2019 YEAR IN REVIEW: REPORT AT A GLANCE

FOR THE VILLAGE BOARD OF TRUSTEES
PREPARED BY: PAMELA O. NEWTON, COO

DECEMBER 31, 2019
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EXECUTIVE SUMMARY

Overview

The Village of Hawthorn Woods is pleased to report to the community that the 2019 operational year moved the Village forward with new accolades and accomplishments, record participants at events and community gatherings, and saw our Board of Trustees and staff members recognized for their leadership and service. Additionally, Hawthorn Woods received over $600,000.00 in grant funding in 2019, a recognizable achievement for the Village.

I have included in my annual report a section highlighting a look ahead into 2020 initiatives. You will also notice photos accompanying highlights of 2019, so that readers can easily identify with the location or project that I reference.

Our municipal staff consistently works in harmony with our legislative team of elected officials, and our collective efforts have been recognized locally, statewide, and nationally. Hawthorn Woods has become a leader in environmental efforts, and we are being awarded for our sustainable work in this effort. We are proud to present to the community of Hawthorn Woods our annual report for calendar year 2019.

2019 Regional and National Award Highlights:

- 2019 Hawthorn Woods wins “America in Bloom National Hometown Championship Award” in our population category
- 2019 Hawthorn Woods selected top three Safest Cities in Illinois (Source: Homesnacks FBI statistics)
- 2019-Hawthorn Woods wins overall National Champion for Outstanding Achievement Award in Environmental Efforts
- 2019-Hawthorn Woods wins National Cultivating Inspiration Award for Community Mentoring from America in Bloom Foundation
- 2019-Hawthorn Woods recognized for Outstanding Landscape features from America in Bloom Foundation
- 2019 Hawthorn Woods submits application for International Dark Sky Association Community status
➢ 2019 Hawthorn Woods receives membership in Audubon International and applies for Audubon Community status achievement award

**America in Bloom National Award!**

Hawthorn Woods was honored to host the national judges from the America in Bloom foundation in July of 2019. The Village Officials held a reception at the home of Trustee Dominick DiMaggio to welcome the judges to town. America in Bloom was impressed with the Hawthorn Woods community and raved about our operations, synergy, and the commonality of the people who choose to live in harmony with nature. The judges spent two days touring businesses, visiting at resident’s homes and gardens, and photographing landscapes throughout Hawthorn Woods.

Village staff performed a tremendous job preparing each site for the judges’ visit. Staff spent hundreds of collective hours with the administrative requirements, the field work, and the readiness of every municipal site, the parks preparation, and the coordination with our residents who hosted judges in their own yards. Business leaders were assembled to meet with the judges, and several residents met for interviews and tours with the judges. We also coordinated the commercial sectors that gathered to welcome the judges, and assembled the elected and appointed municipal officials who played a large role in showcasing our community.

In September of 2020, Hawthorn Woods attended the national symposium for the America in Bloom communities across the nation. The annual conference was held in St. Charles, Illinois.

At the awards ceremony, Hawthorn Woods was selected as the best in the nation and received the highest score for overall best hometown in our population category! Hawthorn Woods also won first place in the nation for our Environmental Efforts and was recognized and inducted into the America in Bloom Foundation as a Community with highest quality landscape features on public and private properties! We were also selected as the only municipality to win a leadership award for Cultivating Inspiration, and encouraging others to follow best management practices toward environmental efforts and community engagement.

**Infrastructure Improvement Plan Updated**

2019 was a busy year as staff and elected officials continued to accept invitations to speak to Homeowner Associations regarding the future referendum planned for March 17, 2020, proposed to finance our aging infrastructure needs. All registered voters have received information in the mail regarding our future plans for a sustainable funding program. The Village has worked with E.O. Sullivan and Associates, our consultants who collected data and provided an analysis and guidance for the Village. The Village also retained Christopher Burke and Associates who updated our Streets Maintenance Program in an updated Pavement Management Report. The report gave us a more defined analysis whether a particular street can be resurfaced or needs total reconstruction. The Finance Committee recommended a sustainable funding program to fund our roads in town, and a decision was made to ask the voters of Hawthorn Woods to consider a tax levy to address our aging infrastructure and failing street culverts. A resident survey
was conducted by E.O. Sullivan and the registered voters in town affirmed through feedback forms a plan to move forward with funding the Hawthorn Woods Paves the Way street funding program. The Village Board affirmed the motion to move the question to the citizens in town for public consideration on the ballot March 17, 2020.

**Darlington Bridge Rebuilt**
The Darlington Bridge choker was closed to pedestrian and vehicular traffic in July of 2017 through half of the 2018 year. In 2019, the Village experienced the first full year that Darlington Road reopened with a smoother, flatter surface and rebuilt cobblestone walls. The rebuilt culvert under the bridge is fully functional and passed the test of winter and storm water flow events without issue.

**Moody’s Financial Rating maintains a Positive Outlook for Second Consecutive Year**
In 2018, Trustee Kelly Corrigan, Trustee Jayne Kosik, CFO Kristin Kazenas and I participated in two conference calls with Moody’s of New York to review our municipal bond rating. This review was important as we consider going out to referendum for our residents to consider investing in our aging infrastructure. The rating of Aa3 with a Positive Outlook moves the Village closer to escalating ratings in the future and will be discussed again in 2020 with Moody’s of New York.

**Special Census Nets Additional Revenue**
In 2018, the Village conducted a Special Census within certain growth areas of Hawthorn Woods. The results netted a higher population count, which means additional state revenue sharing was collected in 2019. Before conducting the census, our population was recorded as 7,663 residents. The new census calculated a new population of 8,348 which is a population increase of 685 people. The estimated annual revenue increase as a result of the population increase netted $101,277 in 2019 to Village revenues. The next full census will be conducted in the spring of 2020 and those revenues will take effect in 2021. After subtracting the cost of conducting the census, the Village will experience in total an estimated net revenue increase of $351,257 between 2018 and 2021.

**The Route 53 Tollway Project was halted in 2019**
The Illinois Tollway has abandoned The Route 53/120 Corridor expansion project through our municipality and the rest of the Lake County communities that would have had a permanent and damaging impact to the Village of Hawthorn Woods. The Village formed an internal committee to work to convince the Tollway and the Governor that the long-planned road would not be a benefit to the region. Once a new Tollway Director was appointed by the newly elected Governor Pritzker, he met with the Village of Hawthorn Woods and related that the Tollway will not be taking the road expansion project as a Tollway initiative, essentially stopping the 12.5mile expressway through our community.
In addition to the Village advisory group, a passionate group of residents formed the Friends of Indian Creek Wetlands to facilitate a strong voice in opposition to the proposed Tollway impacting homes, our drinking water, wildlife and open spaces, and noise and light pollution that would forever change the rural character of Hawthorn Woods. The Village has passed a Route 53 No Build Resolution, supporting the decommissioning of the corridor alignment and working with local agencies to address immediate traffic congestion remedies and train traffic grade separation issues in Lake County. There is bi-partisan movement underway in Springfield to formally appoint a Greenway Corridor Council to determine the next steps in the Route 53 decommissioning efforts.

**Sister City Project/Marineo Sicily:**
The Village of Hawthorn Woods is proud to be in the Sister City International Program with the town of Marineo, Sicily, in the Palermo Province of Italy. In 2019, our annual golf outing raised $780.00 for our Sister City Program through donations from the golf participants who generously participated along with Mayor Mancino in our Sister City donation event at hole 9. Additionally, two staff members donated $350.00 each to sponsor a memorial bench and directed the donation be restricted to the Sister City Program to equal an additional $700.00 of revenue for the fund. As of 2019, the fund has a balance of $8,930.00 to expand our initiatives with our Sister City, Marineo.

**Annual Meeting with Com Ed**
I completed our annual meeting with Darren Boundy, our Com Ed representative. We reviewed in detail the Franchise Report and the 2019 Load Shed Plan as required by our agreement. Our outages have been reduced in both frequency and length of time, now that lines are systematically being replaced in our Hawthorn Woods service area. The power outage reduction is a result of an infrastructure replacement plan of Com Ed local lines, combined with smart meter technology and continued tree trimming programs in town. Squirrels and downed limbs on wires, and vehicular accidents continue to be our top three impacts unrelated to weather outages.

**Mayor Appoints Hawthorn Woods in Bloom Municipal Committee**
Mayor Mancino appointed 14 residents to serve on the inaugural Hawthorn Woods in Bloom Committee, an affiliate of the America in Bloom National Association. As a member of AIB, Hawthorn Woods launched our own community group to work on special enhancement and beautification projects in our hometown of Hawthorn Woods.

**Illinois City/County Management Association**
As a Credentialed Manager in Illinois, and a mentor coach for newly appointed city managers, I am committed to maintaining my professional training hours and credentials to the Village of Hawthorn Woods. I earned continuing education credits with my participation at conferences and training workshops to retain my Credentialed Status for 2020. Only 10% of City Managers/Village Administrators are credentialed in the United States, forming an elite group of professionals.
**Golf Outing 2019**

The Village of Hawthorn Woods held our annual golf outing on May 20, 2019, and a wonderful day was had by over 100 participants. Mayor Joseph Mancino led the charge by working Hole 9 all day during the tournament, raising $780.00 for our Sister City program in Sicily, and $700.00 in memorial benches that was designated to fund our Sister City program. At year end 2019, we have raised $8,930.00 in our Sister City Program. Profits from the event, totaling $22,323, will be utilized for our community events to keep our Concerts in the Park, Fall Family Fun Fest, and Independence Day festivities free to the public.

**Aqua Water Tower Constructed in 2018 Serves Customers for First Full Year**

Aqua Illinois initiated the construction of their first elevated water tower in Hawthorn Woods on their property located off of Schwerman Road. The elevated water tower will provide customers on the system with a sustainable water supply gravity fed for over 26 hours, compared to Aqua’s current 10-minute underground supply tank in the event of a power failure or malfunction. In 2019, the functionality of the water tank was tested when electricity was lost to the water distribution system. The tower supplied water using the gravity system and functioned to provide public water supply with no interruptions to the residents.

**Independence Day Special Events**

Once again, the Village of Hawthorn Woods demonstrated to the extended community our excellence in service as we hosted a party for thousands at Community Park on July 3. The details of the event went smoothly, including the additional portable toilets on site and the music speakers expanded to the front field. To have so many people gather together without a major incident is a credit to our entire village. We express appreciation to all who contributed to a safe and enjoyable concert and fireworks on July 3. Early on July 4th, staff was back at work planning and executing a parade, led by our elected officials. Thank you to all who participated or supported these events. We continue to serve larger crowds each year and have received several compliments from our residents and out of town guests who enjoyed celebrating our nation’s Independence Day in Hawthorn Woods.

**GFOA Certificate of Achievement for Excellence in Financial Reporting**

The Finance Department has applied to receive the Certificate of Achievement for Excellence in Financial Reporting in 2019 from the GFOA, Government Finance Officers Association. The Village has received this award from the GFOA for 14 consecutive years.

**Our Intern, Max Gonzalez, worked with the new departments within the Hawthorn Woods team!**

NIU’s graduate student Max Gonzalez worked with our team in 2019 as a second-year intern. Max is assisting with communications, front desk customer service, our Police Records department, and special projects in the administrative department. He has quickly assimilated into our corporate culture, and has already achieved his FOIA training to assist CAO Lobaito with numerous FOIA's that come in weekly. Max is part of our grants team and our referendum committee. He is assisting with our Budget assembly, and has acclimated immediately to our fast pace and high-quality work environment. We look forward to our continued relationship with Max as he completes his in Masters of Public Administration degree at Northern Illinois University in the spring of 2020.
Municipal Aggregation with NIMEC for 2020 and beyond
Hawthorn Woods negotiated a new agreement in the fourth quarter of 2019 leaving First Energy Solutions and contracting with MC Squared as our municipal aggregation supplier. With competitors’ rates in alignment of the supply rates from Com Ed, the Village opted into a program that guarantees competitive rates but also mandates that green energy be tapped as part of our energy portfolio. We are proud that our efforts over the years have resulted in over $1.7 Million Dollars of savings for our residents since its inception.

Fall Family Fun Fest was held Saturday, September 28, at the Aquatic Center
Hundreds of residents and their guests attended the Village of Hawthorn Woods Fall Family Fun Fest in 2019 as we hosted a party for the town on Saturday, September 22. The event showcased our departmental services and is known for serving lunch to all visitors and their guests. We continue to serve larger crowds even though it rained this year and have received several compliments from our residents and out of town guests who enjoy celebrating an autumn day in Hawthorn Woods. We appreciate our staff working on Saturday and giving up their weekend family time to provide a fun and safe experience for our residents.

Transparency and Communications
In 2019, the Village created, designed and expanded a new template for the quarterly Village newsletter, The Hawthorn Woods Happenings. This expanded format allows for additional information to be shared with the residents. Additionally, the eblast Village online electronic news saw an increase to 4,842 active subscribers in 2019.

Modernization Investment
The Public Works facility is now equipped with a back-up generator as a result of an Illinois grant from Senator McConchie’s office that paid for the entire purchase and installation. Village staff continues to be fiscally conservative with expenditures and worked in 2019 to protect its assets with upgrades and modernization efforts to expand the longevity of our holdings. We successfully ordered a new back-up generator for our lift station on Old McHenry Road to protect our lift station infrastructure in the event of a power loss or emergency. We continued to maintain and service in-house all Village cars, trucks and equipment for all departments including the tracking of service/maintenance for all vehicles and equipment at substantial savings. Additionally, we completed our second full year of fueling our vehicles in town at the Village gasoline pump, saving time and money by having a fueling station at the Public Works building. Snow operations also improved as a result of our fleet staying in town for gasoline and fill ups, instead of driving to Lake Zurich for fuel from another town’s facility.

Hawthorn Woods hosted the second annual event:
A Hometown Holiday
The special events team and the Parks and Recreation Department produced a new and expanded event to welcome Santa to the Village of Hawthorn Woods in December. The arrival of Santa was moved from a Friday to a Saturday this year and combined with a winter festival at Community Park. On Saturday, December 8 from 3:00 pm until 6:00pm, the community ushered in the holiday season. We had visits with Santa in our warming tent, offered horse-drawn wagon rides, and had a refreshment and warming area. The Stevenson High School Choir was scheduled to perform. Of course, the tree lighting was a highlight of the special afternoon planned for the community.
Bark in the Park Dog Friendly Event was held Saturday, April 6
Our spring special canine event, Bark in the Park, was held at Community Park on Saturday, April 6. This is always a well-attended event as we welcomed our residents and furry friends back to the parks as spring returned to Hawthorn Woods.

Grant Initiatives
We will continue our work with our local, county, state, and federal elected officials to seek partnerships in funding and in advancing our legislative agenda. We have received advanced notice that over $105,000 has been granted to the Village of Hawthorn Woods from the Illinois Department of Natural Resources OSLAD funds in the spring of 2019, representing the Open Space Lands Acquisition and Development funding to design and build our newest park in town, Meadowlark Park.

#4 Safest City in Illinois
We have also been notified that Hawthorn Woods will be named the second safest city in the State of Illinois by an online data tracker Homesnacks for 2019. Using various crime and reportable statistics from the FBI annual report, cities are selected to be in the top ten communities recognized for their low crime statistics and high law enforcement efforts. Hawthorn Woods is proud to be recognized as one of the safest places to live in Illinois.

International Dark Sky Community
Hawthorn Woods was selected for the International Dark Sky Communities application process. We have been working towards the goal of earning the Village international recognition for our dark sky initiatives which support our rural character of our community. Hawthorn Woods is a migratory flyway for nocturnal wildlife and should be recognized for our efforts in dark sky sustainability as a natural resource. We have been working on a model ordinance for lighting standards, and have been assigned a staff member from International Dark Sky Communities to assist us through the process. Our application for certification was submitted at the end of 2019, and I anticipate a ruling the first quarter of 2020.

Audubon International Certified Sustainable Community
Hawthorn Woods has formally submitted our application to be recognized for the Audubon International Certified Sustainable Community designation. This highly coveted designation is achieved through a year-long process that is a joint effort for addressing each of the fifteen policy focus areas to sustainability for the future. The program focuses on a healthy local environment, quality of life for citizens, and economic vitality. The year-long certification process guides communities through a customized journey to sustain healthy, vibrant places in which to live, work, and play.
**GRC AmeriCorps Member joins our team**
We have enjoyed mentoring our new sustainability coordinator, Robin Grooms, whose first assignment is working on various brochures and publications for the village. Robin is doing a great job coordinating our many initiatives and will be working with the Environmental Committee/Sustainability Committee and as a staff liaison with the Audubon Community initiative.

**Friday Breakfast Club**
With the late arrival of spring weather in 2019, preparing for our spring outdoor programs was challenging. Our field lease agreements went into effect April 1, so weather was not an excuse for outdoor readiness for our team and programs that are held outdoors. Additionally, we had been short-handed in personnel head count as we had teammates out with injuries in two departments. Therefore, in order to acknowledge the extra effort that our staff managed, I held our first Friday Breakfast Club which was a catered warm breakfast brought in to the barn for all departments to gather and spend a few moments together before the day got underway. This gesture went a long way to express appreciation to everyone who took on additional responsibilities to support our teammates. We are now almost fully staffed, with the exception of a part-time cleaning person to assist public works with our facility upkeep. I plan to hold these gatherings from time to time as a small gesture of appreciation and to help relieve stress in the workplace and bolster positive energy as we head into a condensed spring season.

**CN Train Transportation Issues**
The Village of Hawthorn Woods received a higher number of complaint calls regarding the CN trains blocking Old McHenry Road and Gilmer Road. Senator Dan McConchie was personally stuck in some recent traffic congestion when an idling train lost power to the engine and did not move from the tracks for 2 hours and 14 minutes. The length of the train and the frequency of closures at our crossings are increasing. Mayor Mancino has been working with Senator McConchie for funding for a CN rail grade separation project to be considered for funding by the capital bill on transportation. Blocked streets have caused major issues involving Public Safety and impacts to our businesses. At the Board meeting, I reported on my conversation with our new CN Representative Larry Lloyd who spoke with me to set up a meeting time to discuss solutions. CN acknowledges that their operations are unacceptable, which is the first step toward finding a resolution to our traffic blockages. The Village presented testimony on this matter during a scheduled Town Hall meeting and a Senate hearing on transportation issues. As a result of our year-long efforts, the Lake County Department of Transportation has now listed the Old McHenry grade crossing as the number one rail/road separation crossing. As an acknowledgement of our efforts, the LCDOT has applied for funding for phase 1 engineering to address an underpass at this rail crossing.
A Look ahead to 2020

As we look ahead to 2020, the Village is in stride with its fourth year of the Priority Based Budget document, leading the municipal community with innovative zero-based budgeting and prioritization of limited expenditures. We will continue to share in conversations with the community regarding securing a funding source for our aging infrastructure, seeking opportunities to meet with neighborhoods and community groups to gain valuable input. Our grants team will continue to seek alternative funding sources for operations and capital needs, including state and federal funding opportunities. We will also continue our attention on a controlled growth trajectory, as Hawthorn Woods continues to be an attractive and desirable place to live, work, and play.
Homes for sale in Hawthorn Woods as of December 26, 2019

Overview of Hawthorn Woods Real Estate Market Trends*
*Calculated using the last 30 days of data as of December 26, 2019
(Source: redfin.com)

Homes Reported for Sale: 143

Median List Price: $470K
Median List $/Sq Ft: $169
Median Sold Price: $464K
Median Sold $/Sq Ft: $140
On January 1, 2019, the Village of Hawthorn Woods recorded 1040 likes on the official Facebook page. By December 31, 2019, the number of likes reached 1383 (25% increase).

This metric shows the number of new single-family residential homes occupied. A total of 50 Certificates of Occupancy were issued this year. Each new resident receives a Village welcome folder at the time of closing. Residents can also obtain a folder at the front desk of Village Hall. The folder provides valuable information regarding Hawthorn Woods Village Government, public safety services, local ordinances, a staff directory, move-in checklist, and more.
This graph shows the number of Certificates of Occupancy issued within a 5-year period. A total of 50 Certificates of Occupancy were issued this year to new home developments.

The graph above represents 2019 monthly permit activity. Two types of permit use are summarized by month: (1) commercial and (2) residential. The summer and fall months are the busiest times of year for permit processing. May, August, September, and October experienced the most permit activity for the year with the highest volume of permits being issued.
E-Blast Contact Opens by Device*
*Stats derived from year-to-date email campaigns (84 e-blasts)

Mobile 57%  Desktop 43%

Total Number of Active Subscribers: 4,842

E-Blasts are used as an online communication service for the public to stay in touch with what is happening in Hawthorn Woods. Every Thursday via email, information such as Village news, meeting notices, road closures, recycling events, programs, and special events are sent directly to the recipient's email. As of December 26, 2019, there were 4,842 active subscribers. This results in +213 subscribers from 2018.

E-Blast Communication is used to reach out to the residents to spread and share information. The graphic above shows the Highest open rate of the Weekly E-Blast to date, and the percentage of people that click on the available links in the E-Blast. This average tends to vary between an open rate of 35% to 55% depending on the time of the year.
Detailed above is a list of the 2019 Grant applications and the status of those requested funds.
Year at a Glance Summary

The Village of Hawthorn Woods has presented a balanced budget to the community and continues to remain in a strong fiscal position. We continue our trend to underspend our Budget allocation, so there are funds remaining at year-end to transfer into the Capital Budget to fund our larger infrastructure projects. We continue to prioritize our expenditures based off of projected revenues, but do not initiate the projects or programs until the revenues are actually realized. Our Budget reflects a zero-based practice where each year any departmental expenditure must be requested and defended before a Budget review panel. A three-quote vendor comparison is then analyzed to ensure the price quote is the lowest most responsible bidder in the market. Hawthorn Woods continues to be awarded for our fiscal budgeting practices and Balanced Budget. The 2019 fiscal year was no exception, as the Government Finance Officers’ Association presented their Award of Excellence to the Village of Hawthorn Woods.

On the Appendix pages following this summary are additional abbreviated highlights of our many accomplishments outlined by each operational department. Full departmental reports are available upon request.

It is an honor to serve the citizens of Hawthorn Woods alongside our professional Village employees and distinguished Mayor and Board of Trustees. I am proud to present to you and the residents of Hawthorn Woods our 2019 Year in Review. One of our greatest strengths as a municipal staff is the collaborative effort we share in turning our goals into achievements. Together, along with our elected officials and residents, we have achieved remarkable accomplishments and innovative advancements in municipal governance.

Respectfully Submitted,

Pamela O. Newton
Chief Operating Officer
Appendix

ADMINISTRATIVE OPERATIONS

- Continued team building events such as: the Administration Department’s Breakfast Club, the PD Sunday Bears game tailgate, PW Winter Chili Cook-off, Finance Department’s cookie decoration festivities, and holiday gathering to integrate all operational departments on an ongoing basis, which is critical to the Village’s success
- Worked on communication materials including newsletters, eblasts, agendas, social media, and official correspondence
- Represented Hawthorn Woods on local and regional committees and work groups and served on the Board of Directors of the LZCC Chamber
- Participated on grants team as narrative writer and official applicant to obtain several grants in 2019
- Contributing writer for a newly expanded eight page newsletter, Hawthorn Happenings, to be mailed quarterly to the residents of Hawthorn Woods.
- In year 2 of 3 year Municipal Aggregation rate with NIMEC and First Energy at 6.58 cents
- Worked with Parks Director to design Meadowlark Park and Arboretum and wrote grant proposals for supplemental funding
- Recertified with continuing education credits to stay current with the International City/County Manager’s Credentialed manager designation from ICMA
- Processed FOIA requests.
- Continued service as the Treasurer of the Municipal Clerks of Lake County. The Municipal Clerks of Lake County provides educational and networking opportunities for elected and appointed municipal clerks and deputy clerks in Lake and McHenry counties. As an officer in the Municipal Clerks of Lake County, the CAO also assisted in moderating a fireside chat with Mayor Hill of Round Lake and County Clerk Wyckoff. Participated as guest speaker at the Lake County Municipal League/Municipal Clerks of Lake County’s Newly Elected Officials training session and spoke about the role of the municipal clerk.
- Oversaw the Village’s Special Census count in the Hawthorn Trails and Hawthorn Hills subdivisions in order to account for new population growth in the Village. The Village receives certain State funding based upon population; therefore, due to high growth in these two subdivisions, a Special Census was commissioned by the Board.
- Scanned all letters of credits, bonds, subdivision improvement agreements, and engineer’s opinions of probable cost to the Shared drive for access by planning team.
- Created a contract tracking spreadsheet to log all Village contracts. This spreadsheet is utilized to track the timing of fees due to the Village, expiration of contracts, certificates of insurance, and responsible department heads.
- Reorganized and standardized the titles of all documents entered into the Village Clerk documents in Laserfiche for consistency in presentation and organized all Village owned vehicle titles into a new filing system which also involved the creation of a spreadsheet saved on the Shared drive for all staff to access.
- On-boarded new Administrative Intern and MPA candidate into the Administrative Department
- Served as Chief of Staff for all departments and setting corporate culture standard of excellence
- Served on grants team as narrative writer
• Worked on Special Projects including:
  ➢ 2019 Hawthorn Woods Wins “America in Bloom National Award”
    (Source: America in Bloom)
  ➢ 2019 Hawthorn Woods Wins “SolSmart Silver Designation Award”
    (Source: SolSmart)
  ➢ 2018 Hawthorn Woods is awarded “Urban Forestry Award”
    (Source: Morton Arboretum Chicago Region Trees Initiative)

COMMUNITY DEVELOPMENT AND ANNEXATION ACCOMPLISHMENTS

• Building Codes Update: Coordinated with Mundelein, four fire districts, and staff on updating various building code updates
• Worked on entitlements for The Villas at the Commons, a single-family home development proposal by K. Hovanian Homes
• Solar Energy: Worked with SolSmart (US Department of Energy) and staff to update solar energy code and streamline building permit process. Permits for residential solar panels have continued to increase in 2019
• Hawthorn Trails South: Coordinated entitlement approval process for mixed-use development at Quentin and Rt. 22; worked with developer on architectural elevations for single-family homes and a business/commercial section
• Text Amendments: Researched and coordinated approvals of ordinances regarding building code clarifications, temporary certificate of occupancy clarifications, flat fee permit schedule and solar energy systems
• Code Enforcement: Worked with property owners, contractors, and Police Department on bringing various Code infractions into compliance
• Residential home starts continued from 3 active developments in town

FINANCE/HUMAN RESOURCE DEPARTMENT HIGHLIGHTS

• Awarded the Certificate of Achievement for Excellence in Financial Reporting
• Maintained GFOA Certified Public Finance Officer designation
• Managed Comptrollers Local Debt Recovery program
• Managed IMRF Additional Voluntary Contribution program
• Participated in Moody’s Investor Services rating update process – bond rating was sustained
• Managed Time Clock Plus upgrade
• Implemented Amazon business portal for centralized, cost-effective purchasing and free Prime delivery
• Assisted Citizen Task Force with consideration of Infrastructure Improvement Plan and potential referendum question
• CN/America in Bloom Meadowlark Park grant
• Trained all Village employees on email and internet safety and provided regular communication about specific threats
• Updated sexual harassment policy to comply with new Law
• Managed all employee pre-employment drug screening and random drug screening.
• Administered Section 125 Flexible Spending accounts in-house, saving the Village $2,000
• Facilitated all employee and Village board sexual harassment training to comply with new law
• Worked with ABN to develop technology plan
• Managed ABN maintenance projects
• Coordinated Business Continuity Work Group
• Managed upgrade of select Village computers
• Presented at IGFOA webinar regarding CPFO designation

PARKS AND RECREATION HIGHLIGHTS

• Worked on design of new Meadowlark Park and Arboretum
• Repaired culvert and trail at Bridlewoods Park
• Regraded, repaired drainage and over-seeded the athletic field at Bridlewoods Park
• Built and dedicated Brierwood Preserve’s Monarch Butterfly Trail and protected habitat with a grant from CN Railroad and America in Bloom
• Awarded Tree City designation from the National Arbor Day Foundation
• Conducted prescribed environmentally sensitive prairie burn at Lorraine Lakes Park as a Lake Zurich Fire Department training exercise
• Received major grant award for playground construction at Lorraine Lakes park
• Record attendance at Community Special Events
  ➢ Winter Carnival
  ➢ Bark in the Park
  ➢ Summer Concerts in the Park
  ➢ Outdoor Movies in the Park
  ➢ Car Shows in the Park
  ➢ Third of July Fireworks Spectacular
  ➢ 4th of July Parade
  ➢ Fun Family Fall Fest
  ➢ Holiday Craft Fair / Tree Lighting
• Tae Kwon Do Fitness Program
• 46 Islands were treated and weeded throughout the various subdivisions of Hawthorn Woods in 2019, additionally, keeping with our three year maintenance cycle; we applied new mulch to all islands. This improves both the environmental health and aesthetic appeal to all areas of our community
• The limestone baseball warning tracks at Heritage Oaks Park Fields 1, 2 and 3 were repaired, resurfaced and upgraded
• The Soccer Fields at Heritage Oaks Park were heavily regraded, top dressed, fertilized and reseeded making the fields much safer for play. The same activity occurred at the Lacrosse Fields at Bridlewoods Park
• A large sink hole was reported by residents in Rambling Hills Park as a result of heavy rains and flooding conditions. Our park staff immediately addressed the issue and repaired the sink hole.
• Our park staff replaced a broken slide at Acorn Acres Park following an ice storm where a tree limb broke off and damaged the slide. The tree from which the limb fell was removed in the spring as a safety precaution to prevent any further possible reoccurrence. The tree was mulched and used as additional ground cover on our trail.
• The Parks and Recreation Department worked with various team members from Police and Public Works and redesigned the annual tree lighting event into the new Hometown Holiday event which would be held at Community Park. Unfortunately, the weather did not cooperate and the event had to be cancelled. To keep with tradition, the department re-organized a tree lighting ceremony, in one week’s time, to officially start the holiday season! A Twelve Days Holiday Display was erected and highly visible from Old McHenry Road throughout the holiday season.
• Movies in the Barn saw a spike in attendance with 80 participants at our fall event, and over 100 at our winter event.
• In partnership with the Lake County Stars, the first Hawthorn Woods Youth Baseball program was launched in the spring of 2018. The program successfully launched with 40 participants.
• The Water Dragon Swim team grew to over 60 swimmers and placed second in the division.
• Coordinated a Day of Service with Ancient Oaks Foundation who cleared approximately 75 feet of invasive Buckthorn. Recording 84 hours of service valued at $840.
• Worked with Front Range Environmental Services to coordinate and supervise the removal of a mono culture of invasive cattails in a wetland adjacent to the Brierwoods Preserve from the woodland to an existing creek bed. In connection with a grant award from a CN Green Region Grant to restore new vitality to the wetland. The Grant was valued at $15,000.
• Launched new expanded format for Community e-blasts, newsletters and brochures.
• Environmental Committee distributed over 450 sapling trees to the public in honor of Arbor/Earth Day.

POLICE DEPARTMENT HIGHLIGHTS

• Continuing Adopt-A-Cop Program now in its 12th year.
• Participation in 2nd Annual National Coffee with a Cop Day.
• Upgraded to BEAST Evidence Management Software.
• Received Livescan grant and implemented comprehensive departmental updates.
• Completed testing process for eligibility list and promoted a Commander and Sergeant.
• Hosted 9th Women’s Self-Defense Class.
• One replacement squad car was put into service. The retiring squad car was reassigned to the Building Department.
• 283 lbs. of prescription drugs collected were turned over to SWALCO and DEA Drug Enforcement Agency for disposal.
• Chief Paulus earned designation as Certified Chief of Police from the Illinois Chief of Police Association.
• Map labor negotiations were successfully completed
• Adjudication court was administered for local ordinance infractions

PUBLIC WORKS/ENGINEERING DEPARTMENT HIGHLIGHTS

• Continued to provide review, approval and oversight for proposed and existing development in regards to engineering, agreements and construction, including Hawthorn Hills, Stonebridge, Hawthorn Trails Phase 3 and Countryside Meadows
• Managed Village snow and ice removal operations
• Maintained 56 miles of municipal streets with allocated MFT funds
• Coordinated Village clean-up operations following storms, wind damage and floods
• Participated and provided input for Streets and Infrastructure bond question including attending all Open Houses and Citizen Task Force meetings
• Prepared bidding documents & contract documents for Public Works Salt Dome Roof Replacement & Public Works Roof Repair and managed the contractor for replacement/repair
• Got the water feature to work 100% at the Aquatic Center!
• Mechanical room repairs and upgrades at the Aquatic Center
• Parking lot light repairs at the Aquatic Center
• Coordinated concrete entrance sidewalk replacement with contractor at the Aquatic Center
• Coordinated fire extinguisher inspections, all buildings & vehicles
• Coordinated backflow inspections, all buildings on Aqua water
• Prepared budget recommendations for Public Works Department, Motor Fuel Tax Budget, Sewer, Engineering and CIP funds and budget presentation
• Performed storm sewer outfall inspections and JULIE locate orders for utilities
• Coordinated and notified the Darlington Bridge Road closure
• Painted curbs for fire lane & added signage for parking & fire lane at Aquatic Center
• Completed Deer Point, Deerfield, Squire and Forest View drainage repairs, including concrete replacement and paving
• Coordinated annual Fire alarm inspection for Village buildings, fire extinguisher inspections for all buildings & vehicles, and back-flow preventer inspections for all Village buildings on Aqua water

• Planned and performed Village Hall upstairs office improvements, Village Hall lobby upgrades, installed Police Department lockers and shelves, installed Public Works garage unit heater and coordinated the replacement and installation of two furnaces at the Village Hall and the Police Department
• Continued to maintain all Village cars, trucks and equipment for all departments including all tracking of service/maintenance for all vehicles/equipment
• Continued day to day cleaning at VH/PD and assisted with obtaining a cleaning contract
• Continually updated lift station log of daily flow
• Kept log and maintained maintenance of Kruger Road generator including troubleshooting.
• Assisted with specifications for the School generator
• Assisted Streets with pipe replacement & patching on Sequoia
• Assisted Streets with curb & gutter replacement on Reagan
• Aerated, seeded and fertilized at HOP soccer field
• Assisted mechanic during snow season

This appendix highlights a portion of the activities, projects, and initiatives reported from each Village department. A complete annual report from each department is available upon request.