Village of Hawthorn Woods



2022 PROPOSED BUDGET

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2022
TABLE OF CONTENTS

PAGE

INTRODUCTORY SECTION

Letter of Transmittal ..... i – xx

GENERAL FUND

Summary 1
Detailed Revenues 2-33
Elected Officials 34-39
Administration 40-73
Legal 74-80
Village Clerk 81-90
Risk Management 91-104
Human Resources 105-117
Technology 118-125
Finance 126-139
Engineering 140-146
Police 147-185
Board of Police Commissioners 186-190
Public Works 191-236

COMMUNITY DEVELOPMENT FUND

Summary 237
Community Events 238-271
Economic Development 272-283
Planning, Building and Zoning 284-324

PARKS AND RECREATION FUND

Summary 325
Special Recreation 326-331
Administration 332-353
Programs 354-369
Parks Maintenance 370-395

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2022
TABLE OF CONTENTS

PAGE

PARK DONATION FUND

Summary 396
Detailed Revenues and Expenses 397-399

MOTOR FUEL TAX FUND

Summary 400
Detailed Revenues and Expenses 401-416

AQUATIC CENTER FUNDS

Aquatic Center Fund Summary 417
Aquatic Center Operations 418-458
Aquatic Center Concessions 459-473
Aquatic Center Programs 474-486
Aquatic Center Maintenance 487-499
Depreciation Fund Summary 500
Depreciation Fund Detailed Revenues and Expenses 501-507
Debt Fund Summary 508
Debt Fund Detailed Revenues and Expenses 509-512

SISTER CITIES FUND

Summary 513
Detailed Revenues and Expenses 514-518

SEWER FUND

Summary 519
Detailed Revenues and Expenses 520-548

CAPITAL IMPROVEMENT PLAN (CIP) FUND

Summary 549
Detailed Capital Improvement Plan 550-614

RESERVE FUND

Summary 615

2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 18, 2021

Honorable Mayor Dominick DiMaggio
Members of the Board of Trustees
Residents of the Village of Hawthorn Woods

Planning for the 2022 budget during the second year of a global pandemic has been met with both challenges and rewards. We are experiencing certain economic declines in registration fees and certain departmental revenues, competing with a greater need for services as new residents continue to move into Hawthorn Woods in our new housing developments. With the recent census reporting a new population count of 9,062 residents, Hawthorn Woods continues its upward growth trajectory as a desirable place to live, work and play in Lake County.

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 sustaining the quality of Village services this year, while we expect uncertain revenues due to the pandemic phased reopening plan. We are keeping expenditures and other levies conservative in this budget. We will stay vigilant in 2022 to ensure that this planned 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 now exceeds 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 six full operating years. This fund balance goal complies with best practices in governmental accounting and the Village's Fund Balance and Reserve Policy which was 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 $2,696,530 as of December 31, 2020. This is something to celebrate!

As the fiscal year 2021 concludes, it has presented many challenges due to the continued spread of the Delta variant of the coronavirus global health crisis and slow recovery opportunities. While departmental revenues in some departments continue to be lower than pre-pandemic years, the receipt of federal American Rescue Plan Act (ARPA) funding has assisted the Village in financial recovery of those deficits. One of our greatest challenges remains increasing revenue to keep pace with additional infrastructure needs that parallel additional population service demands. New road lane

miles need to be plowed in our new subdivisions with snow and ice removal. However, in order to keep pace with current services and new residential homes, all municipal departments will need to do more with less funding. However, there is some hope that the Motor Fuel Tax formula of $23.80 per capita will increase as projected from the current $23.10 per capita impacting our revenues for 2021.When the economy stabilizes post pandemic, we still face the challenge of accessibility of water and sewer capacity to support economic development and the cost of recapture agreements that encumber some downtown properties. The need to service our municipal properties remains a priority to ensure commercial and business development can be attractive to Hawthorn Woods.

The State of Illinois continues its 2% administration fee for locally imposed taxes which has negatively impacted the telecommunications tax revenue. Many households no longer have land line telephone usage, also a contributing factor to declining revenues. The need for additional indoor and outdoor work space for students and parents has led to an improvement in consumer confidence for new home repairs, expansion permits, and outdoor living spaces. Homebuilding developments are on the rise in the Chicago-land region allowing real estate developers to redefine a successful price point in the market, and Hawthorn Woods is no exception. The Pulte Group's interest in Hawthorn Woods is now built-out, with the Village acquiring the infrastructure, parks and streets to now maintain. Several other residential homebuilding developments are proceeding as planned including William Ryan Homebuilders in Stonebridge, a 60-lot subdivision off of Old McHenry Road. The new High Pointe Estates subdivision is now complete as a 10-lot development of duplexes, resulting in 20 housing units. Additionally, the Villas at the Commons development is a single-family home development on Midlothian Road building in a neo-traditional design, consisting of 73 homes. These projects have continued to see new additions to the population counts each month.

Streets and drainage continue to be funding challenges as significant watershed flooding continues to impact our infrastructure and residential homes and properties. 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. With the defeat of the Road referendum in 2020, the Village continues to patch roads to keep them drivable and as safe as possible for our residents with no funding source to maintain them. The Village stands prepared to assist the Village Board if a new referendum is proposed for a street program funding initiative in 2022.

The Village remains involved in a land use matter before the appellate court involving land use issues with the 62-acre property. In other matters between Aqua Illinois and Toll Brothers, a settlement agreement was reached in 2021 to allow for expansion of PE capacity, so Village funds are no longer needed for legal remedies as the construction of the lagoon expansion for sewer capacity is underway.

In this proposed 2022 budget, concern remains regarding the timing of business as usual. 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 to a tight controlled growth mode, slowly emerging from a maintenance status because of the financial relief grant funding from the federal government. Until revenues become available through a

sustainable vehicle, the budget reflects conservative expenditures to maintain municipal operations next year.

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 2022 is focused on sustainability, and conservatively moving our infrastructure and services forward. During this time of uncertainty, we will work tirelessly to keep our budget balanced, trending toward a model with flat revenue and rising commodities.

Budget Overview

After exhaustive rework, the Village's total budget is balanced for 2022. General Fund budgeted revenues are forecasted at $5,189,058 budgeted expenditures are estimated at $4,465,358; operating transfers from other funds are planned at $90,000, and transfers to other funds, the Aquatic Debt Service Fund, and the Capital Improvement Fund are planned at $180,000, 100,000, and $250,000 respectfully, resulting in a planned net change in fund balance of $293,300. 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 12/31/2011	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	Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Estimated Fiscal Year Ended 12/31/2021
Net Change in Fund Balance	$ 555,967	$ 727,903	$ 116,239	$ 188,114	$ 255,736	$ (725,188)	$ 95,605	$ 513,180	$ 122,289	$ 279,608	$ 160,258
Fund Balance	$ 911,442	$1,639,345	$ 1,755,584	$1,943,698	$ 2,199,434	$1,474,246	$ 1,569,851	$2,083,031	$2,205,319	$2,484,926	$2,645,184
Fund Balance/Budget %	29%	43%	45%	48%	54%	36%	39%	51%	51%	58%	59%

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 at a minimum of 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, may be transferred to the Capital Improvement Fund. As of December 31, 2018, the Fund Balance was 51% of the subsequent year's operating budget. As of December 31, 2019, the Fund Balance was 51% of the subsequent year's operating budget. As of December 31, 2020, the Fund Balance was 58% of the subsequent year's operating budget. The substantial increase in the fund balance for Fiscal Year 2020 is due to the CARES Act reimbursement received in September 2020.

Significant Changes as Summarized in the 2021 Budget:

Total headcount will increase by two in 2022 due to the addition of the Director of Community Development in Fiscal Year 2021 replacing a consultant and a new patrol officer in Fiscal Year 2022. In the past, we have utilized a conservative approach to hiring part-time interns and seasonal staff to assist with the growing workload without adding to the full-time head count. However, with the Village increasing in population, growth in staffing and equipment will be needed in the near future.

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 2022 Operating budget includes staff allocations which continue to analytically allocate 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. We will also cautiously monitor all new projects and equipment purchases until revenues are securely in place throughout the year. In the 2022 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 $10,400.

Other significant changes include:

1. One new patrol officer position will be created. (Plus 1.0 FTE)
2. The Director of Community Development is occupied and is budgeted for Fiscal Year 2022. This position was not budgeted in Fiscal Year 2021, as a consulting services firm was in place. (Plus 1.0 FTE)

The net result is a 2.0 increase in FTE for Fiscal Year 2022, compared to Fiscal Year 2021. A detailed analysis can be found starting on page x.

Savings Opportunities:

1. General Fund – Administration is forecasting a combined $5,185 in savings due to the reduction in credit card processing fees and printing/copying. The credit card savings is due to the convenience fee being passed along to the user for our new

financial system, BS&A. The savings in printing/copying is based upon cost savings using our new program, APT, to process vehicle and animal stickers.
2. General Fund – Legal is forecasting $30,000 in savings due to the result of the completion of an ongoing legal case in Fiscal Year 2021.
3. General Fund – Engineering is forecasting $5,000 in savings due to the storm atlas being updated in Fiscal Year 2021.
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 - $22,275 additional revenue based upon capturing new growth from new home construction. It is important to note that the 2014 property tax levy request was 1.7%, the 2015 property tax levy request was 1.5% (CPI), the 2016 property tax levy request was 0.8%(CPI), the 2017 property tax levy request was 0.7% (CPI), the 2018 property tax request was 2.1% (CPI), the 2019 property tax levy request was 2.1% (CPI), the 2020 property tax levy request was 1.9%(CPI), the 2021 property tax levy request was 2.3%(CPI). The CPI for the 2022 property tax levy is 1.4%.
2. Use Tax - $38,171 additional revenue based on estimated actual 2021 results, and the increased population as a result of the 2020 census and IML per capita forecasts.
3. Cannabis Tax - $8,799 additional revenue based upon the Cannabis Regulation and Tax Act, effective January 1, 2020. The State of Illinois collects these taxes and remits them to local municipalities on a per capita basis. The IML 2022 per capita forecast is $1.80.
4. State Income Tax - $339,360 additional revenue based on 2021 estimated actual results and increase in population due to the 2020 census. As a result of the strong corporate profits and respectable recovery in the labor market, IML projects an increase in income taxes for Fiscal Year 2022. Due to this fact, the IML per capita forecast estimate increased from $92.00 to $122.20.

Forecasted Stagnant/Declining Revenue Sources:

1. Telecommunications Tax- $30,000 decline based on 2021 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 collects a 2% administrative fee before remitting this revenue to the Village.
2. Franchise License Fees - $3,000 decline based on 2021 estimated actual results.
3. Yard Stickers - $8,000 decline based on 2021 estimated actual results.
4. Traffic Enforcement Revenue - $47,500 decline in court fines, village code violations, and administrative impound fees due to less traffic on roads for those still working from home and a change in fees collections through the courts.
5. All Funds - Declining revenues from miscellaneous sources and sponsorships due to the COVID-19 pandemic.

Increased Expenditures for Essential Operations:

1. General Fund – Police Department - $132,446 increase in total personnel services due to the projected salary increase in collective bargaining and an additional patrol officer for Fiscal Year 2022. The current agreement expires on 12/31/21 with a proposed one-year extension contract.

2. General Fund – The Police Pension Board has asked for an additional increase of $61,000 in 2021. However, we budgeted a $30,946 increase in the police pension contribution bringing our total annual contribution to $380,152. We plan to contribute the additional $31,000 in Fiscal Year 2021. The total 2021 contribution will be $411,152. For Fiscal Year 2022, the contribution will decrease to $393,151. The decrease is based upon the inactive members collecting benefits and final average salary calculations which is provided by the independent actuarial valuation.

Due to anticipated American Rescue Plan Act (ARPA) funds in Fiscal Year 2022, there is a planned transfer to the Capital Improvement Fund in Fiscal Year 2022. Due to this funding, critical maintenance and public safety purchases will be made.

Priority Based Budgeting

A detailed analysis was conducted to prioritize our programs and services in each department. These priorities were reviewed and updated for 2021. Determinations for funding were cross referenced to a list of 7 priorities for funding. 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 2022 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 necessary funding, as the 2022 budget reflects essential and obligatory spending considerations. Only emergency life, safety, and critical maintenance purchases will be considered until revenue opportunities are attained through grants, additional taxing opportunities, non-tax revenues, sales tax, or other relief avenues.

Employee Census

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

Function/Program	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	12/31/21	Proposed 12/31/22
GENERAL GOVERNMENT											
Administration	4.0	4.0	2.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0	4.0
Finance/Human Resources	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
COMMUNITY DEVELOPMENT											
Planning/Economic Development	-	-	-	1.0	1.0	1.0	1.0	1.0	-	-	1.0
Building & Zoning	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
PARKS AND RECREATION											
Administration	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0
Parks Maintenance *	2.0	2.0	2.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0
PUBLIC SAFETY											
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Officers	9.0	10.0	10.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	13.0
PUBLIC WORKS											
Administration	1.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Maintenance	3.0	4.0	4.0	6.0	6.0	6.0	5.0	6.0	6.0	6.0	6.0
TOTAL	24.0	27.0	28.0	36.0	36.0	35.0	34.0	35.0	36.0	36.0	38.0

**** Parks Maintenance was contractual prior to 2011.***

Note that the employee census chart displays only full-time employees. There is a summary of Village Staff FTE on pages x - xiii.

Local Economy and Finances

The Village's main revenue stream is based upon property taxes and choice location of its land and the premier value of its residential base in Lake County. Although there has been strong 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 until it is received, even after approval of development entitlements. All purchases in excess of $1,000 still require three quotes to ensure the best possible pricing is obtained. Department Heads follow a zero-based budgeting strategy, critically examining the most cost-effective way to provide the highest quality services to our residents. Department Heads justify their needs based off of their services and programs scheduled for the year. There is no automatic increase or starting point from the previous year's budget.

As more residents protest their property tax assessments through the Assessor's office and pay reduced sums, the remaining portion of their tax burden is then distributed to the remainder of the Hawthorn Woods population. The property tax obligations per household increase as tax relief for an individual decreases. The collection of property taxes continues to be a critical factor in Village operational success.

According to the recently released financial indicators from the State of Illinois Department of Revenue, the Village's shared revenues are forecasted to increase in 2022. The primary reason for the increase is a result of the 2020 census and higher than projected revenues. This 2022 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 $355,475 in 2010 to $2,696,530 in 2020 which is 63% of the 2020 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 been put on hold until a sustainable revenue source is identified. reduced the funding available for capital projects such as a street renovation and replacement program, the purchase of new Public Works and Police vehicles, 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 are pleased to present to you a balanced budget for the fiscal year ended December 31, 2022. 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 tight to reflect expenditures only for core service operations in this time of COVID uncertainty. 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 for our streets and drainage program. As the rising price of commodities outpaces new revenues, new funding sources should be discussed to sustain financial success. Staff continues to work with the Board seeking tax-generating new business and commercial opportunities that could be a welcomed source of revenue for the Village.

We acknowledge that the preparation of this budget document was the work of numerous hours of dedicated effort by staff, Finance Chair, Jayne Kosik, the entire Finance Committee, as well as Mayor Dominick DiMaggio and the Board of Trustees. We extend our sincere appreciation to all of those dedicated individuals who contributed time and talent to the compilation of the fiscal year ended December 31, 2022 budget.



Pamela O. Newton MSOL
Chief Operating Officer



Katreina S. York MBA MSA
Chief Financial Officer

VILLAGE BOARD OF TRUSTEES

Dominick DiMaggio, Mayor
Cathy Bayer, Trustee
Michael David, Trustee
James W. Kaiser, Trustee
Jodi McCarthy, Trustee
Steve Riess, Trustee
Tom Rychlik, Trustee

VILLAGE COMMITTEES AND COMMISSIONS

Board of Police Commissioners	**Sustainability Committee** John Bickley, Chairperson Steve Riess, Trustee Liaison Kathy Felice Jodi Clute Ted Schweitzer Mahmood Mohiuddin Mary Kay Swanlund
Finance Committee Jayne Kosik, Chairperson Jodi McCarthy, Trustee Liaison Steve Riess Surinderpal Singh Kalra Kurt Kolseth Anne Hurst	**Planning Building and Zoning Commission** Jim Merkel, Chairperson Tom Rychlik, Trustee Liaison Chris Donovan Dave Lindquist Dante Tisci Jack Voltattorni
Police Pension Fund Board of Trustees Doug Samz, Chairperson John Tennant Mike Viramontes Karen Baird	**Zoning Board of Appeals** John Kosik, Chairperson Cathy Bayer, Trustee Liaison Jeff Johnston Harry Schildkraut Pam Scaletta Jack Voltattorni
Hawthorn Woods in Bloom Margo Pelak, Chairperson James W. Kaiser, Trustee Liaison Tracy Allen Bob Riddle Samina Imtiazi Farah Laman Beth Ann Dodge Lauren Vondrasek Beryl Ibbotson Karen Johanson Megan Masana Appaji Valavala Anne Carlson	

VILLAGE STAFF

Staff Member	Titles	Responsibility	FTE	FTE	CHANGE
Pamela Newton	Chief Operating Officer	Administration	0.85	0.85	-
		Legal			
		Village Clerk			
		Risk Management			
		Human Resources			
		Technology			
		Finance			
		Engineering			
		Police			
		Public Works			
		Building and Zoning			
		Parks & Recreation			
		Aquatic Center			
		Community Development			
		Economic Development	0.05	0.05	-
		Community Events			
		Sewer	0.10	0.10	-
Donna Lobaito	Chief Administrative Officer	Administration	0.30	0.30	-
		Legal			
		Engineering			
	Village Clerk	Village Clerk	0.20	0.20	-
		Technology			
		Building and Zoning			-
		Economic Development	0.10	0.10	-
		Planning	0.40	0.40	-
Kim Stewart	Communications Specialist	Administration	0.90	0.90	-
		Sewer	0.10	0.10	-
Vacant	Intern	Administration	-	-	-
		Technology			
Danette Russell	Finance Specialist	Finance	0.50	0.50	-
		Economic Development	-	-	-
		Human Resources	0.10	0.10	-
		Risk Management	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.15	0.15	-
Katreina York	Chief Financial Officer	Finance	0.50	0.50	-
		Economic Development	0.05	0.05	-
	Director of Human Resources	Human Resources	0.20	0.20	-
	Risk Management Director	Risk Management	0.05	0.05	-
		Technology			
		Aquatic Center	0.05	0.05	-
		Sewer	0.15	0.15	-
Vacant	Intern	Finance	-	-	-

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Responsibility	FTE	FTE	CHANGE
Vacant	Chief of Police/Director of Public Safety	Police	1.00	1.00	-
John Tennant	Sergeant	Police	1.00	1.00	-
Sara Canada	Sergeant	Police	1.00	1.00	-
Ed Armijo	Patrol Officer	Police	1.00	1.00	-
Armando Escamilla	Patrol Officer	Police	1.00	1.00	-
Mike Viramontes	Patrol Officer	Police	1.00	1.00	-
Mike Rossini	Patrol Officer	Police	1.00	1.00	-
Anthony Cortez	Patrol Officer	Police	1.00	1.00	-
Michael Behan III	Patrol Officer	Police	1.00	1.00	-
Alexander Miller	Patrol Officer	Police	1.00	1.00	-
Donald Rathje	Patrol Officer	Police	1.00	1.00	-
Brian Cvitkovich	Patrol Officer	Police	1.00	1.00	-
Vacant	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	0.20	0.20	-
		Aquatic Center	0.05	0.05	-
		Sewer	0.15	0.15	-
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	0.05	0.05	-
		Aquatic Center	0.05	0.05	-
		Sewer	0.20	0.20	-
Michael Marquardt	Crew Leader - Facilities & Utilities	Public Works	0.55	0.55	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.20	0.20	-
Vacant	Specialist II - Facilities & Utilities	Public Works	0.55	0.55	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.20	0.20	-
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

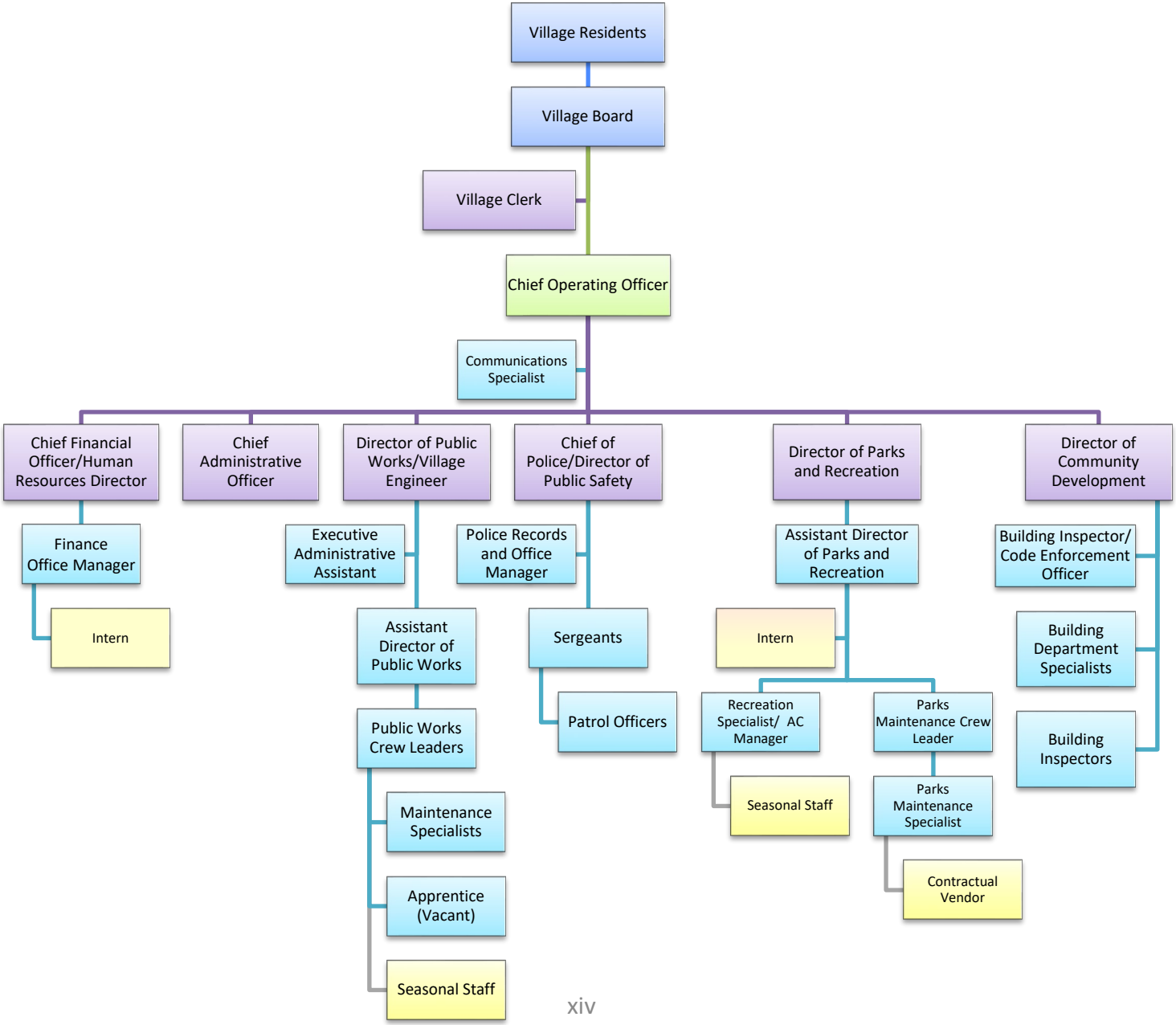
Staff Member	Titles	Departmental Responsibility	2021 FTE	2022 FTE	CHANGE
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	0.25	0.25	-
Chris Heinen	Director of Community Development	Planning, Building & Zoning	-	0.60	0.60
		Economic Development	-	0.40	0.40
Vacant	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.	0.25	0.25	-
		Parks Maintenance	0.30	0.30	-
		Community Events	0.30	0.30	-
		Economic Development	0.05	0.05	-
		Aquatic Center	0.10	0.10	-
Amy Mason	Assistant Director of Parks & Recreation	Parks & Recreation Admin.	0.60	0.60	-
		Parks Maintenance	0.10	0.10	-
		Community Events	0.30	0.30	-
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	0.20	0.20	-
Vacant	Aquatic Center Manager/Recreation Specialist I	Aquatic Center	0.60	0.60	-
		Parks & Recreation Admin.	0.40	0.40	-
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
		TOTAL	49.05	51.05	2.00

The total FTE (full time equivalents) increased by 2.0. A summary of the changes is as follows:

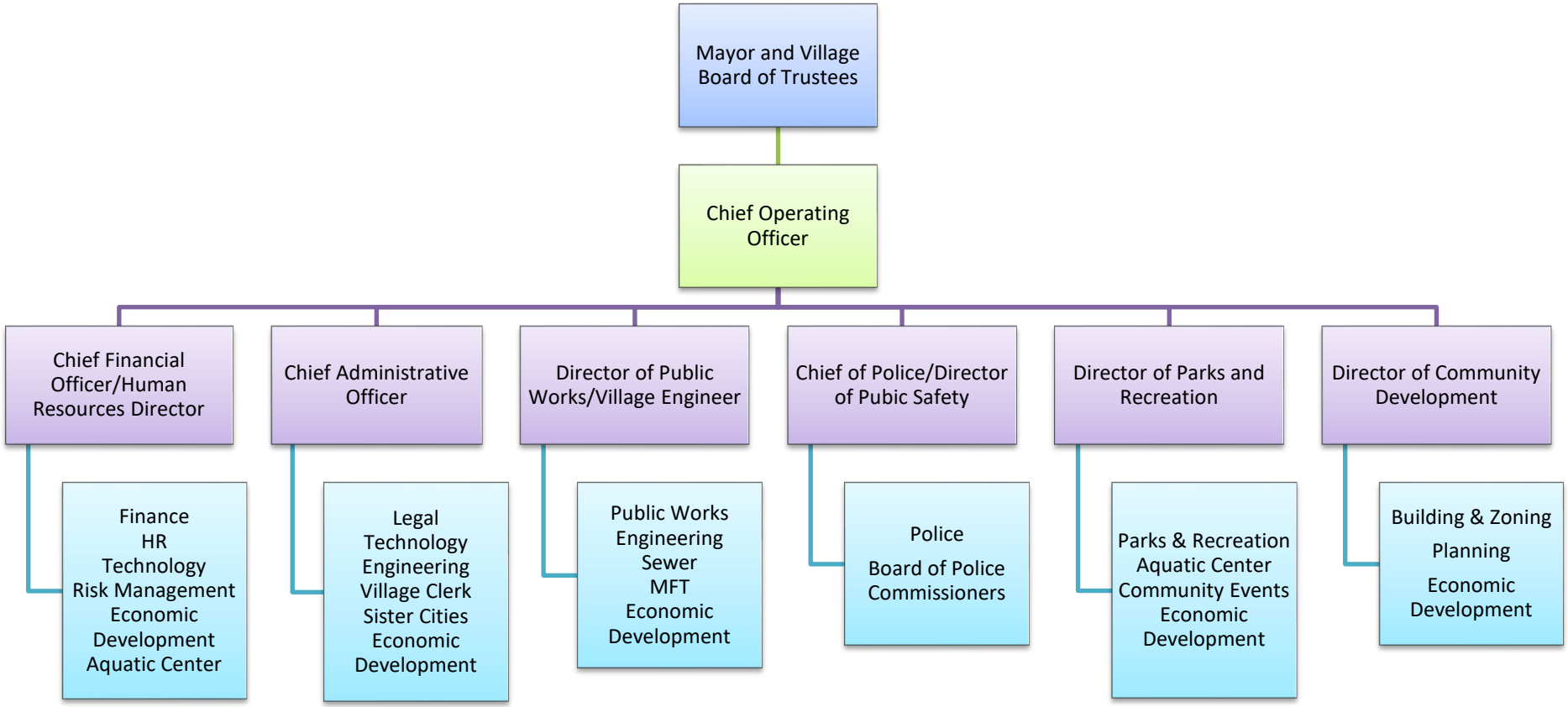
Position	Description of Change	2021 FTE	2022 FTE	CHANGE
Patrol Officer Police	New full-time patrol officer budgeted in Fiscal Year 2022	-	1.00	1.00
Director of Community Development	New hire - was not budgeted in Fiscal Year 2021	-	1.00	1.00
Net Change in FTE		-	1.00	2.00

The summary departmental budget pages include personnel head counts and full time equivalent (FTE) measures. When employees are allocated to multiple departments based upon their job responsibilities, the head count is recorded in the department with the highest percentage allocation.

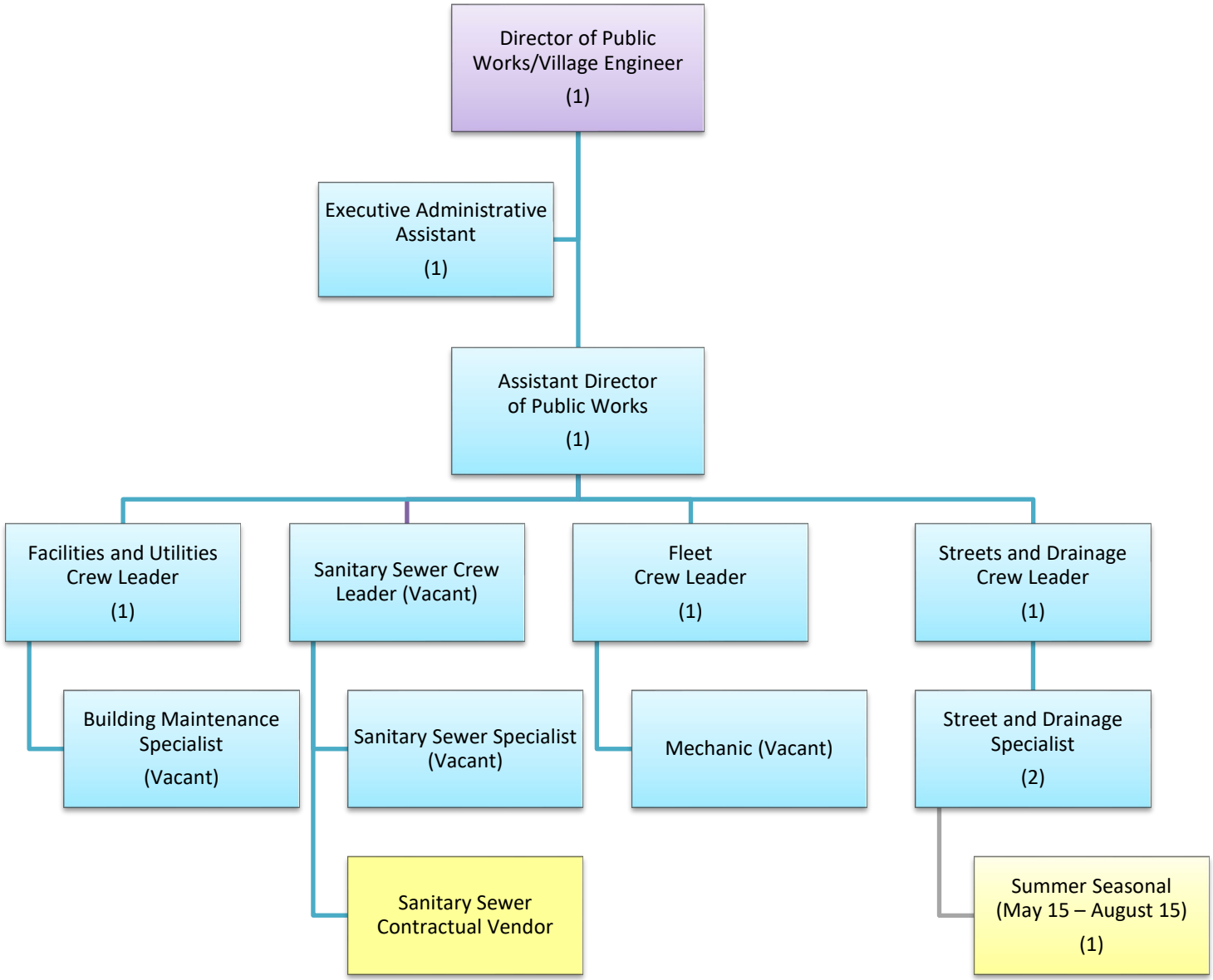
Village of Hawthorn Woods – Organizational Chart



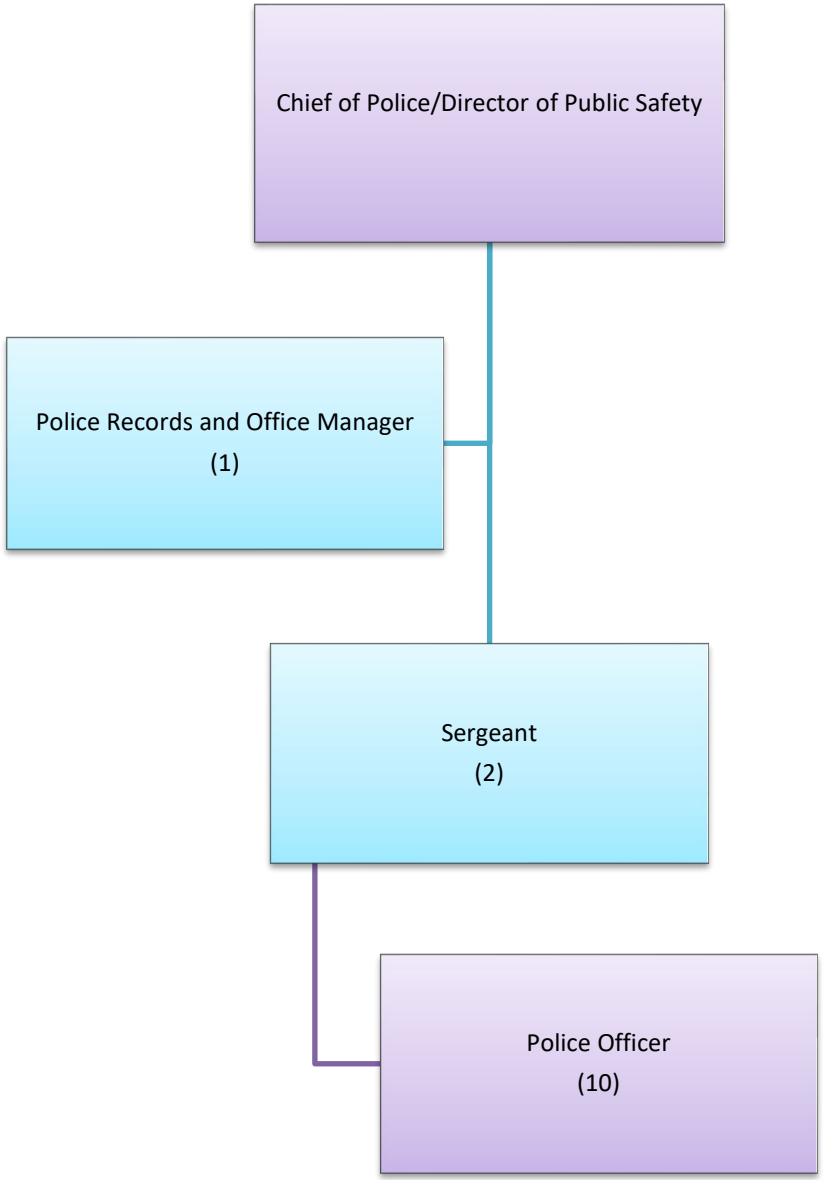
Administration Department Organizational Chart



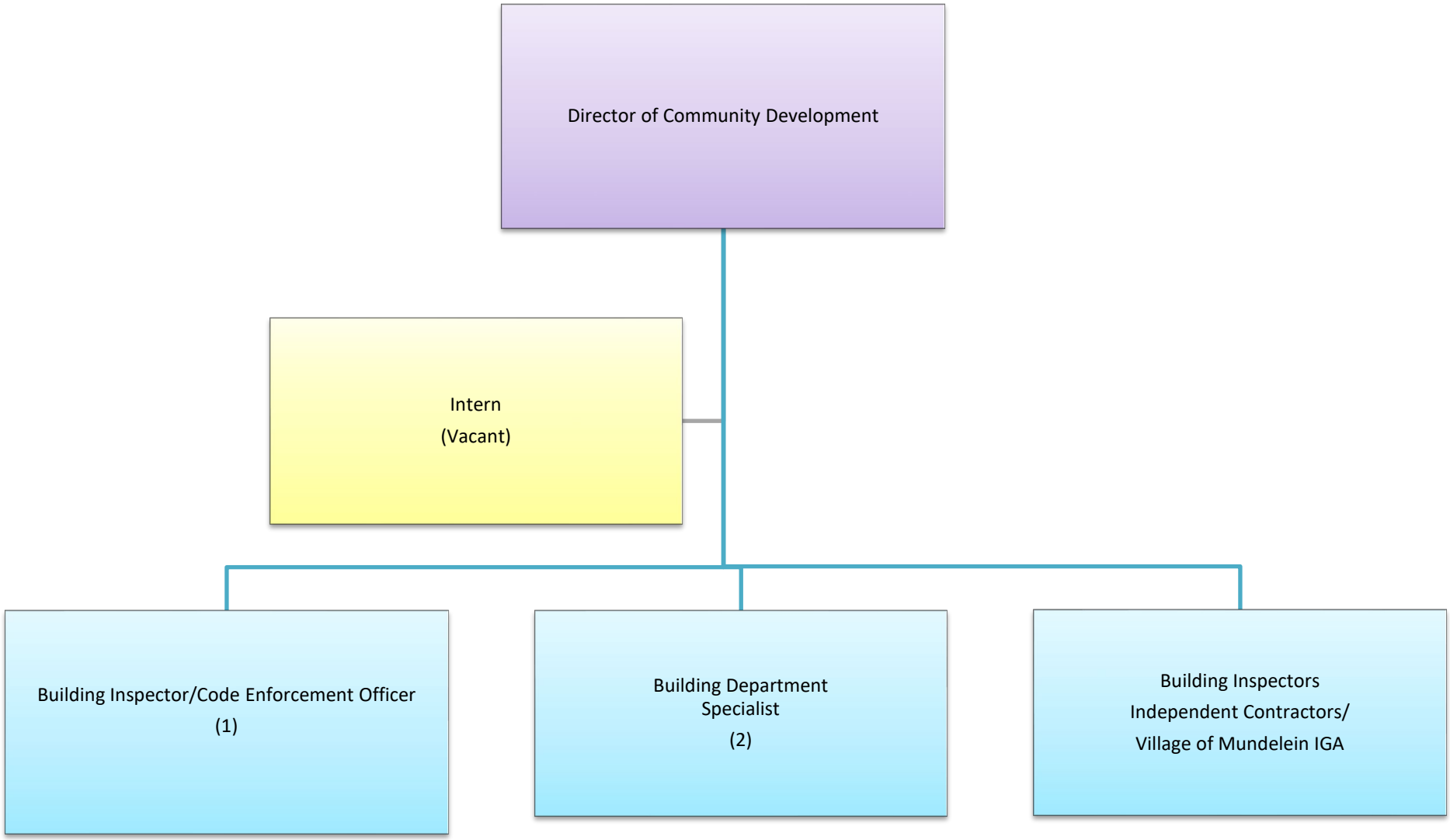
Public Works Department Organizational Chart



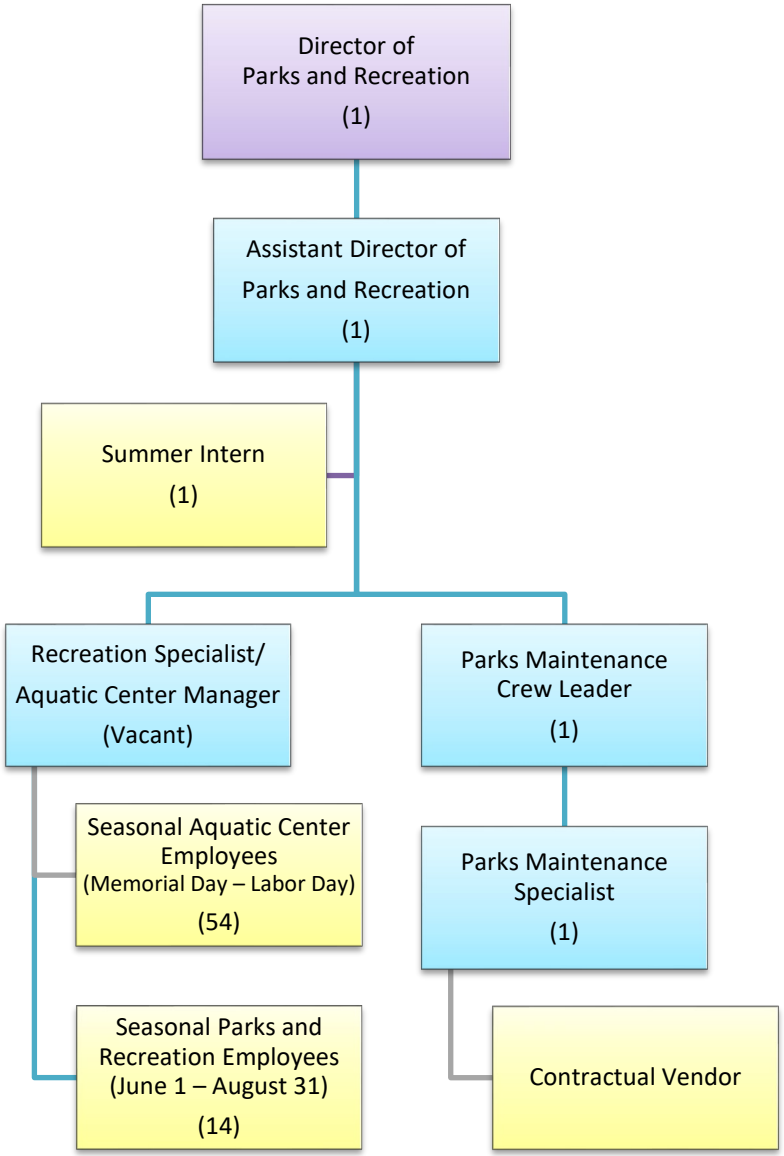
Police Department Organizational Chart



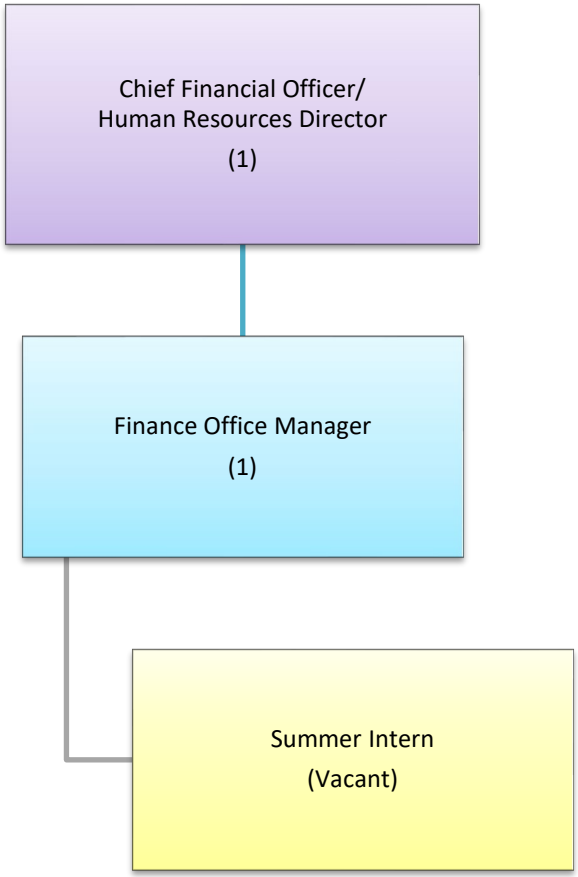
Community Development Department Organizational Chart



Parks and Recreation Department Organizational Chart



Finance and Human Resources Department Organizational Chart



GENERAL FUND

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
				General Government		
3,363,361	3,567,070	3,725,003	3,651,271	Taxes	4,039,662	4,090,185
385,520	365,095	349,957	375,000	Licenses	367,800	367,800
-	-			Fees		
55,642	52,632	434,512	645,046	Intergovernmental	645,046	56,000
19,585	6,135	7,843	6,000	Interest Income	5,000	5,000
28,273	51,672	1,647	16,100	Miscellaneous	8,250	8,250
290,494	227,373	127,438	172,980	Police	123,300	123,300
23,680	515	248	-	Public Works	-	-
4,166,555	4,270,490	4,646,653	4,866,397	**Total Revenues**	5,189,058	4,650,535

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
1,087	1,792	2,181	2,085	Elected Officials	2,085	2,085
343,550	378,815	427,813	507,919	Administration	465,717	473,409
111,827	501,381	307,807	225,750	Legal	195,500	195,500
42,415	42,258	52,846	47,770	Village Clerk	50,401	51,242
356,168	354,786	410,205	493,809	Risk Management	530,077	510,316
65,578	52,715	48,733	49,155	Human Resources	49,372	49,054
114,273	106,053	121,333	103,388	Technology	100,560	100,760
154,531	165,185	147,012	147,644	Finance	152,137	154,774
35,957	23,128	23,759	34,257	Engineering	29,382	29,729
1,554,777	1,576,224	1,656,340	1,659,378	Police	1,857,459	1,867,157
339,582	335,081	349,206	380,152	Police Pension Contribution	393,151	393,151
1,131	375	375	4,475	Police Commission	4,475	475
583,499	589,674	736,670	620,999	Public Works	635,043	684,622
-	-	-	-	Building *	-	-
3,704,375	4,127,468	4,284,280	4,276,781	**Total Expenditures**	4,465,358	4,512,275
462,180	143,022	362,373	589,616	**Excess (Deficiency) of Revenues Over Expenditures**	723,700	138,260
-	-	-	(180,000)	**Transfer to Other Funds**	(180,000)	-
90,000	90,000	90,000	90,000	**Transfer from Special Rec**	90,000	90,000
-	100,000	-	100,000	**Transfer from Community Dev.**	-	50,000
-	-	-	(235,046)	**Transfer to C.I.P. Fund**	(390,000)	-
(39,000)	(210,733)	(172,765)	(204,312)	**Transfer to Debt Service Fund**	(10,400)	-
513,180	122,289	279,608	160,258	**Net Change in Fund Balance**	233,300	278,260
2,083,031	2,205,319	2,484,926	2,645,184	**Fund Balance as of 12/31**	2,878,483	3,156,744

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

* American Rescue Plan Act funds recorded in Intergovernmental Section in Fiscal Year 2021 and 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
GENERAL FUND							
REVENUES							
TAXES							
01-10-00-1-3010	PROPERTY TAXES	1,493,963	1,591,100	756,228	1,526,327	1,613,375	1,629,509
01-10-00-1-3012	PROPERTY TAX-INSURANCE	169,087	198,837	92,657	190,742	201,621	203,637
01-10-00-1-3013	PROPERTY TAX-FICA	102,335	64,803	56,265	62,165	65,710	66,367
01-10-00-1-3015	PROPERTY TAX-AUDIT	20,777	22,845	11,419	21,915	23,165	23,396
01-10-00-1-3020	PROPERTY TAXES-R&B	16,999	20,411	8,108	19,580	20,697	20,904
01-10-00-1-3030	SALES TAX	154,258	130,000	93,277	131,939	135,000	136,350
01-10-00-1-3040	CANNABIS TAX	5,768	7,513	5,411	7,513	16,312	16,475
01-10-00-1-3080	USE TAX	362,089	329,746	191,695	383,390	367,917	371,596
01-10-00-1-3090	STATE INCOME TAX	907,169	768,016	613,141	822,878	1,107,376	1,118,450
01-10-00-1-3095	PERSONAL PROPERTY TAX	1,756	2,000	1,629	3,257	2,489	2,500
01-10-00-1-3097	UTILITY TAX	371,021	390,000	207,401	414,803	390,000	400,000
01-10-00-1-3098	TELECOM TAX	118,635	125,000	47,265	94,530	95,000	100,000
01-10-00-1-3099	AMUSEMENT TAX	1,148	1,000	-	-	1,000	1,000
TOTAL TAXES		3,725,002.93	3,651,271	2,084,495	3,679,040	4,039,662	4,090,185
LICENSES							
01-10-00-2-3110	LIQUOR LICENSES	7,900	7,900	7,900	7,900	7,900	7,900
01-10-00-2-3120	VEHICLE LICENSES	154,005	159,000	157,978	159,608	159,000	159,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	5,930	7,500	360	5,930	5,900	5,900
01-10-00-2-3130	ANIMAL LICENSES	12,720	13,500	12,650	12,850	13,000	13,000
01-10-00-2-3140	FRANCHISE LICENSES	159,827	175,000	85,679	171,358	172,000	172,000
01-10-00-2-3150	BUSINESS LICENSES	9,575	9,600	9,625	9,825	10,000	10,000
01-10-00-2-3160	VIDEO GAMING LICENSES	-	2,500	-	-	-	-
TOTAL LICENSES		349,956.68	375,000	274,191	367,471	367,800	367,800
PERMITS							
01-10-00-3-3290	SOLICITORS' PERMIT	-	-	-	-	250	250
TOTAL PERMITS		-	-	-	-	250	250
FEES							
01-10-00-4-3680	VIDEO GAME TERMINAL FEE	-	150	-	-	-	-
TOTAL FEES		-	150	-	-	-	-
INTERGOVERNMENTAL							
01-10-00-5-3805	GRANTS	377,026	-	-	-	-	-
01-10-00-5-3810	SALES TAX SHARING - IGA	57,486	56,000	31,766	56,577	56,000	56,000
TOTAL INTERGOVERNMENTAL		434,511.73	56,000	31,766	56,577	56,000	56,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
INTEREST INCOME							
01-10-00-6-3810	INTEREST INCOME	7,843	6,000	-	5,000	5,000	5,000
01-10-00-6-3811	UNREALIZED GAIN (LOSS)	-	-	-	-	-	-
TOTAL INTEREST INCOME		7,843	6,000	-	5,000	5,000	5,000
MISCELLANEOUS							
01-10-00-7-3835	SWALCO RECYCLING	-	-	-	-	-	-
01-10-00-7-3836	SWALCO WM FEE	3,665	3,600	-	3,584	3,750	3,750
01-10-00-7-3840	YARD STICKERS	1,853	9,000	275	1,200	1,000	1,000
01-10-00-7-3870	TUITION REIMBURSEMENT REPAID	-	-	-	-	-	-
01-10-00-7-3890	MISCELLANEOUS INCOME	(3,871)	3,500	1,381	3,500	3,500	3,500
TOTAL MISCELLANEOUS		1,647	16,100	1,656	8,284	8,250	8,250
TOTAL REVENUES		4,518,961	4,104,521	2,392,109	4,116,372	4,476,962	4,527,485

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Property Taxes**

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

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

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

FY 2021 Budget request	$ 1,591,100
FY 2022 Budget request	$ 1,613,375
Increase (Decrease)	$ 22,275

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 2022 is 1.4%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Property Tax-Insurance**

Account Number: **01-10-00-1-3012**

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

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

FY 2021 Budget request	$ 198,837
FY 2022 Budget request	$ 201,621
Increase (Decrease)	$ 2,784

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MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Property Tax-FICA**

Account Number: **01-10-00-1-3012**

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

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

FY 2021 Budget request	$ 64,803
FY 2022 Budget request	$ 65,710
Increase (Decrease)	$ 907

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 2022 is 1.4%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Property Tax-Audit**

Account Number: **01-10-00-1-3015**

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

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

FY 2021 Budget request	$ 22,845
FY 2022 Budget request	$ 23,165
Increase (Decrease)	$ 320

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MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Property Taxes-R&B**

Account Number: **01-10-00-1-3020**

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

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

FY 2021 Budget request	$ 20,411
FY 2022 Budget request	$ 20,697
Increase (Decrease)	$ 286

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 2022 is 1.4%. The primary reason for the increase is an estimate of taxes collected from the new construction growth in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Sales Tax**

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

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

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

FY 2021 Budget request	$ 130,000
FY 2022 Budget request	$ 135,000
Increase (Decrease)	$ 5,000

The primary reason for the increase is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Cannabis Tax**

Account Number: **01-10-00-1-3040**

This account is used to record the cannabis use taxes received from the State of Illinois. The Cannabis Regulation and Tax Act became effecctive January 1, 2020. 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 Cannabis Tax revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 7,513
FY 2022 Budget request	$ 16,312
Increase (Decrease)	$ 8,799

The cannabis tax forecast will vary from year to year. For Fiscal Year 2022, the forecast is equal to $1.80 per capita X 9,062 population.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Use Tax**

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

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

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

FY 2021 Budget request	$ 329,746
FY 2022 Budget request	$ 367,917
Increase (Decrease)	$ 38,171

The use tax forecast varies from year to year. For Fiscal Year 2022, the forecast is equal to $40.60 per capita x 9,062 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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **State Income Tax**

Account Number: **01-10-00-1-3090**

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

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

FY 2021 Budget request	$ 768,016
FY 2022 Budget request	$ 1,107,376
Increase (Decrease)	$ 339,360

The income tax forecast varies from year to year. For Fiscal Year 2022, the forecast is equal to $122.20 per capita x 9,062 population. The primary reason for the increase relates to the increase in the State of Illinois income tax rate.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Personal Property Replacement Tax**

Account Number: **01-10-00-1-3095**

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

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

FY 2021 Budget request	$ 2,000
FY 2022 Budget request	$ 2,489
Increase (Decrease)	$ 489

The primary reason for the increase is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Utility Tax**

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

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

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

FY 2021 Budget request	$ 390,000
FY 2022 Budget request	$ 390,000
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Telecom Tax**

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

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

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

FY 2021 Budget request	$ 125,000
FY 2022 Budget request	$ 95,000
Increase (Decrease)	$ (30,000)

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2021 and the State imposed 2% administrative collection fee.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Amusement Tax**

Account Number: **01-10-00-1-3099**

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

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Liquor Licenses**

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

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

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

FY 2021 Budget request	$ 7,900
FY 2022 Budget request	$ 7,900
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Vehicle Licenses**

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

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

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

FY 2021 Budget request	$ 159,000
FY 2022 Budget request	$ 159,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Vehicle Licenses-Late Fee**

Account Number: **01-10-10-2-3125**

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

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

FY 2021 Budget request	$ 7,500
FY 2022 Budget request	$ 5,900
Increase (Decrease)	$ (1,600)

The primary reason for the decrease is based upon the implementation of our new Vehicle Sticker system in Fiscal Year 2021 and projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Animal Licenses**

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

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

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

FY 2021 Budget request	$ 13,500
FY 2022 Budget request	$ 13,000
Increase (Decrease)	$ (500)

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Franchise Licenses**

Account Number: **01-10-00-2-3140**

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

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

FY 2021 Budget request	$ 175,000
FY 2022 Budget request	$ 172,000
Increase (Decrease)	$ (3,000)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Video Gaming Liquor Licenses**

Account Number: **01-10-00-2-3160**

At their July 27, 2020 meeting, the Village Board passed Ordinance No. 2035-20 repealing Ordinance No. 1294A-09, which prohibited video gaming in the Village. The Board then passed Ordinance No. 2036-20, which allows for video gaming within the Village of Hawthorn Woods. Pursuant to this ordinance, each Video Gaming (VG) liquor license shall cost $2,500.00 per year.

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

FY 2021 Budget request	$ 2,500
FY 2022 Budget request	$ -
Increase (Decrease)	$ (2,500)

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Solicitors' Permit**

Account Number: **01-10-00-3-3290**

This account is used for revenue received from commercial, charitable and religious solicitor applications and renewal applications.

The Solicitors' Permit revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$	-
FY 2022 Budget request	$	250
Increase (Decrease)	$	250

The primary reason for the increase is based upon the account being added in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Video Gaming Terminal Fee**

Account Number: **01-10-00-4-3680**

At their July 27, 2020 meeting, the Village Board passed Ordinance No. 2035-20 repealing Ordinance No. 1294A-09, which prohibited video gaming in the Village. The Board then passed Ordinance No. 2036-20, which allows for video gaming within the Village of Hawthorn Woods. Pursuant to this ordinance, each video gaming terminal fee shall cost $150.00 per year, and the total number of video gaming terminals located in an establishment shall not exceed six (6).

The Video Gaming Terminal Fee revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 150
FY 2022 Budget request	$ -
Increase (Decrease)	$ (150)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Business Licenses**

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

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

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

FY 2021 Budget request	$ 9,600
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ 400

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Grants**

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

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Sales Tax Sharing - IGA**

Account Number: **01-10-00-5-3810**

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

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

FY 2021 Budget request	$ 56,000
FY 2022 Budget request	$ 56,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Interest Income**

Account Number: **01-10-00-6-3810**

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

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

FY 2021 Budget request	$ 6,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ (1,000)

The primary reason for the increase is based upon the Fiscal Year 2020 expiration of a Certificate of Deposit.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **SWALCO Recycling**

Account Number: **01-10-00-7-3835**

This account is used to record the revenue received from SWALCO (the Solid Waste Agency of Lake County) for recycled materials salvaged. To be conservative, this volatile commodity market driven revenue is forecasted at zero.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **SWALCO WM Fee**

Account Number: **01-10-00-7-3836**

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

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

FY 2021 Budget request	$ 3,600
FY 2022 Budget request	$ 3,750
Increase (Decrease)	$ 150

The primary reason for the increase is based upon the population increase for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Yard Stickers**

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

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

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

FY 2021 Budget request	$ 9,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ (8,000)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Tuition Reimbursement Repaid**

Account Number: **01-10-00-7-3870**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Description: **Miscellaneous Income**

Account Number: **01-10-00-7-3890**

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

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

FY 2021 Budget request	$ 3,500
FY 2022 Budget request	$ 3,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

ELECTED OFFICIALS



Mayor Dominick DiMaggio



Trustee Cathy Bayer



Trustee Michael David



Trustee James W. Kaiser



Trustee Jodi McCarthy



Trustee Steve Riess



Trustee Thomas A. Rychlik

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
	2020	2021	2022	2022
Full-Time	0	0	0	0
Part-Time	7	7	7	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-	Personnel Services	-	-
1,792	2,181	2,085	Contractual Services	2,085	2,085
1,792	2,181	2,085	**Total Expenditures**	2,085	2,085
(1,792)	(2,181)	(2,085)	**Source (Use) of Cash**	(2,085)	(2,085)

Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
ELECTED OFFICIALS							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-12-1-4010	SALARIES	-	-	-	-	-	-
01-10-12-1-4040	IMRF	-	-	-	-	-	-
01-10-12-1-4090	FICA MATCHING	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES		-	-	-	-	-	-
CONTRACTUAL SERVICES							
01-10-12-3-4357	PRINTING/COPYING	55	100	33	100	100	100
01-10-12-3-4361	DUES	345	400	-	400	400	400
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	-	500	-	500	500	500
01-10-12-3-4390	MISCELLANEOUS EXPENSE	1,781	1,085	176	1,085	1,085	1,085
TOTAL CONTRACTUAL SERVICES		2,181	2,085	209	2,085	2,085	2,085
TOTAL EXPENDITURES		2,181	2,085	209	2,085	2,085	2,085

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	100
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

Metro Mayors Caucus	$400
Total	$400

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

FY 2021 Budget request	$ 400
FY 2022 Budget request	$ 400
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 310
Lake Zurich Area Chamber of Commerce Legislative Breakfast	$ 90
Lake County Municipal League Seminars	$ 100
Total	$ 500

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ELECTED OFFICIALS**
Description:	**Miscellaneous Expense**
Priority:	**1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-12-3-4390**

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

Lake County Municipal League Dinner	$ 135
Chamber of Commerce Evening of Excellence Dinner	$ 150
Metro Mayors Caucus Dinner	$ 300
Mayor's Meeting Expenses	$ 500
Total	$ 1,085

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

FY 2021 Budget request	$ 1,085
FY 2022 Budget request	$ 1,085
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

ADMINISTRATION





ADMINISTRATION

Department Purpose

The Administration Department serves as the leader for the organization, coordinating the operations of all municipal departments within the Village. The Administration Department is responsible for the enforcement and administration of all policies, directives, laws and ordinances adopted by the Village Board.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	3	3	3	2.55
Part-Time	0	1	1	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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
269,436	343,897	406,818	Personnel Services	370,229	377,434
102,662	70,444	94,786	Contractual Services	89,173	89,660
6,717	13,472	6,315	Commodities	6,315	6,315
378,815	427,813	507,919	**Total Expenditures**	465,717	473,409
(378,815)	(427,813)	(507,919)	**Source (Use) of Cash**	(465,717)	(473,409)

Significant Changes

•$3,000 decrease in credit card processing fees due to convenience fee being passed along to the user for BS&A transactions.

•$1,173 increase in postage due to increased mailings during the pandemic.

•$2,185 decrease in printing/copying due to projected actuals.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
ADMINISTRATION							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-10-1-4010	SALARIES	270,232	341,854	137,776	275,552	304,402	310,490
01-10-10-1-4015	PART TIME INTERN/EMPLOYEE	23,829	-	9,708	19,416	10,000	10,000
01-10-10-1-4040	IMRF	31,551	42,903	18,345	36,691	32,541	33,191
01-10-10-1-4090	FICA MATCHING	18,284	22,061	10,790	21,580	23,287	23,752
TOTAL PERSONNEL SERVICES		343,897	406,818	176,620	353,240	370,229	377,434
CONTRACTUAL SERVICES							
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	3,525	2,000	225	2,000	3,000	2,000
01-10-10-3-4329	OTHER PROFESSIONAL SERVICES	5,798	-	-	-	-	-
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	7,423	6,600	5,669	6,600	3,600	3,800
01-10-10-3-4351	POSTAGE	7,812	9,078	6,358	12,682	10,251	11,000
01-10-10-3-4353	TELEPHONE - CELL PHONE	1,010	525	327	625	525	525
01-10-10-3-4354	TELEPHONE - LAND LINE	8,091	8,700	5,088	9,900	10,100	10,100
01-10-10-3-4355	PUBLISHING/ADVERTISING	90	200	-	200	200	200
01-10-10-3-4357	PRINTING/COPYING	9,197	8,000	5,487	5,740	5,815	6,300
01-10-10-3-4358	PUBLIC INFORMATION	6,502	4,760	1,143	3,429	3,600	3,700
01-10-10-3-4361	DUES	5,671	5,882	3,799	5,730	5,872	5,900
01-10-10-3-4362	TRAVEL EXPENSE	31	100	-	100	100	100
01-10-10-3-4363	MILEAGE REIMBURSEMENT	245	425	-	200	250	250
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	223	3,390	-	1,240	4,440	4,500
01-10-10-3-4367	PUBLICATIONS	100	250	-	272	300	300
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	7,571	7,375	1,626	7,375	7,375	7,375
01-10-10-3-4377	EMPLOYEE RECOGNITION	1,427	1,790	45	1,790	1,790	1,790

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
01-10-10-3-4378	VOLUNTEER APPRECIATION	495	400	124	400	400	400
01-10-10-3-4380	YARD WASTE STICKERS	2,070	6,210	-	2,070	2,070	2,070
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	-	-	-	-	-
01-10-10-3-4382	SWALCO FEE	3,526	3,526	3,526	3,526	3,750	3,750
01-10-10-3-4390	MISC. EXPENSE	490	575	2,211	2,474	735	600
01-10-10-3-4399	CONTINGENCY	(853)	25,000	-	-	25,000	25,000
TOTAL CONTRACTUAL SERVICES		70,444	94,786	35,626	66,353	89,173	89,660
COMMODITIES							
01-10-10-5-4561	OFFICE SUPPLIES	13,048	5,000	2,169	5,000	5,000	5,000
01-10-10-5-4562	AUTO FUEL & OIL	-	-	-	-	-	-
01-10-10-5-4563	MINOR EQUIPMENT	116	200	-	200	200	200
01-10-10-5-4578	UNIFORMS	-	200	-	200	200	200
01-10-10-5-4595	MEETING SUPPLIES	309	915	321	915	915	915
TOTAL COMMODITIES		13,472	6,315	2,491	6,315	6,315	6,315
MISCELLANEOUS							
01-10-10-7-3895	CASH OVER/SHORT		-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-	-
TOTAL EXPENDITURES		427,813	507,919	214,737	425,908	465,717	473,409

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Salaries**

Priority: **1.6 Prioritize Citizen Services**

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

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

Chief Operating Officer – 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 2021 Budget request	$ 341,854
FY 2022 Budget request	$ 304,402
Increase (Decrease)	$ (37,452)

The primary reason for the decrease is based upon the Management Analyst vacancy for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Part Time Intern/Employee**

Priority: **1.6 Prioritize Citizen Services**

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

This account is used to pay the salaries of the part time employees allocated to the Administration Department.

The Part Time Intern/Employee budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ 10,000

The primary reason for the increased is based upon the hiring of a part-time Sustainability Coordinator for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 42,903
FY 2022 Budget request	$ 32,541
Increase (Decrease)	$ (10,362)

The primary reason for the decrease is based upon the Management Analyst vacancy for Fiscal Year 2022. In addition, the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **FICA Matching**

Priority: **1.6 Prioritize Citizen Services**

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

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

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

FY 2021 Budget request	$ 22,061
FY 2022 Budget request	$ 23,287
Increase (Decrease)	$ 1,226

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ADMINISTRATION**
Description:	**Contract Maintenance -Equipment**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-10-3-4130**

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

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

FY 2021 Budget request	$ 2,000
FY 2022 Budget request	$ 3,000
Increase (Decrease)	$ 1,000

The primary reason for the increase is due to the aging phone equipment in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Other Professional Services**

Priority: **1.6 Prioritize Citizen Services**

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

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

Northern Illinois University - MPA Student Intern	$ -
	$ -

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Credit Card Processing Fees**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-10-3-4345**

This account pays for the cost to the Village when a customer uses their credit card for payment of Village vehicle stickers and dog tags. BS&A credit card convenience fees are paid for by the user.

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

FY 2021 Budget request	$ 6,600
FY 2022 Budget request	$ 3,600
Increase (Decrease)	$ (3,000)

The primary reason for the decrease relates to the convenience fee in BS&A being passed on to the user beginning part way through Fiscal Year 2021. The 2022 request is for vehicle stickers/dog tags which utilizes a different computer program and credit card processor.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 $417/month)	$ 5,000
Stamps.com - monthly fee ($17.99/month)	$ 216
UPS	$ 220
Bulk mailing annual fee	$ 255
Vehicle sticker mailing	$ 1,400
Newsletter mailing	$ 3,160
Total	$ 10,251

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

FY 2021 Budget request	$ 9,078
FY 2022 Budget request	$ 10,251
Increase (Decrease)	$ 1,173

The primary reason for the increase is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Telephone – Cell Phone**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-10-3-4353**

This account is used for the following business-related cellular telephone services:

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

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

FY 2021 Budget request	$	525
FY 2022 Budget request	$	525
Increase (Decrease)	$	-

The primary reason for the increase relates to the projected actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

This account is used to pay for local and long distance phone costs associated with all departments with the exception of the Aquatic Center.

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

FY 2021 Budget request	$ 8,700
FY 2022 Budget request	$ 10,100
Increase (Decrease)	$ 1,400

The primary reason for the increase relates to the projected actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Publishing/Advertising**

Priority: **1.6 Prioritize Citizen Services**

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

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

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 3,300
Vehicle stickers	$ 1,125
Dog tags	$ 360
Nameplates	$ 50
Business cards	$ 100
AP checks	$ 100
Tax forms	$ 330
Envelopes	$ 400
Deposit slips	$ 50
	$ 5,815

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

FY 2021 Budget request	$ 8,000
FY 2022 Budget request	$ 5,815
Increase (Decrease)	$ (2,185)

The primary reason for the increase relates to the estimated actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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.

Printing of Happenings Newsletter (3)	$ 3,600
	$ 3,600

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

FY 2021 Budget request	$ 4,760
FY 2022 Budget request	$ 3,600
Increase (Decrease)	$ (1,160)

The primary reason for the decrease is based upon reducing the number of newsletters from four to three per year for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 970
International City/County Managers Assoc. - COO	$ 1,400
International City/County Managers Assoc. - CAO	$ 1,375
Illinois City Management Assoc. - COO	$ 425
Illinois City Management Assoc. – CAO	$ 182
Lake County Municipal League	$ 1,110
Lake Zurich Area Chamber of Commerce	$ 410
Total	$ 5,872

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

FY 2021 Budget request	$ 5,882
FY 2022 Budget request	$ 5,872
Increase (Decrease)	$ (10)

The primary reason for the increase relates to the estimated actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Travel Expense**

Priority: **1.6 Prioritize Citizen Services**

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

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

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	100
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Mileage Reimbursement**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-10-3-4363**

This account is used by other administrative staff other than the Chief Operating Officer for travel expenses. The current standard mileage reimbursement is $.56 per mile.

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

FY 2021 Budget request	$	425
FY 2022 Budget request	$	250
Increase (Decrease)	$	(175)

The primary reason for the increase relates to the projected actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	400
LZ Chamber Board meetings	$	240
Business expenses (Women in Govt., Admin meetings)	$	1,000
ICMA Credentialed Manager Certification	$	1,500
Total	$	4,440

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

FY 2021 Budget request	$	3,390
FY 2022 Budget request	$	4,440
Increase (Decrease)	$	1,050

The primary reason for the increase relates to last year's deferral of the ILCMA and IML Conferences for the COO and CAO in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

This account pays for the various publications used by the administrative staff. Included in this account are the Illinois Compiled Statutes.

State Statutes	$ 300

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

FY 2021 Budget request	$ 250
FY 2022 Budget request	$ 300
Increase (Decrease)	$ 50

The primary reason for the increase relates to the projected actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Property Tax Rebate - Annexation**

Priority: **1.6 Prioritize Citizen Services**

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

This account is used to reimburse the Village's portion of the annual property tax bill to those residents of record at the time Hawthorn Trails and a portion of Forest Lake were annexed into Hawthorn Woods on July 1, 2010.

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

FY 2021 Budget request	$	7,375
FY 2022 Budget request	$	7,375
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
Total	$ 1,790

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

FY 2021 Budget request	$ 1,790
FY 2022 Budget request	$ 1,790
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

This account is used for volunteer appreciation items.

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

FY 2021 Budget request	$	400
FY 2022 Budget request	$	400
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Yard Waste Stickers**

Priority: **1.6 Prioritize Citizen Services**

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

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

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

FY 2021 Budget request	$ 6,210
FY 2022 Budget request	$ 2,070
Increase (Decrease)	$ (4,140)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ADMINISTRATION**
Description:	**Mortgage Default Property Maintenance**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**01-10-10-3-4381**

Up until 2010, this account covered the costs associated with the mowing of property in foreclosure. Once mowed, the property owner was invoiced and if the invoice was not paid, a lien was placed on the property.

Staff conducted research of some neighboring communities and found that mowing is rarely conducted by the Villages. The preferred means of addressing tall grass/weeds is to notify the property owner of the violation, then ticket if the mowing does not take place. Most communities stated budgetary reasons as well as the increased volume of foreclosures for their decision not to mow.

Mowing will only be considered if a health/safety issue arises.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ADMINISTRATION**
Description:	**SWALCO Fee**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**01-10-10-3-4382**

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

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

FY 2021 Budget request	$ 3,526
FY 2022 Budget request	$ 3,750
Increase (Decrease)	$ 224

The primary reason for the increase relates to the anticipated 2020 decennial census results due shortly.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 Annual Dinner	$	135
Liquor license background checks	$	100
Retirement/bereavement	$	200
Miscellaneous	$	300
Total	$	735

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

FY 2021 Budget request	$	575
FY 2022 Budget request	$	735
Increase (Decrease)	$	160

The primary reason for the increase relates to the projected actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Contingency**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-10-3-4399**

This account is to pay for unbudgeted, unexpected expenses within the Administration accounts. In addition, this line item provides funding for potential matching grant opportunities.

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

FY 2021 Budget request	$ 25,000
FY 2022 Budget request	$ 25,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

This account represents the amount paid for various office supplies.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ADMINISTRATION**
Description:	**Automotive Fuel and Oil**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-10-5-4562**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **ADMINISTRATION**

Description: **Meeting Supplies**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-10-5-4595**

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

Water	$	565
Other items	$	350
Total	$	915

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

FY 2021 Budget request	$	915
FY 2022 Budget request	$	915
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
501,381	307,807	225,750	Contractual Services	195,500	195,500
501,381	307,807	225,750	**Total Expenditures**	195,500	195,500
(501,381)	(307,807)	(225,750)	**Source (Use) of Cash**	(195,500)	(195,500)

Significant Changes

- $30,000 decrease in Legal Services - Litigation due to the completion of an ongoing legal case.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
LEGAL							
EXPENDITURES							
CONTRACTUAL SERVICES							
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	223,548	125,000	86,895	159,900	95,000	100,000
01-10-11-3-4231	RETAINER-GENERAL	58,750	60,000	15,000	60,000	60,000	60,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	15,848	30,000	18,414	33,414	30,000	30,000
01-10-11-3-4233	HUMAN RESOURCES/LABOR	8,601	10,000	4,675	10,000	10,000	5,000
01-10-11-3-4234	ADJUDICATION	413	750	188	500	500	500
01-10-11-3-4235	LEGAL-LAND USE	648	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		307,807	225,750	125,172	263,814	195,500	195,500
TOTAL EXPENDITURES		307,807	225,750	125,172	263,814	195,500	195,500

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

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

FY 2021 Budget request	$ 125,000
FY 2022 Budget request	$ 95,000
Increase (Decrease)	$ (30,000)

The primary reason for the decrease is a result of the completion of an ongoing legal case in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**LEGAL**
Description:	**Legal Services – Retainer**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**01-10-11-3-4231**

This account represents a monthly retainer fee paid for legal counsel. The retainer covers legal fees for on-site legal counsel, including attendance at regularly scheduled board meetings, and answering various inquiries by staff. The retainer covers attendance at the Planning, Building and Zoning Commission and Zoning Board of Appeals meetings.

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

FY 2021 Budget request	$ 60,000
FY 2022 Budget request	$ 60,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **LEGAL**

Description: **Legal Service - Prosecutor**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-11-3-4232**

This account is the amount paid for prosecution of village ordinance, traffic and driving under the influence (DUI) violations. The present agreement with the Village Prosecutor provides for a monthly retainer of $2,500. 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 2021 Budget request	$ 30,000
FY 2022 Budget request	$ 30,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**LEGAL**
Description:	**Legal – Labor Issues**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**01-10-11-3-4233**

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

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

FY 2021 Budget request	$ 10,000
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**LEGAL**
Description:	**Legal – Adjudication**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-11-3-4234**

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

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

FY 2021 Budget request	$	750
FY 2022 Budget request	$	500
Increase (Decrease)	$	(250)

The primary reason for the decrease relates to the projected actuals for Fiscal Year 2021.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
37,416	38,753	40,065	Personnel Services	42,026	42,867
4,842	14,093	7,705	Contractual Services	8,375	8,375
42,258	52,846	47,770	**Total Expenditures**	50,401	51,242
(42,258)	(52,846)	(47,770)	**Source (Use) of Cash**	(50,401)	(51,242)

Significant Changes

• $1,120 increase in Professional Development due to the Municipal Clerks of Illinois Academy resuming in Fiscal Year 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
VILLAGE CLERK							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-13-1-4010	SALARIES	32,836	33,332	16,716	33,431	35,513	36,223
01-10-13-1-4040	IMRF	3,810	4,183	2,098	4,196	3,796	3,872
01-10-13-1-4090	FICA MATCHING	2,108	2,550	1,069	2,137	2,717	2,771
TOTAL PERSONNEL SERVICES		38,753.41	40,065	19,882	39,765	42,026	42,867
CONTRACTUAL SERVICES							
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	12,510	4,280	145	4,280	4,330	4,330
01-10-13-3-4330	FOIA RESPONSE FEES	-	1,500	-	1,000	1,000	1,000
01-10-13-3-4361	DUES	225	275	175	235	275	275
01-10-13-3-4365	PROFESSIONAL DEVELOPMENT	-	150	-	90	1,270	1,270
01-10-13-3-4390	MISC EXPENSE	1,358	1,500	1,464	1,464	1,500	1,500
TOTAL CONTRACTUAL SERVICES		14,092.50	7,705	1,784	7,069	8,375	8,375
TOTAL EXPENDITURES		52,845.91	47,770	21,666	46,834	50,401	51,242

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

Chief Administrative Officer/Village Clerk – 20%

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

FY 2021 Budget request	$ 33,332
FY 2022 Budget request	$ 35,513
Increase (Decrease)	$ 2,181

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **VILLAGE CLERK**

Description: **IMRF**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-13-1-4040**

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

Effective January 1, 2022 the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 4,183
FY 2022 Budget request	$ 3,796
Increase (Decrease)	$ (387)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

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

FY 2021 Budget request	$ 2,550
FY 2022 Budget request	$ 2,717
Increase (Decrease)	$ 167

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

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 80
Annual shredding of documents	$ 250
Sterling Codifiers - biennial codification	$ 4,000
Total	$ 4,330

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

FY 2021 Budget request	$ 4,280
FY 2022 Budget request	$ 4,330
Increase (Decrease)	$ 50

The primary reason for the increase is based upon the addition of Village Hall for annual shredding of documents for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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 2021 Budget request	$ 1,500
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ (500)

The primary reason for the decrease relates to the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	175
Municipal Clerks of Illinois – Village Clerk	$	60
Total	$	275

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

FY 2021 Budget request	$	275
FY 2022 Budget request	$	275
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
Total	$ 1,270

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

FY 2021 Budget request	$ 150
FY 2022 Budget request	$ 1,270
Increase (Decrease)	$ 1,120

The primary reason for the increase is based upon the Municipal Clerks of Illinois Academy resuming in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **VILLAGE CLERK**

Description: **Miscellaneous Income**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **01-10-13-3-4390**

This account is used to pay for a storage unit for archived records with some awaiting disposal.

Cube Smart	$ 1,500
Total	$ 1,500

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

FY 2021 Budget request	$ 1,500
FY 2022 Budget request	$ 1,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
12,183	9,381	11,889	Personnel Services	11,975	12,214
343,231	400,824	476,920	Contractual Services	513,102	493,102
754	-	5,000	Capital Outlay	5,000	5,000
356,168	410,205	493,809	**Total Expenditures**	530,077	510,316
(356,168)	(410,205)	(493,809)	**Source (Use) of Cash**	(530,077)	(510,316)

Significant Changes

• The renewal quotes for medical, dental, vision, general liability and workers compensation insurance premiums have been assumed at an 8% increase.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
RISK MANAGEMENT							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-14-1-4010	SALARIES	7,886	9,891	4,946	9,891	10,119	10,321
01-10-14-1-4040	IMRF	925	1,241	621	1,241	1,082	1,103
01-10-14-1-4090	FICA MATCHING	570	757	368	736	774	790
TOTAL PERSONNEL SERVICES		9,380.86	11,889	5,935	11,869	11,975	12,214
CONTRACTUAL SERVICES							
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	393,791	455,000	201,937	403,875	491,400	471,400
01-10-14-3-4371	DENTAL & VISION PREMIUMS	32,854	34,770	17,797	35,594	37,552	37,552
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	3,150	3,150	-	-	3,150	3,150
01-10-14-3-4373	LIABILITY INSURANCE	101,246	105,000	109,300	109,300	105,000	105,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	6,322	10,000	5,460	6,500	7,000	7,000
01-10-14-3-4375	WORKERS COMPENSATION	74,461	80,000	47,722	80,000	80,000	80,000
01-10-14-3-4376	FLEX SPENDING	-	-	-	-	-	-
01-10-14-3-4377	INSURANCE ALLOCATION	(211,000)	(211,000)	-	(211,000)	(211,000)	(211,000)
TOTAL CONTRACTUAL SERVICES		400,823.92	476,920	382,216	424,268	513,102	493,102
CAPITAL OUTLAY							
01-10-14-8-4894	SAFETY IMPROVEMENTS	-	5,000	-	-	5,000	5,000
TOTAL CAPITAL OUTLAY		-	5,000	-	-	5,000	5,000
TOTAL EXPENDITURES		410,204.78	493,809	388,151	436,138	530,077	510,316

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-1-4010**

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

Chief Financial Officer/Human Resources Director – 5%
Finance Office Manager - 5%

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

FY 2021 Budget request	$ 9,891
FY 2022 Budget request	$ 10,119
Increase (Decrease)	$ 228

The primary reason for the increase represents the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**IMRF**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-1-4040**

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for the Risk Management Coordinator (the Chief Financial Officer/Human Resources Director serves as the Risk Management Coordinator) and Finance Specialist allocated salaries. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 1,241
FY 2022 Budget request	$ 1,082
Increase (Decrease)	$ (159)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-1-4090**

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

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

FY 2021 Budget request	$	757
FY 2022 Budget request	$	774
Increase (Decrease)	$	17

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **RISK MANAGEMENT**

Description: **Medical Insurance Premiums**

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

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

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

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

Type of Coverage	Employee % of Premium	Village % of Premium
HMO – Employee Only	15%	85%
HMO – Family	31%	69%
PPO – Employee Only	15%	85%
PPO – Family	31%	69%

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 2021 Budget request	$ 455,000
FY 2022 Budget request	$ 491,400
Increase (Decrease)	$ 36,400

The primary reason for the increase is based upon an estimated increase of annual premiums for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **RISK MANAGEMENT**

Description: **Dental and Vision Insurance Premiums**

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

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

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

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

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

The Village's insurance broker, 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 2021 Budget request	$ 34,770
FY 2022 Budget request	$ 37,552
Increase (Decrease)	$ 2,782

The primary reason for the increase is based upon an estimated increase of annual premiums for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Employee Assistance Program**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-3-4372**

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

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

FY 2021 Budget request	$ 3,150
FY 2022 Budget request	$ 3,150
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Liability Insurance**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-3-4373**

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

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

FY 2021 Budget request	$ 105,000
FY 2022 Budget request	$ 105,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (2021 wage base) of an employee's annual wages. The Village's benefit ratio has steadily improved, as shown below:

	2014	2015	2016	2017	2018	2019	2020	2021
Benefit Ratio	3.15%	2.15%	1.05%	0.95%	1.33%	1.18%	1.33%	1.08%

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

FY 2021 Budget request	$ 10,000
FY 2022 Budget request	$ 7,000
Increase (Decrease)	$ (3,000)

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Workers Compensation**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-3-4375**

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

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

FY 2021 Budget request	$ 80,000
FY 2022 Budget request	$ 80,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Flex Spending**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-3-4376**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Insurance Allocation**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-3-4377**

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

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

FY 2021 Budget request	$ (211,000)
FY 2022 Budget request	$ (211,000)
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**RISK MANAGEMENT**
Description:	**Safety Improvements**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-10-14-8-4894**

This account pays for the safety committee recommended safety improvements for the Village employees.

The safety committee has been working in conjunction with the Village's insurance carrier to ensure safe work practices and training for all Village employees. This line item will provide funding for any safety related equipment purchases recommended by the safety committee.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

HUMAN RESOURCES





HUMAN RESOURCES

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	0	0	0.30
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
44,133	29,534	40,005	Personnel Services	40,397	41,204
8,582	19,199	9,150	Contractual Services	8,975	7,850
52,715	48,733	49,155	**Total Expenditures**	49,372	49,054
(52,715)	(48,733)	(49,155)	**Source (Use) of Cash**	(49,372)	(49,054)

Significant Changes

There were no significant changes for Fiscal Year 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
HUMAN RESOURCES							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-16-1-4010	SALARIES	24,848	33,282	16,391	32,783	34,136	34,819
01-10-16-1-4040	IMRF	2,914	4,177	2,057	4,114	3,649	3,722
01-10-16-1-4090	FICA MATCHING	1,771	2,546	1,215	2,430	2,611	2,664
TOTAL PERSONNEL SERVICES		29,534.03	40,005	19,663	39,327	40,397	41,204
CONTRACTUAL SERVICES							
01-10-16-3-4329	OTHER PROFESSIONAL SERVICES	3,375	5,000	-	-	3,500	3,500
01-10-16-3-4361	DUES	837	800	-	800	550	550
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	(512)	300	-	300	300	300
01-10-16-3-4366	WELLNESS PROGRAM	225	-	-	-	225	500
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	512	250	253	406	500	500
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	-	1,500	-	-	3,000	1,500
01-10-16-3-4390	OTHER CHARGES	14,762	500	-	-	400	500
01-10-16-3-4399	CONTINGENCY	-	800	-	-	500	500
TOTAL CONTRACTUAL SERVICES		19,199.40	9,150	253	1,506	8,975	7,850
TOTAL EXPENDITURES		48,733.43	49,155	19,916	40,833	49,372	49,054

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**HUMAN RESOURCES**
Description:	**Salaries**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-16-1-4010**

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

Chief Financial Officer/Human Resources Director – 20%
Finance Office Manager – 10%

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

FY 2021 Budget request	$ 33,282
FY 2022 Budget request	$ 34,136
Increase (Decrease)	$ 854

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**HUMAN RESOURCES**
Description:	**IMRF**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-16-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 4,177
FY 2022 Budget request	$ 3,649
Increase (Decrease)	$ (528)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**HUMAN RESOURCES**
Description:	**FICA Matching**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-16-1-4090**

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

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

FY 2021 Budget request	$ 2,546
FY 2022 Budget request	$ 2,611
Increase (Decrease)	$ 65

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **HUMAN RESOURCES**

Description: **Other Professional Services**

Priority: **1.3 Prioritize Strong Fiscal Sustainability**

Account Number: **01-10-16-3-4329**

This account is used to Pay for Human Resources consulting and services performed during the transitiion of the new Chief Financial Officer as well as provide servies related to the COVID-19 pandemic.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 3,500
Increase (Decrease)	$ (1,500)

The primary reason for the decrease is based upon the transition of human resources to the Chief Financial Officer during Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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~~	$	-
National Public Employer Labor Relations Association	$	250
~~International Public Management Association for Human Resources~~	$	-
~~ILCMA Legacy Project~~	$	-
~~Public Salary.Com~~	$	-
Illinois Labor Law Poster	$	300
Total	$	550

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

FY 2021 Budget request	$	800
FY 2022 Budget request	$	550
Increase (Decrease)	$	(250)

The primary reason for the decrease is based upon the removal of PublicSalary.com professional association in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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~~	$ -
~~ILCMA Legacy Project Annual Conference~~	$ -
Total	$ 300

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

FY 2021 Budget request	$ 300
FY 2022 Budget request	$ 300
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$	-
FY 2022 Budget request	$	225
Increase (Decrease)	$	225

The primary reason for the increase is based upon the re-activation of the Wellness Program for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**HUMAN RESOURCES**
Description:	**Pre-Employment Screening**
Priority:	**1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-16-3-4367**

This account is used to provide funding for pre-employment screening such as drug tests, physicals and background checks. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test. In addition, new police officers complete a physical and psychological examination.

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

FY 2021 Budget request	$	250
FY 2022 Budget request	$	500
Increase (Decrease)	$	250

The primary reason for the increase is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**HUMAN RESOURCES**
Description:	**Tuition Reimbursement**
Priority:	**1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-16-3-4370**

Continuing education is vital for professional development. To further the goal of attracting and retaining highly qualified, professional staff, the Village implemented a formal tuition reimbursement policy for non-union Village staff. The tuition reimbursement plan for the Village's union employees is included in the collective bargaining agreement and is funded in the Police Department budget.

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

FY 2021 Budget request	$ 1,500
FY 2022 Budget request	$ 3,000
Increase (Decrease)	$ 1,500

The primary reason for the increase is based upon the Mayoral request of specialized training for the Director of Public Safety in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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

~~Annual Team Building Luncheon~~	$ -
Performance Improvement Training	$ 400
	$ 400

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 400
Increase (Decrease)	$ (100)

The primary reason for the decrease is based upon the elimination of the Annual Team Building Luncheon due to the expectation of COVID-19 gathering restrictions for Fiscal Year 2022. In addition, the Human Resources Department funds Performance Improvement Training, if required.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

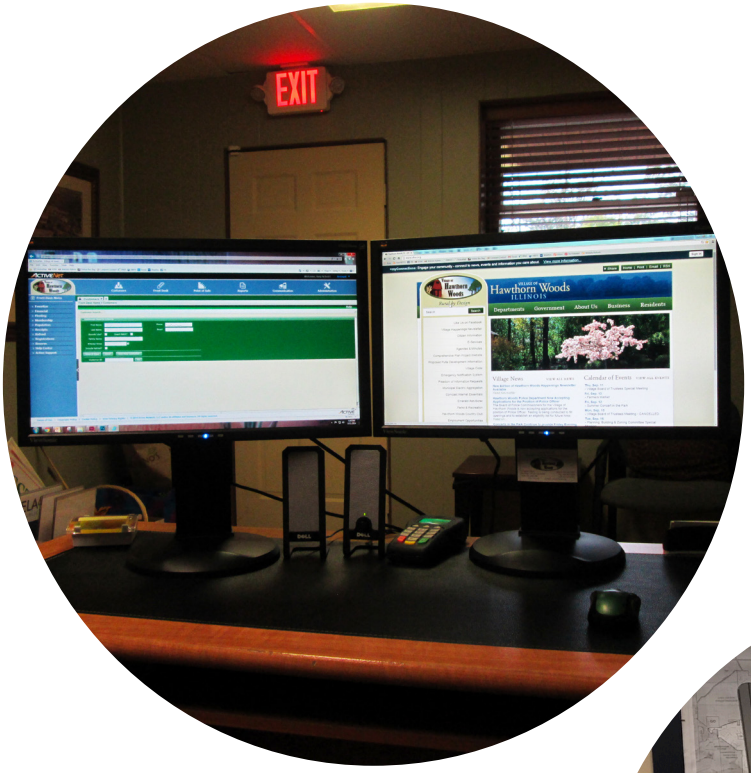
The Contingency budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$	800
FY 2022 Budget request	$	500
Increase (Decrease)	$	(300)

The primary reason for the decrease is based up on projected actuals for Fiscal Year 2021.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
106,053	121,333	103,388	Contractual Services	100,560	100,760
106,053	121,333	103,388	**Total Expenditures**	100,560	100,760
(106,053)	(121,333)	(103,388)	**Source (Use) of Cash**	(100,560)	(100,760)

Significant Changes

$3,000 increase in Technology Support Services due to purchase of block of hours with IT vendor.

$4,050 decrease in Hosted Exchange Services due to redesign of back up services.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
TECHNOLOGY							
EXPENDITURES							
CONTRACTUAL SERVICES							
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	30,756	36,718	17,233	22,106	34,510	34,510
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	25,500	10,500	10,500	10,500	13,500	13,500
01-10-17-3-4330	WEBSITE HOSTING & MAINT	9,913	5,570	4,840	5,540	5,800	6,000
01-10-17-3-4331	INTERNET ACCESS	24,432	25,000	8,144	24,432	25,000	25,000
01-10-17-3-4332	MISCELLANEOUS	10,134	600	405	800	800	800
01-10-17-3-4333	HOSTED EXCHANGE SERVICES	20,598	25,000	9,996	25,000	20,950	20,950
TOTAL CONTRACTUAL SERVICES		121,333	103,388	51,118	88,378	100,560	100,760
TOTAL EXPENDITURES		121,333	103,388	51,118	88,378	100,560	100,760

MAINTENANCE AND OPERATIONS BUDGET
2022 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.

BS&A maintenance	$ 13,620
Laserfiche maintenance	$ 975
Laserfiche connector integration	$ 1,800
IACP – PD	$ 540
Critical Reach – PD	$ 205
InTime – PD	$ 2,720
Evidence Room Software - PD	$ 725
Lexipol - PD	$ 8,025
Sterling Codifiers	$ 500
Anti-virus Software	$ 1,900
Adobe Creative Cloud/Pro - 8 Licenses	$ 2,500
Log Me In Central - 25 user license	$ 1,000
Total	$ 34,510

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

FY 2021 Budget request	$ 36,718
FY 2022 Budget request	$ 34,510
Increase (Decrease)	$ (2,208)

The primary reason for the decrease relates to the removal of E-Civis grant software and Trent Micro in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**TECHNOLOGY**
Description:	**Technology Support Services**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-17-3-4329**

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

100 hours @ $135.00/hour = $13,500

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

FY 2021 Budget request	$ 10,500
FY 2022 Budget request	$ 13,500
Increase (Decrease)	$ 3,000

The primary reason for the increase is due to the accumulation of consulting hours being purchased in prior years in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 4,400
Civic Plus SSL Certificate	$ 120
Constant Contact	$ 1,280
Total	$ 5,800

Vhw.org domain name expires June 25, 2027.
Hwpd.com domain name expires March 19, 2023

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

FY 2021 Budget request	$ 5,570
FY 2022 Budget request	$ 5,800
Increase (Decrease)	$ 230

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**TECHNOLOGY**
Description:	**Internet Access**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-17-3-4331**

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

Secure VPN provided by ABN	$25,000

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

FY 2021 Budget request	$ 25,000
FY 2022 Budget request	$ 25,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**TECHNOLOGY**
Description:	**Miscellaneous**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-17-3-4332**

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

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

FY 2021 Budget request	$	600
FY 2022 Budget request	$	800
Increase (Decrease)	$	200

The primary reason for the increase relates to the estimated actual for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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)	$ 20,000
Hosted File Exchange Service (Box.com)	$ 950
Total	$ 20,950

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

FY 2021 Budget request	$ 25,000
FY 2022 Budget request	$ 20,950
Increase (Decrease)	$ (4,050)

The primary reason for the decrease is due to re-design of back up services by ABN in Fiscal Year 2022.

FINANCE




GOVERNMENT FINANCE OFFICERS ASSOCIATION
Certificate of Achievement
for Excellence
in Financial Reporting
Presented to
Village of Hawthorn Woods
Illinois

FINANCE

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	2	2	2	1.00
Part-Time	0	0	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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
128,118	93,971	118,892	Personnel Services	119,745	122,140
36,983	52,995	28,692	Contractual Services	32,332	32,575
84	47	60	Commodities	60	60
165,185	147,012	147,644	**Total Expenditures**	152,137	154,774
(165,185)	(147,012)	(147,644)	**Source (Use) of Cash**	(152,137)	(154,774)

Significant Changes

There are no significant changes for Fiscal Year 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
FINANCE							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-18-1-4010	SALARIES	78,915	98,912	49,456	98,912	101,187	103,211
01-10-18-1-4040	IMRF	9,355	12,413	6,207	12,414	10,817	11,033
01-10-18-1-4090	FICA MATCHING	5,701	7,567	3,682	7,365	7,741	7,896
TOTAL PERSONNEL SERVICES		93,970.55	118,892	59,345	118,691	119,745	122,140
CONTRACTUAL SERVICES							
01-10-18-3-4210	ANNUAL AUDIT	23,345	24,040	25,795	25,795	24,760	25,503
01-10-18-3-4211	ACTUARY SERVICES	2,300	-	5,200	5,200	2,300	2,300
01-10-18-3-4328	OTHER PROFESSIONAL SERVICES	24,616	-	-	-	-	-
01-10-18-3-4329	BOND FINANCIAL ADVISOR	450	500	500	500	1,000	500
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	274	1,452	-	1,452	1,452	1,452
01-10-18-3-4353	TELEPHONE-CELL PHONE	73	480	240	480	600	600
01-10-18-3-4355	PUBLISHING/ADVERTISING	240	400	-	400	400	400
01-10-18-3-4361	DUES	1,240	1,470	1,010	1,470	1,470	1,470
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	457	350	318	318	350	350
TOTAL CONTRACTUAL SERVICES		52,995.16	28,692	33,063	35,615	32,332	32,575
COMMODITIES							
01-10-18-5-4578	UNIFORMS	47	60	-	60	60	60
TOTAL COMMODITIES		46.70	60	-	60	60	60
TOTAL EXPENDITURES		147,012	147,644	92,408	154,366	152,137	154,774

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Salaries**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-1-4010**

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

Chief Financial Officer/Human Resources Director – 50%
Finance Office Manager – 50%
~~Finance Part-Time Summer Intern - 100%~~

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

FY 2021 Budget request	$ 98,912
FY 2022 Budget request	$ 101,187
Increase (Decrease)	$ 2,275

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**IMRF**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 12,413
FY 2022 Budget request	$ 10,817
Increase (Decrease)	$ (1,596)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**FICA Matching**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-1-4090**

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

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

FY 2021 Budget request	$ 7,567
FY 2022 Budget request	$ 7,741
Increase (Decrease)	$ 174

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Annual Audit**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4210**

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

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

FY 2021 Budget request	$ 24,040
FY 2022 Budget request	$ 24,760
Increase (Decrease)	$ 720

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Actuary Services**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4211**

This account is used for the professional actuary who calculates the post-employment benefits required by Governmental Accounting Standards Board Statement No. 50. Due to the Village's size and the fact that the Village does not have any retirees, this calculation will be performed every three years.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 2,300
Increase (Decrease)	$ 2,300

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Bond Financial Advisor**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4329**

The Village is faced with many challenges related to debt management of the four SSA bond issues, and the Aquatic Center Revenue Bonds. This account used for bond financial services provided by Bridgeport Financial.

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ 500

The primary reason for the increase is based upon the Village's plan for a road referedum in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Audit Contingency Payment**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4330**

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

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

FY 2021 Budget request	$ 1,452
FY 2022 Budget request	$ 1,452
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Telephone-Cell Phone**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4353**

This account is used for the following business-related cellular telephone services:

Cell phone – Chief Financial Officer – payment of business-related usage from the Chief Financial Officer's personal cellular telephone - $40 per month x 12 months = $480.

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

FY 2021 Budget request	$	480
FY 2022 Budget request	$	600
Increase (Decrease)	$	120

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Publishing/Advertising**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4355**

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

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

FY 2021 Budget request	$	400
FY 2022 Budget request	$	400
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Dues**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-3-4361**

This account is used to pay for the following dues:

Government Finance Officers Association Membership	$ 345
Illinois Government Finance Officers Association	$ 300
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~~	$ -
~~American Institute of Certified Public Accountants (AICPA) Membership~~	$ -
Total	$ 1,470

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

FY 2021 Budget request	$ 1,470
FY 2022 Budget request	$ 1,470
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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~~		
~~Chief Financial Officer~~	$	-
~~Finance Office Manager~~	$	-
Fred Pryor Seminars - Career Track		
Unlimited Training Membership		
Finance Office Manager	$	200
Illinois Government Finance Officers Association		
2 Local Training Classes	$	150
Total	$	350

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

FY 2021 Budget request	$	350
FY 2022 Budget request	$	350
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**FINANCE**
Description:	**Uniforms**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**01-10-18-5-4578**

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

Finance employees (2)

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

FY 2021 Budget request	$	60
FY 2022 Budget request	$	60
Increase (Decrease)	$	-

There is no change in Fiscal Year 2022.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
16,134	16,784	17,257	Personnel Services	17,382	17,729
6,994	6,976	17,000	Contractual Services	12,000	12,000
23,128	23,759	34,257	**Total Expenditures**	29,382	29,729
(23,128)	(23,759)	(34,257)	**Source (use) of cash**	(29,382)	(29,729)

Significant Changes

- $5,000 decrease for Storm Sewer Mapping due to the storm atlas being updated in Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
ENGINEERING							
EXPENDITURES							
PERSONNEL SERVICES							
01-10-19-1-4010	SALARIES	14,097	14,357	7,179	14,358	14,688	14,981
01-10-19-1-4040	IMRF	1,652	1,802	901	1,802	1,570	1,601
01-10-19-1-4090	FICA MATCHING	1,035	1,098	520	1,040	1,124	1,146
TOTAL PERSONNEL SERVICES		16,783.50	17,257	8,599	17,200	17,382	17,729
CONTRACTUAL SERVICES							
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	6,976	12,000	4,457	12,000	12,000	12,000
01-10-19-3-4221	STORM SEWER MAPPING	-	5,000	-	5,000	-	-
TOTAL CONTRACTUAL SERVICES		6,976	17,000	4,457	17,000	12,000	12,000
TOTAL EXPENDITURES		23,759.42	34,257	13,056	34,200	29,382	29,729

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ENGINEERING**
Description:	**Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-19-1-4010**

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

Director of Public Works/Village Engineer – 10%

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

FY 2021 Budget request	$ 14,357
FY 2022 Budget request	$ 14,688
Increase (Decrease)	$ 331

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ENGINEERING**
Description:	**IMRF**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-19-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 1,802
FY 2022 Budget request	$ 1,570
Increase (Decrease)	$ (232)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ENGINEERING**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-19-1-4090**

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

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

FY 2021 Budget request	$ 1,098
FY 2022 Budget request	$ 1,124
Increase (Decrease)	$ 26

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ENGINEERING**
Description:	**Engineering Services**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-10-19-3-4219**

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

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

FY 2021 Budget request	$ 12,000
FY 2022 Budget request	$ 12,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**ENGINEERING**
Description:	**Storm Sewer Mapping**
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:	**01-10-19-3-4221**

This account is used to pay for engineering consultant to update the storm sewer atlas to include neighborhoods not currently on the atlas for. The storm sewer atlas should be updated regularly for use by Village staff and developers as well as to meet the requirements of IEPA's NPDES program. The water atlas is updated from the Community Development fund and the sanitary sewer is updated from the Sewer fund.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ -
Increase (Decrease)	$ (5,000)

The primary reason for the decrease is that the storm sewer atlas was budgeted in Fiscal Year 2021.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
208,481	114,955	172,980	Fees	123,300	123,300
6,905	-	-	Intergovernmental	-	-
11,987	12,483	-	Miscellaneous	-	-
227,373	127,438	172,980	**Total Revenues**	123,300	123,300

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
1,346,839	1,414,900	1,469,664	Personnel Services	1,628,712	1,637,924
158,195	139,331	132,864	Contractual Services	165,497	166,733
57,559	39,747	49,850	Commodities	56,250	55,500
13,631	62,363	7,000	Capital Outlay	7,000	7,000
1,576,224	1,656,340	1,659,378	**Total Expenditures**	1,857,459	1,867,157
335,081	349,206	380,152	Police Pension Contribution	393,151	393,151
(1,683,932)	(1,878,108)	(1,866,550)	**Source (Use) of Cash**	(2,127,310)	(2,137,008)

Significant Changes

$132,446 increase in Salaries includes the hiring of Director of Public Safety in Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
POLICE							
REVENUES							
FEES							
01-20-00-4-3710	COURT FINES	82,156	105,000	39,901	85,000	85,000	85,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	13,489	33,000	14,203	12,500	12,500	12,500
01-20-00-4-3732	ADMIN ADJUDICATION HEARING FEE	20	-	-	-	-	-
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	18,500	32,000	12,500	25,000	25,000	25,000
01-20-00-4-3735	POLICE PROTECTION FEES	-	1,980	-	-	-	-
01-20-00-4-3750	RECORDS REQUESTS	790	1,000	265	800	800	800
TOTAL FEES		114,955	172,980	66,868	123,300	123,300	123,300
INTERGOVERNMENTAL							
01-20-00-5-3805	GRANTS	-	-	-	10,000	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	10,000	-	-
MISCELLANEOUS							
01-20-00-7-3830	DONATIONS	-	-	-	-	-	-
01-20-00-7-3860	INSURANCE REIMBURSEMENT	1,119	-	4,288	4,288	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	958	-	221	221	-	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	10,406	-	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	-	-	-	-	-	-
TOTAL MISCELLANEOUS		12,483	-	4,509	4,509	-	-
TOTAL REVENUES		127,438	172,980	71,377	137,809	123,300	123,300

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
EXPENDITURES							
PERSONNEL SERVICES							
01-20-20-1-4010	SALARIES	1,324,157	1,372,831	670,646	1,422,831	1,505,277	1,513,761
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	7,734	7,818	3,903	7,806	7,998	8,158
01-20-20-1-4020	OVERTIME	48,547	52,998	30,166	63,425	59,000	59,000
01-20-20-1-4021	OVERTIME-PGA DETAIL-2018	-	-	-	-	-	-
01-20-20-1-4040	IMRF	10,082	11,058	5,490	17,333	21,609	21,872
01-20-20-1-4090	FICA MATCHING	24,380	24,959	12,246	28,309	34,828	35,133
TOTAL PERSONNEL SERVICES		1,414,900	1,469,664	722,451	1,539,704	1,628,712	1,637,924
CONTRACTUAL SERVICES							
01-20-20-3-4120	CONT MAINT-VEHICLES	2,210	5,000	8,686	10,500	12,000	15,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	6,120	9,000	2,400	9,000	9,000	9,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	466	800	17	800	800	800
01-20-20-3-4353	TELEPHONE - CELL PHONE	3,779	3,600	916	3,600	3,600	3,600
01-20-20-3-4357	PRINTING/COPYING	1,595	2,000	60	2,000	2,000	2,000
01-20-20-3-4359	DISPATCH SERVICE	98,285	75,000	63,297	63,297	93,400	97,136
01-20-20-3-4361	DUES	22,497	24,464	18,373	24,464	25,697	25,697
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	2,602	8,000	2,629	6,000	14,000	8,500
01-20-20-3-4367	PUBLICATIONS	1,428	-	-	-	-	-
01-20-20-3-4381	COMMUNITY RELATIONS	349	1,000	112	1,000	1,000	1,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	-	4,000	-	4,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES		139,331	132,864	96,489	124,661	165,497	166,733
COMMODITIES							
01-20-20-5-4561	OFFICE SUPPLIES	1,857	3,200	442	1,500	2,000	2,000
01-20-20-5-4562	AUTO FUEL & OIL	19,780	23,000	11,804	30,000	30,000	30,000
01-20-20-5-4563	MINOR EQUIPMENT	4,463	4,500	1,002	4,500	4,500	4,500
01-20-20-5-4569	VEHICLE SUPPLIES	2,874	5,000	2,157	5,000	5,000	5,000
01-20-20-5-4578	UNIFORMS	5,481	12,150	2,692	9,000	12,750	12,000
01-20-20-5-4595	OTHER CHARGES	5,292	2,000	1,103	2,000	2,000	2,000
TOTAL COMMODITIES		39,747	49,850	19,199	52,000	56,250	55,500
CAPITAL OUTLAY							
01-20-20-8-4893	VEHICLE	36,001	-	-	-	-	-
01-20-20-8-4894	EQUIPMENT	26,362	7,000	2,808	9,000	7,000	7,000
TOTAL CAPITAL OUTLAY		62,363	7,000	2,808	9,000	7,000	7,000
TOTAL EXPENDITURES		1,656,340	1,659,378	840,947	1,725,365	1,857,459	1,867,157
POLICE PENSION CONTRIBUTION							
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	349,206	380,152	126,717	380,152	393,151	393,151

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 105,000
FY 2022 Budget request	$ 85,000
Increase (Decrease)	$ (20,000)

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 33,000
FY 2022 Budget request	$ 12,500
Increase (Decrease)	$ (20,500)

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 32,000
FY 2022 Budget request	$ 25,000
Increase (Decrease)	$ (7,000)

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Police Protection Fees**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-00-4-3735**

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

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

FY 2021 Budget request	$ 1,980
FY 2022 Budget request	$ -
Increase (Decrease)	$ (1,980)

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Records Requests**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-00-4-3750**

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

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 800
Increase (Decrease)	$ (200)

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Grants**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-00-5-3805**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Insurance Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-00-7-3860**

This account is used to record revenue received from insurance reimbursement. Since insurance reimbursement revenues are never anticipated, to be conservative, the Village always budgets insurance reimbursement revenue as $0.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Miscellaneous Income**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-00-7-3890**

This account is used to record revenue received from miscellaneous sources. Since miscellaneous revenues are minor and vary from year to year, to be conservative, the Village always budgets police miscellaneous income revenue as $0.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Transfer from DUI Funds**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-00-7-3990**

This account is the amount of revenue transferred from the restricted DUI funds received from Lake County. Per Illinois State Statute, any person who pleads guilty or is found guilty of DUI, pays an additional $350 into this fund. These funds are restricted to purchases of law enforcement equipment, commodities, training or safety checks to assist in the prevention of alcohol related criminal violence.

The Transfer from DUI Funds revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Transfer from Vehicle Supervision Funds**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-00-7-3991**

This account is the amount of revenue transferred from the restricted vehicle supervision funds received from Lake County. Per Illinois State Statute, any person who receives a disposition of supervision for a traffic violation pays an additional $20 into this fund. These funds are restricted to the acquisition and maintenance of police cars.

The Transfer from Vehicle Supervision Funds revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Salaries**
Priority:	**1.1 Prioritize A Safe and Secure Community** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-1-4010**

This account is the amount paid for 11 sworn full-time officers, 1 administrative civilian and the Public Safety Director 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 2021 Budget request	$ 1,372,831
FY 2022 Budget request	$ 1,505,277
Increase (Decrease)	$ 132,446

The collective bargaining agreement includes a 2.5% increase in the salary step plan and hiring of Director of Public Safety for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Salaries - Fleet Maintenance**
Priority:	**1.1 Prioritize A Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-1-4011**

This account represents the allocation of the fleet maintenance employee salaries to reflect the time worked to repair and maintain the Police department vehicles, as follows:

Crew Leader - Fleet Division – 10%

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

FY 2021 Budget request	$	7,818
FY 2022 Budget request	$	7,998
Increase (Decrease)	$	180

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Overtime**
Priority:	**1.1 Prioritize A Safe and Secure Community** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-1-4020**

This account is the amount paid to eligible full-time sworn officers for overtime hours worked in excess of regularly scheduled shifts and includes hire back, special details and Holiday Double Time pay. Generally accepted practice calculates this figure at 8% of the total budget for eligible sworn salaries. A survey of comparable communities indicated that the average percentage of overtime to eligible police salaries was 8.5%. The Village of Hawthorn Woods actively manages overtime expenditures. Therefore, this request was calculated at 5.5% of eligible salaries (3.0% less than the comparable communities average).

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

FY 2021 Budget request	$ 52,998
FY 2022 Budget request	$ 59,000
Increase (Decrease)	$ 6,002

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**IMRF**
Priority:	**1.1 Prioritize A Safe and Secure Community** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 11,058
FY 2022 Budget request	$ 21,609
Increase (Decrease)	$ 10,551

The primary reason for the increase is based upon the hiring of a Director of Public Safety in Fiscal Year 2021. In addition, the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize A Safe and Secure Community** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-1-4090**

This account is the amount paid for FICA and Medicare matching for Police Department employees. Note that sworn Police officers are considered Medicare-only employees. Therefore, the Village match is 1.45% for these employees.

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

FY 2021 Budget request	$ 24,959
FY 2022 Budget request	$ 34,828
Increase (Decrease)	$ 9,869

The primary reason for the increase is based upon the hiring of a Director of Public Safety in Fiscal Year 2021 and a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Contract Maint-Vehicles**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-3-4120**

This account is the amount paid for contract maintenance performed on the Police Department fleet by outside vendors. This account covers repair work performed by dealerships and other outside vendors as well as the annual contract costs for vehicle washes.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 12,000
Increase (Decrease)	$ 7,000

The primary reason for the increase is the aging squad cars and the cost of vehicle repairs.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Contract Maint-Equipment**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-3-4130**

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

This account covers the monthly subscription fees for the new Starcom radios. The State of Illinois subscription fee is $38 per month, per radio, to use the Starcom system.

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

FY 2021 Budget request	$ 9,000
FY 2022 Budget request	$ 9,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Other Professional Services**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.6 Prioritize Citizen Services**
Account Number:	**01-20-20-3-4329**

This account is the amount paid for animal control services for ill and injured animals not covered under Village Ordinance. Calls for this type of service range from $35 to $150 depending on the nature of the call and number of animals involved. Most charges for these types of calls are reimbursed to the Village by the affected resident.

This account also covers the cost of towing charges and document management and destruction fees.

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

FY 2021 Budget request	$	800
FY 2022 Budget request	$	800
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Telephone – Cell Phone**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-3-4353**

This account is the amount paid for wireless communications used by the Police Department.

Telephones are used to communicate between officers, the dispatch center, the Department of Public Works, the Police Department desk, Village staff, neighboring police and fire departments during incidents and citizens in a secure manner. Telephones in the squad cars allow for immediate response from officers, inter-agency secure communication, and uninterrupted communication that allow use of the police network radio for higher priority communications.

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

FY 2021 Budget request	$ 3,600
FY 2022 Budget request	$ 3,600
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Printing / Copying**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.6 Prioritize Citizen Services**
Account Number:	**01-20-20-3-4357**

This account is the amount paid for printing forms, notices, pamphlets, letterheads, bulletins, books, cards, envelopes, manuals, overweight and traffic tickets, arrest and warning books, crash reports, and internally created forms and ID cards.

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

FY 2021 Budget request	$ 2,000
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Dispatch Service**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.6 Prioritize Citizen Services**
Account Number:	**01-20-20-3-4359**

This account is the amount paid for police dispatching services to the Village of Lake Zurich.

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

FY 2021 Budget request	$ 75,000
FY 2022 Budget request	$ 93,400
Increase (Decrease)	$ 18,400

The primary reason for this increase is based on an agreed upon annual increase with the Lake Zurich Public Safety Answering Point.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
Major Crash Assistance Team	$	500
Lake County Major Crimes Task Force (LCMCTF)	$	5,750
Northeast IL Crime Lab (NICL)	$	13,805
Safe Kids Car Seat Certification (9)	$	855
Reverse 911 System	$	2,047
Illinois Criminal Offense Guide	$	100
Law Enforcement Records Managers of Illinois	$	25
Total	$	25,697

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

FY 2021 Budget request	$ 24,464
FY 2022 Budget request	$ 25,697
Increase (Decrease)	$ 1,233

The primary reason for the increase is an increase in LCMCTF and MCAT annual dues in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 1,500
Conference Attendance	$ 500
Police Academy (1 officer)	$ 6,000
Total	$ 14,500

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

FY 2021 Budget request	$ 8,000
FY 2022 Budget request	$ 14,000
Increase (Decrease)	$ 6,000

The primary reason for the increase is based upon the addition of fees associated with conference attendance in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Publications**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.6 Prioritize Citizen Services**
Account Number:	**01-20-20-3-4367**

This account is the amount paid for books, magazines, periodicals, pamphlets, resource materials and maps. Included in this account are annual updates of the Criminal and Vehicle Codes, Complaint Books, ID Manuals, and law bulletins.

This request has been limited to the IL Compiled Statutes and criminal charging updates.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Community Relations**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-3-4381**

This account is the amount paid for items relating to community education, events and information such as Law Enforcement Expos, informational pamphlets, promotional products and Adopt-A-Cop materials.

These funds are used to purchase kid badges and candy for Halloween as well as other miscellaneous "officer friendly" items to be given out at different Village events and police programs.

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Emergency Services and Disaster Management**
Priority:	**1.1 Prioritize a Safe and Secure Community**
Account Number:	**01-20-20-3-4383**

This account is the amount paid for the improvement and operation of the Hawthorn Woods Emergency Management Program. Funds will be used to develop and equip an Incident Operations Center to be used in the event of a natural or man-made disaster. This account also covers some emergency management specific training and CERT related costs.

The Emergency Services and Disaster Management budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 4,000
FY 2022 Budget request	$ 4,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Office Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-20-5-4561**

This account is the amount paid for envelopes, pens, pencils, paper, tape, fasteners, furniture and the miscellaneous office supplies and equipment necessary for the daily operation of the Hawthorn Woods Police Department.

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

FY 2021 Budget request	$ 3,200
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ (1,200)

The primary reason for the decrease is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Automotive Fuel and Oil**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-5-4562**

This is the amount paid for gas and oil for squad cars. Greatly fluctuating prices require an adequate balance in this account.

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

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

FY 2021 Budget request	$ 23,000
FY 2022 Budget request	$ 30,000
Increase (Decrease)	$ 7,000

The primary reason for the increase is based upon projected actuals from Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Minor Equipment**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-5-4563**

This account is the amount paid for new and replacement equipment with an individual purchase price of under $1,000. Included in this account are radio and telephone batteries, antennas, gun racks, cameras, mobile and portable radio parts, flashlights and parts, firing range supplies, ammunition, and first aid supplies, etc.

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

FY 2021 Budget request	$ 4,500
FY 2022 Budget request	$ 4,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Vehicle Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-5-4569**

This is the amount paid for supplies used to perform maintenance and repair functions of the Police Department's squad car fleet by the Public Works Department.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Uniforms**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-5-4578**

This account is the amount allocated Police Department personnel as a uniform allowance of $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 11 full-time officers:

12 Officers @ $750 per officer	$ 9,000
1 - Initial Issue	$ 3,000
1 Replacement Ballistic Vest (expired)	$ 750
Total	$ 12,750

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

FY 2021 Budget request	$ 12,150
FY 2022 Budget request	$ 12,750
Increase (Decrease)	$ 600

The primary reason for the decrease is the loss of one full time sworn officer.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Other Charges**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-20-20-5-4595**

This account is the amount paid for other expenses not previously charged to any other account. This includes institutional supplies, floor mats, rugs, bottled water, coffee, prisoner meals and other supplies and articles that are consumed or materially altered when used. Secretary of State License and Title fees are also included in this account.

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

FY 2021 Budget request	$ 2,000
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Vehicle**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-20-20-8-4893**

This account is the amount paid for the acquisition of police vehicles funded by the vehicle supervision fund deposits. The vehicle supervision funds are received by the Village from the courts when a driver is assigned supervision. These funds are restricted and must be spent only on the purchase of new police vehicles.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Equipment**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-20-20-8-4894**

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

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

FY 2021 Budget request	$ 7,000
FY 2022 Budget request	$ 7,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**POLICE DEPARTMENT**
Description:	**Pension**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-20-20-1-4050**

This account is the amount paid to the Downstate Pension Fund for sworn Police Department employees.

This request is based on the independent actuarial figures provided by the Police Pension Board. The Fiscal Year 2022 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 2021 Budget request	$ 380,152
FY 2022 Budget request	$ 393,151
Increase (Decrease)	$ 12,999

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
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
375	375	4,375	Contractual Services	4,375	375
-	-	100	Commodities	100	100
375	375	4,475	**Total Expenditures**	4,475	475
(375)	(375)	(4,475)	**Source (Use) of Cash**	(4,475)	(475)

Significant Changes

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
BOARD OF POLICE COMMISSIONERS							
EXPENDITURES							
CONTRACTUAL SERVICES							
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	-	4,000	-	-	4,000	-
01-10-15-3-4361	DUES	375	375	-	375	375	375
TOTAL CONTRACTUAL SERVICES		375	4,375	-	375	4,375	375
COMMODITIES							
01-10-15-5-4595	OTHER CHARGES	-	100	-	-	100	100
TOTAL COMMODITIES		-	100	-	-	100	100
TOTAL EXPENDITURES		375	4,475	-	375	4,475	475

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**BOARD OF POLICE COMMISSIONERS**
Description:	**Other Professional Services**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-10-15-3-4329**

This account is the amount paid for testing services in the creation of a new eligibility list. This account also covers any other charges as it relates to the hiring and/or termination of police officers including legal fees.

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

FY 2021 Budget request	$ 4,000
FY 2022 Budget request	$ 4,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**BOARD OF POLICE COMMISSIONERS**
Description:	**Dues**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-10-15-3-4361**

This account is the amount paid for the public official bonding of the Board of Police Commissioners and the Director of Public Safety.

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

FY 2021 Budget request	$	375
FY 2022 Budget request	$	375
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**BOARD OF POLICE COMMISSIONERS**
Description:	**Other Charges**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**01-10-15-5-4595**

This account is the amount paid for other expenses not previously charged to any other account.

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	100
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
Full-Time	9	8	9	4.55
Part-Time	0	0	0	0
Seasonal	0	0	0	0
Summer	0	1	1	0.25
Snow	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-	Intergovernmental	-	-
515	248	-	Miscellaneous	-	-
515	248	-	**Total Revenues**	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
			Administration/Operations		
331,574	341,452	368,310	Personnel Services	378,129	385,669
40,629	33,652	46,205	Contractual Services	46,565	48,565
93,801	77,257	93,950	Commodities	103,200	141,700
			Buildings/Grounds		
87,468	84,029	87,384	Personnel Services	76,949	78,488
18,695	10,692	9,900	Contractual Services	9,700	9,700
17,507	27,199	15,250	Commodities	20,500	20,500
-	162,389	-	Capital Outlay	-	-
589,674	736,670	620,999	**Total Expenditures**	635,043	684,622
(589,159)	(736,422)	(620,999)	**Source (Use) of Cash**	(635,043)	(684,622)

Significant Changes

- There are no significant changes in Fiscal Year 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
PUBLIC WORKS							
REVENUES							
INTERGOVERNMENTAL							
01-40-00-5-3805	GRANTS	-	-	-	-	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	-	-	-
MISCELLANEOUS							
01-40-00-7-3830	DONATIONS	-	-	-	-	-	-
01-40-00-7-3850	ROW TREE PROGRAM	-	-	-	-	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-	-
01-40-00-7-3870	REIM-SNOWPLOW REVENUE	-	-	1,788	1,788	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	248	-	-	-	-	-
TOTAL MISCELLANEOUS		248	-	1,788	1,788	-	-
TOTAL REVENUES		248	-	1,788	1,788	-	-
EXPENDITURES							
PUBLIC WORKS-ADMINISTRATION/OPERATIONS							
PERSONNEL SERVICES							
01-40-40-1-4010	SALARIES	277,501	280,210	140,676	281,352	292,405	298,253
01-40-40-1-4012	SUMMER SALARIES	-	5,720	-	-	5,720	5,720
01-40-40-1-4013	SNOW PLOW DRIVERS	-	5,000	-	5,000	5,000	5,000
01-40-40-1-4020	OVERTIME	9,275	18,540	8,393	13,000	19,096	19,669
01-40-40-1-4040	IMRF	33,843	35,166	18,837	37,673	31,258	31,883
01-40-40-1-4090	FICA MATCHING	20,833	23,674	10,698	21,396	24,650	25,143
TOTAL PERSONNEL SERVICES		341,452	368,310	178,604	358,422	378,129	385,669
CONTRACTUAL SERVICES							
01-40-40-3-4120	CONTR MAINT-VEHICLE	2,316	9,000	14,546	17,000	13,000	13,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	4,771	5,000	-	3,000	5,000	5,000
01-40-40-3-4190	CONTR MAINT-OTHER	621	4,000	-	2,000	3,000	3,000
01-40-40-3-4329	OTHER PROF SERVICES	4,024	3,500	1,584	3,200	3,500	3,500
01-40-40-3-4330	BRIDGE INSPECTIONS	-	-	-	-	-	2,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	4,039	5,000	1,666	4,300	5,000	5,000
01-40-40-3-4355	PUBLISHING/ADVERTISING	-	500	325	500	500	500
01-40-40-3-4357	PRINTING/COPYING	67	300	-	150	150	150
01-40-40-3-4361	DUES	3,621	3,805	605	4,002	815	815
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	2,129	2,100	-	1,100	2,600	2,600
01-40-40-3-4371	PUBLIC UTILITIES	11,652	12,000	4,695	12,000	12,000	12,000
01-40-40-3-4375	RENTAL/LEASE	413	1,000	-	500	1,000	1,000
TOTAL CONTRACTUAL SERVICES		33,652	46,205	23,422	47,752	46,565	48,565
COMMODITIES							
01-40-40-5-4561	OFFICE SUPPLIES	1,100	1,300	224	750	1,300	1,300
01-40-40-5-4562	AUTO FUEL & OIL	27,030	36,750	22,842	43,000	43,000	44,000
01-40-40-5-4563	MINOR EQUIPMENT	-	2,500	-	1,500	2,500	2,500
01-40-40-5-4564	SMALL TOOLS	600	3,000	384	1,000	3,000	3,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	4,905	7,000	2,887	7,000	10,000	7,000
01-40-40-5-4569	VEHICLE SUPPLIES	15,614	15,000	6,531	13,000	15,000	15,000
01-40-40-5-4570	MAINT SUPPLIES	6,342	6,000	2,369	6,000	6,000	6,000
01-40-40-5-4572	MOSQUITO ABATEMENT	169	1,000	-	1,000	1,000	1,000
01-40-40-5-4573	DRAINAGE SUPPLIES	1,525	7,000	-	6,000	7,000	7,000
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	6,959	4,500	2,707	4,500	4,500	45,000
01-40-40-5-4575	TREES	-	1,000	-	-	1,000	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	8,057	7,400	3,732	8,500	7,400	7,400
01-40-40-5-4595	OTHER CHARGES	4,956	1,500	548	1,500	1,500	1,500
TOTAL COMMODITIES		77,257	93,950	42,222	93,750	103,200	141,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
TOTAL ADMINISTRATION/OPERATIONS		452,361	508,465	244,248.86	499,924	527,894	575,934
PUBLIC WORKS- BUILDING & GROUNDS							
PERSONNEL SERVICES							
01-40-45-1-4010	SALARIES	71,017	72,699	27,095	54,191	65,024	66,324
01-40-45-1-4040	IMRF	8,337	9,124	3,335	6,669	6,951	7,090
01-40-45-1-4090	FICA MATCHING	4,674	5,561	1,701	3,403	4,974	5,074
TOTAL PERSONNEL SERVICES		84,029	87,384	32,132	64,263	76,949	78,488
CONTRACTUAL SERVICES							
01-40-45-3-4110	CONTR MAINT-BUILDING	10,034	9,400	3,137	8,400	9,200	9,200
01-40-45-3-4375	RENTAL/LEASE	659	500	493	500	500	500
TOTAL CONTRACTUAL SERVICES		10,692	9,900	3,630	8,900	9,700	9,700
COMMODITIES							
01-40-45-5-4571	BUILDING MAINT SUPPLIES	5,657	10,250	1,651	10,250	15,500	15,500
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	2,683	5,000	1,365	3,500	5,000	5,000
01-40-45-5-4595	OTHER CHARGES	18,859	-	-	-		
TOTAL COMMODITIES		27,199	15,250	3,017	13,750	20,500	20,500
CAPITAL OUTLAY							
01-40-40-8-4893	VEHICLE	162,389	-	-	-	-	-
TOTAL CAPITAL OUTLAY		162,389	-	-	-	-	-
TOTAL BUILDINGS AND GROUNDS		121,920	112,534	38,777.90	86,913	107,149	108,688
TOTAL EXPENDITURES		736,670	620,999	283,027	586,837	635,043	684,622

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Grants**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-00-5-3805**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Donations**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-00-7-3830**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**ROW (Right of Way) Tree Program Revenue**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-00-7-3850**

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

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Insurance Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-00-7-3860**

This account is used to record revenue received from insurance reimbursement. Since insurance reimbursement revenues are never anticipated, to be conservative, the Village always budgets insurance reimbursement revenue as $0.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-1-4010**

This account is used to pay the salaries of the employees allocated to the Public Works Administration/Operations Division, as follows:

Director of Public Works/Village Engineer – 50%
Assistant Director of Public Works – 50%
Crew Leader - Streets – 25%
Crew Leader - Fleet – 70%
Specialist I - Streets - 25%
Specialist I - Streets - 25%
Administrative Assistant - 100%

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

FY 2021 Budget request	$ 280,210
FY 2022 Budget request	$ 292,405
Increase (Decrease)	$ 12,195

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Summer Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-1-4012**

This account is used to pay summer employees allocated to the Public Works Administration/Operations Division. This account provides for one summer employee from May 15 to August 15.

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

FY 2021 Budget request	$ 5,720
FY 2022 Budget request	$ 5,720
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Snow Plow Drivers Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-40-1-4013**

This account is used to pay snow plow driver employees allocated to the Public Works Administration/Operations Division. This account provides for up to four on call snow plow drivers during the snow season. These employees are paid only when needed for a snow event.

The Snow Plow Drivers Salaries budget request changed from the prior year budget as follows:

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 17,669
Weather Emergencies	$ 1,428
Total	$ 19,096

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

FY 2021 Budget request	$ 18,540
FY 2022 Budget request	$ 19,096
Increase (Decrease)	$ 556

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**IMRF**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-1-4040**

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in the Public Works Administration/Operations Division. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 35,166
FY 2022 Budget request	$ 31,258
Increase (Decrease)	$ (3,908)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-1-4090**

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

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

FY 2021 Budget request	$ 23,674
FY 2022 Budget request	$ 24,650
Increase (Decrease)	$ 976

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Contractual Maintenance Vehicles**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-3-4120**

This account pays for all of the external repairs, towing, and services that the Public Works Administration/Operations Division needs to contract. These services include, transmission rebuilds, tires, towing, safety inspections and other repairs. Please see the Capital Improvement Fund for a detailed listing of the Village owned vehicles.

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

FY 2021 Budget request	$ 9,000
FY 2022 Budget request	$ 13,000
Increase (Decrease)	$ 4,000

The primary reason for the increase is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Contractual Maintenance Equipment**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-3-4130**

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

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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. This treatment would be a truck spraying throughout the Village by a contracted company.

IEPA NPDES permit fees	$ 1,000
~~Emergency mosquito treatment~~	$ -
Contingency for emergencies	$ 3,000
Total	$ 4,000

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

FY 2021 Budget request	$ 4,000
FY 2022 Budget request	$ 3,000
Increase (Decrease)	$ (1,000)

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Other Professional Services**
Priority:	**1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-40-3-4329**

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

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

FY 2021 Budget request	$ 3,500
FY 2022 Budget request	$ 3,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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. 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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Telephone – Cell Phone**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-40-40-3-4353**

This account is used to pay for the cell phone service for all the full-time employees in Public Works Administration/Operations Division. This service is the only reliable means of field communication for the Department.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Publishing and Advertising**
Priority:	**1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-40-3-4355**

This account is used to pay for the cost of advertising bid specifications for projects or advertisements for filling positions.

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

FY 2021 Budget request	$	500
FY 2022 Budget request	$	500
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Printing and Copying**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**01-40-40-3-4357**

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

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

FY 2021 Budget request	$	300
FY 2022 Budget request	$	150
Increase (Decrease)	$	(150)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **GENERAL FUND**

Department: **PUBLIC WORKS**

Division: **Administration / Operations**

Description: **Dues**

Priority: **1.1 Prioritize a Safe and Secure Community**

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

This account pays for association dues for Public Works employees.

A breakdown of membership dues is as follows:

IAFSM	$	25
American Public Works Association (APWA) (PW Director/Asst. PW Director)	$	360
CDL Driver drug testing pool	$	300
~~Des Plaines River Watershed Work Group~~	$	-
Municipal Fleet Managers Association	$	30
Illinois Public Works Mutual Aid Network	$	100
Total	$	815

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

FY 2021 Budget request	$ 3,805
FY 2022 Budget request	$ 815
Increase (Decrease)	$ (2,990)

The primary reason for the decrease is based upon the removal of the Des Plaines River Watershed Work Group membership dues in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
IAFSM conference - PW Director	$ 600
IAFSM conference expenses - PW Director	$ 500
Automotive Service Excellence (ASE) training - Fleet Crew Leader	$ 200
Total	$ 2,600

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

FY 2021 Budget request	$ 2,100
FY 2022 Budget request	$ 2,600
Increase (Decrease)	$ 500

The primary reason for the increase is the addition of IAFSM conference expenses because overnight expenses are necessary due to the conference being too far away.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Public Utilities**
Priority:	**1.4 Prioritize Modernization of Infrastructure**
Account Number:	**01-40-40-3-4371**

This account is used to pay for rate 23 and rate 25 street lights from Com Ed. This account also pays for sewer service from the County at Public Works and Village Hall.

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

FY 2021 Budget request	$ 12,000
FY 2022 Budget request	$ 12,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Equipment Rental / Lease**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-40-40-3-4375**

This account pays for the rental of tools and equipment that are of occasional use or not currently owned by the Department for use during Public Works projects unrelated to building maintenance. Items that fall into that category are high pressure power washer, stump grinders, power lifts and rental trucks.

The Equipment Rental/Lease budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Office Supplies**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**01-40-40-5-4561**

This account is used to pay for office supplies for the Public Works Administration/ Operations Division. Items that fall into that category are general office supplies and the water service.

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

FY 2021 Budget request	$ 1,300
FY 2022 Budget request	$ 1,300
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Auto Fuel & Oil**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-40-40-5-4562**

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

The Auto Fuel & Oil budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 36,750
FY 2022 Budget request	$ 43,000
Increase (Decrease)	$ 6,250

The primary reason for the increase is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Minor Equipment**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-40-40-5-4563**

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

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

FY 2021 Budget request	$ 2,500
FY 2022 Budget request	$ 2,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Small Tools**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-40-40-5-4564**

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

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

FY 2021 Budget request	$ 3,000
FY 2022 Budget request	$ 3,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Equipment Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-5-4568**

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

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

FY 2021 Budget request	$ 7,000
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ 3,000

The primary reason for the increase is to include a new 2400 gallons mixing brine tank for deicing operations.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Vehicle Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-5-4569**

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

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

FY 2021 Budget request	$ 15,000
FY 2022 Budget request	$ 15,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Maintenance Supplies**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-40-40-5-4570**

This account pays for the purchase of materials and components related to the maintenance of the facility at Public Works and other areas. Examples are shop supplies not used for maintenance or cleaning of the Public Works building.

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

FY 2021 Budget request	$ 6,000
FY 2022 Budget request	$ 6,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Mosquito Abatement Supplies**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**01-40-40-5-4572**

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

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Drainage Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize a Healthy Community and Environment** **1.5 Prioritize Citizen Services**
Account Number:	**01-40-40-5-4573**

This account is used to pay for commodities purchases related to drainage projects and maintenance.

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

FY 2021 Budget request	$ 7,000
FY 2022 Budget request	$ 7,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Right of Way Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**01-40-40-5-4574**

This account is used to pay for supplies needed to repair right of ways (street lights, mailbox repairs, snow plow damage, JULIE paints).

The Right of Way Supplies budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 4,500
FY 2022 Budget request	$ 4,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Trees**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.5 Prioritize a Healthy Community and Environment** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-5-4575**

This account is used to fund tree planting, tree removal, and replacement. This account also records grant funding for the replacement of trees, such as the 2014 ICC grant which funded tree plantings and landscape improvements at Community Park and the Aquatic Center and the 2013 Illinois Department of Natural Resources Emerald Ash Borer tree replacement grant. In addition, this account provides funding to support the Tree City USA designation.

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Uniforms/Safety Gear**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-40-5-4578**

This account is used to fund uniforms for the PW employees and the purchase of T-shirts, sweatshirts, coats, boot reimbursements, safety vests, goggles, etc.

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

FY 2021 Budget request	$ 7,400
FY 2022 Budget request	$ 7,400
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Administration / Operations**
Description:	**Other Charges**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**01-40-40-5-4595**

This account is used to purchase those items that do not fit into any of the other categories. Examples of items charged to this account are CDL substance testing, toilet paper dispensers, and paint.

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

FY 2021 Budget request	$ 1,500
FY 2022 Budget request	$ 1,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Buildings & Grounds**
Description:	**Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-45-1-4010**

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

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

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

FY 2021 Budget request	$ 72,699
FY 2022 Budget request	$ 65,024
Increase (Decrease)	$ (7,675)

The primary reason for the decrease is related to the vacancy for a Specialist 1- Facilities.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Buildings & Grounds**
Description:	**IMRF**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-45-1-4040**

This account represents the Village's portion paid into the Illinois Municipal Retirement Fund for all participating employees in the Public Works Building & Grounds Division. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 9,124
FY 2022 Budget request	$ 6,951
Increase (Decrease)	$ (2,173)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Buildings & Grounds**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-45-1-4090**

This account represents the employers' portion of FICA for all employees in the Public Works Building & Grounds Division. The amount due is 7.65% of salaries.

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

FY 2021 Budget request	$ 5,561
FY 2022 Budget request	$ 4,974
Increase (Decrease)	$ (587)

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
2022 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 inspection and safety 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 $2,100/month x 12 months~~	$ -
Elevator inspections, 2 @ $100/each	$ 200
Fire extinguisher inspections	$ 1,200
Security alarm services	$ 3,800
Fire alarm services	$ 1,000
PW garage door inspection	$ 1,000
Miscellaneous	$ 2,000
Total	$ 9,200

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

FY 2021 Budget request	$ 9,400
FY 2022 Budget request	$ 9,200
Increase (Decrease)	$ (200)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$	500
FY 2022 Budget request	$	500
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Buildings & Grounds**
Description:	**Building Maintenance Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-45-5-4571**

This account is used to pay for all building maintenance materials that are necessary to maintain the Village Hall, Police Department and Public Works Department.

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

FY 2021 Budget request	$ 10,250
FY 2022 Budget request	$ 15,500
Increase (Decrease)	$ 5,250

The primary reason for the increase is based upon the planned projects for Fiscal Year 2022. Fiscal Year 2022 planned projects include replacement of police department interior doors, Village Hall staff entrance floor, hot water heater and replacement of stair treads at the Public Works facility.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**GENERAL FUND**
Department:	**PUBLIC WORKS**
Division:	**Buildings & Grounds**
Description:	**Cleaning/Restroom Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**01-40-45-5-4572**

This account is used to pay for all building cleaning supplies that are necessary to clean and maintain Village Hall, Police Department and Public Works.

The Cleaning/Restroom Supplies budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

COMMUNITY DEVELOPMENT









COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
48,270	54,986	85,565	Community Events	84,065	86,315
164,375	189,332	238,302	Economic Development	128,982	132,513
1,324,029	845,749	624,214	Planning, Building & Zoning	677,160	675,410
1,536,674	1,090,067	948,081	**Total Revenues**	890,207	894,238

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
163,641	113,471	166,333	Community Events	166,070	169,121
480,652	332,533	231,154	Economic Development	272,950	276,087
1,068,114	686,862	665,875	Planning, Building & Zoning	661,089	669,713
1,712,407	1,132,866	1,063,362	**Total Expenditures**	1,100,109	1,114,922
(100,000)	-	-	**Transfer to General Fund**	-	-
-	-	-	**Transfer to Parks & Recreation**	-	-
-	-	-	**Transfer from CN Fund**	-	-
-	-	-	**Transfer to C.I.P. Fund**	-	-
(275,733)	(42,799)	(115,281)	**Net Change in Fund Balance**	(209,902)	(220,684)
367,789	324,990	209,709	**Fund Balance as of 12/31**	(193)	(220,876)

• 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
	2020	2021	2022	2022
Full-Time	0	0	0	0.75
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
11,000	36,731	45,000	Donations	45,000	45,000
31,055	15,495	32,000	Golf Outing	28,500	30,000
6,215	2,760	8,565	Sponsors & Vendor Fees	10,565	11,315
48,270	54,986	85,565	**Total Revenues**	84,065	86,315

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
122,069	101,513	110,343	Personnel Services	108,220	110,311
41,573	11,958	55,990	Contractual Services	57,850	58,810
163,641	113,471	166,333	**Total Expenditures**	166,070	169,121
(115,371)	(58,485)	(80,768)	**Source (Use) of Cash**	(82,005)	(82,806)

Significant Changes

Significant changes include additional funds for the Fireworks Display and the maintance of the Urban Forestry Management Plan.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
COMMUNITY EVENTS							
REVENUES							
SPECIAL EVENTS							
02-10-00-7-3829	MC2 ENERGY CONTRIBUTION	25,506	34,000	17,004	34,000	34,000	34,000
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	11,225	11,000	11,100	11,100	11,000	11,000
02-10-00-7-3831	BARK IN THE PARK	50	500	650	650	500	750
02-10-00-7-3832	GOLF OUTING	15,495	32,000	20,570	20,570	28,500	30,000
02-10-00-7-3833	4TH OF JULY PARADE REVENUE	-	200	1,660	2,080	2,200	2,200
02-10-00-7-3836	SUMMER VENDORS	-	900	-	210	600	600
02-10-00-7-3837	CRAFT FAIR	-	2,165	-	1,915	2,165	2,165
02-10-00-7-3838	MOVIE IN THE PARK/BARN	215	150	1,255	1,255	750	1,050
02-10-00-7-3839	CONCERTS IN THE PARKS	-	800	-	-	800	800
02-10-00-7-3840	CAR SHOWS	-	150	-	-	150	150
02-10-00-7-3841	FALL FEST	1,375	1,300	-	1,150	1,300	1,300
02-10-00-7-3842	HOMETOWN HOLIDAY	75	500	-	-	500	500
02-10-00-7-3843	BARN DANCE	1,045	1,400	-	-	1,400	1,800
02-10-00-7-3844	VIRTUAL EVENTS	-	500	-	-	200	-
TOTAL SPECIAL EVENTS		54,986	85,565	52,239	72,930	84,065	86,315
TOTAL REVENUES		54,986	85,565	52,239	72,930	84,065	86,315
EXPENDITURES							
PERSONNEL SERVICES							
02-10-10-1-4010	SALARIES	85,351	88,763	43,568	87,136	88,364	90,131
02-10-10-1-4020	OVERTIME	-	3,650	-	3,650	3,650	3,650
02-10-10-1-4040	IMRF	10,004	11,140	5,462	10,924	9,446	9,635
02-10-10-1-4090	FICA MATCHING	6,157	6,790	3,178	6,356	6,760	6,895
TOTAL PERSONNEL SERVICES		101,512.71	110,343	52,208	108,066	108,220	110,311

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
CONTRACTUAL SERVICES							
02-10-10-3-4332	ENVIRONMENTAL INITIATIVES	5,641	5,200	2,267	5,200	6,500	6,500
02-10-10-3-4333	FIREWORKS/PARADE	55	18,900	-	14,100	19,900	19,900
02-10-10-3-4334	MOVIE EVENTS	(36)	1,900	-	2,000	1,900	2,100
02-10-10-3-4335	CONCERTS IN THE PARK	-	5,965	3,600	5,665	6,015	6,100
02-10-10-3-4336	FALL FEST	103	1,800	-	1,500	1,800	1,800
02-10-10-3-4337	HOMETOWN HOLIDAY	-	4,200	-	4,200	4,200	4,200
02-10-10-3-4338	GOLF OUTING	3,997	13,500	6,207	6,207	13,500	14,000
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	518	725	483	725	810	810
02-10-10-3-4341	CAR SHOWS	-	800	-	-	600	600
02-10-10-3-4342	CRAFT FAIR	-	350	-	350	350	400
02-10-10-3-4343	BARK IN THE PARK	300	1,000	-	200	1,000	1,000
02-10-10-3-4344	BARN DANCE	1,265	1,200	-	-	1,200	1,400
02-10-10-3-4345	VIRTUAL EVENTS	115	450	-	100	75	-
TOTAL CONTRACTUAL SERVICES		11,957.96	55,990	12,558	40,247	57,850	58,810
TOTAL EXPENDITURES		113,470.67	166,333	64,765	148,313	166,070	169,121
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		(58,485)	(80,768)	(12,526)	(75,383)	(82,005)	(82,806)

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **Community Events Donations**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02-10-00-7-3830**

This account is used to record the donations received from community partnerships to fund the various community events.

Apex Landscaping	$ 5,000
Waste Management	$ 6,000
Sponsorships	$ -
Total	$ 11,000

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

FY 2021 Budget request	$ 11,000
FY 2022 Budget request	$ 11,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **Bark in the Park Revenue**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02-10-00-7-3831**

This account is used to record the vendor fees paid by the Bark in the Park vendors. Various pet focused community partners participate in this event.

10 Vendors	$	500
Total	$	500

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

FY 2021 Budget request	$	500
FY 2022 Budget request	$	500
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **Golf Outing Revenue**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02-10-00-7-3832**

This account is used to record the revenue received from the annual Village Golf Outing.

Sponsors	$ 20,000
Golfers	$ 8,000
Silent Auction	$ -
Fund Raising	$ 500
Total	$ 28,500

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

FY 2021 Budget request	$ 32,000
FY 2022 Budget request	$ 28,500
Increase (Decrease)	$ (3,500)

The primary reason for the decrease is based upon actual revenue earned in 2020 and 2021. this event has seen a decrease in revenue and attendance due to COVID-19.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **4th of July Fireworks & Parade Revenue**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02-10-00-7-3833**

This account is used to record the revenue received from parking fees related to the fireworks events and entry fees from political groups to participate in the Village's 4th of July parade.

Fireworks Parking Fees	$ 2,000
Parade Entry Fees (4 @ $50)	$ 200
Total	$ 2,000

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

FY 2021 Budget request	$ 200
FY 2022 Budget request	$ 2,200
Increase (Decrease)	$ 2,000

The primary reason for the increase is revenue received from parking fees related to the fireworks event.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

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

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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.

2 Summer Season Vendors (@ $150)	$ 300
3 Fireworks Only Vendors (@ $100)	$ 300
Total	$ 600

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

FY 2021 Budget request	$ 900
FY 2022 Budget request	$ 600
Increase (Decrease)	$ (300)

The primary reason for the decrease is the lack of vendor interest for Friday night concert events.

MAINTENANCE AND OPERATIONS BUDGET
2022 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)	$ 50
Total	$ 2,165

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

FY 2021 Budget request	$ 2,165
FY 2022 Budget request	$ 2,165
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	750
Vendors	$	-
Total	$	750

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

FY 2021 Budget request	$	150
FY 2022 Budget request	$	750
Increase (Decrease)	$	600

The primary reason for the increase is the additional sponsorship interest we have received for family movie events.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**COMMUNITY EVENTS**
Description:	**Concerts in the Park Revenue**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**02-10-00-7-3839**

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

2 Sponsors (@ $400)	$	800
Total	$	800

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

FY 2021 Budget request	$	800
FY 2022 Budget request	$	800
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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

1 Sponsor (@ $150)	$	150
Total	$	150

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

FY 2021 Budget request	$	150
FY 2022 Budget request	$	150
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

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

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

2 Sponsors (@ $500)	$ 1,000
4 Vendors (@ $75)	$ 300
Total	$ 1,300

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

FY 2021 Budget request	$ 1,300
FY 2022 Budget request	$ 1,300
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	500

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

FY 2021 Budget request	$	500
FY 2022 Budget request	$	500
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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

Sponsor	$ -
Registration	$ 1,500
Total	$ 1,500

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

FY 2021 Budget request	$ 1,400
FY 2022 Budget request	$ 1,400
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022. This event was not held in 2021 due to COVID-19.

MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **Virtual Events Revenue**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02--10-00-7-3844**

This account is used to record revenue from our virtual programs which are held to engage our community during the COVID-19 pandemic. These programs are free to community and revenue is earned through sponsorships. We work with our local business partners to cover costs associated with these programs and events.

Virtual Programs Sponsorships	$	200
Total	$	200

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

FY 2020 Budget request	$	500
FY 2021 Budget request	$	200
Increase (Decrease)	$	(300)

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**COMMUNITY EVENTS**
Description:	**Salaries**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**02-10-10-1-4010**

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

Director of Parks & Recreation – 30%
Assistant Director of Parks & Recreation – 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 2021 Budget request	$ 88,763
FY 2022 Budget request	$ 88,364
Increase (Decrease)	$ (399)

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **Overtime**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02-10-10-1-4020**

This account is used to pay the overtime expenses of the non-exempt employees who serve during the Community Events, as follows:

Bark in the Park	$ 200
July 3rd/4th	$ 2,500
Movies in the Park	$ 250
Fall Family Fun Fest	$ 1,300
Tree Lighting	$ 100
Total	$ 4,350

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

FY 2021 Budget request	$ 3,650
FY 2022 Budget request	$ 3,650
Increase (Decrease)	$ -

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**COMMUNITY EVENTS**
Description:	**IMRF**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**02-10-10-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 11,140
FY 2022 Budget request	$ 9,446
Increase (Decrease)	$ (1,694)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**COMMUNITY EVENTS**
Description:	**FICA Matching**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**02-10-10-1-4090**

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

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

FY 2021 Budget request	$ 6,790
FY 2022 Budget request	$ 6,760
Increase (Decrease)	$ (30)

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
2022 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	$ 1,000
Annual Dues - Dark Skies	$ 35
Judges Travel Expenses	$ 1,000
Urban Forestry Management Plan	$ 300
Annual Plantings	$ 200
Supplies	$ 1,000
Garden of the Month Club Signage	$ 240
America in Bloom Symposium Registration	$ 1,725
Total	$ 6,500

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

FY 2021 Budget request	$ 5,200
FY 2022 Budget request	$ 6,500
Increase (Decrease)	$ 1,060

The Village' particpation in the Audubon Sustainable Community Designation program and the Urban Forestry Mangement Plan account for the increase in the 2022 budget.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 14,000
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	$ 19,900

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

FY 2021 Budget request	$ 18,900
FY 2022 Budget request	$ 19,900
Increase (Decrease)	$ 1,000

The primary reason for the increase is due to the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	1,900

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

FY 2021 Budget request	$	1,900
FY 2022 Budget request	$	1,900
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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 2022 series, we will host 11 concerts, the first one starting on June 3 and running through to August 19. There will be no concert July 1.

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

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

FY 2021 Budget request	$	5,965
FY 2022 Budget request	$	6,015
Increase (Decrease)	$	50

The primary reason for the increase is based upon the increase in prices for marketing and signage for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 200
Decorations	$ 150
Activities & Games	$ 150
Total	$ 1,800

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

FY 2021 Budget request	$ 1,800
FY 2022 Budget request	$ 1,800
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
Heaters	$	540
~~Inflatable~~	$	-
Decorations	$	500
Marketing & Signage	$	300
Activity	$	560
Total	$	4,200

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

FY 2021 Budget request	$	4,200
FY 2022 Budget request	$	4,200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 500
Silent Auction	$ 500
Golf Ball Sleeves	$ 600
Golfer Gifts	$ 800
Staff Uniforms	$ 250
Sponsor Signs	$ 200
Trophies	$ 350
Miscellaneous	$ 300
Total	$ 13,500

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

FY 2021 Budget request	$ 13,500
FY 2022 Budget request	$ 13,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	500
Arbor Day Membership	$	35
Tree City USA	$	100
Tools/Gloves/Soil	$	100
Adopt a Highway	$	75
Total	$	810

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

FY 2021 Budget request	$	725
FY 2022 Budget request	$	810
Increase (Decrease)	$	85

The primary reason for the increase is the additional line expenses for Illinois Department of Natural Resources (IDNR) and Arbor Day in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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	$	400
Marketing & Signage	$	200
Total	$	600

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

FY 2021 Budget request	$	800
FY 2022 Budget request	$	600
Increase (Decrease)	$	(200)

The primary reason for the decrease is the decrease in Promoter expenses due to the Village hosting the event in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
Total	$	350

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

FY 2021 Budget request	$	350
FY 2022 Budget request	$	350
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	1,000

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

FY 2021 Budget request	$	1,000
FY 2022 Budget request	$	1,000
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 was a new event in 2020. The dance is date night for parents and their children ages 3 through 12. The 2021 event was cancelled due to COVID-19.

DJ	$	250
Decorations	$	150
Refreshments /Appetizers/Desserts	$	400
Photo Booth & Props	$	150
Character Visit	$	250
Total	$	1,200

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

FY 2021 Budget request	$	1,200
FY 2022 Budget request	$	1,200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **COMMUNITY DEVELOPMENT FUND**

Department: **COMMUNITY EVENTS**

Description: **Virtual Events Expenses**

Priority: **1.6 Prioritize Citizen Services**

Account Number: **02-10-10-3-4345**

This account is used for expenses related to virtual programs and events. This is a new budget line item for 2021. Virtual Events will be held when in-person programs and events are cancelled due to COVID-19 to engage the community in a positive manner.

Gift Cards/Awards	$	50
Supplies	$	25
Total	$	75

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

FY 2020 Budget request	$	450
FY 2021 Budget request	$	75
Increase (Decrease)	$	(375)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

ECONOMIC DEVELOPMENT

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
161,108	187,992	237,302	Fees	128,682	132,213
3,267	1,340	1,000	Interest Income	300	300
164,375	189,332	238,302	**Total Revenues**	128,982	132,513

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
257,564	205,868	115,554	Personnel Services	156,850	159,987
223,088	126,665	115,600	Contractual Services	116,100	116,100
480,652	332,533	231,154	**Total Expenditures**	272,950	276,087
(316,277)	(143,202)	7,148	**Source (Use) of Cash**	(143,968)	(143,574)

Significant Changes

•$36,407 increase in Salaries is due to the hiring of the Director of Community Development in Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
ECONOMIC DEVELOPMENT							
REVENUES							
FEES							
02-30-00-4-3670	ANNEXATION FEES	11,000	5,000	7,000	7,000	7,000	5,000
02-30-00-4-3676	GENERAL FUND DONATION	176,992	232,302	165,930	254,426	121,682	127,213
TOTAL FEES		187,992	237,302	172,930	261,426	128,682	132,213
INTEREST INCOME							
02-30-00-6-3810	INTEREST INCOME	1,340	1,000	144	300	300	300
TOTAL INTEREST INCOME		1,340	1,000	144	300	300	300
TOTAL REVENUES		189,332	238,302	173,074	261,726	128,982	132,513
EXPENDITURES							
PERSONNEL SERVICES							
02-30-00-1-4010	SALARIES	177,663	96,135	56,418	112,836	132,542	135,193
02-30-00-1-4040	IMRF	19,160	12,065	6,586	13,173	14,169	14,452
02-30-00-1-4090	FICA MATCHING	9,045	7,354	2,940	5,879	10,139	10,342
TOTAL PERSONNEL SERVICES		205,868	115,554	65,944	131,888	156,850	159,987
CONTRACTUAL SERVICES							
02-30-00-3-4240	PLANNING SERVICES	15,465	-	-	-	-	-
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	5,650	10,000	-	-	10,000	10,000
02-30-00-3-4355	PUBLISING/ADVERTISING	50	-	-	-	500	500
02-30-00-3-4361	DUES	-	100	-	100	100	100
02-30-00-3-4377	INSURANCE ALLOCATION	105,500	105,500	-	105,500	105,500	105,500
TOTAL CONTRACTUAL SERVICES		126,665	115,600	-	105,600	116,100	116,100
TOTAL EXPENDITURES		332,533	231,154	65,944	237,488	272,950	276,087

MAINTENANCE AND OPERATIONS BUDGET
2022 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.

Hawthorn Trails South (7 homes @ $1,000)	$ 7,000
Total	$ 7,000

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 7,000
Increase (Decrease)	$ 2,000

The primary reason for the increase is due to the anticipated completion of the Hawthorn Trails South Subdivision in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (7 homes @ $5,531)	$ 38,717
Villas at the Commons (15 homes @ $5,531)	$ 82,965
Total	$ 121,682

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

FY 2021 Budget request	$ 232,302
FY 2022 Budget request	$ 121,682
Increase (Decrease)	$ (110,620)

The primary reason for the decrease is related to the final payments from Stonebridge and the final build out of the High Pointe Estates subdivision.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**ECONOMIC DEVELOPMENT**
Description:	**Interest Income**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**02-30-00-6-3810**

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

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

FY 2021 Budget request	$	1,000
FY 2022 Budget request	$	300
Increase (Decrease)	$	(700)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 – 10%
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 2021 Budget request	$ 96,135
FY 2022 Budget request	$ 132,542
Increase (Decrease)	$ 36,407

The primary reason for the increase is based upon the hiring of the Director of Community Development in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**ECONOMIC DEVELOPMENT**
Description:	**IMRF**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-30-00-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 12,065
FY 2022 Budget request	$ 14,169
Increase (Decrease)	$ 2,104

The primary reason for the increase is based upon the hiring of the Director of Community Development in Fiscal Year 2021. In addition, the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**ECONOMIC DEVELOPMENT**
Description:	**FICA Matching**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-30-00-1-4090**

This account is used to fund the FICA employer expense related to the salary allocation for the employees allocated to the Economic Development Division. The amount due is 7.65% of salaries.

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

FY 2021 Budget request	$ 7,354
FY 2022 Budget request	$ 10,139
Increase (Decrease)	$ 2,785

The primary reason for the increase is based upon the hiring of the Director of Community Development in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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
Total	$ 10,000

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

FY 2021 Budget request	$ 10,000
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**ECONOMIC DEVELOPMENT**
Description:	**Publishing/Advertising**
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:	**02-30-00-3-4355**

This account is used to pay for publications and advertising of site analysis marketing sheets for current vacant commercial properties within the Village.

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

FY 2021 Budget request	$	-
FY 2022 Budget request	$	500
Increase (Decrease)	$	500

The primary reason for the increase is based upon the interest in creating marketing documents to help booster interest to develop commercial sites for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 100

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

FY 2021 Budget request	$ 100
FY 2022 Budget request	$ 100
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 105,500
FY 2022 Budget request	$ 105,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

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.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	3	3	4.00
Part-Time	0	0	0	0

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.

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
43,200	44,400	32,683	Licenses	38,000	38,000
581,577	532,402	534,928	Permits	556,110	554,360
699,023	268,735	56,603	Fees	83,050	83,050
229	213	-	Miscellaneous	-	-
1,324,029	845,749	624,214	**Total Revenues**	677,160	675,410

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
239,565	245,719	326,378	Personnel Services	431,229	439,853
823,452	439,397	337,487	Contractual Services	227,850	227,850
5,097	1,746	2,010	Commodities	2,010	2,010
1,068,114	686,862	665,875	**Total Expenditures**	661,089	669,713
255,915	158,887	(41,661)	**Source (Use) of Cash**	16,071	5,697

Significant Changes

• $110,000 decrease in Planning Services due to the hiring of a Community Development Director to replace the function of Rolf Campbell Associates

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
PLANNING							
REVENUES							
LICENSES							
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	44,400	32,683	25,350	49,850	38,000	38,000
TOTAL LICENSES		44,400	32,683	25,350	49,850	38,000	38,000
PERMITS							
02-60-00-3-3210	BUILDING PERMITS	529,497	531,928	456,454	737,377	553,110	551,360
02-60-00-3-3290	OTHER PERMITS	2,905	3,000	1,425	2,925	3,000	3,000
TOTAL PERMITS		532,402	534,928	457,879	740,302	556,110	554,360
FEES							
02-60-00-4-3660	BUILDING INSPECTION FEES	212	-	-	-	-	-
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	84,442	37,463	3,362	22,262	60,000	60,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	925	3,750	47	547	3,750	3,750
02-60-00-4-3784	PLANNING REIMBURSEMENTS	16,472	6,800	13,489	19,367	5,000	5,000
02-60-00-4-3786	ADMIN REIMBURSEMENTS	13,926	7,790	2,289	6,295	12,000	12,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	428	300	175	300	300	300
02-60-00-4-3789	FIRE SUPPRESSION FEES	-	500	-	500	500	500
02-60-00-4-3790	RECAPTURE FEES PASS THRU	152,330	-	6,757	6,757	-	-
02-60-00-5-3800	PLANNING APPLICATIONS	-	-	-	1,300	1,500	1,500
TOTAL FEES		268,735	56,603.00	26,118.49	57,328.00	83,050.00	83,050.00
MISCELLANEOUS							
02-60-00-7-3900	REFUND SERVICE CHARGE	213	-	-	-	-	-
TOTAL MISCELLANEOUS		213	-	-	-	-	-
TOTAL REVENUES		845,749	624,214	509,348	847,480	677,160	675,410

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
EXPENDITURES							
PERSONNEL SERVICES							
02-60-65-1-4010	SALARIES	206,353	271,529	133,314	266,629	364,060	371,341
02-60-65-1-4020	OVERTIME	335	-	196	391	400	408
02-60-65-1-4040	IMRF	24,282	34,077	16,003	32,005	38,918	39,696
02-60-65-1-4090	FICA MATCHING	14,750	20,772	9,366	18,732	27,851	28,408
TOTAL PERSONNEL SERVICES		245,719	326,378	158,878	317,757	431,229	439,853
CONTRACTUAL SERVICES							
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	501	1,000	1,768	1,768	1,500	1,500
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	98,170	57,480	20,201	61,401	61,500	61,500
02-60-65-3-4235	LEGAL SERVICES-REIMB	925	3,750	-	3,750	3,750	3,750
02-60-65-3-4240	PLANNING SERVICES	68,149	115,000	57,221	62,500	5,000	5,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	18,085	12,750	16,364	18,500	5,000	5,000
02-60-65-3-4260	OTHER REIMBURSEMENT	87	400	175	175	400	400
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	12,780	20,000	6,615	19,500	20,000	20,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	-	-	-	-	-	-
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	100	200	-	-	200	200
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	85,755	123,000	33,450	123,000	125,000	125,000
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	-	300	-	300	300	300
02-60-65-3-4353	TELEPHONE-CELL PHONE	1,010	1,050	422	1,050	1,650	1,650
02-60-65-3-4355	PUBLISHING/ADVERTISING	165	200	92	115	200	200
02-60-65-3-4357	PRINTING/COPYING	634	500	-	500	500	500
02-60-65-3-4360	RECAPTURE FEE PAID	152,380	-	5,405	5,405	-	-
02-60-65-3-4361	DUES	-	205	40	40	700	700
02-60-65-3-4362	TRAVEL EXPENSE	-	150	-	-	150	150
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	657	1,502	-	1,500	2,000	2,000
TOTAL CONTRACTUAL SERVICES		439,397	337,487	141,753	299,504	227,850	227,850

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
COMMODITIES							
02-60-65-5-4562	AUTO FUEL & OIL	978	1,260	260	1,100	1,260	1,260
02-60-65-5-4578	UNIFORMS	-	250	-	250	250	250
02-60-65-5-4595	OTHER CHARGES	768	500	-	500	500	500
TOTAL COMMODITIES		1,746	2,010	260	1,850	2,010	2,010
TOTAL EXPENDITURES		686,862	665,875	300,891	619,111	661,089	669,713

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Contractor Registration Fee**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-2-3180**

This account is used to record the annual contractors' registration fees.

The Contractor Registration Fee revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 32,683
FY 2022 Budget request	$ 38,000
Increase (Decrease)	$ 5,317

The primary reason for the increase is due to the anticipated increased number of contractors conducting business in town in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (3 homes @ $8,250)	$ 24,750
Hawthorn Trails South (7 homes @ $8,250)	$ 57,750
Villas at the Commons (15 homes @ $8,250)	$ 123,750
All Other Building Permits	$ 336,860
Total	$ 543,110

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

FY 2021 Budget request	$ 531,928
FY 2022 Budget request	$ 553,110
Increase (Decrease)	$ 21,182

The primary reason for the increase is based on the number of homes remaining in the active subdivisions and other building projects estimated to be constructed in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Other Permits**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-3-3290**

This account is used to record tree removal and recreational vehicle permits.

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

FY 2021 Budget request	$ 3,000
FY 2022 Budget request	$ 3,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Engineering Fee Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3780**

This account is used to record fees collected for reimbursable engineering fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2021 Budget request	$ 37,463
FY 2022 Budget request	$ 60,000
Increase (Decrease)	$ 22,537

The primary reason for the increase is based upon active subdivisions closing out and potential development for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Legal Fee Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3782**

This account is used to record fees collected for reimbursable legal fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2021 Budget request	$ 3,750
FY 2022 Budget request	$ 3,750
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Planning Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3784**

This account is used to record fees collected for reimbursable planning fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2021 Budget request	$ 6,800
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ (1,800)

The primary reason for the decrease the hiring of a Community Development Director to assume the responsibilities of Rolf Campbell Associates.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Administration Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3786**

This account is used to record fees collected for reimbursable administrative fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement. This fee equals 10% of consultants' reimbursable costs associated with development as well as Village staff hours spent on development related projects.

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

FY 2021 Budget request	$ 7,790
FY 2022 Budget request	$ 12,000
Increase (Decrease)	$ 4,210

The primary reason for the increase is based upon the hiring of a Community Development Director to oversee development applications.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Other Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3788**

This account is used to record fees collected for other reimbursable fees, such as postage, printing and copying.

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

FY 2021 Budget request	$ 300
FY 2022 Budget request	$ 300
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Fire Suppression Fees**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3789**

This account is used to record fees collected for fire suppression review fees.

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Recapture Fees Pass Thru**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-4-3790**

This account is used to record fees collected for the pass thru of recapture fees.

The Recapture Fee Pass Thru revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Planning Applications - PUD**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-5-3800**

This account is used to record fees collected for planning applications.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 1,500
Increase (Decrease)	$ 1,500

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Refund Service Charge**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-00-7-3900**

This account is used to record fees collected for a refund service charge. The Village charges a 15% refund processing service charge (up to a maximum charge of $50) on all requests for refund of permit fees.

The Refund Service Charge revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Salaries**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-1-4010**

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

Director of Community Development - 60%
Building Inspector/Code Enforcement Officer - 100%
Specialist II - 100%
Specialist II - 100%

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

FY 2021 Budget request	$ 271,529
FY 2022 Budget request	$ 364,060
Increase (Decrease)	$ 92,531

The primary reason for the increase is based upon the hiring of the Director of Community Development in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Overtime**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-1-4020**

This account is used for the overtime pay of the 3 non-exempt full-time Community Development Department employees.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 400
Increase (Decrease)	$ 400

The primary reason for the increase is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**IMRF**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 34,077
FY 2022 Budget request	$ 38,918
Increase (Decrease)	$ 4,841

The primary reason for the increase is based upon the hiring of the Director of Community Development in Fiscal Year 2021. In addition, the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**FICA Matching**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-1-4090**

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

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

FY 2021 Budget request	$ 20,772
FY 2022 Budget request	$ 27,851
Increase (Decrease)	$ 7,079

The primary reason for the increase is based upon the hiring of the Director of Community Development in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Contract Maintenance - Vehicle**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**02-60-65-3-4120**

This account is used to pay for maintenance of the Community Development Department vehicle.

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,500
Increase (Decrease)	$ 500

The primary reason for the increase is due to the vehicle increase in use with inspections and the need for additional maintenance based on Fiscal Year 2021 actuals.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Engineering Services—Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4225**

This account is used to pay for engineering review services which are reimbursable through building permits or as a result of either a Reimbursement of Fees Agreement or Draw Down Deposit Agreement.

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

FY 2021 Budget request	$ 57,480
FY 2022 Budget request	$ 61,500
Increase (Decrease)	$ 4,020

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Legal Services –Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4235**

This account is used to pay for legal services which are reimbursable under either a Reimbursement of Fees Agreement or Draw Down Deposit Agreement.

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

FY 2021 Budget request	$ 3,750
FY 2022 Budget request	$ 3,750
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 500
	$ 500

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

FY 2021 Budget request	$ 115,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ (110,000)

The primary reason for the decrease relates to the hiring of a Community Development Director that will replace a majority of the overall planning aspects of the department. Some funds are still needed to work on small projects such as the zoning map and street map.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Planning Services—Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4245**

This account is used to pay for planning services which are reimbursable either under a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2021 Budget request	$ 12,750
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ (7,750)

The primary reason for the decrease is due to the reduction in services needed from Rolf Campbell Associates based upon the hiring of the Director of Community Development in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Other Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4260**

This account is used to pay for reimbursable expenses, such as bond copies, recording of ordinances/resolutions and declarations.

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

FY 2021 Budget request	$	400
FY 2022 Budget request	$	400
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Plan Review Services—Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4325**

Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for plan review services.

The Plan Review Services-Reimbursement budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 20,000
FY 2022 Budget request	$ 20,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Plumbing Inspection—Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4328**

This account is used to pay for plumbing inspections by a plumber not associated with the Village of Mundelein.

The Plumbing Inspection-Reimbursement budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Other Professional Services**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4329**

This account is used to pay for court reporting services not attributed to a development.

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

FY 2021 Budget request	$ 200
FY 2022 Budget request	$ 200
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Building Inspection—Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4333**

Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for building inspection services. These services include building, electrical and plumbing inspections.

The Building Inspection-Reimbursement budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 123,000
FY 2022 Budget request	$ 125,000
Increase (Decrease)	$ 2,000

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Fire Suppression - Reimbursement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4334**

This account is used pay the appropriate Fire Protection District for fire suppression reviews.

The Fire Suppression-Reimbursement budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$	300
FY 2022 Budget request	$	300
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Telephone-Cell Phone**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4353**

This account is used to pay for business-related usage from a Village owned cellular phone assigned to the Building Inspector/Code Enforcement Officer and payment of business-related usage from the Community Development Director's personal cellular telephone.

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

FY 2021 Budget request	$ 1,050
FY 2022 Budget request	$ 1,650
Increase (Decrease)	$ 600

The primary reason for the increase is due to the hiring of a Community Development Director and the additional cost of reimbursement.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Publishing/Advertising**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4355**

This account is used to pay for publications of legal notices in the local paper.

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

FY 2021 Budget request	$ 200
FY 2022 Budget request	$ 200
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Printing/Copying**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4357**

This account is used to pay for the printing of inspection forms, employee business cards, and other Community Development Department printing needs.

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Recapture Fee Paid**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.3 Prioritize Strong Fiscal Sustainability** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4360**

This account is to pay funds collected pursuant to recapture agreements.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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)	$200
Illinois Association of Code Enforcement	$100
American Planning Association	$400
Total	$700

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

FY 2021 Budget request	$ 205
FY 2022 Budget request	$ 700
Increase (Decrease)	$ 495

The primary reason for the increase is the hiring of a Community Development Director and the planning fees associated with membership.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Travel Expense**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-3-4362**

This account is to pay for business related mileage reimbursement to the Community Development Department staff, and is to be used only when the department vehicle is not available.

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

FY 2021 Budget request	$ 150
FY 2022 Budget request	$ 150
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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.

BS&A Training - Permit Techs	$ 1,500
Professional training - Building Inspector	$ 500
Total	$ 2,000

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

FY 2021 Budget request	$ 1,502
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ 498

The primary reason for the increase is the additional training needed for existing modules within BS&A to better utilize workflow for the department.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Auto Fuel & Oil**
Priority:	**1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**02-60-65-5-4562**

This account is used to pay for fuel and oil for the Community Development Department vehicle.

The Auto Fuel & Oil budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 1,260
FY 2022 Budget request	$ 1,260
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Uniforms**
Priority:	**1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-5-4578**

This account is used to pay for uniform shirts, fleeces, boot reimbursement, etc. for the Community Development Department staff, as follows:

Boot reimbursement	$ 150
Uniform shirts - Code Enforcement Officer	$ 100
~~Casual Friday shirts - Building Specialists~~	$ -
Total	$ 250

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

FY 2021 Budget request	$ 250
FY 2022 Budget request	$ 250
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**COMMUNITY DEVELOPMENT FUND**
Department:	**PLANNING, BUILDING AND ZONING**
Description:	**Other Charges**
Priority:	**1.5 Prioritize a Healthy Community and Environment** **1.6 Prioritize Citizen Services**
Account Number:	**02-60-65-5-4595**

This account is used to pay for other miscellaneous expenses.

Team Building Event (All Staff)	$200
Miscellaneous	$300
Total	$500

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
197,544	275,409	321,000	Special Recreation	321,000	321,000
141,299	150,230	150,759	Administration	152,759	152,759
70,366	15,418	51,010	Recreation Programs	74,030	89,520
172,864	156,070	165,061	Park Maintenance	167,092	167,092
582,073	597,142	687,830	**Total Revenues**	714,881	730,371

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
54,968	137,349	177,628	Special Recreation	179,267	179,267
178,807	196,391	206,320	Administration	204,322	207,433
47,464	11,303	33,293	Recreation Programs	47,255	55,440
351,592	360,080	395,299	Park Maintenance	393,091	402,048
632,832	705,124	812,540	**Total Expenditures**	823,935	844,187
(90,000)	(90,000)	(90,000)	**Transfer to General Fund**	(90,000)	(90,000)
		180,000	**Transfer from General Fund**	180,000	
-		-	**Transfer from Community Development Fund**		
(140,759)	(197,983)	(214,710)	**Net Change in Fund Balance**	(19,054)	(203,816)
22,528	(175,455)	(390,165)	**Fund Balance as of 12/31**	(409,218)	(613,035)

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
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
195,811	192,412	198,000	Taxes	198,000	198,000
1,733	82,997	123,000	SRACLC Reimbursement	123,000	123,000
197,544	275,409	321,000	**Total Revenues**	321,000	321,000

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
54,810	55,721	54,628	Contractual Services	56,267	56,267
158	81,629	123,000	Capital Outlay	123,000	123,000
54,968	137,349	177,628	**Total Expenditures**	179,267	179,267
142,576	138,059	143,372	**Source (Use) of Cash**	141,733	141,733

Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
SPECIAL RECREATION							
REVENUES							
11-70-00-1-3017	PROPERTY TAXES-SRACLC	192,412	198,000	96,583	198,000	198,000	198,000
11-70-00-5-3805	SRACLC REIMBURSEMENT	82,997	123,000	97,190	123,000	123,000	123,000
TOTAL REVENUES		275,409	321,000	193,773	321,000	321,000	321,000
EXPENDITURES							
CONTRACTUAL SERVICES							
11-70-00-3-4361	SRACLC DUES	55,721	54,628	112,534	112,534	56,267	56,267
TOTAL CONTRACTUAL SERVICES		55,721	54,628	112,534	112,534	56,267	56,267
CAPITAL OUTLAY							
11-70-00-8-4893	SRACLC ACCESSIBILITY GRANT	81,629	123,000	95,405	123,000	123,000	123,000
TOTAL CAPITAL OUTLAY		81,629	123,000	95,405	123,000	123,000	123,000
TOTAL EXPENDITURES		137,349	177,628	207,939	235,534	179,267	179,267

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**SPECIAL RECREATION**
Description:	**Property Taxes**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**11-70-00-1-3017**

This account is used to record the special recreation property tax levy.

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The Special Recreation levy is limited to a tax rate of $0.04.

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

FY 2021 Budget request	$ 198,000
FY 2022 Budget request	$ 198,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**SPECIAL RECREATION**
Description:	**SRACLC Reimbursement**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**11-70-00-5-3805**

This account is used to record the special recreation reimbursement for eligible projects.

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

FY 2021 Budget request	$ 123,000
FY 2022 Budget request	$ 123,000
Increase (Decrease)	$ -

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**SPECIAL RECREATION**
Description:	**SRACLC Dues**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Account Number:	**11-70-00-3-4361**

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

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

FY 2021 Budget request	$ 54,628
FY 2022 Budget request	$ 56,267
Increase (Decrease)	$ 1,639

The primary reason for the increase is based upon the advancement of equalized assessed valuation throughout member communities and a decrease in projected program and fundraising revenue resulting from the pandemic.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 and Path Upgrades	$ 19,000
Implement ADA Plan Compliance Measures	$ 15,000
Renovations to Existing Playground Units	$ 80,000
Development of Accessible Art Garden	$ 9,000
Total	$ 123,000

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

FY 2021 Budget request	$ 123,000
FY 2022 Budget request	$ 123,000
Increase (Decrease)	$ -

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
	2020	2021	2022	2022
Full-Time	3	3	3	1.25
Part-Time	1	1	1	0.25

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
130,541	148,803	147,879	Taxes	149,949	149,949
498	127	130	Interest Income	60	60
10,260	1,300	2,750	Miscellaneous	2,750	2,750
141,299	150,230	150,759	**Total Revenues**	152,759	152,759

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
98,063	130,736	140,718	Personnel Services	138,010	140,756
74,723	62,766	64,452	Contractual Services	65,262	65,527
6,021	2,890	1,150	Commodities	1,050	1,150
178,807	196,391	206,320	**Total Expenditures**	204,322	207,433
(37,508)	(46,161)	(55,561)	**Source (Use) of Cash**	(51,563)	(54,674)

Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
ADMINISTRATION							
REVENUES							
TAXES							
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	148,803	147,879	79,269	147,879	149,949	149,949
TOTAL TAXES		148,803	147,879	79,269	147,879	149,949	149,949
INTEREST INCOME							
11-10-00-6-3810	INTEREST INCOME	127	130	23	60	60	60
TOTAL INTEREST INCOME		127	130	23	60	60	60
MISCELLANEOUS							
11-10-00-7-3820	FACILITY RENTAL	900	2,250	1,100	1,100	2,250	2,250
11-10-00-7-3825	SECURITY FEE	400	500	-	-	500	500
11-10-00-7-3830	DONATIONS	-	-	-	-	-	-
TOTAL MISCELLANEOUS		1,300	2,750	1,100	1,100	2,750	2,750
TOTAL REVENUES		150,230	150,759	80,392	149,039	152,759	152,759
EXPENDITURES							
PERSONNEL SERVICES							
11-10-00-1-4010	SALARIES	110,081	116,446	54,459	111,797	116,435	118,763
11-10-00-1-4011	SALARIES - RENTAL SECURITY	-	750	-	-	750	750
11-10-00-1-4040	IMRF	12,691	14,614	6,694	13,387	12,139	12,382
11-10-00-1-4090	FICA MATCHING	7,964	8,908	4,030	8,060	8,687	8,861
TOTAL PERSONNEL SERVICES		130,736	140,718	65,182	133,245	138,010	140,756
CONTRACTUAL SERVICES							
11-10-00-3-4352	CONTRACT MAINT - BUILDINGS	-	160	-	-	160	160
11-10-00-3-4353	TELEPHONE-CELL PHONE	2,286	2,020	1,003	1,900	2,020	2,020
11-10-00-3-4357	PRINTING/COPYING	3,929	5,550	3,911	5,300	5,750	5,750
11-10-00-3-4360	PROCESSING FEES	709	1,100	578	780	1,100	1,100
11-10-00-3-4361	DUES	1,483	1,590	1,092	1,200	1,660	1,925
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	1,441	890	6	650	1,430	1,430
11-10-00-3-4367	PRE-EMPLOYMENT SCREENING	168	392	-	300	392	392
11-10-00-3-4377	INSURANCE ALLOCATION	52,750	52,750	-	52,750	52,750	52,750
TOTAL CONTRACTUAL SERVICES		62,766	64,452	6,591	62,880	65,262	65,527
COMMODITIES							
11-10-00-5-4561	OFFICE SUPPLIES	214	250	194	240	250	250
11-10-00-5-4578	UNIFORMS	-	100	-	100	100	100
11-10-00-5-4595	OTHER CHARGES	2,676	800	386	500	700	800
TOTAL COMMODITIES		2,889.75	1,150	579	840	1,050	1,150
TOTAL EXPENDITURES		196,391	206,320	72,353	196,965	204,322	207,433

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Property Taxes**
Priority:	**1.2 Prioritize Parks, Recreation and Open Space** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**11-10-00-1-3017**

This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

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

FY 2021 Budget request	$ 147,879
FY 2022 Budget request	$ 149,949
Increase (Decrease)	$ 2,070

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 2022 is 1.4%.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **PARKS & RECREATION FUND**

Department: **ADMINISTRATION**

Description: **Interest Income**

Priority: **1.3 Prioritize Strong Fiscal Sustainability**

Account Number: **11-10-00-6-3810**

This account is used to record the interest income received on the Parks & Recreation Fund money market account.

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

FY 2021 Budget request	$	130
FY 2022 Budget request	$	60
Increase (Decrease)	$	(70)

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Facility Rental**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Account Number:	**11-10-00-7-3820**

This account is used to record the rental income received from facility rentals at the Village Hall Barn or the Community Room at the Aquatic Center.

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

FY 2021 Budget request	$ 2,250
FY 2022 Budget request	$ 2,250
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **PARKS & RECREATION FUND**

Department: **ADMINISTRATION**

Description: **Security Fee**

Priority: **1.2 Prioritize Parks, Recreation and Open Spaces**

Account Number: **11-10-00-7-3825**

This account is used to record the security fee received for security personnel assigned to facility rentals at the Village Hall Barn or the community room at the Aquatic Center. Security services are provided by Village staff.

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

FY 2021 Budget request	$	500
FY 2022 Budget request	$	500
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Donations**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Account Number:	**11-10-00-7-3830**

This account is used to record donations received to support Parks and Recreation programs. Since donations are not guaranteed and vary from year to year, donation revenue is always forecast as zero to be conservative.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Salaries**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-1-4010**

This account is used to pay the salaries of the employees allocated to the Parks and Recreation – Administration Department as follows:

Director of Parks & Recreation - 25%
Assistant Director of Parks & Recreation - 60%
Recreation Specialist - 40%
Summer Intern (Recreation) - 100%

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

FY 2021 Budget request	$ 116,446
FY 2022 Budget request	$ 116,435
Increase (Decrease)	$ (11)

The primary reason for the decrease is based upon the hiring of the Recreation Specialist in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Salaries - Rental Security**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-1-4011**

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

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

FY 2021 Budget request	$	750
FY 2022 Budget request	$	750
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**IMRF**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 14,614
FY 2022 Budget request	$ 12,139
Increase (Decrease)	$ (2,475)

The primary reason for the decrease is based upon the Village's IMRF percentage which is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 8,908
FY 2022 Budget request	$ 8,687
Increase (Decrease)	$ (221)

The primary reason for the decrease is based upon the hiring of the Recreation Specialist in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 Supplies	$ 160
Total	$ 160

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

FY 2021 Budget request	$ 160
FY 2022 Budget request	$ 160
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Telephone – Cell Phone**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-3-4353**

This account is used for the business-related cellular telephone service for the Parks and Recreation employees.

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

FY 2021 Budget request	$ 2,020
FY 2022 Budget request	$ 2,020
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	
Total	$ 5,750	

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

FY 2021 Budget request	$ 5,550
FY 2022 Budget request	$ 5,750
Increase (Decrease)	$ 200

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Processing Fees**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-3-4360**

This line item is used to fund the processing fees related to the ActiveNet software.

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

FY 2021 Budget request	$ 1,100
FY 2022 Budget request	$ 1,100
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	500
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~~	$	-
~~Illinois Parks & Recreation Association (IPRA) - Parks Specialist~~	$	-
~~Certified Parks & Recreation Professional (NRPA) Renewal - Asst. Director~~	$	-
Pesticide Application License Fee	$	60
Pesticide Operator License Fee	$	30
~~Midwest Institute of Park Executives (MIPE)~~	$	-
National Recreation & Parks Association (NRPA) – Director of Parks & Recreation	$	65
National Recreation & Parks Association (NRPA) – Asst. Director of Parks & Rec.	$	65
National Recreation & Parks Association (CPSI) Certification Fee (x2)	$	400
Total	$	1,660

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

FY 2021 Budget request	$ 1,590
FY 2022 Budget request	$ 1,660
Increase (Decrease)	$ 70

The primary reason for the increase is based upon the National Recreation & Parks Association CPSI Fee for the new Recreation Supervisor for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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~~	$ -
~~Assistant Director of Parks & Recreation~~	$ -
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~~	$ -
~~Special Park District Forum~~	
~~Chief Operating Officer~~	$ -
~~Director of Parks & Recreation~~	$ -
Total	$ 1,430

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

FY 2021 Budget request	$ 890
FY 2022 Budget request	$ 1,430
Increase (Decrease)	$ 540

The primary reason for the increase is the expectation of attendance and participation for Illinois Legislative and Legal Forum and Illinois Parks and Recreation Association Leadership Academy for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	336
Total	$	392

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

FY 2021 Budget request	$	392
FY 2022 Budget request	$	392
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Insurance Allocation**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-3-4377**

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

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

FY 2021 Budget request	$ 52,750
FY 2022 Budget request	$ 52,750
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Office Supplies**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-5-4561**

This account is used to pay for office supplies to support all divisions of the Parks and Recreation Fund. Supplies such as binders, file folders, ink toner cartridges, laminating sheets, general office supplies.

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

FY 2021 Budget request	$	250
FY 2022 Budget request	$	250
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Uniforms**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-5-4578**

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

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	100
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**ADMINISTRATION**
Description:	**Other Charges**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-10-00-5-4595**

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

Facebook Marketing Boosts	$ 200
Team Building Event	$ 200
Community Activities	$ 300
	$ 700

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

FY 2021 Budget request	$ 800
FY 2022 Budget request	$ 700
Increase (Decrease)	$ (100)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

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
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
27,277	7,080	11,500	Youth Programs	38,930	43,500
39,665	7,303	34,410	Sports/Athletic Programs	27,800	35,700
2,243	885	3,550	Adult Programs	5,800	8,520
1,181	150	1,550	Seniors	1,500	1,800
70,366	15,418	51,010	**Total Revenues**	74,030	89,520

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
14,899	4,602	5,031	Youth Programs	21,355	22,865
30,585	6,213	25,967	Sports/Athletic Programs	21,000	26,175
345	-	495	Adult Programs	3,100	4,600
1,635	489	1,800	Seniors	1,800	1,800
47,464	11,303	33,293	**Total Expenditures**	47,255	55,440
22,902	4,115	17,717	**Source (Use) of Cash**	26,775	34,080

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.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
RECREATION PROGRAMS							
REVENUES							
YOUTH PROGRAMS							
11-20-30-4-3630	WOODCHUCKS SUMMER CAMP	6,695	10,000	33,806	34,002	37,000	41,000
11-20-31-4-3630	ENRICHMENT/VARIETY	285	600	-	450	1,330	1,600
11-20-33-4-3630	BABYSITTING/CPR	100	900	-	-	600	900
TOTAL YOUTH PROGRAMS		7,080	11,500	33,806	34,452	38,930	43,500
SPORTS/ATHLETIC PROGRAMS							
11-20-41-4-3630	INTRO TO SPORTS	1,958	2,610	372	1,200	3,800	5,000
11-20-42-4-3630	SOCCER-IN HOUSE	2,149	15,000	9,406	16,000	17,000	20,000
11-20-43-4-3630	BASEBALL-IN HOUSE	-	2,000	2,215	2,215		
11-20-44-4-3630	TAEKWONDO	3,197	7,900	1,645	2,600	4,200	6,500
11-20-45-4-3630	EQUESTRIAN	-	4,100	-	-	-	-
11-20-46-4-3630	FENCING	-	-	-	-	-	-
11-20-47-4-3630	GOLF	-	2,800	-	-	2,800	4,200
TOTAL SPORTS/ATHLETIC PROGRAMS		7,303.00	34,410	13,638	22,015	27,800	35,700
ADULT PROGRAMS							
11-20-51-4-3630	SELF DEFENSE	325	600	-	300	600	720
11-20-52-4-3630	FITNESS	560	2,950	-	1,400	5,200	7,800
TOTAL ADULT PROGRAMS		884.93	3,550	-	1,700	5,800	8,520
SENIORS							
11-20-61-4-3630	MONTHLY GATHERING	150	1,550	-	500	1,500	1,800
TOTAL SENIORS		150	1,550	-	500	1,500	1,800
TOTAL REVENUES		15,417.93	51,010	47,444	58,667	74,030	89,520

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
EXPENDITURES							
YOUTH PROGRAMS							
11-20-30-1-4010	WOODCHUCKS SALARIES	3,955	4,000	3,982	13,529	16,400	17,500
11-20-30-1-4090	WOODCHUCKS FICA	303	306	305	1,035	1,255	1,340
11-20-30-5-4561	WOODCHUCKS SUPPLIES	344	300	337	500	2,900	3,100
11-20-31-5-4561	ENRICHMENT/VARIETY SUPPLIES	-	75	-	200	450	575
11-20-33-5-4561	BABYSITTING/CPR SUPPLIES	-	350	-	-	350	350
TOTAL YOUTH PROGRAMS		4,601.58	5,031	4,623	15,264	21,355	22,865
SPORTS/ATHLETIC PROGRAMS							
11-20-41-5-4561	INTRO TO SPORTS	1,524	1,667	-	900	2,850	3,750
11-20-42-5-4561	SOCCER	1,792	11,100	-	11,200	12,600	14,000
11-20-43-5-4561	BASEBALL	-	1,700	-			
11-20-44-5-4561	TAEKWONDO	2,897	6,125	-	1,950	3,250	4,975
11-20-45-5-4561	EQUESTRIAN	-	3,075	-	-	-	-
11-20-46-5-4561	FENCING	-	-	-	-	-	-
11-20-47-5-4561	GOLF	-	2,300	-	-	2,300	3,450
TOTAL SPORTS/ATHLETIC PROGRAMS		6,212.50	25,967	-	14,050	21,000	26,175
ADULT PROGRAMS							
11-20-51-5-4561	SELF DEFENSE	-	150	-	75	100	100
11-20-52-5-4561	FITNESS	-	345	-	750	3,000	4,500
TOTAL ADULT PROGRAMS		-	495	-	825	3,100	4,600
SENIORS							
11-20-61-5-4561	MONTHLY GATHERING	489	1,800	-	588	1,800	1,800
TOTAL SENIORS		489.35	1,800	-	588	1,800	1,800
TOTAL EXPENDITURES		11,303.43	33,293	4,623	30,727	47,255	55,440

MAINTENANCE AND OPERATIONS BUDGET
2022 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; 160 participants in 2019; 29 participants in pandemic year 2020; and 137 participants in 2021.

REVENUE	
Preschool Camp	$18,500
Adventure Camp & Counselors in Training (CIT)	$18,500
TOTAL REVENUE	$37,000
EXPENSES	
Salaries	$16,400
FICA	$1,255
Supplies - General/Misc.	$500
Supplies - Fieldtrips (Qty = 4)	$1,600
Supplies - Buses (Qty = 4)	$800
TOTAL EXPENSES	$20,555
Net Profit	**$16,445**

MAINTENANCE AND OPERATIONS BUDGET
2022 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 Enrichment/Variety programs served zero participants in 2018; 4 participants in 2019; and 1 participant in pandemic year 2020.

REVENUE	
Green Sprouts	$450
Kid's in the Kitchen	$480
HW at Night (2)	$400
TOTAL REVENUE	$1,330
EXPENSES	
Green Sprouts	$200
Kid's in the Kitchen	$150
HW at Night (2)	$100
TOTAL EXPENSES	$450
Net Profit	**$880**

MAINTENANCE AND OPERATIONS BUDGET
2022 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; 13 participants in 2019; and 1 participant in pandemic year 2020.

REVENUE	
Spring Session	$300
Summer Session	$0
Fall Session	$300
TOTAL REVENUE	$600

EXPENSES	
Instruction	$0
Instructor Kit	$50
Certifications; Books; Equipment & Supplies	$300
TOTAL EXPENSES	$350

Net Profit	**$250**

MAINTENANCE AND OPERATIONS BUDGET
2022 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. Some classes are held cooperatively with the Mundelein Park District. Intro to Sports programs served 44 participants in 2018; 45 participants in 2019; and 20 participants in pandemic year 2020.

REVENUE	TOTAL
Sports R Us	$800
SportsKids Inc.	$1,000
Gymnastics	$2,000
TOTAL REVENUE	$3,800

EXPENSES	TOTAL
Sports R Us	$600
SportsKids Inc.	$750
Gymnastics	$1,500
TOTAL EXPENSES	$2,850

Net Profit	**$950**

MAINTENANCE AND OPERATIONS BUDGET
2022 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; 126 participants in 2019; 11 participants in pandemic year 2020; and 77 participants for 2021.

REVENUE	
Spring Session	$9,000
Fall Session	$8,000
TOTAL REVENUE	$17,000
EXPENSES	
Director	$6,400
Coaching	$3,000
Turf Paint	$1,200
Uniforms	$1,500
Equipment	$500
TOTAL EXPENSES	$12,600
Net Profit	**$4,400**

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

Hawthorn Woods Youth Baseball is a program created to instruct the novice participant being exposed to this sport for the first time. Basic skills, sportsmanship, and proper techniques are emphasized. It is the hope see this activity evolve into a parent run Girls Softball and Boys Little league formats. We partner with the Stars Baseball Organization for instruction at 75% of resident registration fees after expenses have been accounted.

REVENUE	
Fall/Winter Season	$3,000
Spring Session	$2,000
TOTAL REVENUE	$5,000
EXPENSES	
Coaching	$3,225
Equipment	$0
Uniforms	$500
TOTAL EXPENSES	$3,725
Net Profit	**$1,275**

MAINTENANCE AND OPERATIONS BUDGET
2022 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; 37 participants in 2019; and 22 participants in pandemic year 2020.

REVENUE	
Winter/Spring Session	$1,600
Summer Session	$800
Fall Session	$1,800
TOTAL REVENUE	$4,200
EXPENSES	
Coaching	$3,150
Equipment & Supplies	$100
TOTAL EXPENSES	$3,250
Net Profit	**$950**

MAINTENANCE AND OPERATIONS BUDGET
2022 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 were offered through a partnership with Red Coat Farm. Red Coat Farm has moved out of Hawthorn Woods. We will not offer Equestrian classes in Fiscal Year 2022 until we secure a new vendor.

REVENUE	
Spring Classes & Lessons	$0
Fall Classes & Lessons	$0
TOTAL REVENUE	$0
EXPENSES	
Instruction	$0
Equipment & Supplies	$0
TOTAL EXPENSES	$0
Net Profit	**$0**

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

We will not offer Fencing in Fiscal Year 2022 until a new instructor is secured.

REVENUE	
Winter/Spring Session	$0
Fall Session	$0
TOTAL REVENUE	$0
EXPENSES	
Coaching	$0
Misc. Supplies	$0
TOTAL EXPENSES	$0
Net Profit	**$0**

MAINTENANCE AND OPERATIONS BUDGET
2022 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; 16 participants in 2019; and zero participants in pandemic year 2020.

REVENUE	
Summer Session	$2,800
TOTAL REVENUE	$2,800
EXPENSES	
Coaching	$2,300
TOTAL EXPENSES	$2,300
Net Profit	**$500**

MAINTENANCE AND OPERATIONS BUDGET
2022 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; 15 participants in 2019; and 15 participants in pandemic year 2020.

REVENUE	
Winter/Spring Session	$300
Summer Session	$0
Fall Session	$300
TOTAL REVENUE	$600
EXPENSES	
Instruction *(paid by police dept.)*	$0
Equipment & Supplies	$100
TOTAL EXPENSES	$100
Net Profit	**$500**

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**	
Department:	**PROGRAMS**	
Division:	**Adult Programs**	
Description:	**Fitness**	
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**	
	1.6 Prioritize Citizen Services	
Account Number:	**Revenues -**	**11-20-52-4-3630**
	Expenses -	**11-20-52-5-4561**

A Boot Camp group uses the barn from November through April (weather dependent) to hold their class. Yoga and Zumba classes have been offered, but have been unable to sustain. Fitness classes will continue to be evaluated to offer opportunities to keep our residents active and healthy.

REVENUE	
Fit4Mom	$1,200
Martial Arts Fitness	$4,000
TOTAL REVENUE	$5,200
EXPENSES	
Fit4Mom	$0
Martial Arts Fitness	$3,000
TOTAL EXPENSES	$3,000
Net Profit	**$2,200**

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$600
Luncheon Fees (November Holiday Luncheon)	$900
TOTAL REVENUE	$1,500
EXPENSES	
Food & Beverage	$900
Decorations, Gifts, Misc. Supplies	$900
November Luncheon (HWCC)	$750
TOTAL EXPENSES	$1,800
Net Profit	**($300)**

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
	2020	2021	2022	2022
Full-Time	2	2	2	2.65
Seasonal	0	1	1	0.2
Summer	0	0	0	0

• Department Head position is allocated in Parks & Rec.

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
130,541	139,670	145,061	Property Taxes	147,092	147,092
42,323	16,400	20,000	Fees	20,000	20,000
172,864	156,070	165,061	**Total Revenues**	167,092	167,092

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
210,891	229,267	241,323	Personnel Services	241,750	246,507
116,894	121,444	121,876	Contractual Services	123,541	125,741
21,610	7,570	27,600	Commodities	24,300	26,300
2,197	1,800	4,500	Capital Outlay	3,500	3,500
351,592	360,080	395,299	**Total Expenditures**	393,091	402,048
(178,728)	(204,011)	(230,238)	**Source (Use) of Cash**	(225,999)	(234,956)

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.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
PARK MAINTENANCE							
REVENUES							
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	139,670	145,061	65,272	145,061	147,092	147,092
11-40-00-7-3630	FIELD LEASE	16,400	20,000	-	1,200	20,000	20,000
11-40-00-7-3890	MISCELLANEOUS	-	-	1,000	1,000	-	-
TOTAL REVENUES		156,069.53	165,061	66,272	147,261	167,092	167,092
EXPENDITURES							
PERSONNEL SERVICES							
11-40-00-1-4010	SALARIES	192,417	196,608	97,899	195,799	199,932	203,931
11-40-00-1-4011	SEASONAL SALARIES	-	4,800	-	4,800	4,800	4,800
11-40-00-1-4020	OVERTIME	-	200	306	306	350	375
11-40-00-1-4040	IMRF	22,593	24,674	12,320	24,639	21,373	21,800
11-40-00-1-4090	FICA MATCHING	14,257	15,041	7,087	14,175	15,295	15,601
TOTAL PERSONNEL SERVICES		229,266.57	241,323	117,613	239,718	241,750	246,507
CONTRACTUAL SERVICES							
11-40-00-3-4110	SECURITY	363	500	383	458	575	575
11-40-00-3-4120	CONTRACTUAL MAINT. - VEHICLE	-	500	-	250	500	500
11-40-00-3-4371	PUBLIC PARK UTILITIES	2,150	2,300	886	1,950	2,300	2,500
11-40-00-3-4372	ISLAND/CUL-DE-SAC MAINT.	20,656	20,656	9,037	20,656	20,656	20,656
11-40-00-3-4373	POND MAINTENANCE	3,879	2,680	2,680	2,680	2,680	4,680
11-40-00-3-4374	WETLAND MAINTENANCE	-	1,000	-	500	1,000	1,000
11-40-00-3-4375	LANDSCAPE MAINTENANCE	94,395	94,240	34,554	94,240	95,830	95,830
TOTAL CONTRACTUAL SERVICES		121,443.85	121,876	47,541	120,734	123,541	125,741

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
COMMODITIES							
11-40-00-5-4562	AUTO FUEL & OIL	332	600	122	502	600	600
11-40-00-5-4564	SMALL TOOLS	161	300	-	289	200	200
11-40-00-5-4569	VEHICLE SUPPLIES	409	1,200	852	1,008	1,000	1,000
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	1,620	14,000	455	10,300	13,000	13,000
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	3,429	7,000	999	3,000	5,000	7,000
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	67	3,000	-	2,332	3,000	3,000
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	1,553	1,500	634	1,100	1,500	1,500
TOTAL COMMODITIES		7,570.27	27,600	3,062	18,531	24,300	26,300
CAPITAL OUTLAY							
11-40-00-8-4895	LANDSCAPE/OTHER IMPROVEMENT	1,800	4,500	-	2,800	3,500	3,500
TOTAL CAPITAL OUTLAY		1,799.76	4,500	-	2,800	3,500	3,500
TOTAL EXPENDITURES		360,080.45	395,299	168,215	381,783	393,091	402,048

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**PARKS MAINTENANCE**
Description:	**Property Taxes**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-1-3017**

This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

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

FY 2021 Budget request	$ 145,061
FY 2022 Budget request	$ 147,092
Increase (Decrease)	$ 2,031

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 2022 is 1.4%. The primary reason for the increase is based on the increase of the CPI for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**PARKS MAINTENANCE**
Description:	**Field Lease**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-7-3630**

This account is used to record the field lease revenue from the various teams and leagues that utilize the Village's baseball and soccer fields.

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

FY 2021 Budget request	$ 20,000
FY 2022 Budget request	$ 20,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS & RECREATION FUND**
Department:	**PARKS MAINTENANCE**
Description:	**Miscellaneous**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-7-3890**

This account is used to record miscellaneous revenue from Park Maintenance activities.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Salaries**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-1-4010**

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

Director of Parks & Recreation – 30%
Assistant Director of 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 2021 Budget request	$ 196,608
FY 2022 Budget request	$ 199,932
Increase (Decrease)	$ 3,324

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
2022 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)	$ 4,800
	$ 9,600

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

FY 2021 Budget request	$ 4,800
FY 2022 Budget request	$ 4,800
Increase (Decrease)	$ -

The primary reason for the increase is due to a request for the addition of a second seasonal position to ensure the standard of care for a growing park and playground system.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Overtime**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-1-4020**

This account represents the overtime expenses of the Park Maintenance employees.

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	350
Increase (Decrease)	$	150

The primary reason reflects actual figures resulting from the 3rd of July Fireworks display.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**IMRF**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 24,674
FY 2022 Budget request	$ 21,373
Increase (Decrease)	$ (3,301)

The primary reason for the decrease is based upon the Village's IMRF percentage which is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**FICA Matching**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-1-4090**

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

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

FY 2021 Budget request	$ 15,041
FY 2022 Budget request	$ 15,295
Increase (Decrease)	$ 254

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Security**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4110**

This account is used to pay for inspections of the lightning detection early warning system.

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 575
Increase (Decrease)	$ 75

The primary reason for the increase is based upon the increase in annual inspection fees for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Contractual Maintenance-Vehicles**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4120**

This account is used to pay for the repairs to the Parks and Recreation vehicles by contractual vendors.

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

FY 2021 Budget request	$ 500
FY 2022 Budget request	$ 500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Park Public Utilities**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4371**

This account is used to pay for the electric bills and sewer service bills for the pavilions at Heritage Oaks Parks (2) and Community Park (1).

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

FY 2021 Budget request	$ 2,300
FY 2022 Budget request	$ 2,300
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Island/cul-de-sac Maintenance**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4372**

This account is used to pay for the maintenance and upkeep of traffic islands located in cul-de-sacs throughout the Village of Hawthorn Woods. We will continue to use a contractual vendor to maintain, weed, fertilize and mow 44 landscape islands. It is cost effective to utilize a contractual vendor in terms of cost saved in fuel, equipment, labor, and the purchase of supplies and materials

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

FY 2021 Budget request	$ 20,656
FY 2022 Budget request	$ 20,656
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Pond Maintenance**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.5 Prioritize a Healthy Community & Environment** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4373**

This account is used to pay for the treatment of ponds located in Heritage Oaks and Copperfield Parks by a contractual vendor. 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 2021 Budget request	$ 2,680
FY 2022 Budget request	$ 2,680
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Wetland Maintenance**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.5 Prioritize a Healthy Community & Environment** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4374**

This account is used to pay for environmental stewardship measures on natural open space and wetland/marsh areas owed, leased, and operated by the Village of Hawthorn Woods.

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Landscape Maintenance**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.5 Prioritize a Healthy Community & Environment** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-3-4375**

This account is used to pay for the landscape maintenance contract of all parks including weed control, mowing, and all aspects of lawn maintenance.

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

FY 2021 Budget request	$ 94,240
FY 2022 Budget request	$ 95,830
Increase (Decrease)	$ 1,590

The reason for the increase is related to the third year of our vendor contractual agreement.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Auto Fuel and Oil**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-5-4562**

This account is used to pay for fuel and oil costs associated with the two Park and Recreation vans.

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

FY 2021 Budget request	$	600
FY 2022 Budget request	$	600
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Small Tools**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-5-4564**

This account is used to pay for tools needed by the Parks Maintenance Crew.

The Parks small tools budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 300
FY 2022 Budget request	$ 200
Increase (Decrease)	$ (100)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Vehicle Supplies**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-5-4569**

This account is used to pay for parts and materials needed by the Village Mechanic to perform routine maintenance on the two Parks and Recreation vans.

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

FY 2021 Budget request	$ 1,200
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ (200)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Ball Field / Turf Maintenance Supplies**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-5-4571**

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's ball fields. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Top dressing/over seeding
Ball field prep
Turf maintenance
Ball field equipment
Equipment purchases
Insect control

The Ball Field/Turf Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 14,000
FY 2022 Budget request	$ 13,000
Increase (Decrease)	$ (1,000)

The primary reason for the decrease reflects the work already performed on our open space athletic fields and the reduction of usage due to the pandemic in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 7,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ (2,000)

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Playground Maintenance Supplies**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-5-4573**

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's playground equipment. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Parts for playground repairs
Mulch and playground safety surfacing
Inspections

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

FY 2021 Budget request	$ 3,000
FY 2022 Budget request	$ 3,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Uniforms/Safety Gear**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**11-40-00-5-4578**

This account is used to fund uniforms for the Park Maintenance employees and the purchase of T-shirts, sweatshirts, coats, boot reimbursements, safety vests, goggles, etc.

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

FY 2021 Budget request	$ 1,500
FY 2022 Budget request	$ 1,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**PARKS AND RECREATION FUND**
Department:	**PARK MAINTENANCE**
Description:	**Landscape Improvements**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Account Number:	**11-40-00-8-4895**

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

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

FY 2021 Budget request	$ 4,500
FY 2022 Budget request	$ 3,500
Increase (Decrease)	$ (1,000)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

Village of Hawthorn Woods

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
	2019	2020	2021	2022
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
34	31	25	Interest	20	20
45,111	94,335	252,918	Park Donations	105,405	105,405
350	-	-	Park Improvements	-	-
45,495	94,367	252,943	**Total Revenue**	105,425	105,425

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-	Capital Outlay	-	-
-	-	-	**Total Expenditures**	-	-
(44,000)	(85,500)	(125,979)	**Transfer to Aquatic Debt**	(243,330)	(105,425)
1,495	8,867	126,964	**Net Change in Fund Balance**	(137,905)	-
2,075	10,942	137,906	**Fund Balance as of 12/31**	-	-

Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
PARK DONATION FUND							
REVENUES							
INTEREST INCOME							
10-00-00-6-3810	INTEREST INCOME	31	25	5	14	20	20
TOTAL INTEREST INCOME		31	25	5	14	20	20
PARK DONATIONS							
10-00-00-7-3830	PARK DONATIONS	94,335	252,918	45,000	252,918	105,405	105,405
TOTAL PARK DONATIONS		94,335	252,918	45,000	252,918	105,405	105,405
PARK IMPROVEMENTS							
10-10-00-3-4379	DONATIONS-PARK BENCHES	-	-	-	-	-	-
10-10-00-3-4380	DONATIONS-MEMORIAL TREES	-	-	-	-	-	-
TOTAL PARK IMPROVEMENTS		-	-	-	-	-	-
TOTAL REVENUES		94,366.41	252,943	45,005	252,932	105,425	105,425
EXPENDITURES							
CAPITAL OUTLAY							
10-00-00-8-4894	EQUIPMENT	-	-	-	-	-	-
10-00-00-8-4895	OTHER IMPROVEMENTS	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **PARK DONATION FUND**

Description: **Interest Income**

Priority: **1.3 Prioritize Strong Fiscal Sustainability**

Account Number: **10-00-00-6-3810**

This account is used to record the interest income received on the Park Donation Fund money market account.

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

FY 2021 Budget request	$	25
FY 2022 Budget request	$	20
Increase (Decrease)	$	(5)

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (3 homes @ $1,500)	$ 4,500
Villas at the Commons (15 homes @ $6,727)	$ 100,905
Total	$ 105,405

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 252,918
FY 2022 Budget request	$ 105,405
Increase (Decrease)	$ (147,513)

The primary reason for the decrease is related to change in the anticipated new home starts in Fiscal Year 2022 as compared to Fiscal Year 2021. Park donation revenue will vary from year to year, based upon new home construction.

Village of Hawthorn Woods

MOTOR FUEL TAX





MOTOR FUEL TAX FUND

Department Purpose

The purpose of the Motor Fuel Tax Fund is to account for restricted revenues and expenses related to the State Motor Fuel Tax Allotment.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
264,284	402,828	192,839	Taxes	215,200	191,169
-	87,630	-	Intergovernmental	-	-
1,021	567	1,000	Interest	300	300
265,305	491,026	193,839	**Total Revenues**	215,500	191,469

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
154,605	165,289	167,738	Personnel Services	176,505	180,035
99,932	5,915	11,400	Contractual Services	126,400	126,400
66,311	92,693	80,000	Commodities	90,000	90,000
-	-	-	Other Financing Uses	-	-
320,848	263,897	259,138	**Total Expenditures**	392,905	396,435
(55,543)	227,129	(65,299)	**Net Change in Fund Balance**	(177,406)	(204,966)
277,284	504,413	439,114	**Fund Balance as of 12/31**	261,708	56,742

Significant Changes

• $85,000 increase for Street Patching, due to Street Patching being deferred to Fiscal Year 2022.

• $25,000 increase for Crack Sealing, due to Crack Sealing being deferred to Fiscal Year 2022.

• $15,000 increase for Salt & Deicers due to the Village having a low cost per ton for salt and the Village wanting to purchase as much salt as possible at this low rate.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
MOTOR FUEL TAX FUND							
REVENUES							
TAXES							
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	402,828	192,839	146,308	288,261	215,200	191,169
TOTAL TAXES		402,828	192,839	146,308	288,261	215,200	191,169
INTERGOVERNMENTAL							
28-00-00-5-3810	REBUILD ILLINOIS GRANT	87,630	-	175,261	175,261	-	-
TOTAL INTERGOVERNMENTAL		87,630	-	175,261	175,261	-	-
INTEREST INCOME							
28-00-00-6-3810	INTEREST INCOME	567	1,000	114	250	300	300
TOTAL INTEREST INCOME		567	1,000	114	250	300	300
TOTAL REVENUES		491,026	193,839	321,683	288,511	215,500	191,469
MOTOR FUEL TAX FUND							
EXPENDITURES							
PERSONNEL SERVICES							
28-00-00-1-4010	SALARIES	139,318	140,519	69,514	139,029	149,151	152,134
28-00-00-1-4040	IMRF	16,334	16,469	8,724	17,448	15,944	16,263
28-00-00-1-4090	FICA MATCHING	9,636	10,750	4,744	9,489	11,410	11,638
TOTAL PERSONNEL SERVICES		165,289	167,738	82,983	165,965	176,505	180,035

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 6 MONTHS BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
CONTRACTUAL SERVICES							
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	2,567	6,400	4,890	8,400	6,400	6,400
28-00-00-3-4151	STREET PATCHING	-	-	-	-	85,000	85,000
28-00-00-3-4152	CRACK SEALING	-	-	-	-	25,000	25,000
28-00-00-3-4153	PAVEMENT MARKING	-	-	-	-	5,000	5,000
28-00-00-3-4154	SCHWERMAN ROAD	3,348	-	-	-	-	-
28-00-00-3-4155	STREET SWEEPING	-	5,000	-	-	5,000	5,000
TOTAL CONTRACTUAL SERVICES		5,915	11,400	4,890	8,400	126,400	126,400
COMMODITIES							
28-00-00-5-4571	ROAD PATCH MATERIALS	5,803	20,000	2,896	10,000	10,000	10,000
28-00-00-5-4572	SALT & DE-ICERS	83,287	55,000	42,623	55,000	70,000	70,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	3,603	5,000	598	5,000	10,000	10,000
TOTAL COMMODITIES		92,693	80,000	46,117	70,000	90,000	90,000
TOTAL EXPENDITURES		263,897	259,138	133,990	244,365	392,905	396,435

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Motor Fuel Tax Allotment**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-1-3097**

This account is used to record the revenue related to funds received from the motor fuel tax. The motor fuel tax allotment is distributed to municipalities in proportion to the municipality's population and the distribution is received on a monthly basis.

The Village uses the Illinois Municipal League (IML) forecast to estimate the Motor Fuel Tax allotment. Based upon the most recent IML data, the per capita Motor Fuel Tax allotment is $23.80. Therefore, based upon the Village's current population of 9,042, the anticipated Fiscal Year 2022 revenue is $215,120 ($23.80 x 9,042).

The Motor Fuel Tax Allotment forecast changed from the prior year budget, as follows:

FY 2021 Budget request	$ 192,839
FY 2022 Budget request	$ 215,200
Increase (Decrease)	$ 22,361

The primary reason for the increase is based upon the IML forecast per capita which was increased from $23.10 to $23.80 for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **MOTOR FUEL TAX FUND**

Description: **Interest Income**

Priority: **1.3 Prioritize Strong Fiscal Sustainability**

Account Number: **28-00-00-6-3810**

This account is used to record the interest income received on the Motor Fuel Tax Fund money market account.

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

FY 2021 Budget request	$	1,000
FY 2022 Budget request	$	300
Increase (Decrease)	$	(700)

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-1-4010**

This account is used to pay the salaries of the employees allocated to Motor Fuel Tax Fund, as follows:

Crew Leader - Streets – 75%
Specialist I - Streets – 75%
Specialist I - Streets – 75%

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

FY 2021 Budget request	$ 140,519
FY 2022 Budget request	$ 149,151
Increase (Decrease)	$ 8,632

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**IMRF**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 16,469
FY 2022 Budget request	$ 15,944
Increase (Decrease)	$ (525)

The primary reason for the decrease is is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-1-4090**

This account represents the employers' portion of FICA for the Motor Fuel Tax fund. The amount due is 7.65% of salaries.

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

FY 2021 Budget request	$ 10,750
FY 2022 Budget request	$ 11,410
Increase (Decrease)	$ 660

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

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Traffic Signal Maintenance**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-3-4150**

This account is used to pay for contracted services for traffic signal maintenance.

The Traffic Signal Maintenance budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 6,400
FY 2022 Budget request	$ 6,400
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Contract-Street Patching Maintenance**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-3-4151**

This account is used to pay for contracted services for street patching.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 85,000
Increase (Decrease)	$ 85,000

The primary reason for the increase relates to the Village deferring Street Patching Maintenance to Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Contract-Crack Sealing Maintenance**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-3-4152**

This account is used to pay for contracted services for crack sealing.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 25,000
Increase (Decrease)	$ 25,000

The primary reason for the increase relates to the Village deferring Crack Sealing Maintenance to Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Contract- Pavement Markings**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-3-4153**

This account is used to pay for contracted services for pavement markings.

The Contract-Pavement Markings budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ 5,000

The primary reason for the increase relates to the Village deferring Pavement Markings to Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

This account is used to pay for contracted services for street sweeping. This was a new line item in Fiscal Year 2021.

The Contract-Street Sweeping budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Road Patching Materials**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-5-4571**

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

The Road Patch Materials budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 20,000
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ (10,000)

The primary reason for the decrease is based on the Village budgeting for Contractual Street Patching in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Road Salt & Liquid Deicers Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-5-4572**

This account is used to pay for commodities such as road salt and deicer supplies as needed.

The Road Salt & Liquid Deicers Supplies budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 55,000
FY 2022 Budget request	$ 70,000
Increase (Decrease)	$ 15,000

The primary reason for the increase is due to the Village not knowing what our new cost for bulk salt will be per ton.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**MOTOR FUEL TAX FUND**
Description:	**Traffic Signage & Control**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**28-00-00-5-4573**

This account is used to pay for commodities such as traffic signs & traffic control materials.

The Traffic Signage & Control budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 10,000
Increase (Decrease)	$ 5,000

The primary reason for the increase is based upon the Village budgeting less in Fiscal Year 2021 due to limited funding.

Village of Hawthorn Woods

AQUATIC CENTER









AQUATIC CENTER FUND

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
218,295	-	176,960	Operations	221,200	221,200
36,136	72	30,000	Concessions	2,000	2,000
65,065	-	54,050	Programs	56,100	56,100
-	-	-	Maintenance	-	-
319,496	72	261,010	**Total Revenues**	279,300	279,300

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
310,729	86,964	352,180	Operations	350,899	352,081
39,130	277	37,020	Concessions	700	700
16,758	-	19,050	Programs	18,550	18,550
81,370	82,366	87,980	Maintenance	83,511	84,373
181,497	189,104	-	Depreciation + NPL	-	-
629,484	358,710	496,230	**Total Expenditures**	453,660	455,704
179,248	170,000	-	**Transfers from Other Funds**	-	-
(130,740)	(188,638)	(235,220)	**Operating Income (Loss)**	(174,360)	(176,404)
1,384,960	1,196,322	961,102	**Net Assets as of 12/31**	786,742	610,338

Significant Changes

• All salary line items factor in the State of Illinois minimum wage increases - effective January 1, 2022, the minimum wage will be $12.00 per hour. The current minimum wage is $11.00 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	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	0	0	0.90
Seasonal	0	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 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
217,826	-	176,660	Fees	221,000	221,000
-	-	-	Interest	-	-
469	-	300	Miscellaneous	200	200
218,295	-	176,960	**Total Revenues**	221,200	221,200

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
157,606	70,325	190,036	Personnel Services	189,429	190,611
121,084	16,638	129,194	Contractual Services	129,370	129,370
32,039	-	32,950	Commodities	32,100	32,100
310,729	86,964	352,180	**Total Expenditures**	350,899	352,081
(92,434)	(86,964)	(175,220)	**Source (Use) of Cash**	(129,699)	(130,881)

Significant Changes

- Season passes were increased by 3%.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
AQUATIC CENTER OPERATIONS							
REVENUES							
FEES							
40-02-00-4-3632	SEASON PASSES	-	80,000	127,253	133,243	120,000	120,000
40-02-00-4-3635	DAILY ADMISSIONS	-	80,000	19,406	59,875	85,000	85,000
40-02-00-4-3643	CERTIFICATION CLASSES	-	1,200	595	595	1,200	1,200
40-02-00-4-3644	SPECIAL EVENTS	-	-	-	-	200	200
40-02-00-4-3645	DAY TIME POOL RENTALS	-	7,730	-	-	7,300	7,300
40-02-00-4-3646	AFTER HOUR POOL RENTALS	-	7,730	6,300	6,700	7,300	7,300
TOTAL FEES		-	176,660	153,554	200,413	221,000	221,000
INTEREST INCOME							
40-02-00-6-3810	INTEREST INCOME	-	-	-	-	-	-
TOTAL INTEREST INCOME		-	-	-	-	-	-
MISCELLANEOUS INCOME							
40-02-00-7-3825	GIFT SHOP REVENUE	-	100	-	-	-	-
40-02-00-7-3900	REFUND SERVICE CHARGE	-	200	269	269	200	200
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	-	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		-	300	269	269	200	200
TOTAL REVENUES		-	176,960	153,823	200,682	221,200	221,200

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
EXPENDITURES							
PERSONNEL SERVICES							
40-02-00-1-4010	MANAGERS	27,569	54,000	17,907	36,000	54,000	54,000
40-02-00-1-4011	LIFEGUARDS	-	65,000	13,081	53,000	65,000	65,000
40-02-00-1-4012	CASHIER/ATTENDANT	-	16,000	3,973	1,400	16,000	16,000
40-02-00-1-4018	ADMINISTRATION	31,434	33,855	16,927	33,855	34,316	35,106
40-02-00-1-4020	OVERTIME	-	500	970	970	500	500
40-02-00-1-4040	IMRF	6,918	7,764	3,233	7,764	6,660	6,793
40-02-00-1-4090	FICA MATCHING	4,405	12,917	3,994	12,917	12,953	13,212
TOTAL PERSONNEL SERVICES		70,325.45	190,036	60,085	145,906	189,429	190,611
CONTRACTUAL SERVICES							
40-02-00-3-4351	MARKETING/PRINTING/POSTAGE	3,921	4,180	4,011	4,011	4,200	4,200
40-02-00-3-4353	TELEPHONE	2,208	2,750	1,420	2,600	2,750	2,750
40-02-00-3-4360	PROCESSING FEES	878	13,000	5,093	10,186	13,000	13,000
40-02-00-3-4361	DUES	-	650	-	400	650	650
40-02-00-3-4365	PROFESSIONAL DEVELOPMENT	226	200	-	200	200	200
40-02-00-3-4367	PRE-EMPLOYMENT SCREENING	-	1,064	282	350	1,200	1,200
40-02-00-3-4371	UTILITIES	7,446	24,000	6,015	22,000	24,020	24,020
40-02-00-3-4372	SEWER SERVICE	1,871	78,000	3,331	75,660	78,000	78,000
40-02-00-3-4373	LIABILITY INSURANCE	-	5,000	-	5,000	5,000	5,000
40-02-00-3-4377	EMPLOYEE RECOGNITION	-	150	-	75	150	150
40-02-00-3-4390	MISCELLANEOUS	88	200	146	175	200	200
TOTAL CONTRACTUAL SERVICES		16,638.11	129,194	20,298	120,657	129,370	129,370
COMMODITIES							
40-02-00-5-4561	OFFICE SUPPLIES	-	1,250	491	600	1,250	1,250
40-02-00-5-4563	EQUIPMENT	-	3,500	25	350	2,500	2,500
40-02-00-5-4566	CHEMICAL SUPPLIES	-	21,700	195	26,358	22,500	22,500
40-02-00-5-4570	RESTROOM/CLEANING SUPPLIES	-	2,500	552	1,300	2,000	2,000
40-02-00-5-4575	FIRST AID SUPPLIES	-	450	243	350	450	450
40-02-00-5-4576	CERTIFICATION TRAINING SUPPLIES	-	1,500	-	820	1,500	1,500
40-02-00-5-4578	UNIFORMS	-	1,800	(554)	579	1,800	1,800
40-02-00-5-4585	GIFT SHOP EXPENDITURES	-	150	-	-	-	-
40-02-00-5-4590	POOL RENTAL EXPENSE	-	-	-	-	-	-
40-02-00-5-4595	SPECIAL EVENTS EXPENSE	-	100	-	-	100	100
40-02-00-7-3895	CASH OVER/SHORT	-	-	54	-	-	-
TOTAL COMMODITIES		-	32,950	1,006	30,357	32,100	32,100
TOTAL EXPENDITURES		86,963.56	352,180	81,389	296,920	350,899	352,081

MAINTENANCE AND OPERATIONS BUDGET
2022 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:

	2018	2019	2020	2021	2022
Individual-Resident/Non Resident	$73/$95	$74/$97	$76/$100	$76/$100	$78/$103
Senior-Resident/Non-Resident	$70/$95	$74/$97	$74/$97	$74/$97	$76./$100
Family-2 -Resident/Non Resident	$146/$190	$149/$194	$152/$200	$152/$200	$157/$206
Family-3 -Resident/Non-Resident	$219/$285	$223/$291	$228/$300	$228/$300	$235/$309
Family-4 -Resident/Non Resident	$255/$380	$261/$388	$268/$350	$268/$350	$276/$361
Family-5-Resident/Non-Resident	$292/$425	$298/$436	$308/$400	$308/$400	$317/$412
Add Family -Resident/Non Resident	$73/$95	$74/$97	$40/$50	$40/$50	$41/$52

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 80,000
FY 2022 Budget request	$ 120,000
Increase (Decrease)	$ 40,000

The primary reason for the increase is based upon anticipated revenue from fee increases for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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:

	2018	2019	2020	2021	2022
Adult	$8/$10	$9/$12	$10/$13	$10/$13	$11/$14
Youth/Senior	$6/$8	$7/$10	$7/$10	$7/$10	$8/$11

The Daily Admissions budget request changed from the prior year budget, as

FY 2021 Budget request	$ 80,000
FY 2022 Budget request	$ 85,000
Increase (Decrease)	$ 5,000

The primary reason for the increase is based upon anticipated revenue from fee increases for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Certification Classes**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-4-3643**

This account records revenue from the following certification classes offered at the Aquatic Center: Lifeguarding, Jr Lifeguarding, and CPR/First Aid.

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

FY 2021 Budget request	$ 1,200
FY 2022 Budget request	$ 1,200
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Special Events**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services** **1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**40-02-00-4-3644**

This account records revenue from Special Events offered at the Aquatic Center. These events will be offered as a value added surplus to residents and season pass holders and require payment from general public walk-ins.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 200
Increase (Decrease)	$ 200

The primary reason for the increase is the reinstatement of special events in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Day Time Pool Rentals**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-4-3645**

This account records revenue from Day Time Pool Rentals, such as birthday parties held at the Aquatic Center. The current options include indoor or outdoor space rentals.

The Day Time Pool Rentals budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 7,730
FY 2022 Budget request	$ 7,300
Increase (Decrease)	$ (430)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**After Hour Pool Rentals**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-4-3646**

This account records revenue from the after hour pool rentals offered at the Aquatic Center. The options offered are for Full Facility, Main Pool, or Slide/Activity rentals.

The After Hour Pool Rentals budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 7,730
FY 2022 Budget request	$ 7,300
Increase (Decrease)	$ (430)

The primary reason for the decrease is based upon the anticipated revenue for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Interest Income**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-02-00-6-3810**

This account is used to record the interest income received on the Aquatic Center Fund money market account.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Gift Shop Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-7-3825**

This account records revenue from the Aquatic Center gift shop.

The Gift Shop Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$	100
FY 2022 Budget request	$	-
Increase (Decrease)	$	(100)

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Refund Service Charge**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-02-00-7-3900**

This account records revenue from the 15% cancellation fee which is applied to any participant-initiated request for refund to withdraw from a class or program prior to the start of the first class.

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Managers**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-1-4010**

This account funds the Manager salaries for the Aquatic Center staff. The Aquatic Center Manager, the Lifeguard Assistant Managers and the Office Assistant Managers are funded from this account.

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

FY 2021 Budget request	$ 54,000
FY 2022 Budget request	$ 54,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Lifeguards**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-1-4011**

This account funds the Lifeguard salaries for the Aquatic Center.

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

FY 2021 Budget request	$ 65,000
FY 2022 Budget request	$ 65,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Cashier/Attendant**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-1-4012**

This account funds the Cashier/Attendant salaries for the Aquatic Center.

The Cashier/Attendant budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 16,000
FY 2022 Budget request	$ 16,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Administration**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-1-4018**

This account funds the Administration salaries for the Aquatic Center, as follows:

Director of Parks & Recreation – 10%
Chief Financial Officer – 5%
Finance Office Manager - 20%

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

FY 2021 Budget request	$	33,855
FY 2022 Budget request	$	34,316
Increase (Decrease)	$	461

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

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$	500
FY 2022 Budget request	$	500
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**IMRF**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-1-4040**

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

Effective January 1, 2022, the Village's portion will be 10.69%.

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

FY 2021 Budget request	$ 7,764
FY 2022 Budget request	$ 6,660
Increase (Decrease)	$ (1,104)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**FICA**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-1-4090**

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

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

FY 2021 Budget request	$ 12,917
FY 2022 Budget request	$ 12,953
Increase (Decrease)	$ 36

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
2022 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	$ 4,200

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

FY 2021 Budget request	$ 4,180
FY 2022 Budget request	$ 4,200
Increase (Decrease)	$ 20

The primary reason for the increase is the additional amount of postage associated with the mailed brochures.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 is also accounts for the charges associated with the landline service and the Verizon back up data line and tablet service.

Landline	$1,920
Cell Business Phone Usage	$755
Remote service call	$75
Total	$2,750

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

FY 2021 Budget request	$ 2,750
FY 2022 Budget request	$ 2,750
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Processing Fees**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-02-00-3-4360**

This line item is used to fund the processing fees for credit card transactions and activity processing fees through ActiveNet, the Aquatic Center's cloud software.

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

FY 2021 Budget request	$ 13,000
FY 2022 Budget request	$ 13,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$	650
FY 2022 Budget request	$	650
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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:

Aquatic Center Manager Training IPRA Supervisor Symposium (Virtual)	$	40
1 Red Cross LGI/Lifeguard Instructor Certification	$	160
Total	$	200

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Pre-Employment Screening**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-3-4367**

This account is used to provide funding for pre-employment screening such as drug tests, physicals and background checks. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test.

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

FY 2021 Budget request	$ 1,064
FY 2022 Budget request	$ 1,200
Increase (Decrease)	$ 136

The primary reason for the increase is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$11,800
Gas	$11,700
XM Radio-Play Network	$150
ASCAP	$370
Total	$24,020

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

FY 2021 Budget request	$ 24,000
FY 2022 Budget request	$ 24,020
Increase (Decrease)	$ 20

The primary reason for the increase is based upon the increased fee for ASCAP in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Sewer Service**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**40-02-00-3-4372**

This account includes the cost of the sanitary sewer service at the Aquatic Center.

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

FY 2021 Budget request	$ 78,000
FY 2022 Budget request	$ 78,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Liability Insurance**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-02-00-3-4373**

This account pays for the liability and workers' compensation insurance for the Aquatic Center.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Employee Recognition**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Priority:	**1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-3-4377**

This line item includes expenses for employee recognition. All Aquatic Center staff are required to attend weekly in-service training. This account provides for incentives related to excellent performance at these training sessions.

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

FY 2021 Budget request	$	150
FY 2022 Budget request	$	150
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Miscellaneous Expenses**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Account Number:	**40-02-00-3-4390**

This line item includes miscellaneous expenses.

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Office Supplies**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces**
Account Number:	**40-02-00-5-4561**

This line item includes all office supplies for the Aquatic Center operations, ID printer supplies for passes, water service, and sunscreen for the staff.

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

FY 2021 Budget request	$ 1,250
FY 2022 Budget request	$ 1,250
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Equipment**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**40-02-00-5-4563**

This line item includes equipment with a value less than $5,000 necessary for the Aquatic Center operations.

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

FY 2021 Budget request	$ 3,500
FY 2022 Budget request	$ 2,500
Increase (Decrease)	$ (1,000)

The primary reason for the decrease is based on estimated actuals from Fiscal Year 2021 and the continuation of a long term maintenance plan.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Chemical Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**40-02-00-5-4566**

This line item includes all chemicals necessary for treating the pools at the Aquatic Center.

Chemicals included are the following:

Sodium Bicarbonate	Soda Ash
Chlorine Pulsar Tablets	Muriatic Acid
Sodium Bisulphate	Cyanuric Acid
Sunscreen Stabilizer	Testing Kits
Dry Acid - (ph minus) PD Reagent 1 and 2	

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

FY 2021 Budget request	$ 21,700
FY 2022 Budget request	$ 22,500
Increase (Decrease)	$ 800

The primary reason for the increase is anticipated higher pricing related to product purchases in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Restroom/Cleaning Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**40-02-00-5-4570**

This is line item will include all expenses associated with suppling the restrooms and cleaning items necessary for the locker rooms at the Aquatic Center.

Items including the following:

Bathroom supplies	Cleaning detergents
Shower / Hand Soap	Clorox Wipes

The Restroom/Cleaning Supplies budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 2,500
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ (500)

The primary reason for the decrease is based upon the estimated actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**First Aid Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-5-4575**

This line item includes all supplies necessary for first aid at the Aquatic Center.

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

FY 2021 Budget request	$	450
FY 2022 Budget request	$	450
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Certification Training Expense**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-5-4576**

This line item includes expenses related to CPR, WSI (Water Safety Instructor), and Lifeguard certification training. Items include CPR masks, CPR certification WSI instruction booklets, and lifeguard certification for staff at the Aquatic Center. As well as the purchase of an AED trainer.

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

FY 2021 Budget request	$ 1,500
FY 2022 Budget request	$ 1,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 2021 Budget request	$ 1,800
FY 2022 Budget request	$ 1,800
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Gift Shop Expenses**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-5-4585**

This line item is used to fund the gift shop items of goggles, swim diapers, sunscreen, lip balm, and swim caps.

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

FY 2021 Budget request	$ 150
FY 2022 Budget request	$ -
Increase (Decrease)	$ (150)

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Pool Room Rental Expense**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-5-4590**

This account is being eliminated for Fiscal Year 2020.

The Pool Room Rental Expense budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Special Events Expense**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-02-00-5-4595**

This line item is used to fund supplies for our Special Events. The Aquatic Center will hold one special event a season and invite all residents and season pass holders to attend free as a way of saying thank you. Items purchased are give-a-way prizes, food and drink for the event, decorations, and entertainment.

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	100
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**OPERATIONS**
Description:	**Cash Over/Short**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-02-00-7-3895**

This account is used to record any cash over or cash short when balancing the daily cash registers at the Aquatic Center front desk.

The Cash Over/Short budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

AQUATIC CENTER CONCESSIONS

Department Purpose

The Hawthorn Woods Aquatic Center Concession stand offers a variety of food and drinks for the patrons who come to our facility. The concession stand also, provides food and drink for our pool party rentals.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	0	0	0.00
Seasonal	0	10	10	3

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
36,136	72	30,000	Fees	2,000	2,000
36,136	72	30,000	**Total Revenues**	2,000	2,000

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
15,330	-	15,171	Personnel Services	-	-
4,411	277	4,699	Contractual Services	-	-
19,389	-	17,150	Commodities	700	700
39,130	277	37,020	**Total Expenditures**	700	700
(2,994)	(205)	(7,020)	**Source (Use) of Cash**	1,300	1,300

Significant Changes

- There are no significant changes for Fiscal Year 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 6 MONTHS BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
AQUATIC CENTER CONCESSIONS							
REVENUES							
FEES							
40-03-00-4-3640	CONCESSION REVENUE	72	30,000	514	1,900	2,000	2,000
TOTAL FEES		72	30,000	514	1,900	2,000	2,000
TOTAL REVENUES		72	30,000	514	1,900	2,000	2,000
EXPENDITURES							
PERSONNEL SERVICES							
40-03-00-1-4014	CONCESSIONS STAFF	-	6,800	-	-	-	-
40-03-00-1-4017	CONCESSIONS MANAGER	-	7,200	-	-	-	-
40-03-00-1-4020	OVERTIME	-	100	-	-	-	-
40-03-00-1-4090	FICA MATCHING	-	1,071	-	-	-	-
TOTAL PERSONNEL SERVICES		-	15,171	-	-	-	-
CONTRACTUAL SERVICES							
40-03-00-3-4360	PROCESSING FEES	-	1,550	12	12	-	-
40-03-00-3-4362	SALES TAX-CONCESSIONS	-	2,400	-	-	-	-
40-03-00-3-4364	PERMIT FEES	277	275	-	-	-	-
40-03-00-3-4365	PROFESSIONAL DEVELOPMENT	-	250	-	-	-	-
40-03-00-3-4367	PRE-EMPLOYMENT SCREENING	-	224	-	-	-	-
TOTAL CONTRACTUAL SERVICES		277	4,699	12	12	-	-
COMMODITIES							
40-03-00-5-4578	UNIFORMS	-	100	-	-	-	-
40-03-00-5-4579	CONCESSION SUPPLIES	-	17,000	431	680	700	700
40-03-00-7-3895	CASH OVER/SHORT	-	50	-	-	-	-
TOTAL COMMODITIES		-	17,150	431	680	700	700
TOTAL EXPENDITURES		277	37,020	443	692	700	700

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Concession Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-4-3640**

This account records the Concession gross revenue from the Aquatic Center's concessions. In 2015, the Village assumed responsibility for operations of concessions.

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

FY 2021 Budget request	$ 30,000
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ (28,000)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Concessions Staff**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-1-4014**

This account funds the Concessions staff salaries for the Aquatic Center.

The Concessions staff salaries budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 6,800
FY 2022 Budget request	$ -
Increase (Decrease)	$ (6,800)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Concessions Manager**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-1-4017**

This account funds the Concessions Manager salaries for the Aquatic Center.

The Concessions Manager salaries budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 7,200
FY 2022 Budget request	$ -
Increase (Decrease)	$ (7,200)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Overtime**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-1-4020**

This account funds the Overtime for all non-exempt staff working in Concessions at the Aquatic Center. Overtime is paid for any hours worked in excess of 40 hours per week. The Aquatic Center Manager actively monitors the Overtime budget; overtime is paid only in emergency situations where minimum staffing must be maintained to ensure safe operation of the Aquatic Center.

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	-
Increase (Decrease)	$	(100)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**FICA**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-1-4090**

This account represents the employers' portion of FICA for all employees working in Concessions at the Aquatic Center. The amount due is 7.65% of salaries.

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

FY 2021 Budget request	$ 1,071
FY 2022 Budget request	$ -
Increase (Decrease)	$ (1,071)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Processing Fees**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-03-00-3-4360**

This line item is used to fund the processing fees for credit card transactions and activity processing fees through ActiveNet, the Aquatic Center's cloud software.

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

FY 2021 Budget request	$ 1,550
FY 2022 Budget request	$ -
Increase (Decrease)	$ (1,550)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Sales Tax-Concessions**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-03-00-3-4362**

This line item is used to pay the sales taxes collected on sales of concession items.

The Sales Tax-Concessions budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 2,400
FY 2022 Budget request	$ -
Increase (Decrease)	$ (2,400)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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~~	$ -
Total	$ -

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

FY 2021 Budget request	$ 275
FY 2022 Budget request	$ -
Increase (Decrease)	$ (275)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Professional Development**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-3-4365**

This account is used to pay for professional development classes and conferences for the Aquatics Center staff working in our Concessions. This line item includes the following continuing education opportunities:

~~Food Handling Certification Training~~	$ -
Total	$ -

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

FY 2021 Budget request	$ 250
FY 2022 Budget request	$ -
Increase (Decrease)	$ (250)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Department:	**CONCESSIONS**
Description:	**Pre-Employment Screening**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-3-4367**

This account is used to provide funding for pre-employment screening such as drug tests, physicals and background checks. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test.

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

FY 2021 Budget request	$	224
FY 2022 Budget request	$	-
Increase (Decrease)	$	(224)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Uniforms**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-03-00-5-4578**

All Aquatic Center staff are required to wear uniforms. The Aquatic Center will cover the cost of the standard uniform. Each concession staff member is expected to contribute $9 to help defray the cost of the uniform.

The standard uniform for concession stand employees is:
T-shirt (dark-green)- Cashiers at $9
Manager Shirt at $15

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

FY 2021 Budget request	$	100
FY 2022 Budget request	$	-
Increase (Decrease)	$	(100)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	
Food Items	
Beverages	$ 700
Candy	
Supplies	
Total	$ 700

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

FY 2021 Budget request	$ 17,000
FY 2022 Budget request	$ 700
Increase (Decrease)	$ (16,300)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**CONCESSIONS**
Description:	**Cash Over/Short**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-03-00-7-3895**

This account is used to record any cash over or cash short when balancing the daily cash registers at the Aquatic Center concessions.

The Cash Over/Short budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$	50
FY 2022 Budget request	$	-
Increase (Decrease)	$	(50)

The primary reason for the decrease is the closure of Concession operations and utilization of outsourced soda vending machines in Fiscal Year 2021.

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		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	0	0	0.00
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
65,065	-	54,050	Fees	56,100	56,100
65,065	-	54,050	**Total Revenues**	56,100	56,100

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
15,755	-	17,525	Personnel Services	17,525	17,525
960	-	1,325	Contractual Services	825	825
43	-	200	Commodities	200	200
16,758	-	19,050	**Total Expenditures**	18,550	18,550
48,307	-	35,000	**Source (Use) of Cash**	37,550	37,550

Significant Changes

- There are no significant changes for Fiscal Year 2022.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
AQUATIC CENTER PROGRAMS							
REVENUES							
FEES							
40-04-00-4-3636	SWIM TEAM REVENUE	-	11,000	10,265	10,943	12,000	12,000
40-04-00-4-3637	SWIM LESSON REVENUE	-	35,000	26,150	28,557	35,000	35,000
40-04-00-4-3638	PRIVATE SWIM LESSONS	-	3,850	120	2,550	3,850	3,850
40-04-00-4-3639	DIVE CAMP	-	4,000	3,480	5,172	5,000	5,000
40-04-00-4-3642	LAP SWIM	-	200	112	316	250	250
TOTAL FEES		-	54,050	40,127	47,538	56,100	56,100
TOTAL REVENUES		-	54,050	40,127	47,538	56,100	56,100
EXPENDITURES							
PERSONNEL SERVICES							
40-04-00-1-4013	SWIM TEAM COACH	-	3,200	721	1,709	3,200	3,200
40-04-00-1-4015	AQUATIC SWIM/DIVE INSTRUCTORS	-	13,000	1,697	10,172	13,000	13,000
40-04-00-1-4016	AQUA FITNESS INSTRUCTOR	-	-	-	-	-	-
40-04-00-1-4090	FICA MATCHING	-	1,325	185	950	1,325	1,325
TOTAL PERSONNEL SERVICES		-	17,525	2,603	12,831	17,525	17,525
CONTRACTUAL SERVICES							
40-04-00-3-4342	SWIM TEAM EXPENSE	-	1,325	-	500	825	825
TOTAL CONTRACTUAL SERVICES		-	1,325	-	500	825	825
COMMODITIES							
40-04-00-7-4599	PROGRAM EXPENDITURES	-	200	-	-	200	200
TOTAL COMMODITIES		-	200	-	-	200	200
TOTAL EXPENDITURES		-	19,050	2,603	13,331	18,550	18,550

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Swim Team Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-4-3636**

This account is used to record the revenue related to the swim team.

The Swim Team Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 11,000
FY 2022 Budget request	$ 12,000
Increase (Decrease)	$ 1,000

The primary reason for the increase was large registrant participation. Due to COVID 19, we were restricted as to how many children could participate and be in the water at the same time. Anticipating both these restrictions are lifted in Fiscal Year 2022, more participants can be expected.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Swim Lesson Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-4-3637**

This account is used to record the revenue related to the group swim lessons. Group swim lessons are offered five days per week, with classes being held in the morning, at night and on Saturday mornings.

The Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 35,000
FY 2022 Budget request	$ 35,000
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Private Swim Lesson Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-4-3638**

This account is used to record the revenue related to the private and semi-private swim lessons.

The Private Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 3,850
FY 2022 Budget request	$ 3,850
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Dive Camp Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-4-3639**

This account is used to record the revenue related to the dive camp.

The Dive Camp Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 4,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ 1,000

The primary reason for the increase is due to the overwhelming support and increased registration for this program in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Lap Swim / Water Fitness Revenue**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-4-3642**

This account records revenue from Early Morning Lap Swim offered at the Aquatic Center. The Water Fitness class is currently not being offered.

The Lap Swim /Water Fitness Revenue budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$	200
FY 2022 Budget request	$	250
Increase (Decrease)	$	50

The primary reason for the increase is based upon the estimated actuals and attendance in Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Swim Team Coach**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-1-4013**

This account funds the Swim Team Coaches salaries for the Aquatic Center.

The Swim Team Coach budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 3,200
FY 2022 Budget request	$ 3,200
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$	9,200
Swim Lesson Coordinator	$	2,200
Dive Instructor	$	600
Private Lesson Instructor	$	1,000
Total	$	13,000

The Aquatic Swim and Dive Instructors staff salaries budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$	13,000
FY 2022 Budget request	$	13,000
Increase (Decrease)	$	-

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Aqua Fitness Instructor**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-1-4016**

This account funds the Aqua Fitness Instructor salaries for the Aquatic Center.

The Aqua Fitness Instructor staff salaries budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**FICA Matching**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-1-4090**

This account represents the employer's portion of FICA for the Aquatic Center Programs departmental employees. The amount due is 7.65% of salaries.

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

FY 2021 Budget request	$ 1,325
FY 2022 Budget request	$ 1,325
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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:

2022 Northern Illinois Swim Conference Membership Fee	$	500
T-Shirts for Coaches and Team Members	$	225
Swim Team Manager Software	$	50
Miscellaneous	$	50
Total	$	825

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

FY 2021 Budget request	$	1,325
FY 2022 Budget request	$	825
Increase (Decrease)	$	(500)

The primary reason for the decrease is the direct payment of uniforms by participants.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**PROGRAMS**
Description:	**Program Expenditures**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-04-00-7-4599**

This line item is used to fund supplies for various registrations programs held at the Aquatic Center. Supplies included are the following: swim toys and kick boards for lessons, life jackets, and flippers.

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

FY 2021 Budget request	$	200
FY 2022 Budget request	$	200
Increase (Decrease)	$	-

There is no change in Fiscal Year 2022.

AQUATIC CENTER MAINTENANCE

Department Purpose

The purpose of the Aquatic Center Maintenance Department is to maintain the Aquatic Center facility. This includes filling the pool, completing opening and closing procedures. As well work together with the pool staff to provide safe environment for all our patrons.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	0	0	0.50
Seasonal	0	0	0	0

Revenues

Actual Year Year Ended 12/31/2019	Actual Year Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-		-	-
-	-	-	**Total Revenues**	-	-

Expenditures

Actual Year Year Ended 12/31/2019	Actual Year Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
43,240	45,156	46,830	Personnel Services	43,406	44,268
31,573	31,707	33,650	Contractual Services	32,605	32,605
6,557	5,502	7,500	Commodities	7,500	7,500
-	-	-	Capital Outlay Reserve	-	-
81,370	82,366	87,980	**Total Expenditures**	83,511	84,373
(81,370)	(82,366)	(87,980)	**Source (Use) of Cash**	(83,511)	(84,373)

Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
AQUATIC CENTER MAINTENANCE							
EXPENDITURES							
PERSONNEL SERVICES							
40-05-00-1-4010	SALARIES	38,088	38,711	16,100	32,199	36,426	37,154
40-05-00-1-4020	OVERTIME	-	300	-		300	300
40-05-00-1-4040	IMRF	4,468	4,858	1,997	3,993	3,894	3,972
40-05-00-1-4090	FICA MATCHING	2,600	2,961	1,071	2,142	2,787	2,842
TOTAL PERSONNEL SERVICES		45,156.49	46,830	19,167	38,334	43,406	44,268
CONTRACTUAL SERVICES							
40-05-00-3-1430	CONTRACTED MAINTENANCE	2,677	1,675	595	1,675	1,675	1,675
40-05-00-3-4110	SECURITY	1,198	5,500	2,418	4,150	4,150	4,150
40-05-00-3-4130	EQUIPMENT RENTAL	1,138	100	-	100	100	100
40-05-00-3-4365	PROFESSIONAL DEVELOPMENT	319	-	-	-	305	305
40-05-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	-	26,375	26,375	26,375
TOTAL CONTRACTUAL SERVICES		31,707	33,650	3,013	32,300	32,605	32,605
COMMODITIES							
40-05-00-5-4570	MAINTENANCE SUPPLIES	5,502	7,500	3,333	6,667	7,500	7,500
TOTAL COMMODITIES		5,502	7,500	3,333	6,667	7,500	7,500
CAPITAL OUTLAY							
40-05-00-8-4899	TRANSFER TO AQUATIC DEPRECIATION	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-
TOTAL EXPENDITURES		82,365.61	87,980	25,513	77,301	83,511	84,373

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Salaries**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-05-00-1-4010**

This account funds the Maintenance salaries for the Aquatic Center, as follows:

Director of Public Works/Village Engineer - 5%
Assistant Director of Public Works - 5%
Crew Leader - Facilities – 20%
Specialist I - Facilities - 20%

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

FY 2021 Budget request	$ 38,711
FY 2022 Budget request	$ 36,426
Increase (Decrease)	$ (2,285)

The primary reason for the decrease is based upon the vacancy of the Specialist 1 - Facilities position.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Overtime**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-05-00-1-4020**

This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime is paid for any hours worked in excess of 40 hours per week. The Aquatic Center Manager actively monitors the Overtime budget; overtime is paid only in emergency situations where minimum staffing must be maintained to ensure safe operation of the Aquatic Center.

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

FY 2021 Budget request	$	300
FY 2022 Budget request	$	300
Increase (Decrease)	$	-

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**IMRF**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-05-00-1-4040**

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

Effective January 1, 2022, the Village's portion was 10.69%.

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

FY 2021 Budget request	$ 4,858
FY 2022 Budget request	$ 3,894
Increase (Decrease)	$ (964)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**FICA**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-05-00-1-4090**

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

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

FY 2021 Budget request	$ 2,961
FY 2022 Budget request	$ 2,787
Increase (Decrease)	$ (174)

The primary reason for the decrease is based upon the vacancy of the Specialist 1 - Facilities position.

MAINTENANCE AND OPERATIONS BUDGET
2022 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.	$	400
Fire Extinguisher Maintenance	$	140
Sprinkler Inspection	$	370
Fire Alarm Inspection	$	225
Boiler Inspection (2 x $70)	$	140
Backflow Inspection	$	400
Total:	$	1,675

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

FY 2021 Budget request	$	1,675
FY 2022 Budget request	$	1,675
Increase (Decrease)	$	-

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$ 250
Strike Guard Lightning System	$ 1,500
Illumination/Strobe - Alarm Conditions	$ 2,000
Alarm Service Calls (estimate 2 @ $200)	$ 400
Total	$ 4,150

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

FY 2021 Budget request	$ 5,500
FY 2022 Budget request	$ 4,150
Increase (Decrease)	$ (1,350)

The primary reason for the decrease was the reallocation of several inspections to their proper account. This provides more efficiency and clearer transparency of our routine annual inspections.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Equipment Rental**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**40-05-00-3-4130**

This account includes the following items:

Scaffolding Rental (cleaning ceiling fans & light bulbs)	$ 100
Total	$ 100

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

FY 2021 Budget request	$ 100
FY 2022 Budget request	$ 100
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Professional Development**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-05-00-3-4365**

This account is used to pay for professional development classes and conferences for the Aquatics Center Maintenance staff.

Certified Pool Operator Certification	$ 305
Total	$ 305

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 305
Increase (Decrease)	$ 305

The primary reason for the increase is the CPO designation necessary for the Aquatics Manager and Facilities 1 worker in 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Insurance Allocation**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.6 Prioritize Citizen Services**
Account Number:	**40-05-00-3-4377**

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

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

FY 2021 Budget request	$ 26,375
FY 2022 Budget request	$ 26,375
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Maintenance Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**40-05-00-5-4570**

This line item includes all supplies necessary for maintenance of the Aquatic Center. Supplies include general maintenance, pool repair, bathroom cleaning, locker room, outside grounds and small parking lot repairs.

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

FY 2021 Budget request	$ 7,500
FY 2022 Budget request	$ 7,500
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER FUND**
Department:	**MAINTENANCE**
Description:	**Transfer to Aquatic Depreciation Fund**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**40-05-00-8-4899**

This allocation to capital replacement reserve in the Aquatic Center Depreciation Fund is required by the bond covenants.

The Transfer to Aquatic Depreciation Fund budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

AQUATIC CENTER DEPRECIATION FUND

Department Purpose

The Aquatic Center Depreciation Fund is required by the Aquatic Center Revenue Bond ordinance. This fund is utilized to provide for capital replacement and improvements at the Aquatic Center.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2020	2021	2022	2022
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
349	140	350	Interest	50	50
1,761	-	-	Capital Reserve	-	-
2,110	140	350	**Total Revenues**	50	50

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
26,625	4,749	21,600	Improvements	17,675	17,675
26,625	4,749	21,600	**Total Expenditures**	17,675	17,675
(24,515)	(4,610)	(21,250)	**Change in Net Assets**	(17,625)	(17,625)
104,173	99,563	78,313	**Net Assets as of 12/31**	60,688	43,063

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	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
AQUATIC CENTER DEPRECIATION FUND							
REVENUES							
INTEREST INCOME							
41-00-00-6-3810	INTEREST INCOME	140	350	20	50	50	50
TOTAL INTEREST INCOME		140	350	20	50	50	50
MISCELLANEOUS							
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-	-
TOTAL REVENUES		140	350	20	50	50	50
EXPENDITURES							
CAPITAL OUTLAY							
41-00-00-8-4893	SOFTWARE	-	-	-	-	-	-
41-00-00-8-4894	MECHANICAL EQUIPMENT	4,576	4,600	-	3,418	3,500	3,500
41-00-00-8-4895	CAPITAL IMPROVEMENTS	173	17,000	-	7,000	13,675	13,675
41-00-00-8-4896	AQUATIC CENTER FURNITURE	-	-	-	-	500	500
41-00-00-9-4910	INTERFUND TRANSFER	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		4,749.45	21,600	-	10,418	17,675	17,675
TOTAL EXPENDITURES		4,749	21,600	-	10,418	17,675	17,675

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER DEPRECIATION FUND**
Description:	**Interest Income**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.3 Prioritize Strong Fiscal Sustainability**
Account Number:	**41-00-00-6-3810**

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

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

FY 2021 Budget request	$	350
FY 2022 Budget request	$	50
Increase (Decrease)	$	(300)

The primary reason for the decrease is based upon estimated actuals of Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER DEPRECIATION FUND**
Description:	**Capital Replacement Reserve**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**41-00-00-7-4899**

This allocation to capital replacement reserve is required by the bond covenants.

The Capital Replacement Reserve budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER DEPRECIATION FUND**
Description:	**Software**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure/Technology**
Account Number:	**41-00-00-8-4893**

This account is used to increase the operational efficiency of the Aquatic Center through technology. There are no expenditures planned in 2022.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 for the Aquatic Center. The following are improvements planned in fiscal year 2022.

Replace lap pool surge tank hatch	$ 1,500
Replace chemical feeder lines and fittings	$ 2,000
Total	$ 3,500

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

FY 2021 Budget request	$ 4,600
FY 2022 Budget request	$ 3,500
Increase (Decrease)	$ (1,100)

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**AQUATIC CENTER DEPRECIATION FUND**
Description:	**Capital Improvements**
Priority:	**1.2 Prioritize Parks, Recreation and Open Spaces** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**41-00-00-8-4895**

This account is used to record capital improvements at the Aquatic Center. The following improvements are planned for fiscal year 2022.

Replace flush valves on urinals (4)	$ 600
Painting Activity Pool	$ 4,000
Service and repair vacuum (2)	$ 1,400
Replace 1 sunshade patron covers	$ 2,375
Replace 2 aluminum diving boards	$ 5,300
Total	$ 13,675

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

FY 2021 Budget request	$ 17,000
FY 2022 Budget request	$ 13,675
Increase (Decrease)	$ (3,325)

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
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **AQUATIC CENTER DEPRECIATION FUND**

Description: **Aquatic Center Furniture**

Priority: **1.2 Prioritize Parks, Recreation and Open Spaces**

Account Number: **41-00-00-8-4896**

This account is used to record the purchase of new furniture at the Aquatic Center. The following purchases are planned:

Replace vinyl lounge chair straps	$ 500
Total	$ 500

The Aquatic Center Furniture budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 500
Increase (Decrease)	$ 500

The primary reason for the increase is the need to recondition and replace vinyl lounge chair straps that were postponed in Fiscal Year 2021.

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
	2020	2021	2022	2022
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
56	10	10	Interest	10	10
56	10	10	**Total Revenues**	10	10

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
803	803	850	Contractual Services	850	850
254,365	252,765	255,540	Debt Service	252,890	254,103
255,168	253,568	256,390	**Total Expenditures**	253,740	254,953
210,733	172,765	41,788	**Transfer from General**	10,400	149,518
44,000	85,500	205,011	**Transfer from Park Donation**	243,330	105,425
(379)	4,707	(9,581)	**Change in Net Assets**	-	-
(2)	4,705	(4,876)	**Net Assets as of 12/31**	-	-

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	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
2011 AQUATIC CENTER BOND AND INTEREST FUND							
REVENUES							
INTEREST INCOME							
43-00-00-6-3810	INTEREST INCOME	10	10	1	5	10	10
TOTAL INTEREST INCOME		10	10	1	5	10	10
TOTAL REVENUES		10	10	1	5	10	10
EXPENDITURES							
CONTRACTUAL SERVICES							
43-00-00-3-4329	OTHER PROFESSIONAL SERVICES	803	850	803	803	850	850
TOTAL CONTRACTUAL SERVICES		803	850	803	803	850	850
DEBT SERVICE							
43-00-00-7-4737	PRINCIPAL	170,000	180,000	-	180,000	185,000	195,000
43-00-00-7-4738	INTEREST EXPENSE	82,765	75,540	37,770	75,540	67,890	59,103
TOTAL DEBT SERVICE		252,765	255,540	37,770	255,540	252,890	254,103
TOTAL EXPENDITURES		253,567.50	256,390	38,573	256,343	253,740	254,953

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **AQUATIC CENTER DEBT**

Description: **Interest Income**

Account Number: **43-00-00-6-3810**

This account is the amount of revenue generated from interest earnings on the Aquatic Center Debt checking account.

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

FY 2021 Budget request	$	10
FY 2022 Budget request	$	10
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund: **AQUATIC CENTER DEBT**

Description: **Other Professional Services**

Account Number: **43-00-00-3-4329**

This account is used to record the paying agent and administrative fees for the annual bond payments.

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

FY 2021 Budget request	$ 850
FY 2022 Budget request	$ 850
Increase(Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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.

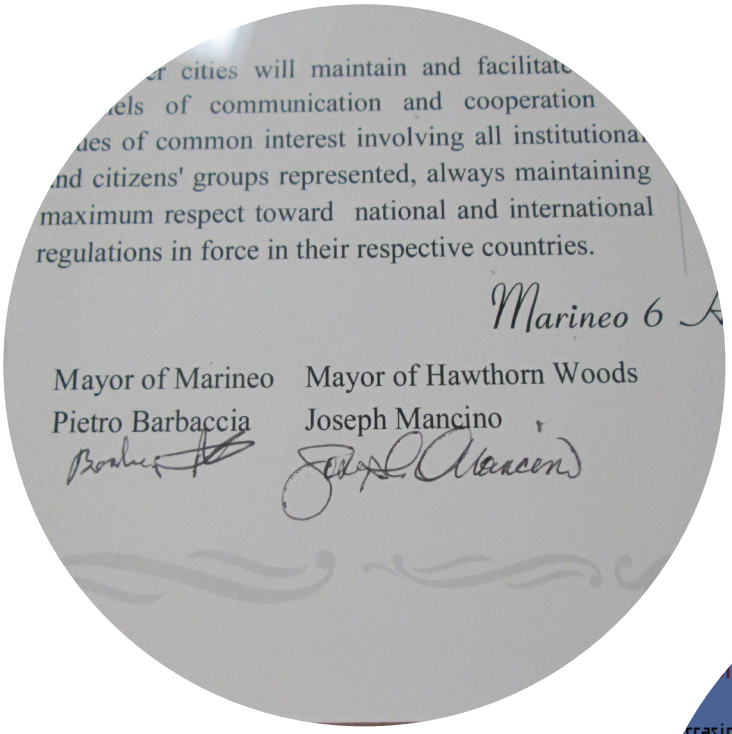
The Principal/Interest Expense budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 255,540
FY 2022 Budget request	$ 252,890
Increase (Decrease)	$ (2,650)

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
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
	$ 1,360,000	$ 267,666	$ 1,627,666

SISTER CITIES



cities will maintain and facilitate
els of communication and cooperation
ues of common interest involving all institutiona
nd citizens' groups represented, always maintaining
maximum respect toward national and international
regulations in force in their respective countries.

Marineo 6 A

Mayor of Marineo — 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
	2020	2021	2022	2022
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
1,480	350	-	Donations	-	-
16	9	10	Interest	10	10
1,496	359	10	**Total Revenue**	10	10

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-	Contractual Services	-	-
-	-	-	**Total Expenditures**	-	-
			Excess (Deficiency) of Revenues		
1,496	359	10	**Over Expenditures**	10	10
6,608	6,967	6,977	**Fund Balance as of 12/31**	6,987	6,997

Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
SISTER CITIES							
REVENUES							
DONATIONS							
50-00-00-4-3680	DONATIONS	350	-	375	375	-	-
TOTAL DONATIONS		350	-	375	375	-	-
INTEREST INCOME							
50-00-00-6-3810	INTEREST INCOME	9	10	2	10	10	10
TOTAL INTEREST INCOME		9	10	2	10	10	10
TOTAL REVENUES		359.27	10	377	385	10	10
EXPENDITURES							
CONTRACTUAL SERVICES							
50-00-00-3-4361	DUES	-	-	-	-	-	-
50-00-00-3-4390	MISCELLANEOUS EXPENSE	-	-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-	-

MAINTENANCE AND OPERATIONS BUDGET
2022 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	$0
Memorial Benches	$0
Memorial Trees	$0
	$0

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase(Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SISTER CITIES FUND**
Description:	**Interest Income**
Priority:	**1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**50-00-00-6-3810**

This account is used to record the interest income received on the Sister Cities money market account.

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

FY 2021 Budget request	$ 10
FY 2022 Budget request	$ 10
Increase(Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SISTER CITIES FUND**
Description:	**Dues**
Priority:	**1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**50-00-00-3-4361**

This account is used to pay for dues to Sister Cities International.

Sister Cities International	$0

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase(Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SISTER CITIES FUND**
Description:	**Miscellaneous Expense**
Priority:	**1.7 Prioritize Hawthorn Woods' Unique Village Character**
Account Number:	**50-00-00-0-4390**

This account is to be used for postage and printing for Sister Cities International.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase(Decrease)	$ -

There is no change for Fiscal Year 2022.

Village of Hawthorn Woods

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
	2020	2021	2022	2022
Full-Time	0	0	0	1.25
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
530,869	571,675	908,225	Fees	531,975	537,975
5,585	2,927	4,000	Interest Income	700	700
536,454	574,602	912,225	**Total Revenues**	532,675	538,675

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
81,770	138,341	149,330	Personnel Services	116,225	118,550
158,051	101,035	136,775	Contractual Services	131,175	131,175
500	5,798	5,000	Commodities	7,000	7,000
174,376	286,952	507,225	Capital Outlay	262,975	337,975
67,066	79,206	-	Depreciation + NPL	-	-
481,763	611,332	798,330	**Total Expenditures**	517,375	594,700
54,691	(36,730)	113,895	Net Change in Fund Balance	15,300	(56,025)
3,006,602	2,969,872	3,083,767	**Fund Balance as of 12/31**	3,099,067	3,043,042

Significant Changes

- A new line item for Vehicle/Equipment Supplies was created with a budgeted amount of $2,000.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
SEWER FUND							
REVENUES							
FEES							
12-00-00-4-3790	SEWER USER REVENUE	56,075	150,000	46,556	150,000	150,000	150,000
12-00-00-4-3793	CONNECTION FEE-HW	160,000	282,000	235,000	282,000	150,000	156,000
12-00-00-4-3794	CONNECTION FEE-LZ	160,000	188,125	174,375	188,125	106,875	106,875
12-00-00-4-3795	CONNECTION FEE-LC	112,840	162,540	120,900	162,540	72,540	72,540
12-00-00-4-3796	ADMIN RESERVE FEE-LZ	11,760	18,060	9,240	18,060	7,560	7,560
12-00-00-4-3797	ADVANCE USER FEE-LZ	71,000	107,500	78,360	107,500	45,000	45,000
TOTAL FEES		571,675	908,225	664,431	908,225	531,975	537,975
INTEREST INCOME							
12-00-00-6-3810	INTEREST INCOME	2,927	4,000	399	700	700	700
TOTAL INTEREST INCOME		2,927	4,000	399	700	700	700
TOTAL REVENUES		574,602	912,225	664,830	908,925	532,675	538,675
EXPENDITURES							
PERSONNEL SERVICES							
12-00-00-1-4010	SALARIES	116,761	124,235	59,031	118,063	98,213	100,177
12-00-00-1-4040	IMRF	13,652	15,591	7,384	14,767	10,499	10,709
12-00-00-1-4090	FICA MATCHING	7,929	9,504	4,212	8,424	7,513	7,664
TOTAL PERSONNEL SERVICES		138,341.44	149,330	70,627	141,254	116,225	118,550

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 BUDGETED	2021 6 MONTHS ACTUAL	2021 PROJECTED	2022 REQUESTED BUDGET	2023 ESTIMATE
CONTRACTUAL SERVICES							
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	60,663	76,000	30,954	76,000	78,000	78,000
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	10,483	26,000	4,296	13,000	18,400	18,400
12-00-00-3-4371	UTILITIES	3,513	8,400	1,637	6,400	8,400	8,400
12-00-00-3-4372	SEWER RATE STUDY	-	-	-	-	-	-
12-00-00-3-4373	ENGINEERING STANDARDS	-	-	-	-	-	-
12-00-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	-	26,375	26,375	26,375
TOTAL CONTRACTUAL SERVICES		101,035	136,775	36,887	121,775	131,175	131,175
COMMODITIES							
12-00-00-5-4573	SANITARY SEWER SUPPLIES	5,798	5,000	205	5,000	5,000	5,000
12-00-00-5-4574	VEHICLE/EQUIPMENT SUPPLIES	-	-	-	-	2,000	2,000
TOTAL COMMODITIES		5,798	5,000	205	5,000	7,000	7,000
CAPITAL OUTLAY							
12-00-00-8-4600	ENGINEERING	2,640	1,000	-	1,000	1,000	1,000
12-00-00-8-4891	PUMP REPLACEMENT	-	-	-	-	-	75,000
12-00-00-8-4892	MANHOLE REHABILITATION	-	4,500	-	2,500	4,500	4,500
12-00-00-8-4893	SEWER LINING	5,000	22,000	5,000	16,000	22,000	22,000
12-00-00-8-4894	EQUIPMENT	6,472	-	-	-	-	-
12-00-00-8-4895	OTHER IMPROVEMENTS	-	3,500	-	3,500	3,500	3,500
12-00-00-8-4896	CONNECTION FEES PAID-LZ	160,000	188,125	111,250	230,000	106,875	106,875
12-00-00-8-4898	CONNECTION FEES PAID-LC	112,840	162,540	76,570	162,540	72,540	72,540
12-00-00-8-4899	ADMIN RESERVE FEE PAID-LZ	-	18,060	-	-	7,560	7,560
12-00-00-8-4900	ADVANCE USER FEE PAID-LZ	-	107,500	-	-	45,000	45,000
TOTAL CAPITAL OUTLAY		286,952	507,225	192,820	415,540	262,975	337,975
TOTAL EXPENDITURES		532,126	798,330	300,539	683,569	517,375	594,700

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Sewer Revenue**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-4-3790**

This account is used to record the revenue received from the sewer service provided to the users connected to the Midlothian Road and School sewer. The Village of Hawthorn Woods began charging sewer user fees specifically for the Village system in 2016. The users currently connected to the sewer system include: the Aquatic Center, the homes in the Stonebridge and Villas at the Commons subdivisions, 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 2021 Budget request	$150,000
FY 2022 Budget request	$150,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (3 homes @ $6,000) - Village Connection	$ 18,000
Hawthorn Trails South (7 homes @ $6,000)	$ 42,000
Villas at the Commons (15 homes @ $6,000)	$ 90,000
Total	$ 150,000

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 282,000
FY 2022 Budget request	$ 150,000
Increase (Decrease)	$ (132,000)

The primary reason for the decreases relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 $6,250)	$ 93,750
Stonebridge (3 homes @ $4,375)	$ 13,125
Total	$ 106,875

The Connection Fee Revenue - Lake Zurich forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 188,125
FY 2022 Budget request	$ 106,875
Increase (Decrease)	$ (81,250)

The primary reason for the decreases relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 $4,030)	$ 60,450
Stonebridge (3 homes @ $4,030)	$ 12,090
Total	$ 72,540

The Connection Fee Revenue - Lake County forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 162,540
FY 2022 Budget request	$ 72,540
Increase (Decrease)	$ (90,000)

The primary reason for the decreases relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (3 homes @ $420)	$ 1,260
Total	$ 7,560

The Admin. Reservation Fee- Lake Zurich forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 18,060
FY 2022 Budget request	$ 7,560
Increase (Decrease)	$ (10,500)

The primary reason for the decreases relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 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 (3 homes @ $2,500)	$ 7,500
Total	$ 45,000

The Advance User Fee - Lake Zurich forecast changed from the prior year, as follows:

FY 2021 Budget request	$ 107,500
FY 2022 Budget request	$ 45,000
Increase (Decrease)	$ (62,500)

The primary reason for the decreases relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Interest Income**
Priority:	**1.3 Prioritize Strong Fiscal Sustainability** **1.4 Prioritize Modernization of Infrastructure**
Account Number:	**12-00-00-6-3810**

This account is used to record the interest income received on the Sewer Fund money market account.

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

FY 2021 Budget request	$ 4,000
FY 2022 Budget request	$ 700
Increase (Decrease)	$ (3,300)

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Salaries**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-1-4010**

This account is used to pay the salaries of the employees allocated to the Sewer Fund, as follows:

Chief Operating Officer - 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%
Crew Leader - Fleet – 5%

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

FY 2021 Budget request	$ 124,235
FY 2022 Budget request	$ 98,213
Increase (Decrease)	$ (26,022)

The primary reason for the decrease is based upon the vacancy for the Specialist I - Facilities position.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**IMRF**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-1-4040**

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

Effective January 1, 2022, the Village's portion was 10.69%.

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

FY 2021 Budget request	$ 15,591
FY 2022 Budget request	$ 10,499
Increase (Decrease)	$ (5,092)

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 12.55% to 10.69%, effective January 1, 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**FICA Matching**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-1-4090**

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

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

FY 2021 Budget request	$ 9,504
FY 2022 Budget request	$ 7,513
Increase (Decrease)	$ (1,991)

The primary reason for the decrease is based upon the vacancy of the Specialist I - Facilities position.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Sewer Expense LZ & LC Fee**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-3-4180**

This account is used to pay Lake Zurich and Lake County sewer fees for the Village's Midlothian Road Sewer System.

The Sewer Expense LZ & LC Fee budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 76,000
FY 2022 Budget request	$ 78,000
Increase (Decrease)	$ 2,000

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Contractual Maintenance**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-3-4181**

This account is used to pay for external repairs as related to the lift stations, forcemain and sanitary sewer, as follows:

Sewer Maintenance	$ 10,400
Consultant	$ 8,000
	$ 18,400

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

FY 2021 Budget request	$ 26,000
FY 2022 Budget request	$ 18,400
Increase (Decrease)	$ (7,600)

The primary reason for the decrease is based upon the reduction in consultant fees for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Public Utilities**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-3-4371**

This account is used to pay for the electricity charges related to the operation of both the Kruger Road and School lift station.

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

FY 2021 Budget request	$ 8,400
FY 2022 Budget request	$ 8,400
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Sewer Rate Study**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-3-4372**

This account was used in 2015 to pay for a sewer rate study conducted by an independent engineering firm. 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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Insurance Allocation**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-3-4377**

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

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

FY 2021 Budget request	$	26,375
FY 2022 Budget request	$	26,375
Increase (Decrease)	$	-

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Sanitary Sewer Supplies**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-5-4573**

This account is used to pay for commodities purchases related to sanitary sewer projects and maintenance.

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

FY 2021 Budget request	$ 5,000
FY 2022 Budget request	$ 5,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Vehicle/Equipment 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:	**12-00-00-5-4574**

This account is used to pay for commodities purchases related to supplies for the sewer truck, Vac truck and other sewer equipment. This is a new line item.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ 2,000
Increase (Decrease)	$ 2,000

This is a new line item with an increase of $2,000 in order to capture and track expenses related to supplies needed to maintain the sewer truck and sewer equipment.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Engineering Services**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4600**

This account is used to pay for engineering services for related to sewer infrastructure.

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

FY 2021 Budget request	$ 1,000
FY 2022 Budget request	$ 1,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Pump Replacement**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4891**

The account is used 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 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Manhole Rehabilitation**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4892**

This account is used to pay for manhole rehabilitation to eliminate inflow and infiltration to the sanitary sewer.

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

FY 2021 Budget request	$ 4,500
FY 2022 Budget request	$ 4,500
Increase (Decrease)	$ -

The primary reason for the increase is based upon the Village budgeting less in Fiscal Year 2021 due to limited funding.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Sewer Lining**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4893**

This account is used to pay for the lining of portions of the sanitary sewer system to eliminate inflow and infiltration to the sanitary sewer system.

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

FY 2021 Budget request	$ 22,000
FY 2022 Budget request	$ 22,000
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 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**

This account is used to pay for sewer equipment.

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

FY 2021 Budget request	$ -
FY 2022 Budget request	$ -
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Other Improvements**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4895**

This account is used to pay for other improvements as related to the lift stations and sanitary sewer system.

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

FY 2021 Budget request	$ 3,500
FY 2022 Budget request	$ 3,500
Increase (Decrease)	$ -

There is no change for Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Connection Fees Paid - Lake Zurich**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4896**

This account is used to pay Lake Zurich connection fees as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake Zurich. The revenue received is recorded in account number 12-00-00-4-3794 - Connection Fee Revenue - Lake Zurich.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 188,125
FY 2022 Budget request	$ 106,875
Increase (Decrease)	$ (81,250)

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Connection Fees Paid - Lake County**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4898**

This account is used to pay Lake County connection fees as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake County . The revenue received is recorded in account number 12-00-00-4-3795 - Connection Fee Revenue - Lake County.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2021 Budget request	$ 162,540
FY 2022 Budget request	$ 72,540
Increase (Decrease)	$ (90,000)

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2022, as compared to Fiscal Year 2021.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Admin. Reservation Fee Paid - Lake Zurich**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4899**

This account is used to pay Lake Zurich admin. reservation fee as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake Zurich. The revenue received is recorded in account number 12-00-00-4-3796 - Admin. Reservation Fee Revenue - Lake Zurich.

The Admin. Reservation Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2021 Budget request	$ 18,060
FY 2022 Budget request	$ 7,560
Increase (Decrease)	$ (10,500)

There is no change in Fiscal Year 2022.

MAINTENANCE AND OPERATIONS BUDGET
2022 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE

Fund:	**SEWER FUND**
Description:	**Advance User Fee Paid - Lake Zurich**
Priority:	**1.1 Prioritize a Safe and Secure Community** **1.4 Prioritize Modernization of Infrastructure** **1.5 Prioritize a Healthy Community and Environment**
Account Number:	**12-00-00-8-4900**

This account is used to pay Lake Zurich advance user fee as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake Zurich. The revenue received is recorded in account number 12-00-00-4-3797 - Advance User Fee Revenue - Lake Zurich.

The Advance User Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

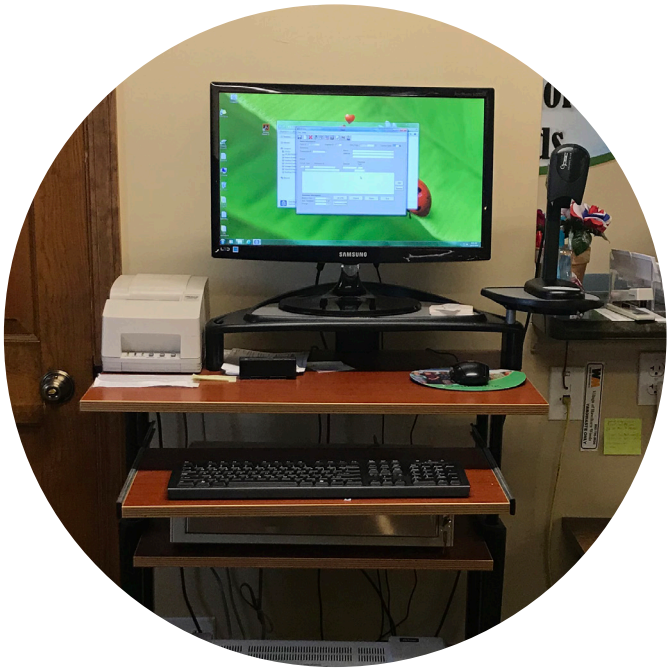
FY 2021 Budget request	$ 107,500
FY 2022 Budget request	$ 45,000
Increase (Decrease)	$ (62,500)

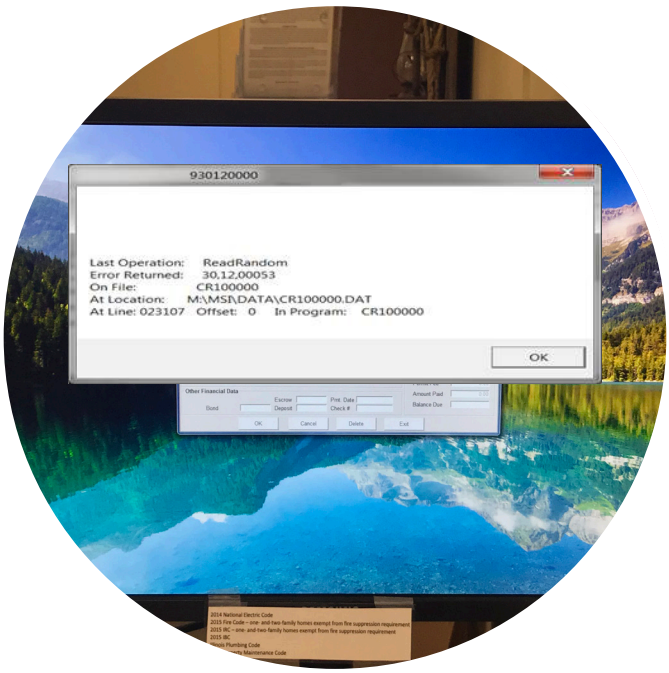
There is no change in Fiscal Year 2022.

Village of Hawthorn Woods

CAPITAL IMPROVEMENT FUND









CAPITAL IMPROVEMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
43,334	5,280	-	Insurance Reimbursement	-	-
139,252	33,602	-	Intergovernmental		
1,657	405	1,000	Interest	1,000	1,000
184,242	39,287	1,000	**Total Revenues**	1,000	1,000

Expenditures

Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
405,193	410,063	221,898	Capital Outlay	332,343	5,300,033
405,193	410,063	221,898	**Total Expenditures**	332,343	5,300,033
-	-	235,046	**Transfer from General Fund**	330,000	-
-	-	-	**Transfer from Community Dev**	-	-
(220,951)	(370,776)	14,148	**Net Change in Fund Balance**	(1,343)	(5,299,033)
378,803	8,027	22,175	**Fund Balance as of 12/31**	20,832	(5,278,201)
			Assigned - Roads	-	-
			Assigned - Equipment Replace	-	-
			Assigned - ADA Projects	-	-
			Assigned - Bike Path Grant	-	-
			Assigned - Flood Remediation	-	-
			Assigned - Future Matching Grants	15,000	-
			Available Fund Balance	5,832	(5,278,201)

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	2022	2023	2024	2025	2026
Available Funding Sources:						
Interest Income		$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Transfer from Other Funds		$ -	$ -	$ -	$ -	$ -
Available Fund Balance		$ 22,175	$ -	$ -	$ -	$ -
Total Available Funding		$ 23,175	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Capital Expenditures Needed:						
ADMINISTRATION DEPARTMENT:						
None						
	Totals	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PLANNING, BUILDING & ZONING DEPARTMENT:						
File Scanning	CIP		$ 36,020	$ 42,917		
Building Department Vehicle Replacement	CIP		$ -		$ 25,000	
	Totals	**$ -**	**$ 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	
	Totals	**$ -**	**$ 10,000**	**$ 370,000**	**$ 760,000**	**$ -**
ENGINEERING DEPARTMENT:						
Infrastructure Mapping (Water & Sewer)	CIP					
	Totals	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FINANCE DEPARTMENT:						
None						
	Totals	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Capital Improvement Plan

Project	Fund	2022	2023	2024	2025	2026
MUNICIPAL BUILDINGS						
Furnace & Air Conditioner Replacement	CIP		$ 4,000			
Village Hall Cedar Siding Replacement	Grants	$ 85,230				
PW Cold Storage Expansion	CIP					
Aquatic Center Generator	CIP		$ 77,000			
PW Parking Lot Improvement	CIP		$ 180,400			
PW Building Expansion	CIP		$ 541,200			
Village Hall Door Replacement	CIP		$ 28,760			
Village Hall Flooring Replacement	CIP		$ 31,000	$ 15,000		
Village Hall ADA Ramp Replacement	CIP		$ 134,750			
Public Works Roof Replacement	CIP		$ 250,000			
Public Works Gate North	CIP		$ 19,100			
Public Works Shop Mezzanine	CIP		$ 11,140			
Totals		**$ 85,230**	**$ 1,277,350**	**$ 15,000**	**$ -**	**$ -**
POLICE DEPARTMENT:						
Vehicle Replacement	CIP	$ 36,000	$ 72,000	$ 72,000	$ 36,000	$ 36,000
Squad Video Camera Replacement	CIP		$ 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
Totals		**$ 41,200**	**$ 128,400**	**$ 123,400**	**$ 47,400**	**$ 47,400**

Capital Improvement Plan

Project	Fund	2022	2023	2024	2025	2026
PUBLIC WORKS:						
Trucks	CIP	$ 175,000	$ 296,000	$ 42,000	$ 42,000	$ 42,000
Enloader	CIP		$ 193,200			
John Deer tractor with deck for ROW mowing	CIP		$ 65,400			
Sweeper Gutter Brush	CIP	$ 6,600				
Backhoe	CIP		$ 125,000			
Totals		**$ 181,600**	**$ 679,600**	**$ 42,000**	**$ 42,000**	**$ 42,000**
PARKS:						
Indian Creek Nature Preserve	CIP	$ -	$ 20,000	$ 10,000	$ 15,000	
ADA Compliance Plan Implementation	Special Rec	$ 123,000	$ 75,075	$ 75,075	$ 75,075	$ -
Heritage Oaks Park	CIP		$ 17,000	$ 13,285	$ 18,750	$ 13,000
Meadowlark Park	Special Rec	$ -	$ -	$ -	$ -	$ -
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	$ 14,000	$ 28,000	$ 16,000	$ 9,000	
Laminate 72" Round Tables	CIP		$ 9,000			
Metal Park Picnic Tables	CIP		$ 5,120	$ 5,120	$ 5,120	
Community Park Parking Lot Renovation	CIP	$ 20,000				
Totals		**$ 157,000**	**$ 199,995**	**$ 266,767**	**$ 152,945**	**$ 43,000**

Capital Improvement Plan

Project	Fund	2022	2023	2024	2025	2026
ROADS, DRAINAGE, & RIGHT OF WAYS:						
Road Program (resurfacing/ribbons)	CIP		$ 1,483,000	$ 1,596,000	$ 1,677,500	$ 1,629,000
Road Program (maintenance)	CIP		$ 267,000	$ 267,000	$ 267,000	$ 267,000
Sign replacement plan	Motor Fuel Tax	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Crack sealing program	Motor Fuel Tax	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Street patching	Motor Fuel Tax	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000
Pavement marking	Motor Fuel Tax	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Midlothian/Gilmer bike path (20% match)	CIP	$ 58,000	$ 58,000			
Route 22 bike path (20% match)	CIP				$ 10,000	
Storm Sewer Replacement	CIP		$ 118,800	$ 436,700		
Culvert Replacement	CIP		$ 818,400	$ 436,700		
Choker Bridge Wall Replacement	CIP		$ 22,000	$ 457,600	$ 402,600	$ 268,400
Indian Creek Stream Bank Stabilization	CIP		$ 250,000			
Totals		**$ 183,000**	**$ 3,142,200**	**$ 3,319,000**	**$ 2,482,100**	**$ 2,289,400**
TECHNOLOGY						
Printer Leasing	CIP	$ 6,000				
Police Records Software	CIP	$ 11,543	$ 11,543	$ 11,543		
VOIP Phone System Replacement	CIP		$ 15,000			
Totals		**$ 17,543**	**$ 26,543**	**$ 11,543**	**$ -**	**$ -**

Summary

	CIP	$ 332,343	$ 5,300,033	$ 3,990,552	$ 3,309,370	$ 2,296,800
	Grants	$ 85,230				
	Special Rec	$ 123,000	$ 75,075	$ 75,075	$ 75,075	$ -
	Motor Fuel Tax	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000
Capital Improvement Plan Total Expenditures		$ 665,573	$ 5,500,108	$ 4,190,627	$ 3,509,445	$ 2,421,800
Grand Total - 5 Year Capital Plan						$ 16,287,553
Capital Improvement Plan Fund						
Excess (Deficiency) of Funding Sources Over Capital Expenditures		$ (309,168)	$ (5,299,033)	$ (3,989,552)	$ (3,308,370)	$ (2,295,800)

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

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 36,020	$ 42,917			$ 78,937
Construction						
Equipment						
Contingency						
Subtotal		$ 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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment				$ 25,000		$ 25,000
Contingency						
Subtotal				$ 25,000		**$ 25,000**

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.)

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 10,000	$ 60,000			$ 70,000
Equipment						
Contingency						
Subtotal		$ 10,000	$ 60,000			**$ 70,000**

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction			$ 10,000	$ 60,000		$ 70,000
Equipment						
Contingency						
Subtotal			$ 10,000	$ 60,000		**$ 70,000**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: Hawthorn Woods Water Walk

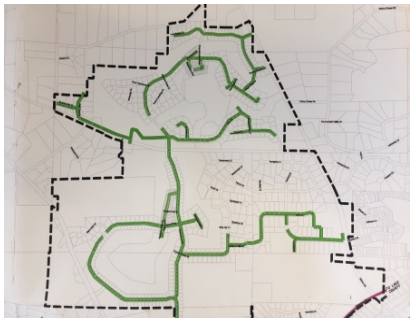
Account Number: 90-30-00-8-4890

2022 - Design and engineer a Downtown water walk
2023 - Construct the Downtown water walk.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services			$ 300,000			$ 300,000
Construction				$ 700,000		$ 700,000
Equipment						
Contingency						
Subtotal			$ 300,000	$ 700,000		**$ 1,000,000**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative



Fund: Capital Improvement Plan

Department: Engineering Department

Description: Infrastructure Mapping (Water & Sewer)

Account Number: 90-19-00-8-4890

Can this be removed because paying for it from General Fund for storm, ComDev for water and Sewer fund for sanitary?

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative



Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Furnace & AC Replacement

Account Number: 90-45-00-8-4890

2023 - Future furnace and Air Conditioner

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 4,000				$ 4,000
Contingency						
Subtotal		$ 4,000				**$ 4,000**

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



2022 - Replace cedar siding on Village Hall/Police Department. Awaiting grant from State of Illinois.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 85,230					$ 85,230
Equipment						
Contingency						
Subtotal	$ 85,230					**$ 85,230**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Cold Storage Garage Door Replacement

Account Number: 90-45-00-8-4890



2023 - Replace three Public Works cold storage garage doors.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Aquatic Center Generator

Account Number: 90-45-00-8-4890



2023 - 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 $132,000 for the generators. Additionally, to install two generators, the gas main to the building would have to be upgraded. The $132,000 doesn't include the cost to upgrade the gas main to the building.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 77,000				$ 77,000
Contingency						
Subtotal		$ 77,000				**$ 77,000**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Parking Lot

Account Number: 90-45-00-8-4890



2022 - Expand and replace Public Works parking lot, including engineering.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 16,400				$ 16,400
Construction		$ 164,000				$ 164,000
Equipment						
Contingency						
Subtotal		$ 180,400				**$ 180,400**

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 49,200				$ 49,200
Construction		$ 492,000				$ 492,000
Equipment						
Contingency						
Subtotal		$ 541,200				**$ 541,200**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Village Hall/Police Department Door Replacement

Account Number: 90-45-00-8-4890



2022 - Replace Interior Village Hall/Police Department Doors
Village Hall Lobby Restrooms ($6,400)
Building Department Lobby ($2,780)
Lobby to Barn Double Doors ($10,800)
Police Department Lobby to Office & Lobby to Booking ($2740 x 2 = $5,480)
Police Department Garage to building ($3300)

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 28,760				$ 28,760
Equipment						
Contingency						
Subtotal		$ 28,760				**$ 28,760**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative



Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Village Hall Flooring Replacement

Account Number: 90-45-00-8-4890

2022 - Replace second floor carpet. Work to be performed by a contractor.
2023 - Replace building department carpet. Work to be performed by a contractor.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 31,000	$ 15,000			$ 46,000
Construction						
Equipment						
Contingency						
Subtotal		$ 31,000	$ 15,000			**$ 46,000**

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 12,250				$ 12,250
Construction		$ 122,500				$ 122,500
Equipment						
Contingency						
Subtotal		$ 134,750				**$ 134,750**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative



Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Roof Replacement

Account Number: 90-45-00-8-4890

2022 - Replace the roof on the Public Works building. It has been leaking for many years and cannot be repaired.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 250,000				$ 250,000
Equipment						
Contingency						
Subtotal		$ 250,000				**$ 250,000**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 19,100				$ 19,100
Equipment						
Contingency						
Subtotal		$ 19,100				**$ 19,100**

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



2023 - 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.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 11,140				$ 11,140
Contingency						
Subtotal		$ 11,140				**$ 11,140**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment	$ 36,000	$ 72,000	$ 72,000	$ 36,000	$ 36,000	$ 252,000
Contingency						
Subtotal	$ 36,000	$ 72,000	$ 72,000	$ 36,000	$ 36,000	**$ 252,000**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 6,200	$ 6,200	$ 6,200	$ 6,200	$ 24,800
Contingency						
Subtotal		$ 6,200	$ 6,200	$ 6,200	$ 6,200	**$ 24,800**

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.)

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 30,000				$ 30,000
Contingency						
Subtotal		$ 30,000				**$ 30,000**

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 10,000				$ 10,000
Contingency						
Subtotal		$ 10,000				**$ 10,000**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 5,000				$ 5,000
Construction						
Equipment						
Contingency						
Subtotal		$ 5,000				**$ 5,000**

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment			$ 40,000			$ 40,000
Contingency						
Subtotal			$ 40,000			**$ 40,000**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment	$ 5,200	$ 5,200	$ 5,200	$ 5,200	$ 5,200	$ 26,000
Contingency						
Subtotal	$ 5,200	$ 5,200	$ 5,200	$ 5,200	$ 5,200	**$ 26,000**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative



Fund: Capital Improvement Plan

Department: Public Works

Description: Trucks

Account Number: 90-40-00-8-4890

2022 - Purchase a 2-ton truck ($175,000) to replace 812
2023 - Purchase a 1 ton utility dump truck ($121,000) to replace 811 and a 2-ton truck ($175,000) to replace 821.
2024 - Purchase a pick up truck ($42,000) to replace 804
2025 - Purchase a pick up truck ($42,000) to replace 10
2026 - Purchases a pick up truck ($42,000) to expand fleet

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment	$ 175,000	$ 296,000	$ 42,000	$ 42,000	$ 42,000	$ 597,000
Contingency						
Subtotal	$ 175,000	$ 296,000	$ 42,000	$ 42,000	$ 42,000	$ 597,000

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Enloader (replacement)

Account Number: 90-40-00-8-4890



2022 - Replace existing endloader. Estimated replacement useful life is 12 years and it will be 17 years old at time of recommended replacement.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 193,200				$ 193,200
Contingency						
Subtotal		$ 193,200				**$ 193,200**

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



2022 - Purchase John Deere tractor with deck for ROW mowing. This tractor would replace Old Blue (1988).

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 65,400				$ 65,400
Contingency						
Subtotal		$ 65,400				**$ 65,400**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Sweeper Gutter Brush

Account Number: 90-40-00-8-4890



2022 - Purchase sweeper gutter brush to be mounted onto skid steer and used to brush stones and sediment off or Village roads. This will assist the Village in meeting NPDES requirements for protecting waterways. It will also be used to sweep the bike paths in Village parks and Village parking lots.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment	$ 6,600					$ 6,600
Contingency						
Subtotal	$ 6,600					**$ 6,600**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Backhoe

Account Number: 90-40-00-8-4890



2022 - Purchase a backhoe to replace the Village's backhoe that is 30 years old IN 2022. This piece of equipment has an estimated projected useful life of 12 years.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 125,000				$ 125,000
Contingency						
Subtotal		$ 125,000				**$ 125,000**

VILLAGE OF HAWTHORN WOODS
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	2022	2023	2024	2025	2026	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
Subtotal		$ 20,000	$ 10,000	$ 15,000		**$ 45,000**

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.

5 Year Projected Expenditures					
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services	$ 2,000					$ 2,000
Construction	$ 121,000	$ 75,075	$ 75,075	$ 75,075		$ 346,225
Equipment						
Contingency						
Subtotal	$ 123,000	$ 75,075	$ 75,075	$ 75,075		**$ 348,225**

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

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services				$ 18,750	$ 13,000	$ 31,750
Construction		$ 17,000	$ 5,800			$ 22,800
Equipment			$ 7,485			$ 7,485
Contingency						
Subtotal		$ 17,000	$ 13,285	$ 18,750	$ 13,000	**$ 62,035**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal	$ -	$ -	$ -	$ -	$ -	

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 120,000
Construction						
Equipment						
Contingency						
Subtotal	$ 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.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 15,800	$ 117,287			$ 133,087
Contingency						
Subtotal		$ 15,800	$ 117,287			**$ 133,087**

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.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 14,000	$ 28,000	$ 16,000	$ 9,000		$ 67,000
Equipment						
Contingency						
Subtotal	$ 14,000	$ 28,000	$ 16,000	$ 9,000		**$ 67,000**

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 9,000				$ 9,000
Contingency						
Subtotal		$ 9,000				**$ 9,000**

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

5 Year Projected Expenditures					
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 5,120	$ 5,120	$ 5,120		$ 15,360
Contingency						
Subtotal		$ 5,120	$ 5,120	$ 5,120		**$ 15,360**

CAPITAL BUDGET PROJECT
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Community Park Parking Lot Renovation

Account Number: 90-11-00-8-4890



The Breakdown of this fee structure is to secure professional design services and potential land survey or soil testing.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency	$ 20,000					$ 20,000
Subtotal	$ 20,000					**$ 20,000**

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



2022 - 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.

2023 - 2026 - The recommended improvements include the first four years of the pavement management report's recommendations.

5 Year Projected Expenditures					
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 1,483,000	$ 1,596,000	$ 1,677,500	$ 1,629,000	$ 6,385,500
Equipment						
Contingency						
Subtotal		$ 1,483,000	$ 1,596,000	$ 1,677,500	$ 1,629,000	**$ 6,385,500**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 267,000	$ 267,000	$ 267,000	$ 267,000	$ 1,068,000
Equipment						
Contingency						
Subtotal		$ 267,000	$ 267,000	$ 267,000	$ 267,000	**$ 1,068,000**

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.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
Equipment						
Contingency						
Subtotal	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	**$ 50,000**

CAPITAL IMPROVEMENT PROJECT
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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 125,000
Equipment						
Contingency						
Subtotal	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	**$ 125,000**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

Fund: Motor Fuel Tax

Department: Roads, Drainage, & Rights of Ways

Description: Street Patching

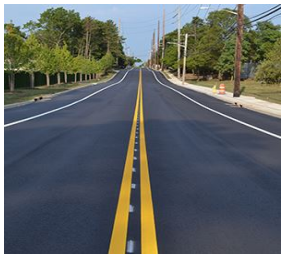
Account Number: 28-00-00-3-4151



If a sustainable funding source is obtained, street patching will be included in Routine Maintenance.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 425,000
Equipment						
Contingency						
Subtotal	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	**$ 425,000**

CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative



Fund: Motor Fuel Tax

Department: Roads, Drainage, & Rights of Ways

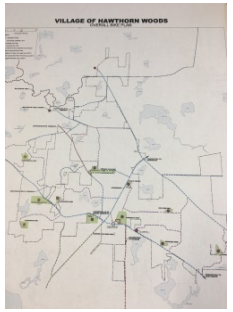
Description: Pavement Marking

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000
Equipment						
Contingency						
Subtotal	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	**$ 25,000**

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 Cardinal Drive and southwest to south of Hawthorn Hills entrance on both sides of Midlothian Road. Bike path will be constructed with LCDOT intersection improvements with the Village paying a 20% match. The estimated cost for acquistion, design engineering and construction engineering is $42,261 that can be paid over three years starting in 2021. $14.087 will be paid in 2021 with the two subsequent payments of $14,087 being paid in 2022 and 2023. Additionally, Pulte is responsible for the cost of the portion at their commercial property and will pay the Village approximately $11,432. Project will bid Summer 2021.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction	$ 58,000	$ 58,000				$ 116,000
Equipment						
Contingency						
Subtotal	$ 58,000	$ 58,000				**$ 116,000**

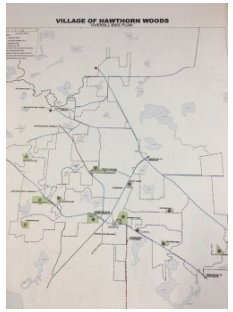
CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction				$ 10,000		$ 10,000
Equipment						
Contingency						
Subtotal				$ 10,000		**$ 10,000**

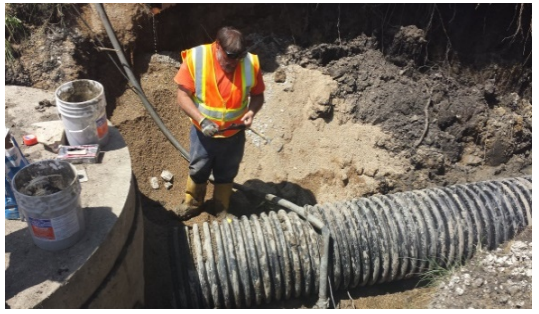
CAPITAL IMPROVEMENT PROJECT
Supplemental Narrative

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.
2023 - Pheasant Run Storm Sewer
2024 - Lakeview Storm Sewer

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 10,800	$ 39,700			$ 50,500
Construction		$ 108,000	$ 397,000			$ 505,000
Equipment						
Contingency						
Subtotal		$ 118,800	$ 436,700			**$ 555,500**

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.

2022 - Mark Lane (four 36" x 48" culverts) & Indian Creek (one 80" diameter culvert)
2023 - Washitay (three 38" x 55" culverts)
2024 - Elm Drive (four 52" x 36" culverts)
2025 - Lisa Lane (two 15" culverts) and Deer Point (one 24" culvert)

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services		$ 74,400	$ 41,600	$ 36,600	$ 24,400	$ 177,000
Construction		$ 744,000	$ 416,000	$ 366,000	$ 244,000	$ 1,770,000
Equipment						
Contingency						
Subtotal		$ 818,400	$ 457,600	$ 402,600	$ 268,400	**$ 1,947,000**

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 two walls per choker bridge for a total of six walls that need to be repaired with a capstone installed. The three bridges are Deerpointe, Darlington (north) and North Trail.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 22,000				$ 22,000
Equipment						
Contingency						
Subtotal		$ 22,000				**$ 22,000**

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.

5 Year Projected Expenditures						
Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction		$ 250,000				$ 250,000
Equipment						
Contingency						
Subtotal		$ 250,000				**$ 250,000**

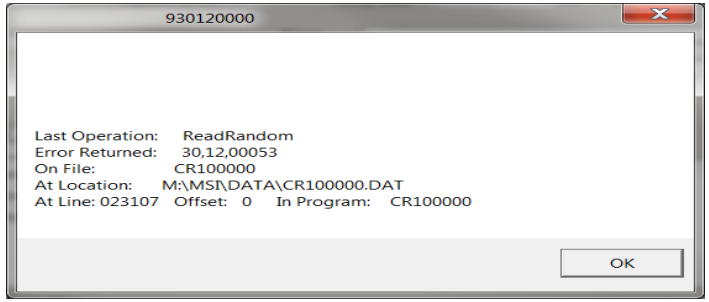
VILLAGE OF HAWTHORN WOODS
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Technology

Description: Printer Leasing

Account Number: 90-17-00-8-4890



The Village is leasing printers and pays a quarterly fee for the service.

5 Year Projected Expenditures

Expense Category	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment	$ 6,000					$ 6,000
Contingency						
Subtotal	$ 6,000					$ 6,000

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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment	$ 11,543	$ 11,543	$ 11,543			$ 34,629
Contingency						
Subtotal	$ 11,543	$ 11,543	$ 11,543			$ 34,629

CAPITAL IMPROVEMENT PROJECT
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	2022	2023	2024	2025	2026	TOTAL
Land						
Professional Services						
Construction						
Equipment		$ 15,000				$ 15,000
Contingency						
Subtotal		$ 15,000				$ 15,000

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Community Park			
Water Heater	10 Gallon	2013	Rheem
Well Pump	5HP	2016	Franklin Electric
Well Pump Variable Frequency Drive	Aquavar Solo2	2016	Goulds
Heritage Oaks Baseball Pavilion			
Water Heater	30 Gallon Water Heater	2014	Rheem
Heritage Oaks Soccer Pavilion			
Water Heater	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
Aquatic Center			
Furnaces and Air Conditioners			
Furnace #1 (Pump Room)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #2 (Com. Rm Supply Rm.)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #3 (Com. Rm Supply Rm.)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #4 (East com. Rm. Closet)	91%AFUE Nat Gas Furnace	2007	TempStar
Men's Locker Room Heater	5kw electric space heater	2007	Dayton
Women's Locker Room Heater	5kw electric space heater	2007	Dayton
Mechanical Room Heater	5kw electric space heater	2007	Dayton
Pump Room Heater	84% AFUE Furnace	2007	Reznor
Air Conditioner #1	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #2	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #3	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #4	R410a AC Unit - 4 Ton	2007	TempStar
Pump Room Heater	93% AFUE Nat Gas Furnace	2013	Carrier
Pool Heaters			
Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak
Water Heaters			
Water Heater (Com. Rm.)	Tall Electric Water Heater - 40 Gallon	2016	Rheem
Shower Water Heater	Ultra HE DV Nat Gas Water Heater	2007	Lochinvar
Circulator Pump	1hp Circulating Pump	2017	Taco

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Aquatic Center - Continued			
Variable Frequency Drives			
Speed Slide VFD	Variable Frequency Drive	2010	Danfoss
Flume Slide VFD	Variable Frequency Drive	2010	Danfoss
Feature VFD	Variable Frequency Drive	2010	Danfoss
Activity Pool VFD	Variable Frequency Drive	2010	Danfoss
Lap Pool VFD	Variable Frequency Drive	2010	Danfoss

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Pool Pumps			
Speed slide	3ph 10hp cont. duty motor	2019	Baldor
Flume Slide	3ph 15hp cont. duty motor	2018	Baldor
Activity Feature	3ph 20hp cont. duty motor	2017	Baldor
Activity Pool	3ph 15hp cont. duty motor	2016	Baldor
Lap Pool	3ph 15hp cont. duty motor	2015	Baldor
Lift Pumps			
Pump 1	3hp Clear Water Lift Pump	Jul-05	Ebara
Pump 2	3hp Clear Water Lift Pump	2020	Ebara
Village Hall			
Furnaces and Air Conditioners			
Booking Room (PD) Furnace	80% AFUE Nat. Gas Furnace	2020	Armstrong Air
PD Office Furnace 1st floor	80% AFUE Nat. Gas Furnace	2019	Armstrong Air
PD Back Office Furnace (2nd Floor)	91% AFUE Nat. Gas Furnace	2019	Armstrong Air
Mayors Office Furnace	80% AFUE Nat. Gas Furnace	2018	Armstrong Air
Village Hall Front Office Furnace	80% AFUE Nat. Gas Furnace	2018	Armstrong Air
West Barn Furnace	95.5% AFUE Nat. Gas Furnace	Nov-12	Payne
East Barn Furnace	91% AFUE Nat. Gas Furnace	2019	Armstrong Air
West Barn Air Conditioner	R22 AC Unit	2019	Armstrong Air
East Barn Air Conditioner	R22 AC Unit	2019	Armstrong Air
Village Hall Front Office Air Conditioner	R22 AC Unit	2018	Armstrong Air
Mayors Office Air Conditioner	R22 AC Unit	2018	Armstrong Air

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
PD Front Office Air Conditioner	R22 AC Unit	2018	Armstrong Air
PD Upstairs Air Conditioner	R22 AC Unit	2019	Armstrong Air
PD Booking Room Air Conditioner	R22 AC Unit	2020	Armstrong Air
PD Rear Air Conditioner	R22 AC Unit	2019	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
PD Upstairs Water Heater (2nd Floor)	Direct Vent Nat. Gas	2013	State Select
PD Downstairs Bathroom/Kitchen	Electric Point of Use	1990	A.O. Smith
Village Hall Front Office Water Heater	Natural Gas Water Heater	2010	State Select
Generator-Village Hall Side	Nat. Gas 20KW Generator	2013	Generac
Generator-PD Side	Nat. Gas 60kw Generator	2013	Generac

Kruger Road Lift Station

Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar

Public Works

North Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
South Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
Office Furnace	80%AFUE Nat. Gas Furnace	1991	York
Office Air Conditioner	R22 AC unit	1991	York
Water Heater	Natural Gas Water Heater	1991	Rheem
Salt Brine Circulation Pump	Circulator Pump - 2HP	2019	Goulds Water Tech
Well Pump	1.5 HP	1992	Franklin Electric

Village Vehicle and Equipment Replacement Schedule

Vehicle/Equipment	Year	Make and Model	Est. New Replacement Cost	Est. Replacement Year	Est. Replacement Useful Life	Annual Replacement Saving Required
POLICE DEPARTMENT						
SQUAD #300	2019	FORD POLICE INTERCEPTOR	$34,000	2026	7	$4,857.14
SQUAD#301	2015	FORD POLICE INTERCEPTOR	$36,000	2019	4	9000
SQUAD #302	2020	FORD POLICE INTERCEPTOR	$36,000	2024	4	9000
SQUAD #303	2020	FORD POLICE INTERCEPTOR	$36,000	2024	4	9000
SQUAD #304	2017	DODGE CHARGER	$36,000	2021	4	9000
SQUAD #305	2018	FORD POLICE INTERCEPTOR	$36,000	2022	4	9000
SQUAD #306	2018	FORD POLICE INTERCEPTOR	$36,000	2022	4	9000
HUMVEE	1987	FORD-MILITARY	$10,000			
WACKER NEUSON LTNG LIGHT TOWER			$25,000			
PUBLIC WORKS						
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 #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 #811	2008	FORD S-D F-550 1 TON 4X4	$ 90,000	2015	7	$ 12,857
PW #804	2010	FORD F-250 3/4 TON 4X4	$ 35,000	2017	7	$ 5,000
PW #10	2012	FORD F-250 3/4 TON 4X4	$ 35,000	2019	7	$ 5,000
PW #1 ADMIN CAR	2010	FORD EXPEDITION	$ 45,000	2017	7	$ 6,429
PW #22	2014	INTERNATIONAL 7400 2 TON	$ 140,000	2026	12	$ 11,667
PW #18	2012	INTERNATIONAL 7400 2 TON	$ 140,000	2024	12	$ 11,667
PW #3 CAR	2004	CHEVY BLAZER	$ 30,000	2011	7	$ 4,286
PW #16	2016	INTERNATIONAL 1.5 TON	$ 110,000	2023	7	$ 15,714
PW #5	2018	INTERNATIONAL 7400 2 TON	$ 160,000	2030	12	$ 13,333
PW#19 SEWER UTIITY	2019	FORD F550 1-TON	$ 89,000	2026	7	$ 12,714
PW #14	2021	INTERNATIONAL 7400 2 TON	$ 165,000	2033	12	$ 13,750

Village Vehicle and Equipment Replacement Schedule

Vehicle/Equipment	Year	Make and Model	Est. New Replacement Cost	Est. Replacement Year	Est. Replacement Useful Life	Annual Replacement Saving Required
POLICE DEPARTMENT						
PW END LOADER	2005	CASE 521	$ 150,000	2017	12	$ 12,500
PW BACKHOE	1992	CASE 580 SUPER K	$ 110,000	2004	12	$ 9,167
PW VACTOR	1997	INTERNATIONAL VACTOR				
PW TRACTOR	1988	FORD 7108	$ 55,000	2000	12	$ 4,583
PW SKID STEERER	2012	BOBCAT S650	$ 35,000	2024	12	$ 2,917
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 GREEN TRAILER	N/A	N/A	$ 4,000	2015	12	$ 333
PW RED TRAILER	N/A	N/A	$ 4,000	2016	7	$ 571
PW BLUE TRAILER	N/A	N/A	$ 4,000	2017	12	$ 333
PW BLACK TRAILER	2010	BIG LUG	$ 7,500	2022	12	$ 625
BIG TEX TRAILER	2016	BIG TEX	$ 5,500	2028	12	$ 458
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 WOOD CHIPPER	2004	VERMEER BC1800XL	$ 85,000	2016	12	$ 7,083
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 BUNTON MOWER	2000	BZT2000	$ 12,000	2007	7	$ 1,714
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 AIR COMPRESSOR	2003	INGERSOLL RAND 185	$ 17,000	2015	12	$ 1,417
PW AIR RAIDER	2014	RYAN 544317A	$ 3,000	2021	7	$ 429
EXMARK MOWER	2019	LAZER Z	$ 9,900	2026	7	$ 1,414
VEHICLE LIFT		MOHAWK	$ 15,000			
SEWER VIDEO TRAILER	2003	WELLS CARGO	$ 35,000			

Village Vehicle and Equipment Replacement Schedule

Vehicle/Equipment	Year	Make and Model	Est. New Replacement Cost	Est. Replacement Year	Est. Replacement Useful Life	Annual Replacement Saving Required
POLICE DEPARTMENT						
COMMUNITY DEV. DEPT.						
BD SUV	2013	DODGE DURANGO	$ 35,000	2020	7	$ 5,000
PARKS DEPT.						
PARKS DEPT. VAN	2002	FORD E-350 VAN	$ 30,000	2009	7	$ 4,286
PARKS DEPT. VAN	1995	FORD E-350 VAN	$ 30,000	2002	7	$ -
PARKS DEPT. SUV	2006	FORD EXPLORER	$ 30,000	2013	7	$ 4,286
ADMINISTRATION DEPT.						

ANNUAL VEHICLE & EQUIPMENT REPLACEMENT COST	$ 227,769

Village of Hawthorn Woods

RESERVE FUND





RESERVE FUND

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Budget Fiscal Year Ended 12/31/2021		Proposed 2022	Proposed 2023
-	-	-	-	-	Transfer from General Fund	-	-
-	-	-	-	-	Transfer from Community Dev	-	-
-	-	-	-	-	**Total Cash Transfers**	-	-
1,569,851	2,083,031	2,205,319	2,484,926	2,645,184	**General Fund Bal. @ 12/31**	2,938,483	3,216,744
50%	51%	51%	58%	59%	**% of Next Year's Budget**	65%	71%

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 2022 is 69%. 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.