)	<b>Net Change in Fund Balance</b>	(202,389)	(211,667)
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338,128	163,287	(5,238)	<b>Fund Balance as of 12/31</b>	(207,626)	(419,294)
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# 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
	2018	2019	2020	2020
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
179,780	188,191	188,316	Taxes	191,888	193,026
84,615	86,178	169,000	SRACLC Reimbursement	94,000	94,000
<b>264,395</b>	<b>274,369</b>	<b>357,316</b>	<b>Total Revenues</b>	<b>285,888</b>	<b>287,026</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
54,271	55,193	55,720	Contractual Services	54,628	55,193
85,650	208,136	169,000	Capital Outlay	94,000	94,000
<b>139,921</b>	<b>263,329</b>	<b>224,720</b>	<b>Total Expenditures</b>	<b>148,628</b>	<b>149,193</b>

<b>124,474</b>	<b>11,040</b>	<b>132,596</b>	<b>Source (Use) of Cash</b>	<b>137,260</b>	<b>137,833</b>
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## Significant Changes

- \$94,000 in accessible projects planned - projects include updating playground units and surfaces, completion of Meadowlark Park and Arboretum, and implementation of ADA compliance plan measures.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>SPECIAL RECREATION</b>						
<b>REVENUES</b>						
11-70-00-1-3017	PROPERTY TAXES-SRACL	188,191	188,316	96,188	188,388	193,026
11-70-00-5-3805	SRACL REIMBURSEMENT	86,178	169,000	1,733	94,000	94,000
TOTAL REVENUES		274,369	357,316	97,921	285,888	287,026
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACL DUES	55,193	55,720	-	54,628	55,193
TOTAL CONTRACTUAL SERVICES		55,193	55,720	-	54,628	55,193
CAPITAL OUTLAY						
11-70-00-8-4893	SRACL ACCESSIBILITY GRANT	208,136	169,000	158	94,000	94,000
TOTAL CAPITAL OUTLAY		208,136	169,000	158	94,000	94,000
TOTAL EXPENDITURES		263,329	224,720	158	148,628	149,193

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 188,316
FY 2020 Budget request	<u>\$ 191,888</u>
Increase (Decrease)	<u><u>\$ 3,572</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 169,000
FY 2020 Budget request	<u>\$ 94,000</u>
Increase (Decrease)	<u><u>\$ (75,000)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 55,720
FY 2020 Budget request	\$ 54,628
Increase (Decrease)	<u>\$ (1,092)</u>

The primary reason for the decrease relates to an overall increase in all member agency equalized assessed valuations. Additionally, successful fundraising efforts reduced the total cost of the sensory room construction and operation by SRACLC, which resulted in a reduction in the overall SRACLC operating budget expenses.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 5,000
Implement ADA Plan Compliance Measures	\$ 10,000
Renovations to Existing Playground Units	\$ 20,000
Development of Accessible Park (Meadowlark)	<u>\$ 59,000</u>
Total	<u><u>\$ 94,000</u></u>

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

FY 2019 Budget request	\$ 169,000
FY 2020 Budget request	\$ 94,000
Increase (Decrease)	<u><u>\$ (75,000)</u></u>

The SRACLC accessibility grant 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
	2018	2019	2020	2020
Full-Time	2	2	3	1.25
Part-Time	0	0	1	0.25

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
119,853	125,461	141,028	Taxes	144,554	144,554
1,033	1,179	1,500	Interest Income	130	130
5,476	4,000	5,500	Miscellaneous	5,500	5,500
<b>126,362</b>	<b>130,640</b>	<b>148,028</b>	<b>Total Revenues</b>	<b>150,184</b>	<b>150,184</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
76,484	80,061	104,629	Personnel Services	137,146	139,859
69,974	71,744	72,097	Contractual Services	73,897	73,907
1,613	2,278	1,490	Commodities	1,490	1,490
<b>148,071</b>	<b>154,083</b>	<b>178,216</b>	<b>Total Expenditures</b>	<b>212,533</b>	<b>215,256</b>

(21,709)	(23,443)	(30,188)	<b>Source (Use) of Cash</b>	(62,349)	(65,072)
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## Significant Changes

- Funding is included for a 40 hour per week summer intern. This is an increase from the prior year allocation of a 20 hour per week summer intern.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ADMINISTRATION</b>						
<b>REVENUES</b>						
TAXES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	125,461	141,028	64,125	141,028	144,554
TOTAL TAXES		125,461	141,028	64,125	141,028	144,554
INTEREST INCOME						
11-10-00-6-3810	INTEREST INCOME	1,179	1,500	63	130	130
TOTAL INTEREST INCOME		1,179	1,500	63	130	130
MISCELLANEOUS						
11-10-00-7-3820	FACILITY RENTAL	3,475	4,500	2,275	4,300	4,500
11-10-00-7-3825	SECURITY FEE	525	1,000	738	888	1,000
11-10-00-7-3830	DONATIONS	-	-	-	-	-
TOTAL MISCELLANEOUS		4,000	5,500	3,013	5,188	5,500
TOTAL REVENUES		130,640	148,028	67,201	146,346	150,184
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	67,770	87,191	43,602	87,204	115,908
11-10-00-1-4011	SALARIES - RENTAL SECURITY	-	1,500	-	1,500	1,500
11-10-00-1-4040	IMRF	7,294	9,268	4,634	9,268	13,584
11-10-00-1-4090	FICA MATCHING	4,997	6,670	3,244	6,488	8,867
TOTAL PERSONNEL SERVICES		80,061	104,629	51,480	104,460	139,859

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>CONTRACTUAL SERVICES</b>						
11-10-00-3-4352	CONTRACT MAINT - BUILDINGS	-	2,400	-	2,400	2,400
11-10-00-3-4353	TELEPHONE-CELL PHONE	1,998	2,137	798	1,935	1,920
11-10-00-3-4357	PRINTING/COPYING	4,073	4,350	3,771	4,771	5,750
11-10-00-3-4360	PROCESSING FEES	1,386	1,700	1,038	1,168	1,400
11-10-00-3-4361	DUES	3,529	2,510	3,135	3,135	2,690
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	8,008	6,250	6,667	6,667	6,595
11-10-00-3-4367	PRE-EMPLOYMENT SCREENING	-	-	392	392	392
11-10-00-3-4377	INSURANCE ALLOCATION	52,750	52,750	-	52,750	52,750
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>71,744</b>	<b>72,097</b>	<b>15,801</b>	<b>73,218</b>	<b>73,907</b>
<b>COMMODITIES</b>						
11-10-00-5-4561	OFFICE SUPPLIES	448	250	140	210	250
11-10-00-5-4578	UNIFORMS	96	240	-	120	240
11-10-00-5-4595	OTHER CHARGES	1,734	1,000	592	1,000	1,000
<b>TOTAL COMMODITIES</b>		<b>2,278</b>	<b>1,490</b>	<b>732</b>	<b>1,330</b>	<b>1,490</b>
<b>TOTAL EXPENDITURES</b>		<b>154,083</b>	<b>178,216</b>	<b>68,013</b>	<b>179,008</b>	<b>215,256</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 141,028
FY 2020 Budget request	<u>\$ 144,554</u>
Increase (Decrease)	<u><u>\$ 3,526</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 2020 is 1.9%.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	\$ 130
Increase (Decrease)	<u>\$ (1,370)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,500
FY 2020 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 - 25%  
Assistant Director of Parks & Recreation - 60%  
Recreation Specialist I - 40%  
Summer Intern (Recreation) - 100%

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

FY 2019 Budget request	\$ 87,191
FY 2020 Budget request	\$ 113,635
Increase (Decrease)	<u>\$ 26,444</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative. In addition, the summer intern position was increased from part time (20 hours per week for 12 weeks) to full time (40 hours per week for 12 weeks.)

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 9,268
FY 2020 Budget request	\$ 13,318
Increase (Decrease)	<u>\$ 4,050</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 6,670
FY 2020 Budget request	\$ 8,693
Increase (Decrease)	<u>\$ 2,023</u>

The primary reason for the increase is a reflection of the re-allocation of employee salaries based up actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative. In addition, the summer intern position was increased from part time (20 hours per week for 12 weeks) to full time (40 hours per week for 12 weeks.)

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 2,400
FY 2020 Budget request	<u>\$ 2,400</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,137
FY 2020 Budget request	\$ 1,920
Increase (Decrease)	<u>\$ (217)</u>

The primary reason for the decrease relates to the new First Net 5G cellular service.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Printing / Copying / Postage

**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	\$ 1,250 (Craft Show and Hometown Holiday)
Postage	\$ 1,350
<b>Total</b>	<u><u>\$ 5,750</u></u>

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

FY 2019 Budget request	\$ 4,350
FY 2020 Budget request	\$ 5,750
<b>Increase (Decrease)</b>	<u><u>\$ 1,400</u></u>

The primary reason for the increase is implementing a 12 page Summer brochure and subsequent increase in postage to an increasing resident population.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,700
FY 2020 Budget request	<u>\$ 1,400</u>
Increase (Decrease)	<u>\$ (300)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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) – Director of Parks & Recreation	\$ 130
National Recreation & Parks Association (NRPA) – Asst. Director of Parks & Rec.	\$ 130
National Recreation & Parks Association (CPSI) Certification Fee (x2)	<u>\$ 600</u>
Total	<u><u>\$ 2,690</u></u>

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

FY 2019 Budget request	\$ 2,510
FY 2020 Budget request	<u>\$ 2,690</u>
Increase (Decrease)	<u><u>\$ 180</u></u>

The primary reason for the increase is related to the addition of an NRPA membership for the Assistant Director of Parks and Recreation.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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
Illinois Legislative and Legal Forums	
Director of Parks & Recreation	\$ 490
Assistant Director of Parks & Recreation	\$ 490
Certified Pool Operator - Asst. Director of Parks & Recreation	\$ 365
Special Park District Forum	
Chief Operating Officer	\$ 2,000
Director of Parks & Recreation	\$ 2,000
Total	<u>\$ 6,595</u>

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

FY 2019 Budget request	\$ 6,250
FY 2020 Budget request	\$ 6,595
Increase (Decrease)	<u>\$ 345</u>

The primary reason for the increase is based upon the additional training opportunities at the Legal and Legislative forums and the renewal of the Certified Pool Operator designation for the Assistant Director of Parks and Recreation.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Pre-Employment Screening

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

**Account Number:** 11-10-00-3-4367

This account is used to provide funding for pre-employment screening such as drug tests and background checks. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test.

Summer Intern	\$ 56
Camp Counselors	<u>\$ 336</u>
Total	<u><u>\$ 392</u></u>

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ 392</u>
Increase (Decrease)	<u><u>\$ 392</u></u>

The primary reason for the increase is this is a new account in Fiscal Year 2020. This account was created in conjunction with the priority based budgeting initiative to fully allocate the costs of providing services. In prior years, the pre-employment testing for all Village employees was recorded in the Human Resources Department.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 52,750
FY 2020 Budget request	\$ 52,750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 250
FY 2020 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 240
FY 2020 Budget request	\$ 240
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

# 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
	2018	2019	2020	2020
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 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
	23,542	26,900	Youth Programs	32,450	35,500
	30,706	34,610	Sports/ Athletic Programs	36,670	39,800
	635	1,100	Adult Programs	3,550	4,100
	1,560	1,550	Seniors	1,550	1,625
	<b>56,443</b>	<b>64,160</b>	<b>Total Revenues</b>	<b>74,220</b>	<b>81,025</b>

## Expenditures

	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
	16,316	18,307	Youth Programs	21,486	23,797
	21,611	25,600	Sports/ Athletic Programs	27,910	30,050
	308	525	Adult Programs	1,895	2,150
	1,547	1,800	Seniors	1,800	1,900
	<b>39,782</b>	<b>46,232</b>	<b>Total Expenditures</b>	<b>53,091</b>	<b>57,897</b>
	16,661	17,928	<b>Source (Use) of Cash</b>	21,129	23,128

## Significant Changes

- The salaries for Woodchucks Summer Camp was increased to reflect the increase in minimum wage. To compensate for this, camp registration fees will be increased 10%. This is still an affordable childcare cost for our camp families. We do not see the fee increase having much effect on registration numbers.
- Budget lines for revenues and expenses were added for youth enrichment and variety programs. These lines are for new programs that add value to our community members by enriching their lives through fun and educational programs which provide a learning experience and social opportunities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>RECREATION PROGRAMS</b>						
<b>REVENUES</b>						
YOUTH PROGRAMS						
11-20-30-4-3630	WOODCHUCKS SUMMER CAMP	23,542	26,000	21,275	26,100	31,000
11-20-31-4-3630	ENRICHMENT/VARIETY	-	-	-	850	3,000
11-20-33-4-3630	BABYSITTING/CPR	-	900	926	1,356	1,500
TOTAL YOUTH PROGRAMS		23,542	26,900	22,201	28,306	35,500
SPORTS/ATHLETIC PROGRAMS						
11-20-41-4-3630	INTRO TO SPORTS	2,304	4,100	1,566	2,500	4,000
11-20-42-4-3630	SOCCER-IN HOUSE	9,982	14,500	7,635	14,500	15,500
11-20-43-4-3630	BASEBALL-IN HOUSE	4,735	5,500	2,310	2,310	2,500
11-20-44-4-3630	TAEKWONDO	8,320	6,300	4,066	7,000	9,000
11-20-45-4-3630	EQUESTRIAN	2,750	1,000	1,600	3,000	5,000
11-20-46-4-3630	FENCING	1,830	2,200	997	997	1,000
11-20-47-4-3630	GOLF	785	1,010	3,160	2,805	2,800
TOTAL SPORTS/ATHLETIC PROGRAMS		30,706	34,610	21,334	33,112	39,800
ADULT PROGRAMS						
11-20-51-4-3630	SELF DEFENSE	225	600	305	325	600
11-20-52-4-3630	FITNESS	410	500	625	1,800	3,500
TOTAL ADULT PROGRAMS		635	1,100	930	2,125	4,100
SENIORS						
11-20-61-4-3630	MONTHLY GATHERING	1,560	1,550	1,400	1,700	1,625
TOTAL SENIORS		1,560	1,550	1,400	1,700	1,625
TOTAL REVENUES		56,443	64,160	45,865	65,243	81,025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
YOUTH PROGRAMS						
11-20-30-1-4010	WOODCHUCKS SALARIES	10,424	13,750	3,507	11,061	16,500
11-20-30-1-4090	WOODCHUCKS FICA	797	1,052	268	847	1,262
11-20-30-5-4561	WOODCHUCKS SUPPLIES	4,815	3,000	988	1,800	3,500
11-20-31-5-4561	ENRICHMENT/VARIETY SUPPLIES	-	-	-	475	2,000
11-20-33-5-4561	BABYSITTING/CPR SUPPLIES	280	505	471	737	535
TOTAL YOUTH PROGRAMS		16,316	18,307	5,234	14,920	23,797
SPORTS/ATHLETIC PROGRAMS						
11-20-41-5-4561	INTRO TO SPORTS	1,630	2,970	367	1,800	3,000
11-20-42-5-4561	SOCCER	7,525	10,450	7,033	11,150	11,500
11-20-43-5-4561	BASEBALL	4,025	3,950	186	1,653	2,000
11-20-44-5-4561	TAEKWONDO	4,811	4,925	2,568	5,621	6,750
11-20-45-5-4561	EQUESTRIAN	2,038	750	1,200	2,250	3,750
11-20-46-5-4561	FENCING	932	1,650	798	798	750
11-20-47-5-4561	GOLF	650	905	-	2,280	2,300
TOTAL SPORTS/ATHLETIC PROGRAMS		21,611	25,600	12,152	25,552	30,050
ADULT PROGRAMS						
11-20-51-5-4561	SELF DEFENSE	-	150	-	-	150
11-20-52-5-4561	FITNESS	308	375	345	500	2,000
TOTAL ADULT PROGRAMS		308	525	345	500	2,150
SENIORS						
11-20-61-5-4561	MONTHLY GATHERING	1,547	1,800	952	2,000	1,900
TOTAL SENIORS		1,547	1,800	952	2,000	1,900
TOTAL EXPENDITURES		39,782	46,232	18,683	42,972	57,897

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 -	11-20-30-4-3630	
Expenses -	11-20-30-1-4010	Salaries
	11-20-30-1-4090	FICA
	11-20-30-5-4561	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. The Woodchucks program served 146 participants in 2018; and 160 participants in 2019.

REVENUE

Preschool Camp	\$13,500
Adventure Camp & Counselors in Training (CIT)	<u>\$15,500</u>
TOTAL REVENUE	<u>\$29,000</u>

EXPENSES

Salaries	\$15,500
FICA	\$1,186
Supplies - General/Misc.	\$1,200
Supplies - Fieldtrips (Qty = 4)	\$1,000
Supplies - Buses (Qty = 4)	<u>\$800</u>
TOTAL EXPENSES	<u>\$19,686</u>

<b>Net Profit</b>	<b><u><u>\$9,314</u></u></b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** RECREATION PROGRAMS

**Division:** Youth

**Description:** Enrichment/Variety

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

**Account Number:** Revenues - 11-20-31-4-3630  
Expenses - 11-20-31-5-4561 Supplies

The enrichment/variety program revenue and expense lines were added in 2019. These programs add value to our residents and community by enriching their lives through fun and educational programs which provide a learning experience and social opportunities. The new Enrichment/Variety programs served zero participants in 2018; and 4 participants in 2019.

REVENUE

Mad Science (1)	\$250
Forest Immersion (2)	\$1,600
HW at Night (2)	\$400
TOTAL REVENUE	\$2,250

EXPENSES

Mad Science (1)	\$150
Forest Immersion (2)	\$1,050
HW at Night (2)	\$150
TOTAL EXPENSES	\$1,350

<b>Net Profit</b>	<b>\$900</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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! The Babysitting/CPR Programs served zero participants in 2018; and 13 participants in 2019.

REVENUE

Spring Session	\$300
Summer Session	\$600
Fall Session	\$300
TOTAL REVENUE	<u>\$1,200</u>

EXPENSES

Instruction	\$0
Instructor Kit	\$50
Certifications; Books; Equipment & Supplies	\$400
TOTAL EXPENSES	<u>\$450</u>

<b>Net Profit</b>	<u><u>\$750</u></u>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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. The Intro to Sports Programs served 44 participants in 2018; and 45 participants in 2019.

REVENUE	Winter/Spring	Summer	Fall	TOTAL
Sports R Us	\$500	\$200	\$400	\$1,100
SportsKids Inc.	\$900	\$150	\$600	\$1,650
Tennis	\$1,120	\$0	\$0	\$1,120
<b>TOTAL REVENUE</b>				<b>\$3,870</b>

EXPENSES	Winter/Spring	Summer	Fall	TOTAL
Sports R Us	\$375	\$150	\$300	\$825
SportsKids Inc.	\$630	\$105	\$420	\$1,155
Tennis	\$880	\$0	\$0	\$880
<b>TOTAL EXPENSES</b>				<b>\$2,860</b>

**Net Profit** **\$1,010**

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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. The Soccer Program served 81 participants in 2018; and 127 participants in 2019.

**REVENUE**

Spring Session	\$9,000
Fall Session	\$6,000
TOTAL REVENUE	\$15,000

**EXPENSES**

Director	\$5,500
Coaching	\$2,800
Turf Paint	\$1,200
Uniforms	\$1,100
Equipment	\$500
TOTAL EXPENSES	\$11,100

<b>Net Profit</b>	<b>\$3,900</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 started in 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. The Baseball - In House Program served 40 participants in 2018; and 25 participants in 2019.

**REVENUE**

Spring Session	\$2,000
TOTAL REVENUE	\$2,000

**EXPENSES**

Coaching	\$1,500
Equipment	\$0
Uniforms	\$200
TOTAL EXPENSES	\$1,700

<b>Net Profit</b>	<b>\$300</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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. The Taekwondo Program served 41 participants in 2018; and 33 participants in 2019.

REVENUE

Winter/Spring Session	\$3,500
Summer Session	\$1,200
Fall Session	\$3,200
TOTAL REVENUE	\$7,900

EXPENSES

Coaching	\$5,925
Equipment & Supplies	\$200
TOTAL EXPENSES	\$6,125

<b>Net Profit</b>	<b>\$1,775</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

Equestrian lessons are offered through a partnership with Red Coat Farm. This has proven to be a successful partnership in 2019. We hope to increase revenue and the love of horses. The Equestrian Program served 12 participants in 2018; and 13 participants in 2019.

**REVENUE**

Spring Classes & Lessons	\$1,600
Fall Classes & Lessons	\$2,500
TOTAL REVENUE	\$4,100

**EXPENSES**

Instruction	\$3,075
Equipment & Supplies	\$0
TOTAL EXPENSES	\$3,075

<b>Net Profit</b>	<b>\$1,025</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

Fencing has been a strong and steady program for 4 years. However this past summer, our instructor informed us they would no longer be able to teach our participants. The Parks and Recreation Department is currently seeking a new instructor to lead this program. The Fencing Program served 22 participants in 2018; and 15 participants in 2019.

REVENUE

Winter/Spring Session	\$600
Fall Session	\$400
TOTAL REVENUE	\$1,000

EXPENSES

Coaching	\$750
Misc. Supplies	\$0
TOTAL EXPENSES	\$750

<b>Net Profit</b>	<b>\$250</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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. The Golf Program served 4 participants in 2018, and 16 participants in 2019.

REVENUE

Summer Session	\$2,800
TOTAL REVENUE	\$2,800

EXPENSES

Coaching	\$2,300
TOTAL EXPENSES	\$2,300

<b>Net Profit</b>	<b>\$500</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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. The Self-Defense Program served 9 participants in 2018; and 15 participants in 2019.

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

<b>Net Profit</b>	<b>\$450</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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. The Fitness Programs are drop in programs and attendance data is not available.

REVENUE

Boot Camp	\$600
Fit4Mom (Net Revenue)	\$2,350
Meditation	\$1,600
TOTAL REVENUE	\$2,950

EXPENSES

Boot Camp Instruction	\$345
Meditation Instruction	\$1,400
Equipment & Supplies	\$0
TOTAL EXPENSES	\$1,745

<b>Net Profit</b>	<b>\$1,205</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 of this program are off-set by obtaining sponsorships and charging minimal participant fees when necessary.

REVENUE

Sponsorship	\$1,200
Luncheon Fees (November Holiday Luncheon)	\$350
TOTAL REVENUE	\$1,550

EXPENSES

Food & Beverage	\$900
Decorations, Gifts, Misc. Supplies	\$900
November Luncheon (HWCC)	\$400
TOTAL EXPENSES	\$1,800

<b>Net Profit</b>	<b>(\$250)</b>
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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
	2018	2019	2020	2020
Full-Time	2	2	2	2.65
Seasonal	0	0	2	0.4
Summer	0	0	0	0
• Department Head position is allocated in Parks & Rec.				

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
139,829	125,461	138,346	Property Taxes	141,800	141,800
37,551	35,430	32,000	Fees	36,000	36,000
<b>177,380</b>	<b>160,891</b>	<b>170,346</b>	<b>Total Revenues</b>	<b>177,800</b>	<b>177,800</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
190,053	200,870	209,198	Personnel Services	227,153	231,500
98,974	122,757	125,709	Contractual Services	124,326	129,206
25,717	24,062	29,300	Commodities	29,750	29,650
4,156	2,301	5,000	Capital Outlay	5,000	5,000
<b>318,900</b>	<b>349,990</b>	<b>369,207</b>	<b>Total Expenditures</b>	<b>386,229</b>	<b>395,356</b>

(141,520)	(189,099)	(198,861)	<b>Source (Use) of Cash</b>	(208,429)	(217,556)
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## Significant Changes

- \$9,600 increase in Seasonal Salaries to hire two new seasonal parks maintenance employees (10 weeks x 40 hours per week x \$12 per hour x 2 employees.) The seasonal support is needed due to the addition of new parks and seven new playgrounds.
- \$1,383 decrease in Pond Maintenance due to a new lower cost vendor contract.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PARK MAINTENANCE</b>						
<b>REVENUES</b>						
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	125,461	138,346	64,125	134,300	141,800
11-40-00-7-3630	FIELD LEASE	35,130	32,000	36,349	37,489	36,000
11-40-00-7-3890	MISCELLANEOUS	300	-	-	-	-
TOTAL REVENUES		160,891	170,346	100,474	171,789	177,800
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	161,454	176,698	87,152	174,304	182,084
11-40-00-1-4011	SEASONAL SALARIES	8,561	-	432	432	9,600
11-40-00-1-4020	OVERTIME	-	200	-	-	200
11-40-00-1-4040	IMRF	18,358	18,783	9,310	18,620	21,340
11-40-00-1-4090	FICA MATCHING	12,497	13,517	6,526	13,052	13,929
TOTAL PERSONNEL SERVICES		200,870	209,198	103,420	206,408	227,153
CONTRACTUAL SERVICES						
11-40-00-3-4110	SECURITY	363	500	360	360	500
11-40-00-3-4120	CONTRACTUAL MAINT. - VEHICLE	-	750	-	300	750
11-40-00-3-4371	PUBLIC PARK UTILITIES	2,037	2,500	347	1,872	2,500
11-40-00-3-4372	ISLAND/CUL-DE-SAC MAINT.	25,960	20,656	7,746	20,656	20,656
11-40-00-3-4373	POND MAINTENANCE	5,343	6,063	319	2,680	4,680
11-40-00-3-4374	WETLAND MAINTENANCE	-	1,000	-	1,000	1,000
11-40-00-3-4375	LANDSCAPE MAINTENANCE	89,054	94,240	23,480	94,240	94,240
TOTAL CONTRACTUAL SERVICES		122,757	125,709	32,252	121,108	124,326

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>COMMODITIES</b>						
11-40-00-5-4562	AUTO FUEL & OIL	609	450	388	600	600
11-40-00-5-4564	SMALL TOOLS	591	350	277	320	350
11-40-00-5-4569	VEHICLE SUPPLIES	689	1,000	1,251	1,314	1,400
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	12,172	15,000	890	11,700	15,000
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	6,934	7,500	5,277	7,200	7,500
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	1,519	3,500	320	3,200	3,500
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	1,548	1,500	735	1,200	1,300
TOTAL COMMODITIES		24,062	29,300	9,138	25,534	29,650
<b>CAPITAL OUTLAY</b>						
11-40-00-8-4895	LANDSCAPE/OTHER IMPROVEMENT	2,301	5,000	213	4,525	5,000
TOTAL CAPITAL OUTLAY		2,301	5,000	213	4,525	5,000
TOTAL EXPENDITURES		349,990	369,207	145,023	357,575	395,356

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 138,346
FY 2020 Budget request	<u>\$ 141,800</u>
Increase (Decrease)	<u><u>\$ 3,454</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 2020 is 1.9%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 32,000
FY 2020 Budget request	\$ 36,000
Increase (Decrease)	<u>\$ 4,000</u>

The primary reason for the increase is a result of new use of Highview Park for Independent Sports Camps.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 Parks & Recreation - 10%  
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 2019 Budget request	\$ 176,698
FY 2020 Budget request	\$ 182,084
Increase (Decrease)	<u>\$ 5,386</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, based upon actual job responsibilities.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Seasonal Salaries

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

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

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

Seasonal Employee - (10 weeks x 40 hours per week x \$12 per hour)	\$ 4,800
Seasonal Employee - (10 weeks x 40 hours per week x \$12 per hour)	<u>\$ 4,800</u>
	<u><u>\$ 9,600</u></u>

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ 9,600</u>
Increase (Decrease)	<u><u>\$ 9,600</u></u>

The primary reason for the increase is due to the addition of two new summer seasonal hires in Parks Maintenance. The additional seasonal support is necessary due to the addition of new parks, including seven new playgrounds.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account represents the overtime expenses of the Park Maintenance employees.

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

FY 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 18,783
FY 2020 Budget request	\$ 21,340
Increase (Decrease)	<u>\$ 2,557</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  
2020 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

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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 2019 Budget request	\$ 13,517
FY 2020 Budget request	\$ 13,929
Increase (Decrease)	<u>\$ 412</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. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 750
FY 2020 Budget request	<u>\$ 750</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,500
FY 2020 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 20,656
FY 2020 Budget request	\$ 20,656
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for the treatment of ponds located in Heritage Oaks and Copperfield Parks by a contractual vendor. This program was implemented to monitor and maintain good water quality, institute algae control, pond maintenance and environmental preservation measures.

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

FY 2019 Budget request	\$ 6,063
FY 2020 Budget request	\$ 4,680
Increase (Decrease)	<u>\$ (1,383)</u>

The primary reason for the decrease is due to cost savings resulting from a new vendor contract for pond maintenance.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 94,240
FY 2020 Budget request	\$ 94,240
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 450
FY 2020 Budget request	\$ 600
Increase (Decrease)	<u>\$ 150</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 350
FY 2020 Budget request	\$ 350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ 300</u>

The increase is due primarily to actual costs incurred for maintenance on an aging fleet of Trucks, Vans, and the Parks Explorer.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 15,000
FY 2020 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 7,500
FY 2020 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,500
FY 2020 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2017	2018	2019	2020
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenue

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
56	28	25	Interest	25	25
24,838	59,801	28,952	Park Donations	125,979	92,344
<b>24,894</b>	<b>59,829</b>	<b>28,977</b>	<b>Total Revenue</b>	<b>126,004</b>	<b>92,369</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
-	-	-	Capital Outlay	-	-
-	-	-	<b>Total Expenditures</b>	-	-
(45,000)	(61,000)	(40,443)	<b>Transfer to Aquatic Debt</b>	(115,118)	(92,369)
<b>(20,106)</b>	<b>(1,171)</b>	<b>(11,466)</b>	<b>Net Change in Fund Balance</b>	<b>10,886</b>	<b>-</b>
<b>1,751</b>	<b>580</b>	<b>(10,886)</b>	<b>Fund Balance as of 12/31</b>	<b>-</b>	<b>-</b>

## 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	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PARK DONATION FUND</b>						
<b>REVENUES</b>						
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	28	25	2	25	25
TOTAL INTEREST INCOME		28	25	2	25	25
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	59,801	28,952	14,037	125,979	92,344
TOTAL PARK DONATIONS		59,801	28,952	14,037	125,979	92,344
TOTAL REVENUES		59,829	28,977	14,039	126,004	92,369

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 25
FY 2020 Budget request	\$ 25
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARK DONATION FUND

**Description:** Park Donation Revenue

**Priority:** 1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 10-00-00-7-3830

This account represents the park donation revenue required by Village Ordinance for the construction of new homes in the Village. All park donation revenue is pledged as the primary funding source for repayment of the 2011 Aquatic Center Revenue Bonds.

Stonebridge (6 homes @ \$1,500)	\$ 9,000
Villas at the Commons (15 homes @ \$6,727)	\$ 100,905
High Pointe Estates (4 duplexes @ \$4,018.50)	<u>\$ 16,074</u>
Total	<u><u>\$ 125,979</u></u>

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2019 Budget request	\$ 28,952
FY 2020 Budget request	<u>\$ 125,979</u>
Increase (Decrease)	<u><u>\$ 97,027</u></u>

The primary reason for the increase is related to change in the anticipated new home starts in Fiscal Year 2020 as compared to Fiscal Year 2019. 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 2018	Headcount 2019	Headcount 2020	FTE 2020
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 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
204,777	213,158	210,787	Taxes	280,000	280,000
-	43,110	-	Intergovernmental	-	-
1,143	1,071	1,000	Interest	1,000	1,000
<b>205,920</b>	<b>257,339</b>	<b>211,787</b>	<b>Total Revenues</b>	<b>281,000</b>	<b>281,000</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
93,937	85,392	154,140	Personnel Services	160,226	162,088
118,067	101,147	125,100	Contractual Services	141,400	126,400
45,439	55,347	91,000	Commodities	95,000	95,000
-	-	-	Other Financing Uses	-	-
<b>257,443</b>	<b>241,886</b>	<b>370,240</b>	<b>Total Expenditures</b>	<b>396,626</b>	<b>383,488</b>

(51,523)	15,453	(158,453)	<b>Net Change in Fund Balance</b>	(115,626)	(102,488)
368,897	384,350	225,897	<b>Fund Balance as of 12/31</b>	110,271	7,783

## Significant Changes

- \$50,000 increase for Street Patching, due to crack sealing not being a viable option for streets due to condition. Re-allocated \$50,000 from Crack Sealing to Street Patching.
- \$50,000 decrease for Crack Sealing, due to crack sealing not being a viable option for streets due to condition.
- \$6,000 increase for Road Patch Materials due to increased patching performed by staff.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>MOTOR FUEL TAX FUND</b>						
<b>REVENUES</b>						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	213,158	210,787	99,276	210,787	280,000
TOTAL TAXES		213,158	210,787	99,276	210,787	280,000
INTERGOVERNMENTAL						
28-00-00-5-3805	GRANT REVENUE	43,110	-	-	-	-
TOTAL INTERGOVERNMENTAL		43,110	-	-	-	-
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	1,071	1,000	487	840	1,000
TOTAL INTEREST INCOME		1,071	1,000	487	840	1,000
TOTAL REVENUES		257,339	211,787	99,763	211,627	281,000
<b>MOTOR FUEL TAX FUND</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	72,148	130,318	64,348	128,696	135,569
28-00-00-1-4040	IMRF	8,223	13,853	6,788	13,576	16,046
28-00-00-1-4090	FICA MATCHING	5,021	9,969	4,385	8,770	10,473
TOTAL PERSONNEL SERVICES		85,392	154,140	75,521	151,042	162,088

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>CONTRACTUAL SERVICES</b>						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	4,537	5,100	2,519	6,400	6,400
28-00-00-3-4151	STREET PATCHING	-	60,000	-	110,000	110,000
28-00-00-3-4152	CRACK SEALING	-	50,000	-	-	-
28-00-00-3-4153	PAVEMENT MARKING	-	10,000	-	2,000	5,000
28-00-00-3-4154	SCHWERMAN ROAD - see page 577	96,610	-	12,459	12,459	-
28-00-00-3-4155	STREET SWEEPING	-	-	-	-	5,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>101,147</b>	<b>125,100</b>	<b>14,978</b>	<b>130,859</b>	<b>141,400</b>
<b>COMMODITIES</b>						
28-00-00-5-4571	ROAD PATCH MATERIALS	3,891	6,000	5,469	10,000	10,000
28-00-00-5-4572	SALT & DE-ICERS	48,420	65,000	42,945	65,000	75,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	3,036	20,000	376	10,000	10,000
<b>TOTAL COMMODITIES</b>		<b>55,347</b>	<b>91,000</b>	<b>48,790</b>	<b>85,000</b>	<b>95,000</b>
<b>TOTAL EXPENDITURES</b>		<b>241,886</b>	<b>370,240</b>	<b>139,289</b>	<b>366,901</b>	<b>383,488</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 210,787
FY 2020 Budget request	<u>\$ 280,000</u>
Increase (Decrease)	<u><u>\$ 69,213</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, and the increase in the per capita forecast from the IML.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Grant Revenue

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-5-3805

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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 Grant Revenue forecast changed from the prior year budget, as follows:

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 130,318
FY 2020 Budget request	<u>\$ 134,227</u>
Increase (Decrease)	<u>\$ 3,909</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 13,853
FY 2020 Budget request	<u>\$ 15,731</u>
Increase (Decrease)	<u>\$ 1,878</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 9,969
FY 2020 Budget request	\$ 10,268
Increase (Decrease)	<u>\$ 299</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,100
FY 2020 Budget request	\$ 6,400
Increase (Decrease)	<u>\$ 1,300</u>

The primary reason for the increase relates to the Village paying one-third of the cost of the traffic signal maintenance at Hubbard Lake and Old McHenry Road.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 60,000
FY 2020 Budget request	<u>\$ 125,000</u>
Increase (Decrease)	<u>\$ 65,000</u>

The primary reason for the increase relates to the crack sealing not being a viable option for the streets due to deteriorated condition. Thus re-allocate \$50,000 from Crack Sealing to Streets Patch line item.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 50,000
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ (50,000)</u></u>

The primary reason for the decrease relates to the re-allocation of funds to the Street Patch line item, for the crack sealing will not be a viable option for streets due to deteriorated condition.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 10,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is to move funds from this line item to create a new line item called Street Sweeping.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Contract- Street Sweeping

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-3-4155

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This account is used to pay for contracted services for street sweeping. This is a new line item.

The Contract-Street Sweeping budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ -
FY 2020 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

This is a new line item for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ 4,000</u></u>

The primary reason for the increase is staff is performing more pavement patching in-house.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 65,000
FY 2020 Budget request	\$ 75,000
Increase (Decrease)	<u>\$ 10,000</u>

The primary reason for the increase is due to the understanding that the cost of salt is increasing significantly.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 20,000
FY 2020 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2019.



# AQUATIC CENTER



## AQUATIC CENTER FUND

<b>Revenues</b>					
Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
216,560	234,975	252,875	Operations	239,850	239,850
48,508	48,508	48,500	Concessions	40,000	40,000
65,669	65,669	68,400	Programs	65,850	65,850
-	-	-	Maintenance	-	-
<u>330,737</u>	<u>349,152</u>	<u>369,775</u>	<b>Total Revenues</b>	<u>345,700</u>	<u>345,700</u>
<b>Expenditures</b>					
Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
287,674	251,345	278,478	Operations	345,916	346,318
47,182	47,182	42,195	Concessions	39,149	39,149
16,559	16,559	20,001	Programs	20,000	20,000
43,435	79,495	86,906	Maintenance	86,267	87,160
190,429	177,130	-	Depreciation + NPL	-	-
<u>585,279</u>	<u>571,711</u>	<u>427,580</u>	<b>Total Expenditures</b>	<u>491,332</u>	<u>492,628</u>
-	167,471	-	<b>Transfers from Other Fund:</b>	-	-
<u>(254,542)</u>	<u>(55,088)</u>	<u>(57,805)</u>	<b>Operating Income (Loss)</b>	<u>(145,632)</u>	<u>(146,928)</u>
<u>1,570,788</u>	<u>1,515,700</u>	<u>1,457,895</u>	<b>Net Assets as of 12/31</b>	<u>1,312,263</u>	<u>1,165,336</u>

### Significant Changes

- All salary line items factor in the State of Illinois minimum wage increases - effective July 1, 2020, the minimum wage will be \$10.00 per hour. The current minimum wage is \$8.25 per hour.

# 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	
	2018	2019	2020	FTE 2020
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	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
216,105	234,462	252,400	Fees	239,500	239,500
83	32	75	Interest	-	-
372	481	400	Miscellaneous	350	350
<b>216,560</b>	<b>234,975</b>	<b>252,875</b>	<b>Total Revenues</b>	<b>239,850</b>	<b>239,850</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
180,132	145,721	180,109	Personnel Services	187,603	188,005
85,675	82,702	68,919	Contractual Services	126,413	126,413
21,867	22,922	29,450	Commodities	31,900	31,900
<b>287,674</b>	<b>251,345</b>	<b>278,478</b>	<b>Total Expenditures</b>	<b>345,916</b>	<b>346,318</b>

(71,114)	(16,370)	(25,603)	<b>Source (Use) of Cash</b>	(106,066)	(106,468)
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## Significant Changes

- Season passes were increased by 3%.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER OPERATIONS</b>						
<b>REVENUES</b>						
FEES						
40-02-00-4-3632	SEASON PASSES	104,502	110,500	83,229	93,500	102,000
40-02-00-4-3635	DAILY ADMISSIONS	107,065	118,000	28,094	99,800	112,000
40-02-00-4-3643	CERTIFICATION CLASSES	1,300	1,200	100	1,950	1,500
40-02-00-4-3644	SPECIAL EVENTS	-	200	390	390	-
40-02-00-4-3645	DAY TIME POOL RENTALS	12,695	13,000	3,895	8,700	13,000
40-02-00-4-3646	AFTER HOUR POOL RENTALS	8,900	9,500	9,435	10,400	11,000
TOTAL FEES		234,462	252,400	125,143	214,740	239,500
INTEREST INCOME						
40-02-00-6-3810	INTEREST INCOME	32	75	-	-	-
TOTAL INTEREST INCOME		32	75	-	-	-
MISCELLANEOUS INCOME						
40-02-00-7-3825	GIFT SHOP REVENUE	249	200	75	140	150
40-02-00-7-3900	REFUND SERVICE CHARGE	232	200	225	340	200
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		481	400	300	480	350
TOTAL REVENUES		234,975	252,875	125,443	215,220	239,850

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
40-02-00-1-4010	MANAGERS	47,607	54,000	21,542	47,750	54,000
40-02-00-1-4011	LIFEGUARDS	48,638	63,000	13,278	50,000	65,000
40-02-00-1-4012	CASHIER/ ATTENDANT	10,716	13,800	3,296	11,250	16,000
40-02-00-1-4018	ADMINISTRATION	22,978	30,059	15,026	30,000	32,000
40-02-00-1-4020	OVERTIME	823	500	53	475	500
40-02-00-1-4040	IMRF	5,090	6,350	3,010	6,350	7,289
40-02-00-1-4090	FICA MATCHING	9,869	12,400	3,990	12,400	13,070
TOTAL PERSONNEL SERVICES		145,721	180,109	60,195	158,225	187,603
CONTRACTUAL SERVICES						
40-02-00-3-4351	MARKETING/PRINTING/POSTAGE	3,205	3,845	3,719	3,870	4,200
40-02-00-3-4353	TELEPHONE	3,540	3,825	1,833	3,550	3,600
40-02-00-3-4360	PROCESSING FEES	12,823	12,750	6,077	12,700	13,000
40-02-00-3-4361	DUES	-	650	300	650	650
40-02-00-3-4365	PROFESSIONAL DEVELOPMENT	645	899	-	199	549
40-02-00-3-4367	PRE-EMPLOYMENT SCREENING	-	1,500	840	896	1,064
40-02-00-3-4371	UTILITIES	22,132	21,500	8,968	22,500	23,000
40-02-00-3-4372	SEWER SERVICE	40,021	18,500	11,206	75,000	75,000
40-02-00-3-4373	LIABILITY INSURANCE	-	5,000	-	5,000	5,000
40-02-00-3-4377	EMPLOYEE RECOGNITION	171	250	-	-	150
40-02-00-3-4390	MISCELLANEOUS	165	200	-	-	200
TOTAL CONTRACTUAL SERVICES		82,702	68,919	32,943	124,365	126,413
COMMODITIES						
40-02-00-5-4561	OFFICE SUPPLIES	1,321	1,500	777	1,350	1,350
40-02-00-5-4563	EQUIPMENT	704	3,000	3,471	3,500	3,500
40-02-00-5-4566	CHEMICAL SUPPLIES	15,681	15,000	9,541	20,750	21,000
40-02-00-5-4570	RESTROOM/CLEANING SUPPLIES	2,433	2,000	1,435	1,900	2,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
40-02-00-5-4575	FIRST AID SUPPLIES	199	300	223	365	350
40-02-00-5-4576	CERTIFICATION TRAINING SUPPLIES	1,388	2,000	1,391	1,475	1,500
40-02-00-5-4578	UNIFORMS	1,098	2,000	627	1,788	1,800
40-02-00-5-4585	GIFT SHOP EXPENDITURES	144	150	-	-	150
40-02-00-5-4590	POOL RENTAL EXPENSE	53	3,000	-	-	-
40-02-00-5-4595	SPECIAL EVENTS EXPENSE	-	500	200	475	250
40-02-00-7-3895	CASH OVER/SHORT	(99)	-	5	11	-
TOTAL COMMODITIES		22,922	29,450	17,670	31,614	31,900
TOTAL EXPENDITURES		251,345	278,478	110,808	314,204	346,318

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Individual-Resident/Non Resident	\$106/\$158	\$111/\$158	\$73/\$95	\$74/\$97	\$76/\$100
Senior-Resident/Non-Resident	\$79/\$132	\$79/\$132	\$70/\$95	\$74/\$97	\$74/\$97
Family-2 -Resident/Non Resident	\$158/\$264	\$165/\$264	\$146/\$190	\$149/\$194	\$152/\$200
Family-3 -Resident/Non-Resident	\$195/\$317	\$203/\$317	\$219/\$285	\$223/\$291	\$228/\$300
Family-4 -Resident/Non Resident	\$238/\$370	\$248/\$370	\$255/\$380	\$261/\$388	\$268/\$350
Family-5-Resident/Non-Resident	\$280/\$422	\$292/\$422	\$292/\$425	\$298/\$436	\$308/\$400
Add Family -Resident/Non Resident	\$63/\$84	\$66/\$84	\$73/\$95	\$74/\$97	\$40/\$50

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 110,500
FY 2020 Budget request	<u>\$ 102,000</u>
Increase (Decrease)	<u>\$ (8,500)</u>

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2019. Fiscal Year 2020 Aquatic Center Season Pass Rates also will reflect a 3% increase. This is intended to help offset the mandatory increase in minimum wage.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Adult	\$8/\$10	\$8/\$10	\$8/\$10	\$9/\$12	\$10/\$13
Youth/Senior	\$6/\$8	\$6/\$8	\$6/\$8	\$7/\$10	\$7/\$10

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

FY 2019 Budget request	\$118,000
FY 2020 Budget request	<u>\$112,000</u>
Increase (Decrease)	<u>\$ (6,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2019. We do indicate an increase in adult daily fees of \$1 for both resident and non-resident.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,200
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 300</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is being eliminated in Fiscal Year 2020.

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

FY 2019 Budget request	\$ 200
FY 2020 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is this account is being eliminated in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 13,000
FY 2020 Budget request	<u>\$ 13,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 9,500
FY 2020 Budget request	<u>\$ 11,000</u>
Increase (Decrease)	<u>\$ 1,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 75
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (75)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 150
Increase (Decrease)	<u>\$ (50)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 54,000
FY 2020 Budget request	\$ 54,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account funds the Lifeguard salaries for the Aquatic Center.

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

FY 2019 Budget request	\$ 63,000
FY 2020 Budget request	\$ 65,000
Increase (Decrease)	<u>\$ 2,000</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 \$10.75 per hour.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 13,800
FY 2020 Budget request	\$ 16,000
Increase (Decrease)	<u>\$ 2,200</u>

The primary reason for the increase is based upon the increase in the minimum wage. The minimum starting hourly rate will be \$10.00 per hour.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account funds the Administration salaries for the Aquatic Center, as follows:

Director of Parks & Recreation - 10%  
Chief Financial Officer - 5%  
Finance Office Manager - 20%

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

FY 2019 Budget request	\$ 30,059
FY 2020 Budget request	\$ 32,000
Increase (Decrease)	<u>\$ 1,941</u>

The primary reason for the increase is a reflection of employee progression in the approved compensation plan. The Finance Office Manager also serves as the Deputy Aquatic Manager during the pool operating season.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion will be 11.72%.

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

FY 2019 Budget request	\$ 6,350
FY 2020 Budget request	\$ 7,289
Increase (Decrease)	<u>\$ 939</u>

The primary reason for the increase is a reflection of employee progression in the approved compensation plan. The Finance Office Manager also serves as the Deputy Aquatic Manager during the pool operating season. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 12,400
FY 2020 Budget request	<u>\$ 12,814</u>
Increase (Decrease)	<u><u>\$ 414</u></u>

The primary reason for the increase is a reflection of employee progression in the approved compensation plan. The Finance Office Manager also serves as the Deputy Aquatic Manager during the pool operating season.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Marketing/Printing/Postage

**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	\$ 150
Business Cards	\$ 25
Summer Brochure 12-page	\$ 2,675
Summer Brochure Postage	\$ 1,350
Total	<u>\$ 4,200</u>

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

FY 2019 Budget request	\$ 3,845
FY 2020 Budget request	\$ 4,200
Increase (Decrease)	<u>\$ 355</u>

The primary reason for the increase is related to the projected budgeted fees for Fiscal Year 2020 associated with the summer brochure.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$1,850
Cell Business Phone Usage	\$745
Verizon Back Up -Data Line (\$39.52)	\$474
Tablet Verizon Service ( \$38.01)	\$456
Remote service call	\$75
Total	<u>\$3,600</u>

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

FY 2019 Budget request	\$ 3,825
FY 2020 Budget request	<u>\$ 3,600</u>
Increase (Decrease)	<u>\$ (225)</u>

The primary reason for the decrease is related to the projected budgeted fees associated with various phone and data services at the Aquatic Center in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 12,750
FY 2020 Budget request	<u>\$ 13,000</u>
Increase (Decrease)	<u>\$ 250</u>

The primary reason for the increase is due to the increased activity being processed through ActiveNet.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 650

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

FY 2019 Budget request	\$ 650
FY 2020 Budget request	\$ 650
Increase (Decrease)	\$ -

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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:

1 Certified Pool Operator (CPO) Certification Class (\$350)	\$ 350
Fred Pryor Membership - Aquatic Manager	\$ 199
Total	<u>\$ 549</u>

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

FY 2019 Budget request	\$ 899
FY 2020 Budget request	<u>\$ 549</u>
Increase (Decrease)	<u>\$ (350)</u>

The primary reason for the decrease is the need for only one re-certification CPO for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	<u>\$ 1,064</u>
Increase (Decrease)	<u><u>\$ (436)</u></u>

The primary reason for the decrease is projected actuals for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$11,000
Gas	\$11,500
XM Radio-Play Network	\$150
ASCAP	\$350
Total	<u>\$23,000</u>

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

FY 2019 Budget request	\$ 21,500
FY 2020 Budget request	\$ 23,000
Increase (Decrease)	<u>\$ 1,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 18,500
FY 2020 Budget request	\$ 75,000
Increase (Decrease)	<u>\$ 56,500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 250
FY 2020 Budget request	\$ 150
Increase (Decrease)	<u>\$ (100)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This line item includes miscellaneous expenses.

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

FY 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,500
FY 2020 Budget request	<u>\$ 1,350</u>
Increase (Decrease)	<u>\$ (150)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,000
FY 2020 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 15,000
FY 2020 Budget request	\$ 21,000
Increase (Decrease)	<u>\$ 6,000</u>

The primary reason for the increase is due to anticipated increase in product costs in the market place in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This is line item will include all expenses associated with supplying 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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 300
FY 2020 Budget request	\$ 350
Increase (Decrease)	<u>\$ 50</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ 1,800
Increase (Decrease)	\$ (200)

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 150
FY 2020 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is being eliminated for Fiscal Year 2020.

The Pool Room Rental Expense budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 3,000
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is this account is being eliminated in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 250
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease is based upon increased involvement from event sponsorships.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

## 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 2018	2019	Headcount 2020	FTE 2020
Full-Time	0	0	0	0.00
Seasonal	10	10	10	3

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
43,260	48,508	48,500	Fees	40,000	40,000
43,260	48,508	48,500	<b>Total Revenues</b>	40,000	40,000

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
16,639	17,929	18,200	Personnel Services	17,000	17,000
2,826	5,279	5,845	Contractual Services	4,999	4,999
23,775	23,974	18,150	Commodities	17,150	17,150
43,240	47,182	42,195	<b>Total Expenditures</b>	39,149	39,149

20	1,326	6,305	<b>Source (Use) of Cash</b>	851	851
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### Significant Changes

- There are no significant changes for Fiscal Year 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER CONCESSIONS</b>						
<b>REVENUES</b>						
FEES						
40-03-00-4-3640	CONCESSION REVENUE	48,508	48,500	11,693	38,000	40,000
TOTAL FEES		48,508	48,500	11,693	38,000	40,000
TOTAL REVENUES		48,508	48,500	11,693	38,000	40,000
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
40-03-00-1-4014	CONCESSIONS STAFF	7,131	7,200	1,544	6,800	7,500
40-03-00-1-4017	CONCESSIONS MANAGER	9,524	9,600	2,938	7,700	8,000
40-03-00-1-4020	OVERTIME	-	100	-	-	100
40-03-00-1-4090	FICA MATCHING	1,274	1,300	343	1,200	1,400
TOTAL PERSONNEL SERVICES		17,929	18,200	4,825	15,700	17,000
CONTRACTUAL SERVICES						
40-03-00-3-4360	PROCESSING FEES	1,887	1,875	251	1,450	1,750
40-03-00-3-4362	SALES TAX-CONCESSIONS	3,126	3,200	52	2,000	2,500
40-03-00-3-4364	PERMIT FEES	266	270	272	272	275
40-03-00-3-4365	PROFESSIONAL DEVELOPMENT	-	150	198	234	250
40-03-00-3-4367	PRE-EMPLOYMENT SCREENING	-	350	-	112	224
TOTAL CONTRACTUAL SERVICES		5,279	5,845	773	4,068	4,999
COMMODITIES						
40-03-00-5-4578	UNIFORMS	41	100	-	90	100
40-03-00-5-4579	CONCESSION SUPPLIES	23,998	18,000	6,777	16,000	17,000
40-03-00-7-3895	CASH OVER/SHORT	(65)	50	-	-	50
TOTAL COMMODITIES		23,974	18,150	6,777	16,090	17,150
TOTAL EXPENDITURES		47,182	42,195	12,375	35,858	39,149

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 48,500
FY 2020 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ (8,500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 7,200
FY 2020 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ 300</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 9,600
FY 2020 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ (1,600)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 100
FY 2020 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,300
FY 2020 Budget request	\$ 1,400
Increase (Decrease)	<u>\$ 100</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,875
FY 2020 Budget request	\$ 1,750
Increase (Decrease)	<u>\$ (125)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,200
FY 2020 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ (700)</u>

The primary reason for the decrease is based upon \$40,000 in revenue budgeted for 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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:** 40-03-00-3-4364

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 2019 Budget request	\$ 270
FY 2020 Budget request	<u>\$ 275</u>
Increase (Decrease)	<u>\$ 5</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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	\$ 250
Total	<u>\$ 250</u>

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

FY 2019 Budget request	\$ 150
FY 2020 Budget request	\$ 250
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon the need to obtain a Food Handling Certification for the Concession's Manager through the Lake County Health Department in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 350
FY 2020 Budget request	<u>\$ 224</u>
Increase (Decrease)	<u>\$ (126)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 at \$9  
Manager Shirt at \$15

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

FY 2019 Budget request	\$ 100
FY 2020 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 5,000
Food Items	\$ 6,800
Beverages	\$ 2,400
Candy	\$ 1,450
Supplies	<u>\$ 1,350</u>
Total	<u><u>\$ 17,000</u></u>

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

FY 2019 Budget request	\$ 18,000
FY 2020 Budget request	<u>\$ 17,000</u>
Increase (Decrease)	<u><u>\$ (1,000)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 50
FY 2020 Budget request	\$ 50
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

## 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 2018	2019	Headcount 2020	FTE 2020
Full-Time	0	0	0	0.00
Seasonal	0	0	0	0

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
69,626	65,669	68,400	Fees	65,850	65,850
69,626	65,669	68,400	<b>Total Revenues</b>	65,850	65,850

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
17,017	15,626	18,301	Personnel Services	18,425	18,425
881	856	1,300	Contractual Services	1,325	1,325
204	77	400	Commodities	250	250
18,102	16,559	20,001	<b>Total Expenditures</b>	20,000	20,000
51,524	49,110	48,399	<b>Source (Use) of Cash</b>	45,850	45,850

### Significant Changes

- There are no significant changes for Fiscal Year 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	6 MONTHS		2020	2021	
			BUDGETED	ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>AQUATIC CENTER PROGRAMS</b>							
<b>REVENUES</b>							
FEES							
40-04-00-4-3636	SWIM TEAM REVENUE	14,977	15,000	12,573	12,574	13,500	13,500
40-04-00-4-3637	SWIM LESSON REVENUE	42,522	45,000	36,476	43,464	43,500	43,500
40-04-00-4-3638	PRIVATE SWIM LESSONS	3,160	3,500	430	3,800	3,850	3,850
40-04-00-4-3639	DIVE CAMP	4,619	4,500	3,915	5,020	4,800	4,800
40-04-00-4-3642	LAP SWIM	391	400	145	144	200	200
TOTAL FEES		65,669	68,400	53,539	65,002	65,850	65,850
TOTAL REVENUES		65,669	68,400	53,539	65,002	65,850	65,850
<b>EXPENDITURES</b>							
PERSONNEL SERVICES							
40-04-00-1-4013	SWIM TEAM COACH	2,410	3,000	934	3,175	3,100	3,100
40-04-00-1-4015	AQUATIC SWIM/DIVE INSTRUCTORS	12,041	14,000	2,395	11,455	14,000	14,000
40-04-00-1-4016	AQUA FITNESS INSTRUCTOR	90	-	-	-	-	-
40-04-00-1-4090	FICA MATCHING	1,085	1,301	255	1,124	1,325	1,325
TOTAL PERSONNEL SERVICES		15,626	18,301	3,584	15,754	18,425	18,425
CONTRACTUAL SERVICES							
40-04-00-3-4342	SWIM TEAM EXPENSE	856	1,300	-	960	1,325	1,325
TOTAL CONTRACTUAL SERVICES		856	1,300	-	960	1,325	1,325
COMMODITIES							
40-04-00-7-4599	PROGRAM EXPENDITURES	77	400	-	44	250	250
TOTAL COMMODITIES		77	400	-	44	250	250
TOTAL EXPENDITURES		16,559	20,001	3,584	16,758	20,000	20,000

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 15,000
FY 2020 Budget request	<u>\$ 13,500</u>
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is projected actuals for Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 45,000
FY 2020 Budget request	\$ 43,500
Increase (Decrease)	<u>\$ (1,500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,500
FY 2020 Budget request	\$ 3,850
Increase (Decrease)	<u>\$ 350</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 4,500
FY 2020 Budget request	\$ 4,800
Increase (Decrease)	<u>\$ 300</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 400
FY 2020 Budget request	\$ 200
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal year 2019. Harsh early morning weather has curtailed interest in this program

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,000
FY 2020 Budget request	\$ 3,100
Increase (Decrease)	<u>\$ 100</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 14,000
FY 2020 Budget request	\$ 14,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,301
FY 2020 Budget request	\$ 1,325
Increase (Decrease)	<u>\$ 24</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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	\$ 700
Swim Team Manager Software	\$ 25
Miscellaneous	\$ 100
Total	<u>\$ 1,325</u>

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

FY 2019 Budget request	\$ 1,300
FY 2020 Budget request	<u>\$ 1,325</u>
Increase (Decrease)	<u>\$ 25</u>

The primary reason for the increase is costs associated with the coaches uniform.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 400
FY 2020 Budget request	\$ 250
Increase (Decrease)	<u>\$ (150)</u>

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

# 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 2018	Headcount 2019	Headcount 2020	FTE 2020
Full-Time	0	0	0	0.50
Seasonal	0	0	0	0

## Revenues

Actual Year Year Ended 12/31/2017	Actual Year Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019	Proposed	
			2020	2021
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Year Year Ended 12/31/2017	Actual Year Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
31,801	41,222	43,276	Personnel Services	44,972	45,865
2,970	31,685	33,630	Contractual Services	33,795	33,795
8,664	6,588	8,000	Commodities	7,500	7,500
-	-	2,000	Capital Outlay Reserve	-	-
43,435	79,495	86,906	<b>Total Expenditures</b>	86,267	87,160
<b>(43,435)</b>	<b>(79,495)</b>	<b>(86,906)</b>	<b>Source (Use) of Cash</b>	<b>(86,267)</b>	<b>(87,160)</b>

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	6 MONTHS		2020	2021	
			BUDGETED	ACTUAL	PROJECTED	REQUESTED BUDGET	ESTIMATE
<b>AQUATIC CENTER MAINTENANCE</b>							
<b>EXPENDITURES</b>							
PERSONNEL SERVICES							
40-05-00-1-4010	SALARIES	34,751	36,334	18,148	36,296	37,423	38,171
40-05-00-1-4020	OVERTIME	-	300	-	250	300	300
40-05-00-1-4040	IMRF	3,986	3,862	1,917	3,834	4,386	4,474
40-05-00-1-4090	FICA MATCHING	2,485	2,780	1,264	2,528	2,863	2,920
TOTAL PERSONNEL SERVICES		41,222	43,276	21,329	42,908	44,972	45,865
CONTRACTUAL SERVICES							
40-05-00-3-1430	INSPECTIONS	1,663	1,505	1,371	1,475	1,515	1,515
40-05-00-3-4110	SECURITY	3,032	5,500	1,285	3,000	5,500	5,500
40-05-00-3-4130	EQUIPMENT RENTAL	270	100	-	-	100	100
40-05-00-3-4365	PROFESSIONAL DEVELOPMENT	345	150	-	-	305	305
40-05-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	-	26,375	26,375	26,375
TOTAL CONTRACTUAL SERVICES		31,685	33,630	2,656	30,850	33,795	33,795
COMMODITIES							
40-05-00-5-4570	MAINTENANCE SUPPLIES	6,588	8,000	4,549	7,000	7,500	7,500
TOTAL COMMODITIES		6,588	8,000	4,549	7,000	7,500	7,500
CAPITAL OUTLAY							
40-05-00-8-4899	TRANSFER TO AQUATIC DEPRECIATION	-	2,000	-	-	-	-
TOTAL CAPITAL OUTLAY		-	2,000	-	-	-	-
TOTAL EXPENDITURES		79,495	86,906	28,534	80,758	86,267	87,160

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 36,334
FY 2020 Budget request	\$ 37,423
Increase (Decrease)	<u>\$ 1,089</u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 300
FY 2020 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion was 11.72%.

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

FY 2019 Budget request	\$ 3,862
FY 2020 Budget request	<u>\$ 4,386</u>
Increase (Decrease)	<u><u>\$ 524</u></u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,780
FY 2020 Budget request	<u>\$ 2,863</u>
Increase (Decrease)	<u><u>\$ 83</u></u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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.	\$ 385
Fire Extinguisher Maintenance	\$ 140
Sprinkler Inspection	\$ 225
Fire Alarm Inspection	\$ 225
Boiler Inspection (2 x \$70)	\$ 140
Backflow Inspection	\$ 400
Total:	<u>\$ 1,515</u>

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

FY 2019 Budget request	\$ 1,505
FY 2020 Budget request	\$ 1,515
Increase (Decrease)	<u>\$ 10</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 Lightning System	\$ 2,420
Illumination/Strobe - Alarm Conditions	\$ 2,180
Alarm Service Calls (estimate 2 @ \$200)	\$ 400
<b>Total</b>	<u><u>\$ 5,500</u></u>

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

FY 2019 Budget request	\$ 5,500
FY 2020 Budget request	\$ 5,500
<b>Increase (Decrease)</b>	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account includes the following items:

Scaffolding Rental (cleaning ceiling fans & light bulbs)	\$ 100
Total	\$ 100

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

FY 2019 Budget request	\$ 100
FY 2020 Budget request	\$ 100
Increase (Decrease)	\$ -

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for professional development classes and conferences for the Aquatics Center Maintenance staff.

Certified Pool Operator Certification	\$ 305
Total	<u>\$ 305</u>

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

FY 2019 Budget request	\$ 150
FY 2020 Budget request	\$ 305
Increase (Decrease)	<u>\$ 155</u>

The primary reason for the increase is the renewal of the Specialist I-Facilities CPO certification in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 26,375
FY 2020 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 8,000
FY 2020 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon continued proactive maintenance of the facility and cooperative purchasing with public works.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is the Aquatic Center Fund is in a deficit position and is unable to transfer funds to the Aquatic Depreciation Fund.

# 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 2018	2019	Headcount 2020	FTE 2020
Full-Time	0	0	0	0
Seasonal	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
379	394	380	Interest	380	380
820	-	2,000	Capital Reserve	-	-
<u>1,199</u>	<u>394</u>	<u>2,380</u>	<b>Total Revenues</b>	<b>380</b>	<b>380</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
20,093	17,068	29,810	Improvements	28,875	30,900
<u>20,093</u>	<u>17,068</u>	<u>29,810</u>	<b>Total Expenditures</b>	<b>28,875</b>	<b>30,900</b>

(18,894)	(16,674)	(27,430)	<b>Change in Net Assets</b>	(28,495)	(30,520)
145,174	128,500	101,070	<b>Net Assets as of 12/31</b>	72,575	42,055

## 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	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER DEPRECIATION FUND</b>						
<b>REVENUES</b>						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	394	380	184	276	380
TOTAL INTEREST INCOME		394	380	184	276	380
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	2,000	-	-	-
TOTAL MISCELLANEOUS		-	2,000	-	-	-
TOTAL REVENUES		394	2,380	184	276	380
<b>EXPENDITURES</b>						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	2,328	500	101	101	500
41-00-00-8-4894	MECHANICAL EQUIPMENT	2,474	11,600	7,854	10,978	11,400
41-00-00-8-4895	CAPITAL IMPROVEMENTS	2,955	11,200	8,250	14,363	14,000
41-00-00-8-4896	AQUATIC CENTER FURNITURE	1,650	6,510	687	1,467	5,000
41-00-00-9-4910	INTERFUND TRANSFER	7,661	-	-	-	-
TOTAL CAPITAL OUTLAY		17,068	29,810	16,892	26,909	30,900
TOTAL EXPENDITURES		17,068	29,810	16,892	26,909	30,900

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 380
FY 2020 Budget request	\$ 380
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,000
FY 2020 Budget request	\$ -
Increase (Decrease)	<u><u>\$(2,000)</u></u>

The primary reason for the decrease is the Aquatic Center Fund is in a deficit position and is unable to transfer funds to the Aquatic Depreciation Fund.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to increase the operational efficiency of the Aquatic Center through technology. There are no purchases planned for Fiscal Year 2020.

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

FY 2019 Budget request	\$ 500
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is due to the completion of software upgrades in the prior year.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2020:

Replace two VGB Grates for Lap Pool	\$ 4,400
Replace lift pump	\$ 5,000
Replace chemical feeder lines and fittings	\$ 2,000
Total	<u>\$ 11,400</u>

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

FY 2019 Budget request	\$ 11,600
FY 2020 Budget request	\$ 11,400
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease in expenditures is due to completing the federally mandated safety anti-entrapment grate replacement process. Completing the lift pump and fitting replacement are part of our ongoing regular maintenance schedule.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to record the capital improvements at the Aquatic Center. The following improvements are planned for Fiscal Year 2020:

Replace flush valves for all toilets	\$ 1,200
Painting Pool Areas	\$ 4,000
Replace automatic pool vacuum	\$ 3,500
Replace 1 sunshade patron covers	\$ 2,375
Replace 1 aluminum diving board	\$ 5,300
Total	<u>\$ 16,375</u>

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

FY 2019 Budget request	\$ 11,200
FY 2020 Budget request	\$ 16,375
Increase (Decrease)	<u>\$ 5,175</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  
2020 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

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This account is used to record the purchase of new furniture at the Aquatic Center. The following purchases are planned:

Replace vinyl lounge chair straps	<u>\$ 1,100</u>
Total	<u><u>\$ 1,100</u></u>

The Aquatic Center Furniture budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 6,510
FY 2020 Budget request	<u>\$ 1,100</u>
Increase (Decrease)	<u><u>\$ (5,410)</u></u>

The primary reason for the decrease is based upon the cost savings in replacing the vinyl straps for the lounge chairs versus purchasing new chairs.

# AQUATIC CENTER DEBT FUND

## Department Purpose

The Aquatic Center Debt Fund records all activities related to re-payment of the Aquatic Center Revenue bonds.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2018	2019	2020	2020
Full-Time	0	0	0	0
Seasonal	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
981	405	500	Interest	100	100
981	405	500	<b>Total Revenues</b>	100	100

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
803	803	850	Contractual Services	850	850
255,710	255,285	254,365	Debt Service	252,765	255,540
256,513	256,088	255,215	<b>Total Expenditures</b>	253,615	256,390
-	39,000	204,312	<b>Transfer from General</b>	147,980	163,921
45,000	61,000	40,443	<b>Transfer from Park Donation</b>	115,118	92,369
(210,532)	(155,683)	(9,960)	<b>Change in Net Assets</b>	9,583	-
156,060	377	(9,583)	<b>Net Assets as of 12/31</b>	-	-

## Significant Changes

- It is anticipated that the Aquatic Center Revenue Bond payments in 2020 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 2020, 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	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>2011 AQUATIC CENTER BOND AND INTEREST FUND</b>						
<b>REVENUES</b>						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	405	500	34	60	100
TOTAL INTEREST INCOME		405	500	34	60	100
TOTAL REVENUES		405	500	34	60	100
<b>EXPENDITURES</b>						
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	160,000	165,000	-	165,000	180,000
43-00-00-7-4738	INTEREST EXPENSE	95,285	89,365	44,683	89,365	75,540
TOTAL DEBT SERVICE		255,285	254,365	44,683	254,365	255,540
TOTAL EXPENDITURES		256,088	255,215	45,486	255,168	256,390

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** **AQUATIC CENTER DEBT**

**Description:** **Interest Income**

**Account Number:** **43-00-00-6-3810**

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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 2019 Budget request	\$ 500
FY 2020 Budget request	\$ 100
Increase (Decrease)	<u>\$ (400)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER DEBT  
**Description:** Other Professional Services  
**Account Number:** 43-00-00-3-4329

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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 2019 Budget request	\$ 850
FY 2020 Budget request	<u>\$ 850</u>
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 254,365
FY 2020 Budget request	\$ 252,765
Increase (Decrease)	<u>\$ (1,600)</u>

The annual principal and interest expense payments vary each year and are set based upon the bond repayment schedule. As of January 1, 2020, the total principal outstanding will be \$1,710,000. Future annual principal and interest payments are shown below.

Year Ending December 31	Principal	Interest	Total
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>\$ 1,710,000</u>	<u>\$ 425,971</u>	<u>\$ 2,135,971</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
	2018	2019	2020	2020
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenue

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
1,484	820	2,000	Donations	2,000	2,000
8	13	12	Interest	12	12
<b>1,492</b>	<b>833</b>	<b>2,012</b>	<b>Total Revenue</b>	<b>2,012</b>	<b>2,012</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
-	-	500	Contractual Services	510	510
-	-	500	<b>Total Expenditures</b>	<b>510</b>	<b>510</b>

## Excess (Deficiency) of Revenues

1,492	833	1,512	<b>Over Expenditures</b>	1,502	1,502
5,112	5,945	7,457	<b>Fund Balance as of 12/31</b>	8,959	10,461

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>SISTER CITIES</b>						
<b>REVENUES</b>						
DONATIONS						
50-00-00-4-3680	DONATIONS	820	2,000	780	1,480	2,000
TOTAL DONATIONS		820	2,000	780	1,480	2,000
INTEREST INCOME						
50-00-00-6-3810	INTEREST INCOME	13	12	7	12	12
TOTAL INTEREST INCOME		13	12	7	12	12
TOTAL REVENUES		833	2,012	787	1,492	2,012
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
50-00-00-3-4361	DUES	-	300	-	310	310
50-00-00-3-4390	MISCELLANEOUS EXPENSE	-	200	-	200	200
TOTAL EXPENDITURES		-	500	-	510	510

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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 2019 Budget request	\$ 2,000
FY 2020 Budget request	<u>\$ 2,000</u>
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 12
FY 2020 Budget request	\$ 12
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for dues to Sister Cities International.

Sister Cities International	<u><u>\$305</u></u>
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The Dues budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ 300
FY 2020 Budget request	<u>\$ 310</u>
Increase(Decrease)	<u><u>\$ 10</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 200
FY 2020 Budget request	\$ 200
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



# 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
	2018	2019	2020	2020
Full-Time	1	0	0	1.25
Part-Time	0	0	0	0

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
541,188	435,999	210,375	Fees	581,075	506,575
3,350	5,203	5,000	Interest Income	5,500	5,500
<b>544,538</b>	<b>441,202</b>	<b>215,375</b>	<b>Total Revenues</b>	<b>586,575</b>	<b>512,075</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
12,605	45,348	81,727	Personnel Services	111,998	114,238
83,020	90,507	111,175	Contractual Services	122,375	127,375
39	-	5,000	Commodities	5,000	5,150
114,702	88,259	162,715	Capital Outlay	204,755	108,875
69,350	69,350	-	Depreciation + NPL	-	-
<b>279,716</b>	<b>293,464</b>	<b>360,617</b>	<b>Total Expenditures</b>	<b>444,128</b>	<b>355,638</b>

264,822	147,738	(145,242)	Net Change in Fund Balance	142,447	156,437
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2,954,195	3,101,933	2,956,691	<b>Fund Balance as of 12/31</b>	3,099,138	3,255,575
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### Significant Changes

- As more users are added to the new sewer system, the revenues in the sewer fund are forecasted to increase by \$371,200.
- Salary allocations to the sewer fund were adjusted in conjunction with the priority based budgeting initiative based upon increased responsibilities related to operating and billing for the sewer system.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	2019		2020 REQUESTED BUDGET	2021 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>SEWER FUND</b>						
<b>REVENUES</b>						
FEES						
12-00-00-4-3790	SEWER REVENUE	92,474	50,000	51,547	132,581	150,000
12-00-00-4-3793	CONNECTION FEE-HW	266,000	105,000	82,500	150,000	157,500
12-00-00-4-3794	CONNECTION FEE-LZ	30,625	21,875	17,500	41,250	91,875
12-00-00-4-3795	CONNECTION FEE-LC	26,460	18,900	15,120	34,020	60,480
12-00-00-4-3796	ADMIN RESERVE FEE-LZ	2,940	2,100	1,680	3,780	6,720
12-00-00-4-3797	ADVANCE USER FEE-LZ	17,500	12,500	10,000	22,500	40,000
TOTAL FEES		435,999	210,375	178,347	384,131	506,575
INTEREST INCOME						
12-00-00-6-3810	INTEREST INCOME	5,203	5,000	2,677	5,000	5,500
TOTAL INTEREST INCOME		5,203	5,000	2,677	5,000	5,500
TOTAL REVENUES		441,202	215,375	181,024	389,131	512,075
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
12-00-00-1-4010	SALARIES	38,337	69,096	34,547	69,094	95,700
12-00-00-1-4040	IMRF	4,318	7,345	3,663	7,326	11,216
12-00-00-1-4090	FICA MATCHING	2,693	5,286	2,411	4,822	7,322
TOTAL PERSONNEL SERVICES		45,348	81,727	40,621	81,242	114,238

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2018 ACTUAL	6 MONTHS		2020	2021
			BUDGETED	ACTUAL	PROJECTED	REQUESTED BUDGET
CONTRACTUAL SERVICES						
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	54,076	50,000	27,283	56,000	65,000
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	(562)	28,800	-	34,000	27,600
12-00-00-3-4371	UTILITIES	2,789	6,000	1,808	8,400	8,400
12-00-00-3-4372	SEWER RATE STUDY	-	-	-	9,000	-
12-00-00-3-4373	ENGINEERING STANDARDS	7,829	-	12,630	17,171	-
12-00-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	-	26,375	26,375
TOTAL CONTRACTUAL SERVICES		90,507	111,175	41,721	150,946	127,375
COMMODITIES						
12-00-00-5-4573	SANITARY SEWER SUPPLIES	-	5,000	101	5,000	5,150
TOTAL COMMODITIES		-	5,000	101	5,000	5,150
CAPITAL OUTLAY						
12-00-00-8-4600	ENGINEERING	2,163	1,000	-	1,000	1,000
12-00-00-8-4891	PUMP REPLACEMENT	-	73,840	-	-	-
12-00-00-8-4892	MANHOLE REHABILITATION	-	6,000	-	3,000	6,000
12-00-00-8-4893	SEWER LINING	-	23,000	-	5,000	23,000
12-00-00-8-4894	EQUIPMENT	19,995	-	-	-	-
12-00-00-8-4895	OTHER IMPROVEMENTS	9,016	3,500	54,492	57,500	3,605
12-00-00-8-4896	CONNECTION FEES PAID-LZ	30,625	21,875	8,750	41,250	41,250
12-00-00-8-4898	CONNECTION FEES PAID-LC	26,460	18,900	7,560	34,020	34,020
12-00-00-8-4899	ADMIN RESERVE FEE PAID-LZ	-	2,100	-	-	-
12-00-00-8-4900	ADVANCE USER FEE PAID-LZ	-	12,500	-	-	-
TOTAL CAPITAL OUTLAY		88,259	162,715	70,802	141,770	108,875
TOTAL EXPENDITURES		224,114	360,617	153,245	378,958	355,638

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 50,000
FY 2020 Budget request	<u>\$140,000</u>
Increase (Decrease)	<u><u>\$ 90,000</u></u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Connection Fee Revenue

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-4-3793

This account is used to record the revenue received from connection fees when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (6 homes @ \$6,000) - Village Connection	\$ 36,000
Hawthorn Hills (5 homes @ \$4,500)	\$ 22,500
Hawthorn Trails South (6 homes @ \$6,000)	\$ 36,000
Villas at the Commons (15 homes @ \$6,000)	\$ 90,000
High Pointe Estates (4 duplexes @ \$6,000)	\$ 24,000
Total	<u>\$ 208,500</u>

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2019 Budget request	\$ 105,000
FY 2020 Budget request	<u>\$ 208,500</u>
Increase (Decrease)	<u>\$ 103,500</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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.

Villas at the Commons (15 homes at \$4,375)	\$ 65,625
Stonebridge (6 homes @ \$4,375)	\$ 26,250
Total	<u>\$ 91,875</u>

The Connection Fee Revenue - Lake Zurich forecast changed from the prior year, as follows:

FY 2019 Budget request	\$ 21,875
FY 2020 Budget request	\$ 91,875
Increase (Decrease)	<u>\$ 70,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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.

Villas at the Commons (15 homes at \$3,780)	\$ 56,700
Stonebridge (6 homes @ \$3,780)	\$ 22,680
Total	<u>\$ 79,380</u>

The Connection Fee Revenue - Lake County forecast changed from the prior year, as follows:

FY 2019 Budget request	\$ 18,900
FY 2020 Budget request	\$ 79,380
Increase (Decrease)	<u>\$ 60,480</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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.

Villas at the Commons (15 homes at \$420)	\$ 6,300
Stonebridge (6 homes @ \$420)	\$ 2,520
Total	<u>\$ 8,820</u>

The Admin. Reservation Fee- Lake Zurich forecast changed from the prior year, as follows:

FY 2019 Budget request	\$ 2,100
FY 2020 Budget request	\$ 8,820
Increase (Decrease)	<u>\$ 6,720</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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.

Villas at the Commons (15 homes at \$2,500)	\$ 37,500
Stonebridge (6 homes @ \$2,500)	\$ 15,000
Total	<u>\$ 52,500</u>

The Advance User Fee - Lake Zurich forecast changed from the prior year, as follows:

FY 2019 Budget request	\$ 12,500
FY 2020 Budget request	<u>\$ 52,500</u>
Increase (Decrease)	<u>\$ 40,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 5,500
Increase (Decrease)	<u>\$ 500</u>

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

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay the salaries of the employees allocated to the Sewer Fund, as follows:

Chief Operating Officer - 10%  
Communications Specialists - 10%  
Director of Public Works - 15%  
Assistant Director of Public Works - 20%  
Crew Leader - Facilities - 20%  
Specialist I - Facilities - 20%  
Chief Financial Officer/Human Resources Director - 15%  
Finance Office Manager - 15%

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

FY 2019 Budget request	\$ 69,096
FY 2020 Budget request	\$ 93,824
Increase (Decrease)	<u>\$ 24,728</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, based upon actual job responsibilities.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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, 2020, the Village's portion was 11.72%.

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

FY 2019 Budget request	\$ 7,345
FY 2020 Budget request	<u>\$ 10,996</u>
Increase (Decrease)	<u><u>\$ 3,651</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., based upon actual job responsibilities. In addition, the Village's IMRF percentage is increasing from 10.63% to 11.72%, effective January 1, 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,286
FY 2020 Budget request	<u>\$ 7,178</u>
Increase (Decrease)	<u>\$ 1,892</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, based upon actual job responsibilities.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 50,000
FY 2020 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ 10,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account is used to pay for external repairs as related to the lift stations and sanitary sewer, as follows:

Sewer Maintenance	\$ 12,000
Consultant	<u>\$ 15,600</u>
	<u><u>\$ 27,600</u></u>

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

FY 2019 Budget request	\$ 28,800
FY 2020 Budget request	<u>\$ 27,600</u>
Increase (Decrease)	<u><u>\$ (1,200)</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  
2020 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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	<u>\$ 8,400</u>
Increase (Decrease)	<u><u>\$ 2,400</u></u>

The primary reason for the increase is the addition of the natural gas emergency generator at the School lift station and the cost to operate it.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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This account was used in 2015 to pay for a sewer rate study conducted by an independent engineering firm. The sewer rate study was updated in 2019; therefore, a new sewer rate study will not be needed until 2024.

The Sewer Rate Study budget request changed from the prior year budget, as follows:

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 26,375
FY 2020 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 5,000
FY 2020 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 1,000
FY 2020 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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.

FY 2019 Budget request	\$ 73,840
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (73,840)</u>

The primary reason for the decrease is that the pumps shouldn't require replacement in the near future.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 6,000
FY 2020 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 23,000
FY 2020 Budget request	\$ 23,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Equipment

**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:** 12-00-00-8-4894

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This account is used to pay for sewer equipment.

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

FY 2019 Budget request	\$ -
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 3,500
FY 2020 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 21,875
FY 2020 Budget request	\$ 91,875
Increase (Decrease)	<u>\$ 70,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 18,900
FY 2020 Budget request	\$ 79,380
Increase (Decrease)	<u>\$ 60,480</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2020, as compared to Fiscal Year 2019.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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 2019 Budget request	\$ 2,100
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (2,100)</u>

The primary reason for the decrease relates to the fact that the Village of Hawthorn Woods paid this fee in a lump sum to the Village of Lake Zurich. Therefore, no balance is due.

**MAINTENANCE AND OPERATIONS BUDGET  
2020 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

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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.

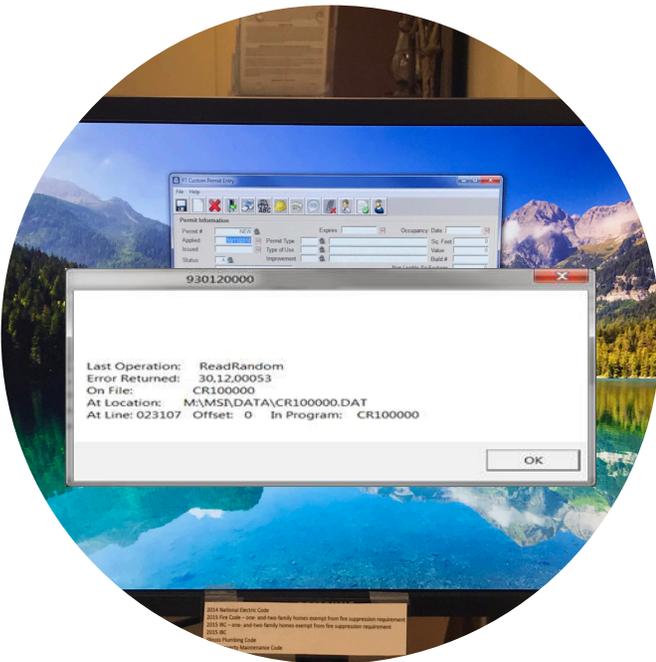
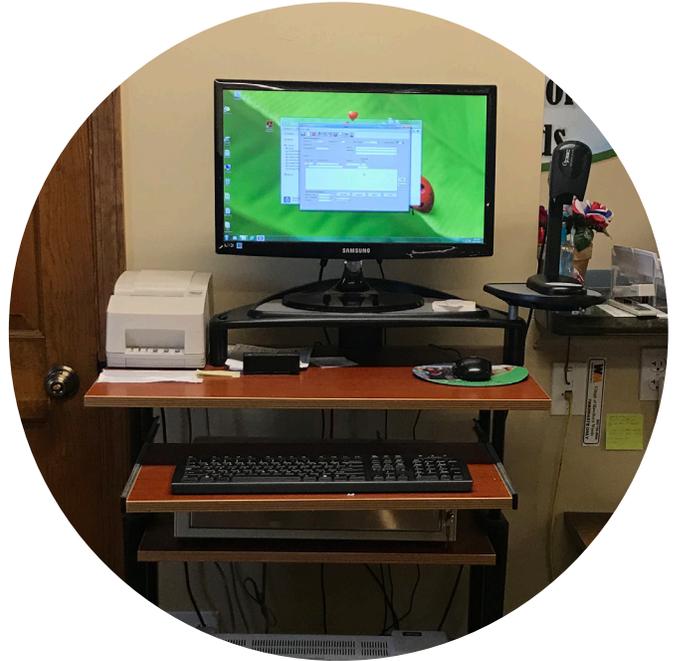
The Advance User Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2019 Budget request	\$ 12,500
FY 2020 Budget request	\$ -
Increase (Decrease)	<u>\$ (12,500)</u>

The primary reason for the decrease relates to the fact that the Village of Hawthorn Woods paid this fee in a lump sum to the Village of Lake Zurich. Therefore, no balance is due.



# CAPITAL IMPROVEMENT FUND



## CAPITAL IMPROVEMENT FUND

### Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
13,559	11,372	-	Insurance Reimbursement	-	-
29,349	4,120	-	Intergovernmental		
4,393	3,067	1,000	Interest	1,000	1,000
<b>47,301</b>	<b>18,559</b>	<b>1,000</b>	<b>Total Revenues</b>	<b>1,000</b>	<b>1,000</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
				2020	2021
489,847	537,596	412,608	Capital Outlay	158,393	4,560,020
<b>489,847</b>	<b>537,596</b>	<b>412,608</b>	<b>Total Expenditures</b>	<b>158,393</b>	<b>4,560,020</b>
50,000	-	-	<b>Transfer from General Fund</b>	-	-
200,000	-	-	<b>Transfer from Community Dev</b>	-	-
<b>(192,546)</b>	<b>(519,037)</b>	<b>(411,608)</b>	<b>Net Change in Fund Balance</b>	<b>(157,393)</b>	<b>(4,559,020)</b>
<b>1,118,791</b>	<b>599,754</b>	<b>188,146</b>	<b>Fund Balance as of 12/31</b>	<b>30,753</b>	<b>(4,528,267)</b>
			Assigned - Roads	-	-
			Assigned - Equipment Replace	-	-
			Assigned - ADA Projects	-	-
			Assigned - Bike Path Grant	-	-
			Assigned - Flood Remediation	-	-
			<b>Available Fund Balance</b>	<b>30,753</b>	<b>(4,528,267)</b>

### 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	2020	2021	2022	2023	2024
<b>Available Funding Sources:</b>						
Interest Income		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Transfer from Other Funds		\$ -	\$ -	\$ -	\$ -	\$ -
Available Fund Balance		\$ 188,186	\$ -	\$ -	\$ -	\$ -
Total Available Funding		\$ 189,186	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

**Capital Expenditures Needed:**

**ADMINISTRATION DEPARTMENT:**

None						
	<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**PLANNING, BUILDING & ZONING DEPARTMENT:**

File Scanning	CIP		\$ 36,020	\$ 42,917		
Building Department Vehicle Replacement	CIP		\$ -		\$ 25,000	
	<b>Totals</b>	\$ -	\$ 36,020	\$ 42,917	\$ 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	
	<b>Totals</b>	\$ -	\$ 10,000	\$ 370,000	\$ 760,000	\$ -

**ENGINEERING DEPARTMENT:**

Infrastructure Mapping (Water & Sewer)	CIP		\$ 10,000			
	<b>Totals</b>	\$ -	\$ 10,000	\$ -	\$ -	\$ -

**FINANCE DEPARTMENT:**

None						
	<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Improvement Plan  
Project

Fund

2020

2021

2022

2023

2024

**MUNICIPAL BUILDINGS**

Furnace & Air Conditioner Replacement	CIP		\$ 14,000	\$ 14,000		
Village Hall Cedar Siding Replacement	CIP		\$ 82,750			
PW Cold Storage Expansion	CIP		\$ 90,640			
Aquatic Center Generator	CIP		\$ 72,592			
PW Parking Lot Improvement	CIP		\$ 169,950			
PW Building Expansion	CIP				\$ 509,850	
Village Hall Door Replacement	CIP		\$ 20,900			
Village Hall Flooring Replacement	CIP		\$ 30,000			
Village Hall ADA Ramp Replacement	CIP				\$ 140,300	
Public Works Roof Replacement	CIP		\$ 100,000			
Public Works Brine Tank and Pump	CIP	\$ 6,400	\$ 5,000			
Public Works Gate North	CIP			\$ 18,000		
Public Works Shop Mezzanine	CIP		\$ 10,500			
<b>Totals</b>		<b>\$ 6,400</b>	<b>\$ 596,332</b>	<b>\$ 32,000</b>	<b>\$ 650,150</b>	<b>\$ -</b>

**POLICE DEPARTMENT:**

Vehicle Replacement	CIP	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250
Squad Video Camera Replacement	CIP	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200	\$ 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
<b>Totals</b>		<b>\$ 46,650</b>	<b>\$ 91,650</b>	<b>\$ 86,650</b>	<b>\$ 46,650</b>	<b>\$ 46,650</b>

Capital Improvement Plan  
Project

Fund

2020

2021

2022

2023

2024

**PUBLIC WORKS:**

Trucks	CIP		\$ 280,000	\$ 167,000	\$ 293,000	\$ 40,000
Enloader	CIP		\$ 182,104			
John Deer tractor with deck for ROW mowing	CIP		\$ 61,674			
Asphalt planer	CIP		\$ 16,600			
Sweeper Gutter Brush	CIP		\$ 6,187			
Backhoe	CIP		\$ 117,800			
<b>Totals</b>		<b>\$ -</b>	<b>\$ 664,365</b>	<b>\$ 167,000</b>	<b>\$ 293,000</b>	<b>\$ 40,000</b>

**PARKS:**

Indian Creek Nature Preserve	CIP	\$ -	\$ 20,000	\$ 10,000	\$ 15,000	
ADA Compliance Plan Implementation	Special Rec	\$ 12,000	\$ 75,075	\$ 75,075	\$ 75,075	\$ -
Heritage Oaks Park	CIP		\$ 13,285	\$ 18,750	\$ 13,000	\$ 7,600
Meadowlark Park	Special Rec	\$ 59,000	\$ -	\$ -	\$ -	\$ -
Land Conservation/Wetland Maintenance Plan	CIP		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Parks Equipment	CIP		\$ 15,800	\$ 117,287		
Tennis Court Repair	CIP		\$ 28,000	\$ 34,000	\$ 36,000	
Laminate 72" Round Tables	CIP		\$ 9,000			
Metal Park Picnic Tables	CIP		\$ 5,120	\$ 5,120		
<b>Totals</b>		<b>\$ 71,000</b>	<b>\$ 196,280</b>	<b>\$ 290,232</b>	<b>\$ 169,075</b>	<b>\$ 37,600</b>

Capital Improvement Plan  
Project

Fund

2020

2021

2022

2023

2024

**ROADS, DRAINAGE, & RIGHT OF WAYS:**

Road Program (resurfacing/ribbons)	CIP	\$ 10,000	\$ 1,279,000	\$ 1,377,000	\$ 1,447,000	\$ 1,405,000
Road Program (maintenance)	CIP		\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000
Sign replacement plan	Motor Fuel Tax	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Crack sealing program	Motor Fuel Tax					
Street patching	Motor Fuel Tax	\$ 125,000				
Pavement marking	Motor Fuel Tax	\$ 5,000	\$ 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		\$ 115,550	\$ 454,300		
Culvert Replacement	CIP		\$ 845,000	\$ 474,600	\$ 419,000	\$ 287,500
Choker Bridge Wall Replacement	CIP		\$ 20,540			
Indian Creek Stream Bank Stabilization	CIP		\$ 250,000			
<b>Totals</b>		<b>\$ 150,000</b>	<b>\$ 2,966,090</b>	<b>\$ 2,565,900</b>	<b>\$ 2,136,000</b>	<b>\$ 1,952,500</b>

**TECHNOLOGY**

New Software - Village Wide	CIP	\$ 73,800	\$ 82,815			
Police Records Software	CIP	\$ 11,543	\$ 11,543	\$ 11,543		
VOIP Phone System Replacement	CIP	\$ 10,000				
<b>Totals</b>		<b>\$ 95,343</b>	<b>\$ 94,358</b>	<b>\$ 11,543</b>	<b>\$ -</b>	<b>\$ -</b>

**Summary**

	CIP	\$ 158,393	\$ 4,560,020	\$ 3,461,167	\$ 3,974,800	\$ 2,046,750
	Special Rec	\$ 71,000	\$ 75,075	\$ 75,075	\$ 75,075	\$ -
	Motor Fuel Tax	\$ 140,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
<b>Capital Improvement Plan Total Expenditures</b>		<b>\$ 369,393</b>	<b>\$ 4,665,095</b>	<b>\$ 3,566,242</b>	<b>\$ 4,079,875</b>	<b>\$ 2,076,750</b>
<b>Grand Total - 5 Year Capital Plan</b>						<b>\$ 14,757,355</b>
<b>Capital Improvement Plan Fund</b>						
<b>Excess (Deficiency) of Funding Sources Over Capital Expenditures</b>		<b>\$ 30,793</b>	<b>\$ (4,559,020)</b>	<b>\$ (3,460,167)</b>	<b>\$ (3,973,800)</b>	<b>\$ (2,045,750)</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Economic Development

**Description:** File Scanning

**Account Number:** 90-60-00-8-4890

2021 - Scanning of house files  
2022 - Scanning of house files

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>		\$ 36,020	\$ 42,917			\$ 78,937
<b>Construction</b>						
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 36,020	\$ 42,917			\$ 78,937

## CAPITAL IMPROVEMENT PROJECT 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment				\$ 25,000		\$ 25,000
Contingency						
<b>Subtotal</b>				<b>\$ 25,000</b>		<b>\$ 25,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Economic Development

**Description:** Downtown District Plan

**Account Number:** 90-30-00-8-4890

2021 - 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.)

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction		\$ 10,000	\$ 60,000			\$ 70,000
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 10,000</b>	<b>\$ 60,000</b>			<b>\$ 70,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Economic Development  
**Description:** Uptown District Plan  
**Account Number:** 90-30-00-8-4890

2022 - 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction			\$ 10,000	\$ 60,000		\$ 70,000
Equipment						
Contingency						
<b>Subtotal</b>			<b>\$ 10,000</b>	<b>\$ 60,000</b>		<b>\$ 70,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Economic Development  
**Description:** Hawthorn Woods Water Walk  
**Account Number:** 90-30-00-8-4890

2022 - Design and engineer a Downtown water walk  
 2023 - Construct the Downtown water walk.

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services			\$ 300,000			\$ 300,000
Construction				\$ 700,000		\$ 700,000
Equipment						
Contingency						
<b>Subtotal</b>			<b>\$ 300,000</b>	<b>\$ 700,000</b>		<b>\$ 1,000,000</b>

# CAPITAL IMPROVEMENT PROJECT

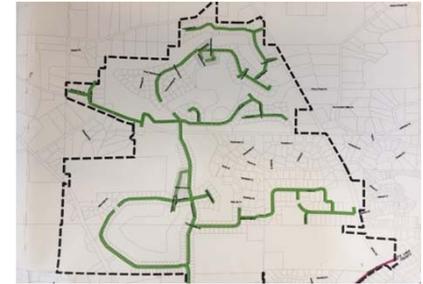
## Supplemental Narrative

**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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services		\$ 10,000				\$ 10,000
Construction						
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 10,000</b>				<b>\$ 10,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Furnace & AC Replacements

**Account Number:** 90-45-00-8-4890



2021 - West Barn and Police Department Booking Room  
 2022 - Future furnace and Air Conditioner

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 14,000	\$ 14,000			\$ 28,000
Contingency						
<b>Subtotal</b>		<b>\$ 14,000</b>	<b>\$ 14,000</b>			<b>\$ 28,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Village Hall Cedar Siding Replacement (fiber cement)

**Account Number:** 90-45-00-8-4890



2021 - Replace cedar siding on Village Hall/Police Department.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction		\$ 82,750				\$ 82,750
Equipment						
Contingency						
<b>Subtotal</b>		\$ 82,750				\$ 82,750

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Municipal Buildings  
**Description:** Public Works Cold Storage Expansion (30' x 80')  
**Account Number:** 90-45-00-8-4890



2021 - Construct 30' x 80' additional cold storage for Public Works, including engineering. Public Works does not have enough indoor space to store vehicles and equipment that deteriorate and require additional maintenance when left outside.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction						
Equipment		\$ 7,210				\$ 7,210
Contingency						
<b>Subtotal</b>		\$ 7,210				\$ 7,210

# CAPITAL IMPROVEMENT PROJECT

## 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services		\$ 8,240				\$ 8,240
Construction		\$ 82,400				\$ 82,400
Equipment						
Contingency						
<b>Subtotal</b>		\$ 90,640				\$ 90,640

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Aquatic Center Generator

**Account Number:** 90-45-00-8-4890



2021 - 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 72,592				\$ 72,592
Contingency						
<b>Subtotal</b>		<b>\$ 72,592</b>				<b>\$ 72,592</b>

## CAPITAL IMPROVEMENT PROJECT 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services		\$ 15,450				\$ 15,450
Construction		\$ 154,500				\$ 154,500
Equipment						
Contingency						
<b>Subtotal</b>		\$ 169,950				\$ 169,950

# CAPITAL IMPROVEMENT PROJECT

## 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services				\$ 46,350		\$ 46,350
Construction				\$ 463,500		\$ 463,500
Equipment						
Contingency						
<b>Subtotal</b>				<b>\$ 509,850</b>		<b>\$ 509,850</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Village Hall Door Replacement

**Account Number:** 90-45-00-8-4890



**2021 - 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)

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>		\$ 20,900				\$ 20,900
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 20,900				\$ 20,900

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Village Hall Flooring Replacement

**Account Number:** 90-45-00-8-4890



2021 - Replace second floor carpet. Work to be performed by a contractor.

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services		\$ 30,000				\$ 30,000
Construction						
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 30,000</b>				<b>\$ 30,000</b>

# CAPITAL IMPROVEMENT PROJECT

## 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services				\$ 21,400		\$ 21,400
Construction				\$ 118,900		\$ 118,900
Equipment						
Contingency						
<b>Subtotal</b>				<b>\$ 140,300</b>		<b>\$ 140,300</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Municipal Buildings  
**Description:** Public Works Roof Replacement  
**Account Number:** 90-45-00-8-4890

2020 - Replace the roof on the Public Works building. It is leaking and cannot be repaired.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction		\$ 100,000				\$ 100,000
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 100,000</b>				<b>\$ 100,000</b>

**CAPITAL IMPROVEMENT PROJECT**  
**2020 - 2024 Budget Proposal**  
**Supplemental Narrative**

**Fund:** Capital Improvement Plan  
**Department:** Municipal Buildings  
**Description:** Public Works Brine Tank & Pump replacement  
**Account Number:** 90-45-00-8-4890

2020 - Replace one of two existing brine tanks with a 5000 gallon tank and install new brine pump. Tank is expected to cost \$5,000 and pump is expected to cost \$1,400.  
 2021 - Replace the second brine tank with a 5000 gallon tank. Cost is expected to be \$5,000.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 6,400	\$ 5,000				\$ 11,400
Contingency						
<b>Subtotal</b>	<b>\$ 6,400</b>	<b>\$ 5,000</b>				<b>\$ 11,400</b>

**CAPITAL IMPROVEMENT PROJECT**  
**2020 - 2024 Budget Proposal**  
**Supplemental Narrative**

**Fund:** Capital Improvement Plan  
**Department:** Municipal Buildings  
**Description:** Public Works North Gate Replacement  
**Account Number:** 90-45-00-8-4890

2022 - Replace the existing manual gate with an automatic gate that will operate with opener. The replacement of this gate will provide more efficient use of the Public Works yard and provide an additional element of safety to the Public Works yard.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction			\$ 18,000			\$ 18,000
Equipment						
Contingency						
<b>Subtotal</b>			<b>\$ 18,000</b>			<b>\$ 18,000</b>

**CAPITAL IMPROVEMENT PROJECT**  
**2020 - 2024 Budget Proposal**  
**Supplemental Narrative**

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Shop Mezzanine w/ Stairs

**Account Number:** 90-45-00-8-4890

2021 - Purchase and install a shop mezzanine for the mechanic to store parts, tools, equipment for fleet maintenance. This would consolidate mechanic's space, make the area more efficient and improve safety in the shop.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,500				\$ 10,500
Contingency						
<b>Subtotal</b>		<b>\$ 10,500</b>				<b>\$ 10,500</b>

## CAPITAL IMPROVEMENT PROJECT 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.

Expense Category	5 Year Projected Expenditures					
	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250	\$ 176,250
Contingency						
<b>Subtotal</b>	<b>\$ 35,250</b>	<b>\$ 35,250</b>	<b>\$ 35,250</b>	<b>\$ 35,250</b>	<b>\$ 35,250</b>	<b>\$ 176,250</b>

# CAPITAL IMPROVEMENT PROJECT

## 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.

Expense Category	5 Year Projected Expenditures						TOTAL
	2020	2021	2022	2023	2024		
Land							
Professional Services							
Construction							
Equipment	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200	\$ 31,000
Contingency							
<b>Subtotal</b>	<b>\$ 6,200</b>	<b>\$ 6,200</b>	<b>\$ 6,200</b>	<b>\$ 6,200</b>	<b>\$ 6,200</b>	<b>\$ 6,200</b>	<b>\$ 31,000</b>

## CAPITAL IMPROVEMENT PROJECT 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.)

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 30,000				\$ 30,000
Contingency						
<b>Subtotal</b>		<b>\$ 30,000</b>				<b>\$ 30,000</b>

# CAPITAL IMPROVEMENT PROJECT

## 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,000				\$ 10,000
Contingency						
<b>Subtotal</b>		<b>\$ 10,000</b>				<b>\$ 10,000</b>

# CAPITAL IMPROVEMENT PROJECT

## 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services		\$ 5,000				\$ 5,000
Construction						
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 5,000</b>				<b>\$ 5,000</b>

## CAPITAL IMPROVEMENT PROJECT 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment			\$ 40,000			\$ 40,000
Contingency						
<b>Subtotal</b>			<b>\$ 40,000</b>			<b>\$ 40,000</b>

## CAPITAL IMPROVEMENT PROJECT 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 26,000
Contingency						
<b>Subtotal</b>	<b>\$ 5,200</b>	<b>\$ 26,000</b>				

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Public Works

**Description:** Trucks

**Account Number:** 90-40-00-8-4890

2021 - Purchase a 2-ton truck (\$162,000) to replace 814 and a 1-ton plus truck (\$118,000) to replace 819 (dually extended cab)  
 2022 - Purchase a 2-ton truck (\$167,000) to replace 812  
 2023 - Purchase a 2-ton truck (\$172,000) to replace 821 and a 1.5-ton truck (\$121,000) to replace 811.  
 2024 - Purchase a pick up truck (\$40,000) to replace 10

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 280,000	\$ 167,000	\$ 293,000	\$ 40,000	\$ 780,000
Contingency						
<b>Subtotal</b>		<b>\$ 280,000</b>	<b>\$ 167,000</b>	<b>\$ 293,000</b>	<b>\$ 40,000</b>	<b>\$ 780,000</b>

**Back to Home**

## CAPITAL IMPROVEMENT PROJECT 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction						
Equipment		\$ 182,104				\$ 182,104
Contingency						
<b>Subtotal</b>		\$ 182,104				\$ 182,104

## CAPITAL IMPROVEMENT PROJECT 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



2021- Purchase John Deere tractor with deck for ROW mowing. This tractor would replace Old Blue (1988).

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction						
Equipment		\$ 61,674				\$ 61,674
Contingency						
<b>Subtotal</b>		\$ 61,674				\$ 61,674

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Public Works  
**Description:** Asphalt Planer  
**Account Number:** 90-40-00-8-4890



2021 - Purchase asphalt planer in order to increase efficiency and output of asphalt patching crew.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction						
Equipment		\$ 16,600				\$ 16,600
Contingency						
<b>Subtotal</b>		\$ 16,600				\$ 16,600

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Public Works  
**Description:** Sweeper Gutter Brush  
**Account Number:** 90-40-00-8-4890



2021 - 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 6,187				\$ 6,187
Contingency						
<b>Subtotal</b>		<b>\$ 6,187</b>				<b>\$ 6,187</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Public Works  
**Description:** Backhoe  
**Account Number:** 90-40-00-8-4890



2021 - 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction						
Equipment		\$ 117,800				\$ 117,800
Contingency						
<b>Subtotal</b>		\$ 117,800				\$ 117,800

# VILLAGE OF HAWTHORN WOODS

#REF!

## Supplemental Narrative



**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Indian Creek Nature Preserve  
**Account Number:** 90-11-00-8-4890

2021 - Seek funding to open Indian Creek Nature Preserve to the public.

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
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
<b>Subtotal</b>		\$ 20,000	\$ 10,000	\$ 15,000		<b>\$ 45,000</b>

## CAPITAL IMPROVEMENT PROJECT 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
<b>Land</b>						
<b>Professional Services</b>	\$ 2,000					\$ 2,000
<b>Construction</b>	\$ 10,000	\$ 75,075	\$ 75,075	\$ 75,075		\$ 235,225
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 12,000	\$ 75,075	\$ 75,075	\$ 75,075		\$ 237,225

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Parks

**Description:** Heritage Oaks Park

**Account Number:** 90-11-00-8-4890

2021 - Micro Rain Traveling Sprinkler  
 2021 - Strike-Guard Lightning Receiver/Strobe Light-add tower to soccer pavilion  
 2022 - Resurface basketball court  
 2023 - Tuck-point retaining wall  
 2024 - Enlarge soccer fields

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services			\$ 18,750	\$ 13,000		\$ 31,750
Construction		\$ 5,800			\$ 7,600	\$ 13,400
Equipment		\$ 7,485				\$ 7,485
Contingency						
<b>Subtotal</b>		<b>\$ 13,285</b>	<b>\$ 18,750</b>	<b>\$ 13,000</b>	<b>\$ 7,600</b>	<b>\$ 52,635</b>

## CAPITAL IMPROVEMENT PROJECT 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
<b>Land</b>						
<b>Professional Services</b>	\$ 43,000					\$ 43,000
<b>Construction</b>	\$ 6,000					\$ 6,000
<b>Equipment</b>	\$ 10,000					\$ 10,000
<b>Contingency</b>						
<b>Subtotal</b>	\$ 59,000	\$ -	\$ -	\$ -	\$ -	\$ 59,000

# CAPITAL IMPROVEMENT PROJECT

## 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	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
<b>Construction</b>						
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Equipment Replacement  
**Account Number:** 90-11-00-8-4890



2021 - 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.

2022 - New 1 1/2 Ton Dump Truck, which can also serve in the snow plow fleet.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 15,800	\$ 117,287			\$ 133,087
Contingency						
<b>Subtotal</b>		<b>\$ 15,800</b>	<b>\$ 117,287</b>			<b>\$ 133,087</b>

## CAPITAL BUDGET PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Tennis Court Repairs  
**Account Number:** 90-11-00-8-4890



2021 - Resurface and repair 2 tennis courts at Heritage Oaks Park  
 2022 - Resurface and repair 2 tennis courts at Highview Park  
 2023 - Resurface 2 tennis courts at Bridlewoods Park and 2 tennis courts at Community Park.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction		\$ 28,000	\$ 34,000	\$ 36,000		\$ 98,000
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 28,000</b>	<b>\$ 34,000</b>	<b>\$ 36,000</b>		<b>\$ 98,000</b>

## CAPITAL BUDGET PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Laminate 72" in. Rd. Tables (10)  
**Account Number:** 90-11-00-8-4890



2021 - Purchase 72" round tables.

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 9,000				\$ 9,000
Contingency						
<b>Subtotal</b>		<b>\$ 9,000</b>				<b>\$ 9,000</b>

## CAPITAL BUDGET PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Metal Park Picnic Tables  
**Account Number:** 90-11-00-8-4890



2021 - Replace 8 picnic tables  
 2022 - Replace 8 picnic tables

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>						
<b>Equipment</b>		\$ 5,120	\$ 5,120			\$ 10,240
<b>Contingency</b>						
<b>Subtotal</b>		\$ 5,120	\$ 5,120			\$ 10,240

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Road Program (resurfacing/ribbons)

**Account Number:** 90-28-00-8-4890



2020 - 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.

2021 - 2024 The recommended improvements include the first four years of the pavement management report's recommendations.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 10,000					\$ 10,000
<b>Construction</b>		\$ 1,279,000	\$ 1,377,000	\$ 1,447,000	\$ 1,405,000	\$ 5,508,000
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 10,000	\$ 1,279,000	\$ 1,377,000	\$ 1,447,000	\$ 1,405,000	\$ 5,518,000

## CAPITAL IMPROVEMENT PROJECT 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>		\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 920,000
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 920,000

## CAPITAL IMPROVEMENT PROJECT 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000
Equipment						
Contingency						
<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 90,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Motor Fuel Tax

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Crack Sealing Program

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



If a sustainable funding source is obtained, crack sealing will be included in Routine Maintenance.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Motor Fuel Tax

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Street Patching

**Account Number:** 28-00-00-3-4151



If a sustainable funding source is obtained, street patching will be included in Routine Maintenance.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction	\$ 125,000					\$ 125,000
Equipment						
Contingency						
<b>Subtotal</b>	<b>\$ 125,000</b>					<b>\$ 125,000</b>

## CAPITAL IMPROVEMENT PROJECT 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	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 45,000
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 45,000

# CAPITAL IMPROVEMENT PROJECT

## 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

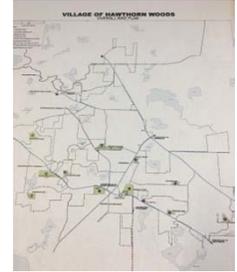


Construct bike path from Gilmer/Midlothian intersection northwest to Schwerman Road and southwest to south of Hawthorn Hills entrance on Midlothian Road. Bike path will be constructed with LCDOT intersection improvements with the Village paying a 20% match. The original estimate for the Village's share 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction		\$ 196,000				\$ 196,000
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 196,000</b>				<b>\$ 196,000</b>

## CAPITAL IMPROVEMENT PROJECT 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	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction				\$ 10,000		\$ 10,000
Equipment						
Contingency						
<b>Subtotal</b>				<b>\$ 10,000</b>		<b>\$ 10,000</b>

## CAPITAL IMPROVEMENT PROJECT 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  
 2022 - Lakeview Storm Sewer

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>		\$ 10,550	\$ 69,300			\$ 79,850
<b>Construction</b>		\$ 105,000	\$ 385,000			\$ 490,000
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 115,550	\$ 454,300			\$ 569,850

# CAPITAL IMPROVEMENT PROJECT

## 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.

- 2021 - Mark Lane (four 36" x 48" culverts) & Indian Creek (one 80" diameter culvert)
- 2022 - Washitay (three 38" x 55" culverts)
- 2023 - Elm Drive (four 52" x 36" culverts)
- 2024 - Lisa Lane (two 15" culverts) and Deer Point (one 24" culvert)

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>		\$ 123,000	\$ 70,600	\$ 64,000	\$ 50,500	\$ 308,100
<b>Construction</b>		\$ 722,000	\$ 404,000	\$ 355,000	\$ 237,000	\$ 1,718,000
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 845,000	\$ 474,600	\$ 419,000	\$ 287,500	\$ 2,026,100

## CAPITAL IMPROVEMENT PROJECT 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.

Expense Category	5 Year Projected Expenditures					TOTAL
	2020	2021	2022	2023	2024	
Land						
Professional Services						
Construction		\$ 20,540				\$ 20,540
Equipment						
Contingency						
<b>Subtotal</b>		\$ 20,540				\$ 20,540

# CAPITAL IMPROVEMENT PROJECT

## 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.

<b>5 Year Projected Expenditures</b>						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services						
Construction		\$ 250,000				\$ 250,000
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 250,000</b>				<b>\$ 250,000</b>

# VILLAGE OF HAWTHORN WOODS

#REF!

## Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Technology  
**Description:** New Software  
**Account Number:** 90-17-00-8-4890



The Village software is outdated and needs to be replaced. This project would replace the MSI software with a new platform and increase efficiency Village-wide. The software modules included are as follows: Accounts Receivable, Accounts Payable, Animal Licensing, Budgeting, Business Licenses, Cash Register, General Ledger, Parking Tickets, Payroll, Permit Tracking, Purchase Orders, Recreation, and Vehicle License.

5 Year Projected Expenditures						
Expense Category	2020	2021	2022	2023	2024	TOTAL
Land						
Professional Services	\$ 73,800	\$ 82,815				\$ 156,615
Construction						
Equipment						\$ -
Contingency						
<b>Subtotal</b>	<b>\$ 73,800</b>	<b>\$ 82,815</b>				<b>\$ 156,615</b>

# CAPITAL IMPROVEMENT PROJECT

## 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	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>						
<b>Equipment</b>	\$ 11,543	\$ 11,543	\$ 11,543			\$ 34,629
<b>Contingency</b>						
<b>Subtotal</b>	\$ 11,543	\$ 11,543	\$ 11,543			\$ 34,629

# CAPITAL IMPROVEMENT PROJECT

## 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	2020	2021	2022	2023	2024	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>						
<b>Equipment</b>	\$ 10,000					\$ 10,000
<b>Contingency</b>						
<b>Subtotal</b>	\$ 10,000					\$ 10,000

## Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
<b>Community Park</b>			
Water Heater	10 Gallon	2013	Rheem
Well Pump	5HP	2016	Franklin Electric
Well Pump Variable Frequency Drive	Aquavar Solo2	2016	Goulds
<b>Heritage Oaks Baseball Pavilion</b>			
Water Heater	30 Gallon Water Heater	2014	Rheem
<b>Heritage Oaks Soccer Pavilion</b>			
Water Heater	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
<b>Aquatic Center</b>			
<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
<b>Aquatic Center - Continued</b>			
<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
<b>Village Hall</b>			
<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
<b>Kruger Road Lift Station</b>			
Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar
<b>Public Works</b>			
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>
<b><u>PUBLIC WORKS</u></b>						
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>
<b>PUBLIC WORKS</b>						
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	\$ -
<b>COMMUNITY DEV. DEPT.</b>						
BD #2 SUV	2003	JEEP LIBERTY	\$ 25,000	2010	7	\$ 3,571
<b>PARKS DEPT.</b>						
PARKS DEPT. VAN	2002	FORD E-350 VAN	\$ 30,000	2009	7	\$ 4,286
PARKS DEPT. VAN	1994	FORD E-350 VAN	\$ -	0	0	\$ -
<b>ADMINISTRATION DEPT.</b>						
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 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Budget Fiscal Year Ended 12/31/2019		Proposed	
						2020	2021
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	<b>Total Cash Transfers</b>	-	-
<b>2,199,434</b>	<b>1,474,246</b>	<b>1,569,851</b>	<b>2,083,031</b>	<b>2,112,433</b>	<b>General Fund Bal. @ 12/31</b>	<b>2,149,145</b>	<b>2,170,209</b>
54%	36%	39%	50%	49%	<b>% of Next Year's Budget</b>	49%	49%

### 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.