

VILLAGE OF HAWTHORN WOODS, ILLINOIS
ANNUAL OPERATING BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2021
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2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 - (847) 438-5500 FAX 847-438-1459

October 19, 2020

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

Planning for the 2021 budget this year was a year unlike any other. We are in the midst of a global pandemic with certain economic declines balanced with a greater need for services as a higher number of daytime residents are working and schooling from home. We welcomed a new Chief Financial Officer just as budget season was initiating, and amidst all of those challenges, we are pleased to present to you a balanced budget for the fiscal year ending December 31, 2021.

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 COVID 19 pandemic phased reopening plan. We are keeping expenditures and other levies conservative in this budget. With state allocations decreasing in 2021, we have planned slow growth funding accordingly. We will stay vigilant in 2021 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 meets the Village Board approved goal of 35% of the subsequent year's operating budget. In addition, we have maintained this industry standard of excellence for five 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 \$2,205,319 as of December 31, 2019.

As the fiscal year 2020 concludes, it has presented many challenges due to the unprecedented global health crisis and phased recovery opportunities. The Village pivoted back in March 2020 to reinvent a modified budget, while carrying on essential services, programs, and departmental functions for our residents while keeping a safe workforce. One of our greatest challenges remains funding, because the State of Illinois has reduced our distribution of State Income Tax Funding and completely revised the Motor Fuel Tax formula impacting our revenues for 2021. When the economy stabilizes in Phase 5 of the State of Illinois Opening Plan, 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 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 on final build-out, with the Village looking to acquire much of the infrastructure in 2021 upon final checklist approval from our engineers. Several other residential homebuilding developments are proceeding during this global pandemic including William Ryan Homebuilders in Stonebridge, a 60-lot subdivision off of Old McHenry Road. The new High Pointe Estates subdivision is an 10-lot development of duplexes, resulting in 20 housing units and should reach buildout in 2021. Additionally, the new 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 construction starts, adding additional residents to town and revenue collected by our Community Development department.

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 remains involved in land use matters involving significant legal expenses. The Village is funding continuing legal expenses regarding a court case involving a vicious dog determination that will continue into 2021 for its determination. The Village is also awaiting a judicial ruling on a parcel of land in the center of our downtown corridor. The Village has also been involved in a matter with Aqua Illinois and Toll Brothers as it relates to the expansion of the wastewater treatment facilities that may continue into 2021. This legal activity has become a priority for funding in 2021, which impacts funds available for capital improvement projects this year.

In this proposed 2021 budget, concern remains regarding the uncertainty of state revenues. The state budget includes a 5% reduction in the state shared income taxes (LGDF) that was originally targeted as a temporary revenue decrease now made permanent. This revenue reduction has been incorporated into the 2021 projections. We also note a trend where commodities are increasing at a pace higher than revenues. The Village budget thoughtfully anticipates conservative estimates of the state revenue stream, and has slowed our budget expenditures from controlled growth to a maintenance budget reflecting only critical expenditures to maintain municipal operations 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 2021 is focused on sustainability, rather than moving our infrastructure and services forward. During this time of uncertainty, we will work tirelessly to keep our budget balanced, trending toward a maintenance model with flat to lower revenue and rising commodities.

Budget Overview

After exhaustive rework, the Village's total budget is balanced for 2021. General Fund budgeted revenues are forecasted at \$4,277,500; budgeted expenditures are estimated at \$4,271,976; operating transfers from other funds are planned at \$90,000, and transfers to the Aquatic Debt Service Fund and the Sewer Fund are planned at \$41,788 and \$12,000 respectfully, resulting in a planned net change in fund balance of \$41,736. 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 12/31/2010	Actual Fiscal Year Ended 12/31/2011	Actual Fiscal Year Ended 12/31/2012	Actual Fiscal Year Ended 12/31/2013	Actual Fiscal Year Ended 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Estimated Fiscal Year Ended 12/31/2020
Net Change in Fund Balance	\$ 50,796	\$ 555,967	\$ 727,903	\$ 116,239	\$ 188,114	\$ 255,736	\$ (725,188)	\$ 95,605	\$ 513,180	\$ 122,289	\$ 33,712
Fund Balance	\$ 355,475	\$ 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	\$ 2,239,031
Fund Balance/Budget %	11%	29%	43%	45%	48%	54%	36%	39%	51%	51%	52%

Source: Audited Financial Statements

* 2016 Fund Balance was adjusted to reflect financial best practices after a transfer of excess reserves to the Capital Improvement Fund.

The Village's Fund Balance and Reserve Policy dictates that the Village should maintain a fund balance reserve equal to 35% of the subsequent year's expenditure budget. As shown above, this ratio improved from the low point of 10% as of December 31, 2009 to 11% as of December 31, 2010. Our goal was to have a 15% ratio by December 31, 2011 and a 20% ratio by December 31, 2012. However, due to an extraordinary effort on behalf of each employee getting three price quotes for every purchase order, combined with an asserted effort to reduce contractual billing rates and increase municipal donations, the Village of Hawthorn Woods achieved a 43% ratio, rather than the 20% anticipated ratio, by December 31, 2012. This exceeds all performance standards and should be acknowledged as a team success. The Village maintained that ratio for the 2013 operating year, increasing performance and improving services without expending Village reserves. The Village again exceeded its forecast in the 2014 operating year; and as of December 31, 2014 a 48% ratio was achieved.

As of December 31, 2015, the Fund Balance in the General Fund was 54% of the following year's expenditure budget. Since the fund balance was consistently in excess of the stated policy, the Village Board approved a transfer of \$800,000 from the General Fund to the Capital Improvement Fund to fund much needed capital projects. Each subsequent year, the Village has analyzed the General Fund balance to assure compliance with the fund balance policy. Excess reserves, if achieved, will be transferred to the Capital Improvement Fund. As of December 31, 2017, the Fund Balance was 39%

of the subsequent year's operating budget. As of December 31, 2018, the Fund Balance was 50% of the subsequent year's operating budget. As of December 31, 2019, the Fund Balance was 51% of the subsequent year's operating budget.

Significant Changes as Summarized in the 2021 Budget:

Total headcount remains the same in 2021 and a hiring freeze is currently in place. 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.

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 2021 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 2021 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 \$41,788.

Other significant changes include:

1. Funding will be planned for 1 summer seasonal parks maintenance employee if the Aquatic Center opens in 2021. If it remains closed, we will reposition the Aquatic Center Manager for the summer of 2021 and not hire a part-time seasonal worker, as we did in 2020. (Minus 0.20 FTE)

The net result is a 0.2 decrease in FTE in Fiscal Year 2021, compared to Fiscal Year 2020. A detailed analysis can be found starting on page x.

Savings Opportunities:

1. General Fund – Village Clerk is forecasting \$6,500 in savings due to the reduction of codification costs of FOIA response fees.
2. General Fund – Technology is forecasting \$15,000 in savings due to the accumulation of consulting hours.
3. General Fund – Police is forecasting \$41,000 in savings due to the reduction in estimated call volume for dispatch services.
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 - \$35,773 additional revenue based upon capturing new growth from new home construction. It is important to note that the 2013 property tax levy request was a zero percent increase, the 2014 property tax levy request was 1.7% (CPI), the 2015 property tax levy request was 1.5% (CPI), the 2016 property tax levy request was 0.8% (CPI), the 2017 property tax request was 0.7% (CPI), the 2018 property tax levy request was 2.1% (CPI), the 2019 property tax levy request was 2.1% (CPI), the 2020 property tax levy request was 1.9% (CPI). The CPI for the 2021 property tax levy is 2.3%.
2. Use Tax - \$56,349 additional revenue based on estimated actual 2020 results, and the increased population as a result of the special census and IML per capita forecasts.
3. Cannabis Tax - \$7,513 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 2021 per capita forecast is \$0.90.
4. Video Gaming - \$2,650 additional revenue based on the video gaming liquor license (\$2,500) and terminal fee (\$150). On July 27, 2020, The Village Board passed Ordinance No. 2035-20 repealing Ordinance No. 1294A-09, which prohibited video gaming. We anticipate users in 2021.

Forecasted Stagnant/Declining Revenue Sources:

1. Telecommunications Tax- \$35,000 decline based on 2020 estimated actual results. As more residents eliminate their land lines and switch to mobile devices, this revenue stream continues to decline. In addition, the State has begun to collect a 2% administrative fee before remitting this revenue to the Village.
2. State Income Tax - \$119,376 decline based on 2020 estimated actual results. As a result of the COVID-19 pandemic, the unemployment insurance claims increased in the State of Illinois. Due to this fact, the IML per capita forecast estimate decreased from \$106.30 to \$92.00.
3. Franchise License Fees - \$20,000 decline based on 2020 estimated actual results.
4. Park and Recreation Programs - \$57,415 decline based on concerns from participants and State of Illinois contact sport restrictions due to COVID-19 pandemic.
5. Traffic Enforcement Revenue - \$92,180 decline in court fines, village code violations, and administrative impound fees due to less traffic on roads during work from home COVID-19 pandemic regulations.
6. 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 - \$47,765 increase in total personnel services due to the projected salary increase provided in the collective bargaining agreement. The current agreement expires on 12/31/20 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 have budgeted a \$30,946 increase in the police pension contribution bringing our total annual contribution to \$380,152. The increase is based upon the increased salary adjustments provided by the union

agreement and final average salary calculations which is provided by the independent actuarial valuation.

Due to anticipated legal fees continuing with ongoing litigation, and the continued reliance on the utility tax revenues to fund the repayment of the Aquatic Center Debt, there is no transfer planned to the Capital Improvement Fund in Fiscal Year 2021. Due to insufficient funding, over \$4.7 million in capital requests were cut from the Fiscal Year 2021 budget and deferred to future years.

Priority Based Budgeting

A detailed analysis was conducted to prioritize our programs and services in each department. These priorities were reviewed and updated for 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 2021 budget, is a detailed inventory of all Public Works vehicles and equipment with a detailed replacement cost analysis. This is a component that complements our municipal capital assets with make, model, serial number and voltage for all of our electrical machinery.

Our Capital Replacement Program contains minimal funding, as the 2021 budget reflects conservative spending considerations. Only emergency life, safety, and critical maintenance purchases will be considered until revenues are secured or revenue opportunities are attained through grants 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	12/31/11	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	Proposed 12/31/21
GENERAL GOVERNMENT											
Administration	2.0	4.0	4.0	2.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0
Finance/Human Resources	1.0	1.0	1.0	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	-	-
Building & Zoning	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
PARKS AND RECREATION											
Administration	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	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
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	9.0	10.0	10.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
PUBLIC WORKS											
Administration	2.0	1.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Maintenance	5.0	3.0	4.0	4.0	6.0	6.0	6.0	5.0	6.0	6.0	6.0
TOTAL	23.0	24.0	27.0	28.0	36.0	36.0	35.0	34.0	35.0	36.0	36.0

* 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 the choice location of its land and the premier value of its residential base. 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, even after approval of development entitlements. All purchases in excess of \$1,000 still require three quotes to ensure the best possible pricing is obtained. Department Heads follow a zero-based budgeting strategy, critically examining the most cost-effective way to provide the highest quality services to our residents. Department Heads justify their needs based off of their services and programs scheduled for the year. There is no automatic increase or starting point from the previous year's budget.

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

According to the recently released financial indicators from the State of Illinois Department of Revenue, the Village's shared revenues are forecasted to decrease in 2021. The primary reason for the decrease is a result of the COVID-19 pandemic as the state retains additional finances for their own debt. This 2021 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 \$304,679 in 2009 to \$2,205,319 in 2019 which is 51% 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 reduced the funding available for capital projects such as the Darlington culvert replacement a few years ago, 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, 2021. Collectively, we appreciate the fiscally conservative planning and public input that took place over the past several months as we have placed the Village in a secure fiscal position when expenditures are growing more rapidly than revenues. We will move cautiously protecting our assets until new opportunities for revenue are realized.

In summary, we acknowledge that the budget has been trimmed to reflect expenditures only for critical operations in this time of COVID-19 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.

We acknowledge that the preparation of this budget document was the work of numerous hours of dedicated effort by staff, Finance Chair, Jayne Kosik, our editor Trustee Kelly Corrigan, the entire Finance Committee, as well as Mayor Dominick DiMaggio and the Board of Trustees. We extend our sincere appreciation to all of these dedicated individuals who contributed time and talent to the compilation of the fiscal year ended December 31, 2021 budget.



Pamela O. Newton MSOL
Chief Operating Officer



Katreina S. York MBA MSA
Chief Financial Officer

VILLAGE BOARD OF TRUSTEES

Dominick DiMaggio, Mayor
 Kelly Corrigan, Trustee
 Michael David, Trustee
 James W. Kaiser, Trustee
 Jayne Kosik, Trustee
 Jodi McCarthy, Trustee
 Steve Riess, Trustee

VILLAGE COMMITTEES AND COMMISSIONS

<p>Board of Police Commissioners John Malcom, Chairperson Randy Hertel Pete Wifler</p>	<p>Sustainability Committee John Bickley, Chairperson Steve Riess, Trustee Liaison Kathy Felice Brian Heraty Ted Schweitzer Mahmood Mohiuddin</p>
<p>Finance Committee Jayne Kosik, Chairperson Kelly Corrigan, Trustee Liaison Steve Riess Surinderpal Singh Kalra</p>	<p>Planning Building and Zoning Commission Jim Merkel, Chairperson Jodi McCarthy, Trustee Liaison Chris Donovan Dave Lindquist Tom Rychlik Paul Sedlacek Dante Tisci Jack Voltattorni</p>
<p>Police Pension Fund Board of Trustees Doug Samz, Chairperson John Tennant Mike Viramontes</p>	<p>Zoning Board of Appeals John Kosik, Chairperson Jodi McCarthy, Trustee Liaison Jeff Johnston Harry Schildkraut Paul Sedlacek Pam Scaletta Jack Voltattorni Tom Rychlik</p>
<p>Hawthorn Woods in Bloom Margo Pelak, Chairperson James W. Kaiser, Trustee Liaison Bob Riddle Samina Imtiaz Farah Laman Tosi Ufodike Beth Ann Dodge Lauren Vondrasek Melissa Romeo Laurel Kaiser Beryl Ibbotson Karen Johanson Megan Masana</p>	

VILLAGE STAFF

Staff Member	Titles	Departmental Responsibility	2020 FTE	2021 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	0.20	0.20	-
		Technology			
		Building and Zoning			-
Economic Development	0.50	0.10	(0.40)		
Planning		0.40	0.40		
Kim Stewart	Communications Specialist	Administration	0.90	0.90	-
		Sewer	0.10	0.10	-
Max Gonzalez	Management Analyst	Administration	1.00	1.00	-
Vacant	Intern	Administration	-	-	-
		Technology			
Danette Russell	Finance Specialist	Finance	0.50	0.50	-
		Economic Development	-	-	-
		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	0.05	0.05	-
	Risk Management Director	Technology			
		Aquatic Center	0.05	0.05	-
		Sewer	0.15	0.15	-
Vacant	Intern	Finance	-	-	-

VILLAGE STAFF - CONTINUED

Staff Member	Titles	Departmental Responsibility	2020 FTE	2021 FTE	CHANGE
Jennifer Paulus	Chief of Police	Police	1.00	1.00	-
John Tennant	Commander	Police	1.00	1.00	-
Sara Canada	Sergeant	Police	1.00	1.00	-
Ed Armijo	Sergeant	Police	1.00	1.00	-
Armando Escamilla	Patrol Officer	Police	1.00	1.00	-
Mike Viramontes	Patrol Officer	Police	1.00	1.00	-
Mike Rossini	Patrol Officer	Police	1.00	1.00	-
Anthony Cortez	Patrol Officer	Police	1.00	1.00	-
Michael Behan III	Patrol Officer	Police	1.00	1.00	-
Alexander Miller	Patrol Officer	Police	1.00	1.00	-
Donald Rathje	Patrol Officer	Police	1.00	1.00	-
Brian Cvitkovich	Patrol Officer	Police	1.00	1.00	-
Jan Filenko	Police Records and Office Manager	Police	1.00	1.00	-
Erika Frable	Director of Public Works	Public Works	0.50	0.50	-
	Village Engineer	Engineering	0.10	0.10	-
		Motor Fuel Tax	-	-	-
		Economic Development	0.20	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	-
Dave Barkemeyer	Crew Leader - Buildings Maintenance	Public Works	0.55	0.55	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.20	0.20	-
Michael Marquardt	Specialist I - Buildings Maintenance	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

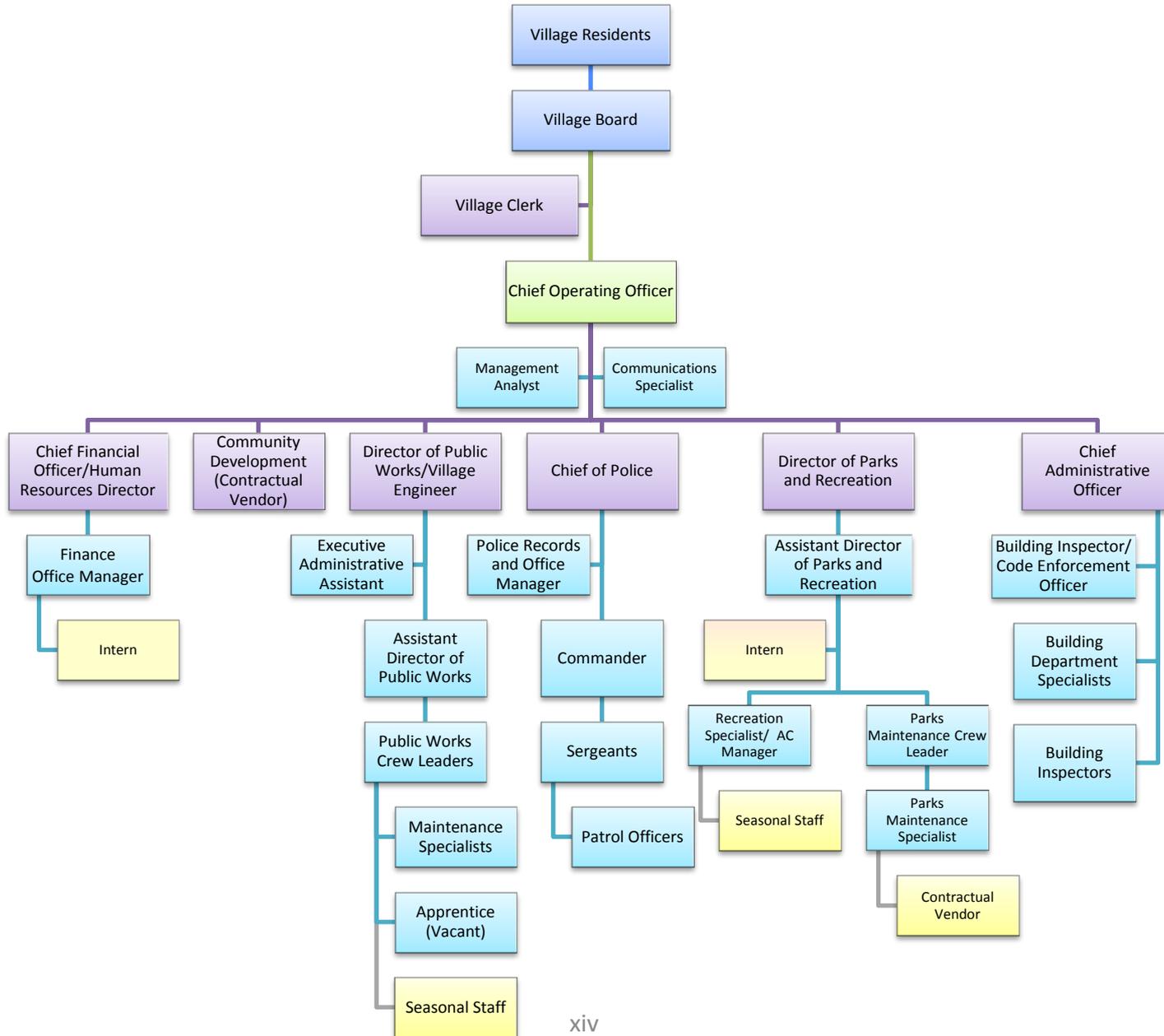
Staff Member	Titles	Departmental Responsibility	2020 FTE	2021 FTE	CHANGE
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	0.25	0.25	-
Vacant	Director of Community Development	Planning, Building & Zoning Economic Development	- -	- -	- -
Vacant	Economic Development 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. Parks Maintenance Community Events Economic Development Aquatic Center	0.25 0.30 0.30 0.05 0.10	0.25 0.30 0.30 0.05 0.10	- - - - -
Amy Mason	Assistant Director of Parks & Recreation	Parks & Recreation Admin. Parks Maintenance Community Events	0.60 0.10 0.30	0.60 0.10 0.30	- - -
Ryan Mathy	Crew Leader - Parks Maintenance	Parks Maintenance Public Works	1.00 -	1.00 -	- -
John Sanchez	Parks Maintenance Specialist I	Parks Maintenance Public Works	1.00 -	1.00 -	- -
Vacant	Seasonal Parks Maintenance	Parks Maintenance	0.40	0.20	(0.20)
Alex Casler	Aquatic Center Manager/Recreation Specialist I	Aquatic Center Parks & Recreation Admin.	0.60 0.40	0.60 0.40	- -
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
TOTAL			50.25	50.05	(0.20)

There is no change in the total FTE (full time equivalents). A summary of the changes is as follows:

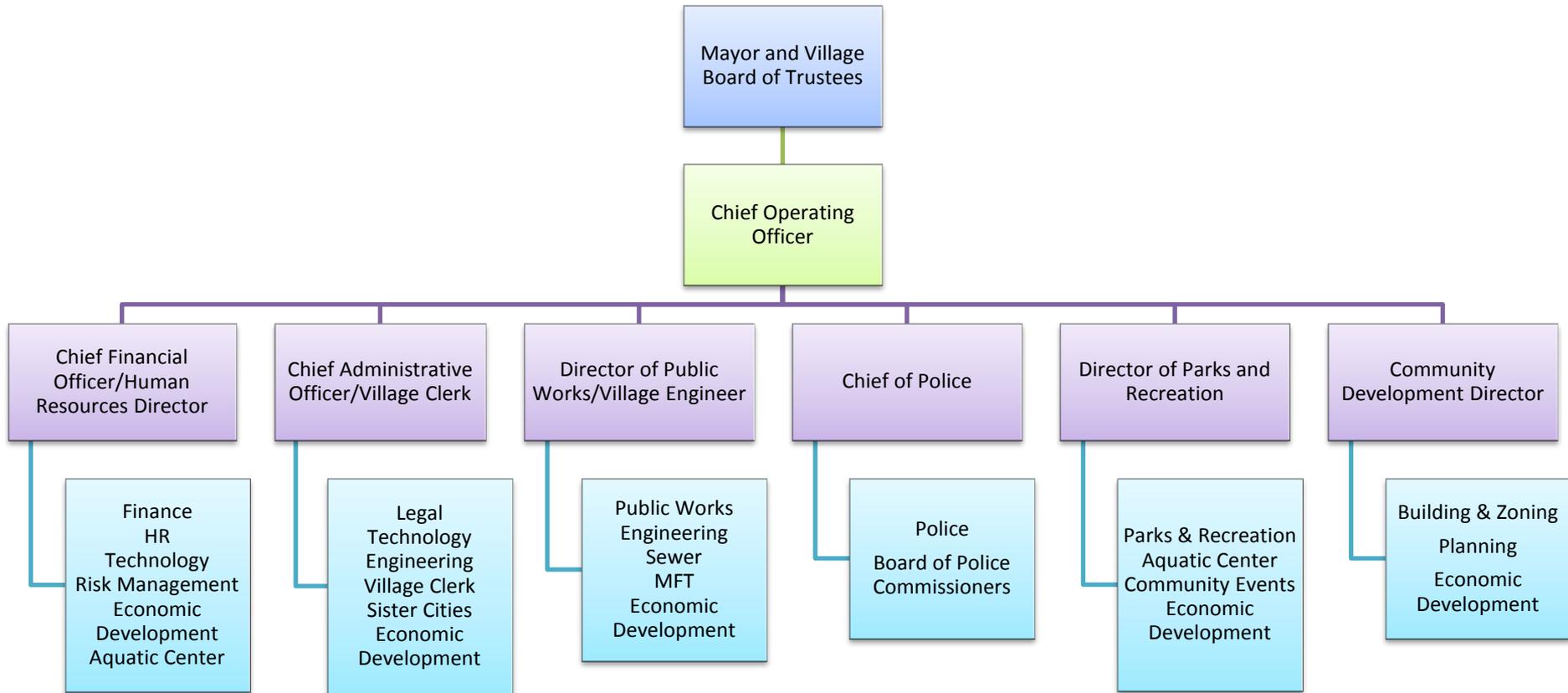
Position	Description of Change	2020 FTE	2021 FTE	CHANGE
Seasonal Parks Maintenance	1 new seasonal employee (10 weeks @ 40 hours per week)	0.40	0.20	(0.20)
Net Change in FTE		<u>0.40</u>	<u>0.20</u>	<u>(0.20)</u>

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.

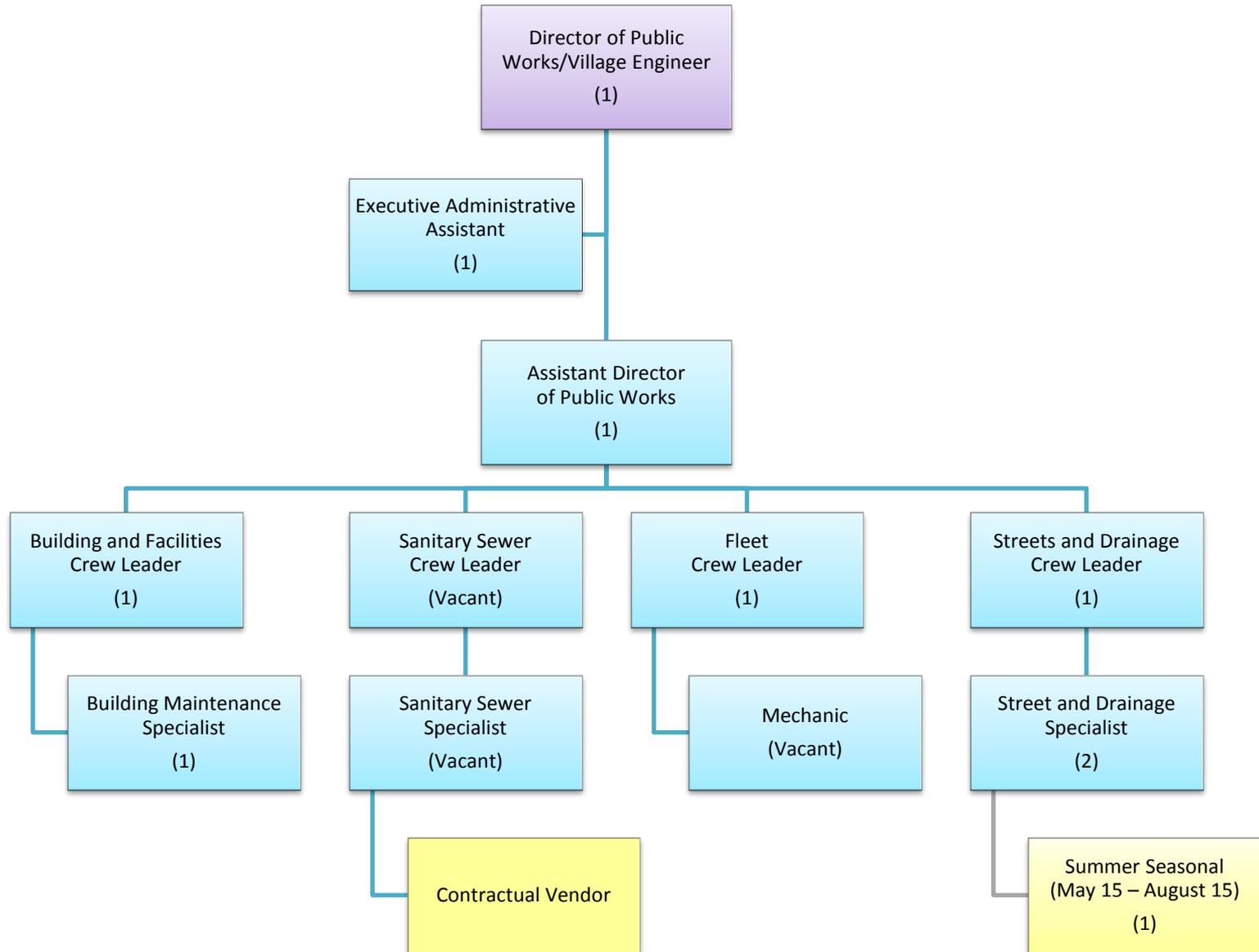
Village of Hawthorn Woods – Organizational Chart



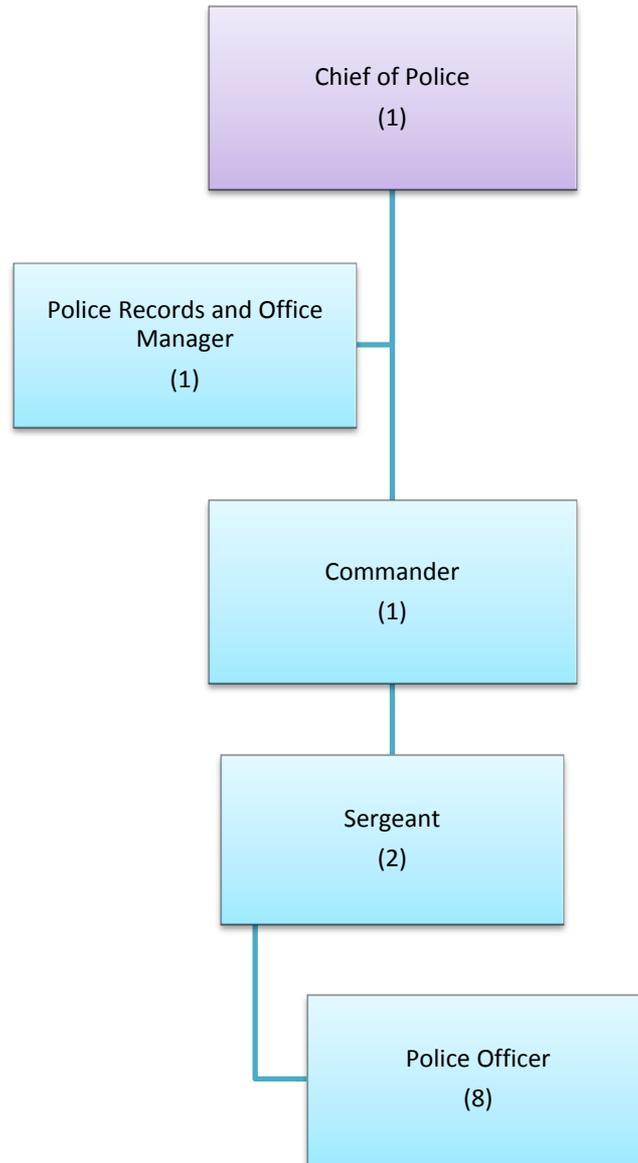
Administration Department Organizational Chart



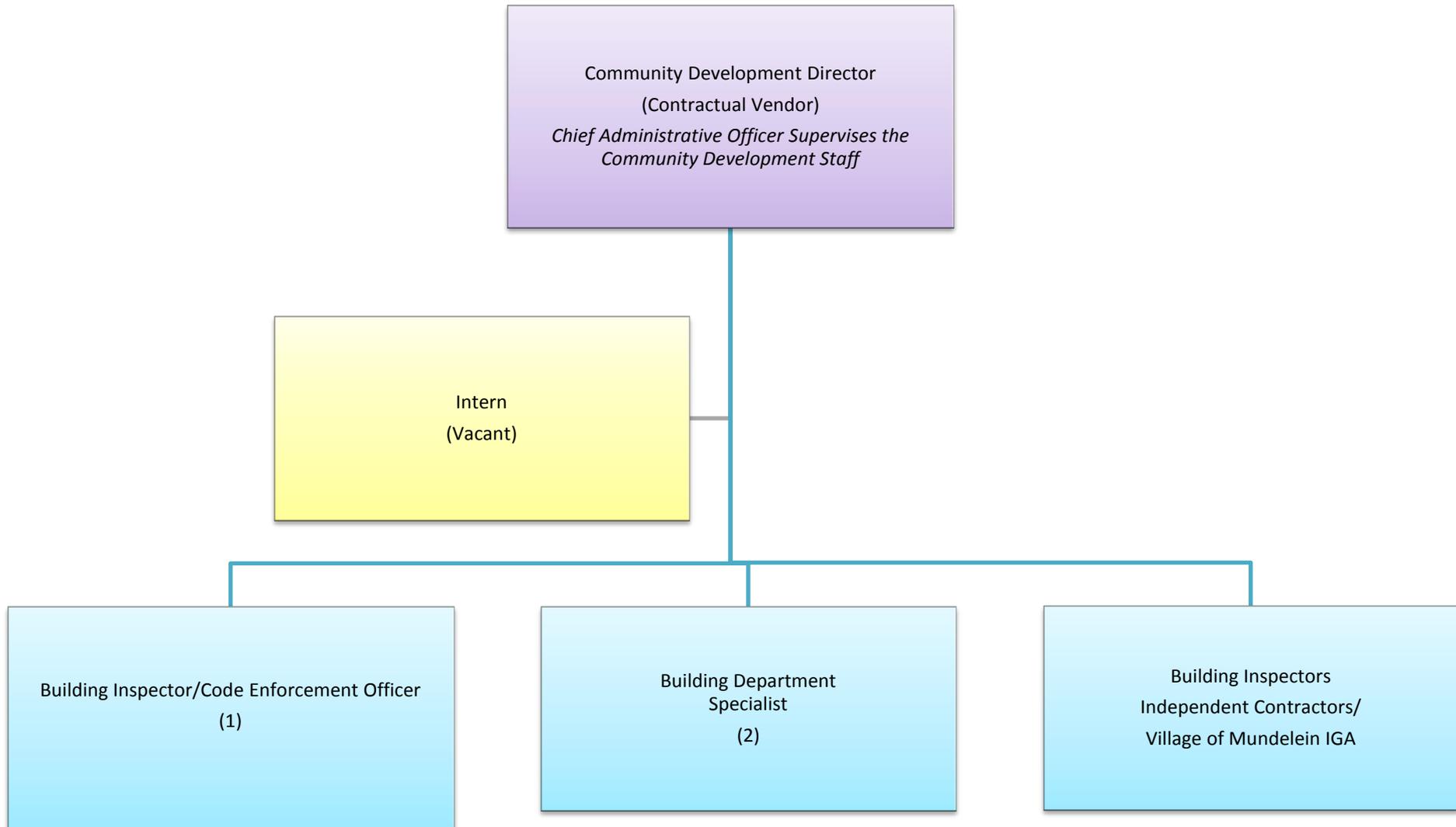
Public Works Department Organizational Chart



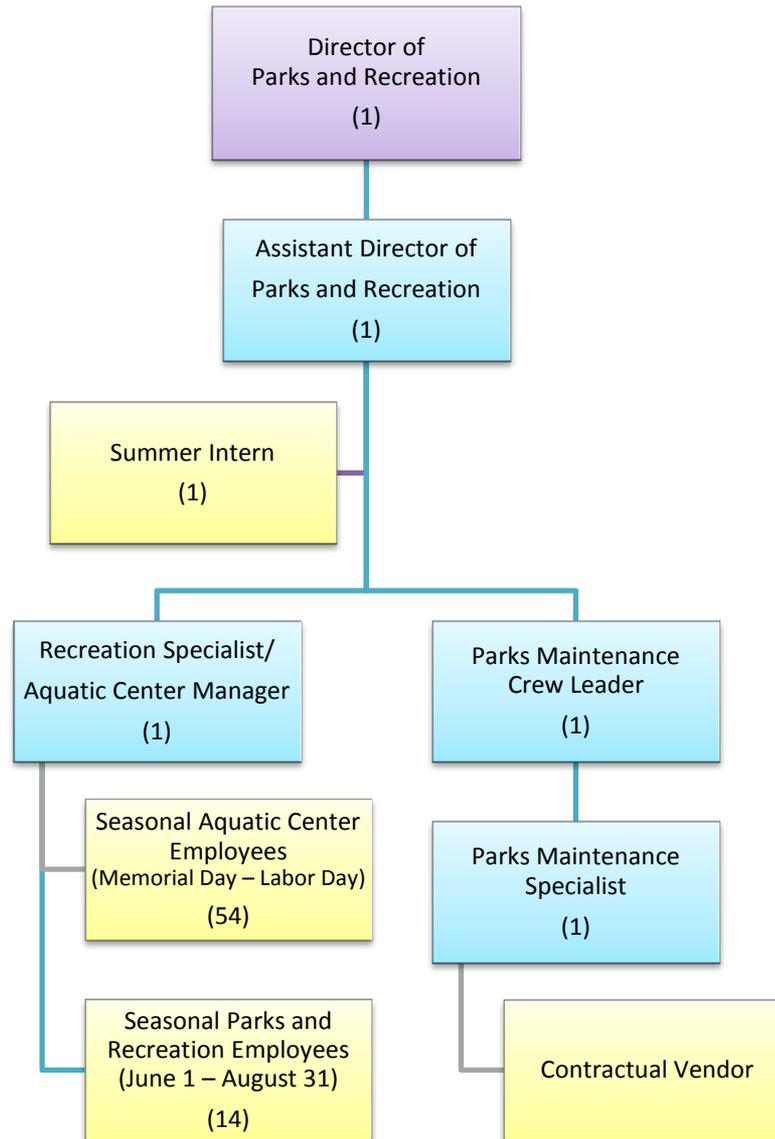
Police Department Organizational Chart



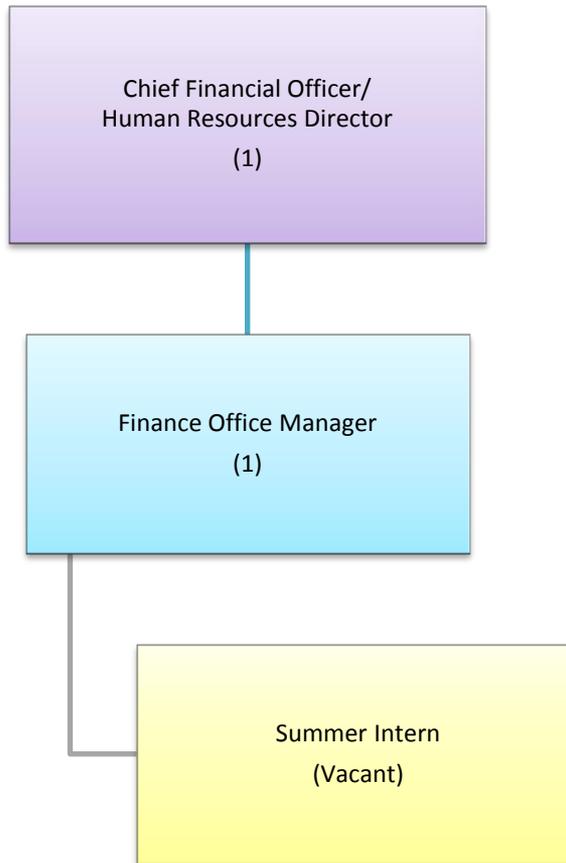
Community Development Department Organizational Chart



Parks and Recreation Department Organizational Chart



Finance and Human Resources Department Organizational Chart



GENERAL FUND

Revenues

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
					2021	2022
				General Government		
3,154,646	3,363,361	3,567,070	3,709,412	Taxes	3,651,270	3,615,483
366,571	385,520	365,095	392,200	Licenses	375,000	365,000
-	-	-	-	Fees	150	150
59,019	55,642	52,632	60,000	Intergovernmental	56,000	56,000
14,795	19,585	6,135	19,500	Interest Income	6,000	6,000
20,226	28,273	51,672	17,100	Miscellaneous	16,100	17,100
226,052	290,494	227,373	238,410	Police	172,980	172,980
2,641	23,680	515	-	Public Works	-	-
3,843,950	4,166,555	4,270,490	4,436,622	Total Revenues	4,277,500	4,232,713

Expenditures

Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
					2021	2022
1,804	1,087	1,792	2,910	Elected Officials	2,280	2,400
387,561	343,550	378,815	488,200	Administration	507,919	506,419
328,973	111,827	501,381	220,750	Legal	225,750	195,750
34,915	42,415	42,258	54,477	Village Clerk	47,770	49,731
367,115	356,168	354,786	473,705	Risk Management	493,809	494,047
77,863	65,578	52,715	57,828	Human Resources	44,155	51,205
98,803	114,273	106,053	112,375	Technology	103,388	114,418
173,200	154,531	165,185	168,635	Finance	147,644	154,392
35,669	35,957	23,128	32,754	Engineering	34,257	33,603
1,484,584	1,554,777	1,576,224	1,713,889	Police	1,659,378	1,726,412
308,036	339,582	335,081	349,206	Police Pension Contribution	380,152	380,152
2,493	1,131	375	5,475	Police Commission	4,475	5,475
550,060	583,499	589,674	664,726	Public Works	620,999	655,302
-	-	-	-	Building *	-	-
3,851,076	3,704,375	4,127,468	4,344,930	Total Expenditures	4,271,976	4,369,306

				Excess (Deficiency) of Revenues		
(7,126)	462,180	143,022	91,692	Over Expenditures	5,524	(136,592)
-	-	-	-	Transfer to Other Funds	(12,000)	(12,000)
-	90,000	90,000	90,000	Transfer from Special Rec	90,000	90,000
152,731	-	100,000	-	Transfer from Community Dev.		50,000
(50,000)	-	-	-	Transfer to C.I.P. Fund	-	-
-	(39,000)	(210,733)	(147,980)	Transfer to Debt Service Fund	(41,788)	(161,361)
95,605	513,180	122,289	33,712	Net Change in Fund Balance	41,736	(169,953)
1,569,851	2,083,031	2,205,319	2,239,031	Fund Balance as of 12/31	2,280,766	2,110,813

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL			PROJECTED
GENERAL FUND							
REVENUES							
TAXES							
01-10-00-1-3010	PROPERTY TAXES	1,435,948	1,555,327	625,571	1,555,327	1,591,100	1,543,367
01-10-00-1-3012	PROPERTY TAX-INSURANCE	174,054	194,366	71,988	194,366	198,837	192,871
01-10-00-1-3013	PROPERTY TAX-FICA	87,027	63,346	43,547	63,346	64,803	62,859
01-10-00-1-3015	PROPERTY TAX-AUDIT	21,757	22,331	8,846	22,331	22,845	22,160
01-10-00-1-3020	PROPERTY TAXES-R&B	17,092	19,952	7,044	19,952	20,411	19,799
01-10-00-1-3030	SALES TAX	146,736	130,000	56,243	117,000	130,000	130,000
01-10-00-1-3040	CANNABIS TAX	-	-	2,064	4,128	7,513	7,588
01-10-00-1-3080	USE TAX	282,824	273,397	157,471	307,068	329,746	333,043
01-10-00-1-3090	STATE INCOME TAX	888,554	887,392	435,892	798,653	768,016	775,696
01-10-00-1-3095	PERSONAL PROPERTY TAX	2,100	2,300	951	1,902	2,000	2,100
01-10-00-1-3097	UTILITY TAX	371,180	400,000	194,300	388,600	390,000	400,000
01-10-00-1-3098	TELECOM TAX	138,476	160,000	66,727	130,000	125,000	125,000
01-10-00-1-3099	AMUSEMENT TAX	1,322	1,000	1,148	1,148	1,000	1,000
TOTAL TAXES		3,567,070	3,709,412	1,671,792	3,603,822	3,651,270	3,615,483
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	158,960	159,000	149,075	152,048	159,000	149,000
01-10-00-2-3125	VEHICLE LICENSES-LATE FEE	7,573	7,500	2,695	5,195	7,500	7,500
01-10-00-2-3130	ANIMAL LICENSES	13,370	13,200	12,040	12,800	13,500	13,500
01-10-00-2-3140	FRANCHISE LICENSES	167,817	195,000	85,697	171,394	175,000	175,000
01-10-00-2-3150	BUSINESS LICENSES	9,475	9,600	9,350	9,575	9,600	9,600
01-10-00-2-3160	VIDEO GAMING LIQUOR LICENSE FEE	-	-	-	-	2,500	2,500
TOTAL LICENSES		365,095	392,200	266,757	358,912	375,000	365,000
FEES							
01-10-00-4-3680	VIDEO GAME TERMINAL FEE	-	-	-	-	150	150
TOTAL FEES		-	-	-	-	150	150
INTERGOVERNMENTAL							
01-10-00-5-3805	GRANTS	-	-	60,152	65,000	-	-
01-10-00-5-3810	SALES TAX SHARING - IGA	52,632	60,000	23,684	56,400	56,000	56,000
TOTAL INTERGOVERNMENTAL		52,632	60,000	83,836	121,400	56,000	56,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	6,135	19,500	-	6,000	6,000
01-10-00-6-3811	UNREALIZED GAIN (LOSS)	-	-	-	-	-
TOTAL INTEREST INCOME		6,135	19,500	-	6,000	6,000
MISCELLANEOUS						
01-10-00-7-3835	SWALCO RECYCLING	-	-	-	-	-
01-10-00-7-3836	SWALCO WM FEE	3,584	3,600	3,584	3,584	3,600
01-10-00-7-3840	YARD STICKERS	11,415	10,000	865	10,000	10,000
01-10-00-7-3870	TUITION REIMBURSEMENT REPAID	-	-	-	-	-
01-10-00-7-3890	MISCELLANEOUS INCOME	36,673	3,500	1,805	3,500	3,500
TOTAL MISCELLANEOUS		51,672	17,100	6,254	17,084	17,100
TOTAL REVENUES		4,042,603	4,198,212	2,028,639	4,107,218	4,059,733

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$1,555,327
FY 2021 Budget request	<u>\$1,591,100</u>
Increase (Decrease)	<u>\$ 35,773</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2021 is 2.3%.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 194,366
FY 2021 Budget request	\$ 198,837
Increase (Decrease)	<u>\$ 4,470</u>

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**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 63,346
FY 2021 Budget request	<u>\$ 64,803</u>
Increase (Decrease)	<u><u>\$ 1,457</u></u>

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**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 22,331
FY 2021 Budget request	\$ 22,845
Increase (Decrease)	<u>\$ 514</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2021 is 2.3%.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 19,952
FY 2021 Budget request	<u>\$ 20,411</u>
Increase (Decrease)	<u>\$ 459</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2021 is 2.3%.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 130,000
FY 2021 Budget request	\$ 130,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 effective 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ 7,513
Increase (Decrease)	<u>\$ 7,513</u>

The cannabis tax forecast will vary from year to year. For Fiscal Year 2021, the forecast is equal to \$0.90 per capita x 8,348 population.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 273,397
FY 2021 Budget request	\$ 329,746
Increase (Decrease)	<u>\$ 56,349</u>

The use tax forecast varies from year to year. For Fiscal Year 2020, the forecast is equal to \$39.50 per capita x 8,348 population. The primary reason for the increase is a result of the new Illinois law which requires use tax payments from remote sellers without a physical presence in the State of Illinois.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 887,392
FY 2021 Budget request	<u>\$ 768,016</u>
Increase (Decrease)	<u><u>\$(119,376)</u></u>

The income tax forecast varies from year to year. For Fiscal Year 2021, the forecast is equal to \$92.00 per capita x 8,348 population. The primary reason for the decrease is a result of the COVID-19 pandemic which affected income tax revenue due to increase of State of Illinois unemployment insurance claims.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,300
FY 2021 Budget request	<u>\$ 2,000</u>
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon the estimated actuals from Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 400,000
FY 2021 Budget request	<u>\$ 390,000</u>
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 160,000
FY 2021 Budget request	\$ 125,000
Increase (Decrease)	<u>\$ (35,000)</u>

The primary reason for the decrease is based upon the projected actuals from Fiscal Year 2020 and the State imposed 2% administrative collection fee.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,900
FY 2021 Budget request	<u>\$ 7,900</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 159,000
FY 2021 Budget request	<u>\$ 159,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Description: Vehicle Licenses-Late Fee
Account Number: 01-10-00-2-3125

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 2020 Budget request	\$ 7,500
FY 2021 Budget request	<u>\$ 7,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 13,200
FY 2021 Budget request	<u>\$ 13,500</u>
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase is based upon the anticipated new residents with pets for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 195,000
FY 2021 Budget request	<u>\$ 175,000</u>
Increase (Decrease)	<u><u>\$ (20,000)</u></u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 9,600
FY 2021 Budget request	<u>\$ 9,600</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 Liquor Licenses revenue forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is due to the creation of video gaming liquor licenses in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase is due to the creation of video gaming terminal fees in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 zero.

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2020 Budget request	\$ 60,000
FY 2021 Budget request	\$ 56,000
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the decrease is based upon estimated actuals from Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 19,500
FY 2021 Budget request	<u>\$ 6,000</u>
Increase (Decrease)	<u><u>\$(13,500)</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,600
FY 2021 Budget request	\$ 3,600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,000
FY 2021 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ (1,000)</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,500
FY 2021 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.



ELECTED OFFICIALS



Mayor Dominick DiMaggio



Trustee Kelly Corrigan



Trustee Michael David



Trustee James W. Kaiser



Trustee Jayne Kosik



Trustee Jodi McCarthy



Trustee Steve Riess

ELECTED OFFICIALS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	0	0	0	0
Part-Time	7	7	7	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-		
1,087	1,792	2,910		
1,087	1,792	2,910	-	-
			2,280	2,400
			Total Expenditures	
			2,280	2,400

(1,087)	(1,792)	(2,910)	Source (Use) of Cash	(2,280)	(2,400)
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Significant Changes

- \$350 decrease in Professional Development due to reduced attendance at municipal events because of anticipated continued restrictions on gatherings due to COVID-19 pandemic.
- \$280 decrease in Miscellaneous Expenses due to reduced attendance at municipal events because of anticipated continued restrictions on gatherings due to COVID-19 pandemic.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ELECTED OFFICIALS						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-12-1-4010	SALARIES	-	-	-	-	-
01-10-12-1-4040	IMRF	-	-	-	-	-
01-10-12-1-4090	FICA MATCHING	-	-	-	-	-
TOTAL PERSONNEL SERVICES		-	-	-	-	-
CONTRACTUAL SERVICES						
01-10-12-3-4357	PRINTING/COPYING	-	100	55	100	100
01-10-12-3-4361	DUES	345	400	-	400	400
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	380	850	-	500	850
01-10-12-3-4390	MISCELLANEOUS EXPENSE	1,067	1,560	979	1,560	1,050
TOTAL CONTRACTUAL SERVICES		1,792	2,910	1,034	2,060	2,400
TOTAL EXPENDITURES		1,792	2,910	1,034	2,060	2,400

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 100
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$400</u>
Total	<u><u>\$400</u></u>

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

FY 2020 Budget request	\$ 400
FY 2021 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 500</u>

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

FY 2020 Budget request	\$ 850
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ (350)</u>

The primary reason for the decrease relates to the decrease in the Illinois Municipal League Conference for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, Mayor's meeting expenses, 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	<u>\$ 1,085</u>

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

FY 2020 Budget request	\$ 1,560
FY 2021 Budget request	<u>\$ 1,280</u>
Increase (Decrease)	<u>\$ (280)</u>

The primary reason for the decrease relates to anticipated continued gathering restrictions in Fiscal Year 2021.



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
	2019	2020	2021	2021
Full-Time	3	3	3	3.05
Part-Time	0	0	0	0

The Chief Operating Officer is responsible for the day to day administrative operations of the Village based on the Village Board recommendations. Other responsibilities include the administering of the Village’s personnel rules, policies and procedures; preparation and implementation of the annual operating and capital improvement budgets for all municipal departments; preparation of the annual tax levy ordinance; purchasing as provided for in the annual budget not exceeding \$20,000; preparation of long-range capital expenditure programs for the Village; overseeing risk management functions; coordinating intergovernmental operations; serving as liaison to various Village committees; assuring compliance with federal and state government policies; investigation of all complaints received in relation to matters concerning the administration of the Village; directing communication activities to keep the public informed of Village plans and activities.

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
245,621	269,436	375,138	Personnel Services	406,818	414,954
92,488	102,662	106,122	Contractual Services	94,786	84,815
5,441	6,717	6,940	Commodities	6,315	6,650
343,550	378,815	488,200	Total Expenditures	507,919	506,419

(343,550)	(378,815)	(488,200)	Source (Use) of Cash	(507,919)	(506,419)
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Significant Changes

- \$5,785 decrease in Other Professional Services due to completion of MPA Intern with NIU.
- \$22,020 increase due to the potential hiring of a Management Analyst.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	223,270	319,834	138,816	277,632	348,691
01-10-10-1-4015	PART TIME INTERN	9,005	-	4,045	23,331	-
01-10-10-1-4040	IMRF	23,422	37,485	15,452	30,904	43,761
01-10-10-1-4090	FICA MATCHING	13,739	17,819	10,095	20,190	22,502
TOTAL PERSONNEL SERVICES		269,436	375,138	168,408	352,057	414,954
CONTRACTUAL SERVICES						
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	1,449	600	1,575	2,200	1,000
01-10-10-3-4329	OTHER PROFESSIONAL SERVICES	32,534	5,786	5,786	5,786	-
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	5,107	5,600	2,915	6,600	7,000
01-10-10-3-4351	POSTAGE	10,649	10,611	6,943	10,780	1,200
01-10-10-3-4353	TELEPHONE - CELL PHONE	1,505	1,100	504	1,008	1,050
01-10-10-3-4354	TELEPHONE - LAND LINE	8,589	7,641	4,320	8,640	9,000
01-10-10-3-4355	PUBLISHING/ADVERTISING	-	200	-	-	200
01-10-10-3-4357	PRINTING/COPYING	4,840	6,990	6,126	6,990	-
01-10-10-3-4358	PUBLIC INFORMATION	6,773	7,590	3,689	7,121	7,000
01-10-10-3-4361	DUES	5,778	6,053	2,872	5,701	5,900
01-10-10-3-4362	TRAVEL EXPENSE	33	200	31	50	100
01-10-10-3-4363	MILEAGE REIMBURSEMENT	342	500	327	327	425
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	1,777	3,855	223	223	3,700
01-10-10-3-4367	PUBLICATIONS	257	250	100	100	250
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	7,374	8,100	-	8,100	7,000
01-10-10-3-4377	EMPLOYEE RECOGNITION	1,286	2,040	1,521	2,040	2,040

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-10-10-3-4378	VOLUNTEER APPRECIATION	350	700	30	400	400
01-10-10-3-4380	YARD WASTE STICKERS	9,315	8,280	-	4,140	8,250
01-10-10-3-4381	MORTGAGE DEFAULT PROP MAINT	-	500	-	-	500
01-10-10-3-4382	SWALCO FEE	3,526	3,526	3,526	3,526	4,000
01-10-10-3-4390	MISC. EXPENSE	1,179	1,000	370	600	800
01-10-10-3-4399	CONTINGENCY	-	25,000	-	-	25,000
TOTAL CONTRACTUAL SERVICES		102,662	106,122	40,858	74,332	84,815
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	5,986	5,500	1,977	3,000	5,250
01-10-10-5-4562	AUTO FUEL & OIL	-	-	-	-	-
01-10-10-5-4563	MINOR EQUIPMENT	34	200	116	200	200
01-10-10-5-4578	UNIFORMS	73	240	-	-	250
01-10-10-5-4595	MEETING SUPPLIES	624	1,000	181	561	950
TOTAL COMMODITIES		6,717	6,940	8,534	15,761	6,650
MISCELLANEOUS						
01-10-10-7-3895	CASH OVER/SHORT	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-
TOTAL EXPENDITURES		378,815	488,200	217,800	442,150	506,419

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 319,834
FY 2021 Budget request	<u>\$ 341,854</u>
Increase (Decrease)	<u>\$ 22,020</u>

The primary reason for the increase is due to the addition of the Management Analyst for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 37,485
FY 2021 Budget request	<u>\$ 42,903</u>
Increase (Decrease)	<u><u>\$ 5,418</u></u>

The primary reason for the increase is due to the addition of the Management Analyst. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 17,819
FY 2021 Budget request	\$ 22,061
Increase (Decrease)	<u>\$ 4,242</u>

The primary reason for the increase is due to the addition of the Management Analyst for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Contract Maintenance -Equipment

Priority: 1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 01-10-10-3-4130

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

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

FY 2020 Budget request	\$ 600
FY 2021 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 1,400</u>

The primary reason for the increase is based upon anticipated service needed in conjunction with the installation of a new phone system for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,786
FY 2021 Budget request	\$ -
Increase (Decrease)	\$ (5,786)

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Credit Card Processing Fees
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4345

This account pays for the cost to the Village when a customer uses their credit card for payment of Village services/products (other than recreation programs and aquatic center programs and passes).

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

FY 2020 Budget request	\$ 5,600
FY 2021 Budget request	\$ 6,600
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the anticipated use of credit cards with the implementation of BS&A software as online credit card payments will be available for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Postage

Priority: 1.6 Prioritize Citizen Services

Account Number: 01-10-10-3-4351

This account is used for the postage, shipping fees and bulk mailings utilized by all departments except for the Parks & Recreation brochures.

Postage - Stamps.com, post office (average \$317/month)	\$ 3,800
Stamps.com - monthly fee (\$17.99/month)	\$ 216
UPS	\$ 250
Bulk mailing annual fee	\$ 245
Vehicle sticker mailing	\$ 1,500
Newsletter mailing	\$ 3,067
Total	<u>\$ 9,078</u>

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

FY 2020 Budget request	\$ 10,611
FY 2021 Budget request	\$ 9,078
Increase (Decrease)	<u>\$ (1,533)</u>

The primary reason for the decrease is due to the reduction of newsletter mailing from 4 per year to 3 per year for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Telephone - Cell Phone
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4353

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

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

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

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

FY 2020 Budget request	\$ 1,100
FY 2021 Budget request	\$ 525
Increase (Decrease)	<u>\$ (575)</u>

The primary reason for the decrease is based upon the cancellation of cellular telephone services for the Chief Administrative Officer for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,641
FY 2021 Budget request	\$ 8,700
Increase (Decrease)	<u>\$ 1,059</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND
Department: ADMINISTRATION
Description: Publishing/Advertising
Priority: 1.6 Prioritize Citizen Services
Account Number: 01-10-10-3-4355

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

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

FY 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 5,300
Vehicle stickers	\$ 1,150
Dog tags	\$ 350
Nameplates	\$ 50
Business cards	\$ 100
AP checks	\$ 100
Tax forms	\$ 330
Envelopes	\$ 400
Deposit slips	\$ 170
Name badges	\$ 50
	<u>\$ 8,000</u>

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

FY 2020 Budget request	\$ 6,990
FY 2021 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ 1,010</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Public Information

Priority: 1.6 Prioritize Citizen Services

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

This account is used for charges associated with the printing of the Happenings newsletter. The cost of the New Resident folder expenses is also charged to this account.

Happenings newsletter	\$ 4,760
New Resident folders	\$ -
	<u>\$ 4,760</u>

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

FY 2020 Budget request	\$ 7,590
FY 2021 Budget request	\$ 4,760
Increase (Decrease)	<u>\$ (2,830)</u>

The primary reason for the decrease is based upon reducing the number of newsletters from 4 to 3 per year and moving the New Resident folders to an electronic format for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 Association of Municipal Management Assistants	\$ -
Illinois City Management Assoc. - COO	\$ 425
Illinois City Management Assoc. - CAO	\$ 182
Lake County Municipal League	\$ 1,110
Lake County Bar Association - CAO	\$ -
Lake Zurich Area Chamber of Commerce	\$ 400
Total	<u>\$ 5,862</u>

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

FY 2020 Budget request	\$ 6,053
FY 2021 Budget request	\$ 5,882
Increase (Decrease)	<u>\$ (171)</u>

The primary reason for the decrease is based upon the elimination of the Illinois Association of Municipal Management Assistants and Lake County Bar Association dues for the CAO for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 \$.58 per mile.

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

FY 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 425
Increase (Decrease)	<u>\$ (75)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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)/CAO (Winter)	\$ 650
IML Conference	\$ -
LZ Chamber Board meetings	\$ 240
Business Training Expenses	\$ 1,000
ICMA Credentialed Manager Certification	\$ 1,500
Total	<u>\$ 3,390</u>

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

FY 2020 Budget request	\$ 3,855
FY 2021 Budget request	\$ 3,390
Increase (Decrease)	<u>\$ (465)</u>

The primary reason for the decrease is based upon the removal of the ICMA and IML conference expenses for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

State Statutes	<u>\$ 250</u>
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The Publications budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 250
FY 2021 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,100
FY 2021 Budget request	\$ 7,375
Increase (Decrease)	<u>\$ (725)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Employee Recognition

Priority: 1.6 Prioritize Citizen Services

Account Number: 01-10-10-3-4377

This account is used to pay for employee recognition to reward excellence in the workplace, as well as departmental recognitions and team building events.

Annual Employee Recognition	\$ 1,590
Public Service Recognition Week	\$ 200
Administration team building lunch (all staff)	\$ -
Total	<u>\$ 1,790</u>

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

FY 2020 Budget request	\$ 2,040
FY 2021 Budget request	<u>\$ 1,790</u>
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease is based upon the removal of the Administration team building lunch for all staff due to the anticipated gathering restrictions due to the COVID-19 pandemic for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 700
FY 2021 Budget request	\$ 400
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,280
FY 2021 Budget request	\$ 6,210
Increase (Decrease)	<u>\$ (2,070)</u>

The primary reason for the decrease is due to the accessibility to yard waste stickers through Hawthorn Gardens as well as online purchasing through Waste Management.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,526
FY 2021 Budget request	\$ 3,526
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: ADMINISTRATION

Description: Miscellaneous Expense

Priority: 1.6 Prioritize Citizen Services

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

Expenditures to this account will include retirement recognition, bereavement memorials, liquor license background checks and other miscellaneous items.

LCML/LZ Evening of Excellence	\$ -
Liquor license background checks	\$ 75
Retirement/bereavement	\$ 200
Miscellaneous	\$ 300
Total	<u>\$ 575</u>

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

FY 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 575
Increase (Decrease)	<u>\$ (425)</u>

The primary reason for the decrease is based upon the removal of the LCML/LZ Evening of Excellence event for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 25,000
FY 2021 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,500
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ (500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 240
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ (40)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 915</u>

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

FY 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 915
Increase (Decrease)	<u>\$ (85)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.



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
	2019	2020	2021	2021
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
111,827	501,381	220,750	Contractual Services	225,750	195,750
111,827	501,381	220,750	Total Expenditures	225,750	195,750

(111,827)	(501,381)	(220,750)	Source (Use) of Cash	(225,750)	(195,750)
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Significant Changes

- \$5,000 increase in Legal Services - Prosecutor due to the Village Prosecutor moving to a retainer.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
LEGAL						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	407,460	125,000	143,889	200,000	100,000
01-10-11-3-4231	RETAINER-GENERAL	65,000	60,000	25,000	60,000	60,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	26,960	25,000	7,540	24,000	30,000
01-10-11-3-4233	HUMAN RESOURCES/LABOR	1,323	10,000	4,980	10,000	5,000
01-10-11-3-4234	ADJUDICATION	638	750	225	600	750
01-10-11-3-4235	LEGAL-LAND USE	-	-	648	648	-
01-10-11-3-4519	COVID-19 EXPENSE	-	-	2,081	5,000	-
TOTAL CONTRACTUAL SERVICES		501,381	220,750	184,363	300,248	195,750
TOTAL EXPENDITURES		501,381	220,750	184,363	300,248	195,750

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 125,000
FY 2021 Budget request	\$ 125,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 60,000
FY 2021 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 \$120 per hour rate for ordinance and traffic cases and a flat fee of \$400 per DUI case. The revenue received from the fines is recorded in the Police Department.

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

FY 2020 Budget request	\$ 25,000
FY 2021 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is based upon the Village Prosecutor's request for salary increase for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,000
FY 2021 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 750
FY 2021 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.



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	
	2019	2020	2021	FTE 2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
32,680	37,416	38,992	Personnel Services	40,065	40,866
9,735	4,842	15,485	Contractual Services	7,705	8,865
42,415	42,258	54,477	Total Expenditures	47,770	49,731

(42,415)	(42,258)	(54,477)	Source (Use) of Cash	(47,770)	(49,731)
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Significant Changes

- \$4,060 decrease in Other Professional Services for reduced codification costs.
- \$2,500 decrease in FOIA Response Fees based upon estimated actuals in Fiscal Year 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
VILLAGE CLERK						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	31,997	32,665	16,383	32,766	33,999
01-10-13-1-4040	IMRF	3,371	3,828	1,911	3,822	4,267
01-10-13-1-4090	FICA MATCHING	2,048	2,499	1,054	2,108	2,601
TOTAL PERSONNEL SERVICES		37,416	38,992	19,348	38,696	40,866
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	1,456	8,340	310	8,295	4,280
01-10-13-3-4330	FOIA RESPONSE FEES	2,242	5,000	-	500	1,500
01-10-13-3-4361	DUES	265	275	170	230	285
01-10-13-3-4365	PROFESSIONAL DEVELOPMENT	485	1,870	-	600	1,300
01-10-13-3-4390	MISC EXPENSE	394	-	1,475	1,500	1,500
TOTAL CONTRACTUAL SERVICES		4,842	15,485	1,955	11,125	8,865
TOTAL EXPENDITURES		42,258	54,477	21,303	49,821	49,731

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 32,665
FY 2021 Budget request	<u>\$ 33,332</u>
Increase (Decrease)	<u>\$ 667</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021 the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 3,828
FY 2021 Budget request	\$ 4,183
Increase (Decrease)	<u>\$ 355</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,499
FY 2021 Budget request	<u>\$ 2,550</u>
Increase (Decrease)	<u>\$ 51</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 55
Annual shredding of documents	\$ 225
Sterling Codifiers - biennial codification	\$ 4,000
Total	<u>\$ 4,280</u>

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

FY 2020 Budget request	\$ 8,340
FY 2021 Budget request	\$ 4,280
Increase (Decrease)	<u>\$ (4,060)</u>

The primary reason for the decrease is based upon reduced codification costs in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (3,500)</u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 275</u>

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

FY 2020 Budget request	\$ 275
FY 2021 Budget request	\$ 275
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ -
Municipal Clerks of Lake County meetings	\$ 150
International Institute of Municipal Clerks training	
Certified Municipal Clerk	\$ -
Total	<u>\$ 150</u>

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

FY 2020 Budget request	\$ 1,870
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ (1,720)</u>

The primary reason for the decrease is based upon the completion of the Certified Municipal Clerk's training in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: VILLAGE CLERK

Description: Miscellaneous Expense

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	<u>\$ 1,500</u>

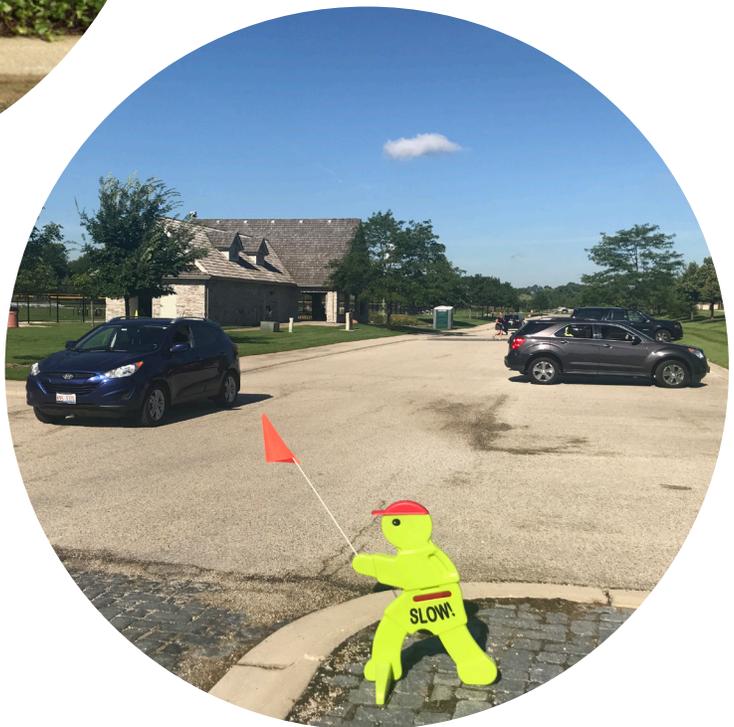
The Miscellaneous Expense budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ -
FY 2021 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ 1,500</u>

The primary reason for the increase relates to the creation of this account number in Fiscal Year 2020.



RISK MANAGEMENT



RISK MANAGEMENT

Department Purpose

The primary responsibility of the Risk Management Department is to manage the various risk exposures of the Village. Included are expenses related to employee medical, dental, and vision premiums; general liability and workers' compensation premiums, and unemployment premiums payable to the Illinois Department of Employment Security. The Chief Financial Officer/Human Resources Director is responsible for the Risk Management Department, and serves as the Village's Risk Management Coordinator.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
12,183	12,812	13,705	Personnel Services	11,889	12,127
343,231	335,938	455,000	Contractual Services	476,920	476,920
754	6,037	5,000	Capital Outlay	5,000	5,000
356,168	354,786	473,705	Total Expenditures	493,809	494,047

(356,168)	(354,786)	(473,705)	Source (Use) of Cash	(493,809)	(494,047)
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Significant Changes

- \$20,000 increase in medical insurance premiums is based upon Fiscal Year 2018, 2019, and projected actuals for Fiscal Year 2020. As of the time of printing, the actual renewal quotes for medical, dental, vision, general liability and workers compensation insurance premiums were unavailable.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RISK MANAGEMENT						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	10,928	11,481	3,384	7,920	10,089
01-10-14-1-4040	IMRF	1,161	1,346	397	950	1,266
01-10-14-1-4090	FICA MATCHING	722	878	234	580	772
TOTAL PERSONNEL SERVICES		12,812	13,705	4,015	9,450	12,127
CONTRACTUAL SERVICES						
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	337,428	435,000	236,603	496,206	455,000
01-10-14-3-4371	DENTAL & VISION PREMIUMS	32,400	35,000	16,097	32,194	34,770
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	200	1,000	1,575	3,150	3,150
01-10-14-3-4373	LIABILITY INSURANCE	97,954	105,000	101,246	101,246	105,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	6,896	10,000	5,969	7,500	10,000
01-10-14-3-4375	WORKERS COMPENSATION	72,059	80,000	41,946	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)
TOTAL CONTRACTUAL SERVICES		335,938	455,000	403,436	509,296	476,920
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	6,037	5,000	-	2,000	5,000
TOTAL CAPITAL OUTLAY		6,037	5,000	-	2,000	5,000
TOTAL EXPENDITURES		354,786	473,705	407,451	520,746	494,047

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 11,481
FY 2021 Budget request	\$ 9,891
Increase (Decrease)	<u>\$ (1,590)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 1,346
FY 2021 Budget request	\$ 1,241
Increase (Decrease)	<u>\$ (105)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 878
FY 2021 Budget request	\$ 757
Increase (Decrease)	<u>\$ (121)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: RISK MANAGEMENT

Description: Medical Insurance Premiums

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

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

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

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

Type of Coverage	Employee % of Premium	Village % of Premium
HMO - Employee Only	10%	90%
HMO - Family	20%	80%
PPO - Employee Only	10%	90%
PPO - Family	25%	75%

The Village is unable to obtain a renewal 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 2020 Budget request	\$ 435,000
FY 2021 Budget request	\$ 455,000
Increase (Decrease)	<u>\$ 20,000</u>

The primary reason for the increase is based on the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 35,000
FY 2021 Budget request	\$ 34,770
Increase (Decrease)	<u>\$ (230)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 3,150
Increase (Decrease)	<u>\$ 2,150</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 105,000
FY 2021 Budget request	\$ 105,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 \$12,740 (2020 wage base) of an employee’s annual wages. The Village’s benefit ratio has steadily improved, as shown below:

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Benefit Ratio	5.40%	3.15%	2.15%	1.05%	0.95%	1.33%	1.18%	1.33%

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

FY 2020 Budget request	\$ 10,000
FY 2021 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 80,000
FY 2021 Budget request	\$ 80,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ (211,000)
FY 2021 Budget request	\$ (211,000)
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.



HUMAN RESOURCES



HUMAN RESOURCES

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	0	0	0	0.30
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
60,916	44,133	47,503	Personnel Services	40,005	40,805
4,662	8,582	10,325	Contractual Services	4,150	10,400
65,578	52,715	57,828	Total Expenditures	44,155	51,205

(65,578)	(52,715)	(57,828)	Source (Use) of Cash	(44,155)	(51,205)
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Significant Changes

- \$5,915 decrease in salaries due to the incoming Chief Financial Officer who started in July 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
HUMAN RESOURCES						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	37,695	39,795	10,058	24,880	33,948
01-10-16-1-4040	IMRF	4,006	4,664	1,179	1,920	4,261
01-10-16-1-4090	FICA MATCHING	2,432	3,044	672	1,780	2,597
TOTAL PERSONNEL SERVICES		44,133	47,503	11,909	28,580	40,805
CONTRACTUAL SERVICES						
01-10-16-3-4329	OTHER PROFESSIONAL SERVICES	-	-	3,750	5,000	-
01-10-16-3-4361	DUES	946	1,225	230	1,225	1,300
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	2,708	600	242	600	600
01-10-16-3-4366	WELLNESS PROGRAM	2,175	1,500	225	1,500	1,500
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	551	250	376	500	250
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	136	5,000	-	-	5,000
01-10-16-3-4390	OTHER CHARGES	-	750	14,762	15,000	750
01-10-16-3-4399	CONTINGENCY	2,066	1,000	-	800	1,000
TOTAL CONTRACTUAL SERVICES		8,582	10,325	15,835	18,825	10,400
TOTAL EXPENDITURES		52,715	57,828	27,744	47,405	51,205

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 39,795
FY 2021 Budget request	\$ 33,282
Increase (Decrease)	<u>\$ (6,513)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 4,664
FY 2021 Budget request	\$ 4,177
Increase (Decrease)	<u>\$ (487)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,044
FY 2021 Budget request	\$ 2,546
Increase (Decrease)	<u>\$ (498)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 was used to pay for Human Resources consulting and services performed during the transition of the new Chief Financial Officer as well as provide services related to the COVID-19 pandemic.

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is based upon the creation of this account during the COVID-19 pandemic and the need for interpretation of personnel laws in relation to the Families First Coronavirus Response Act in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 250
Illinois Labor Law Poster	\$ 300
Total	<u>\$ 800</u>

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

FY 2020 Budget request	\$ 1,225
FY 2021 Budget request	\$ 800
Increase (Decrease)	<u>\$ (425)</u>

The primary reason for the decrease is based on the deferral of the Illinois Public Employer Labor Relations, International Public Management Association, and ILCMA Legacy Project. The annual dues paid to National Public Employer Labor Relations Association includes our association with Illinois Public Employer Labor Relations.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 300</u>

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

FY 2020 Budget request	\$ 600
FY 2021 Budget request	\$ 300
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based on the deferral of the ILCMA Legacy Project Annual Conference and Web IPELRA Web Training.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is based upon the temporary suspension of the Wellness Program for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 250
FY 2021 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (3,500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021. In the current year, there are zero employees participating in the program. The \$1,500 budget reflects funding provided should future employees be approved for participation in the program.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 500
	\$ 500

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

FY 2020 Budget request	\$ 750
FY 2021 Budget request	\$ 500
Increase (Decrease)	\$ (250)

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 2021. In addition, the Human Resources Department funds performance improvement training, if required. And due to the COVID-19 pandemic, charges related to acquiring an interim CFO were charged to this account. We do not anticipate further charges for this expense in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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.

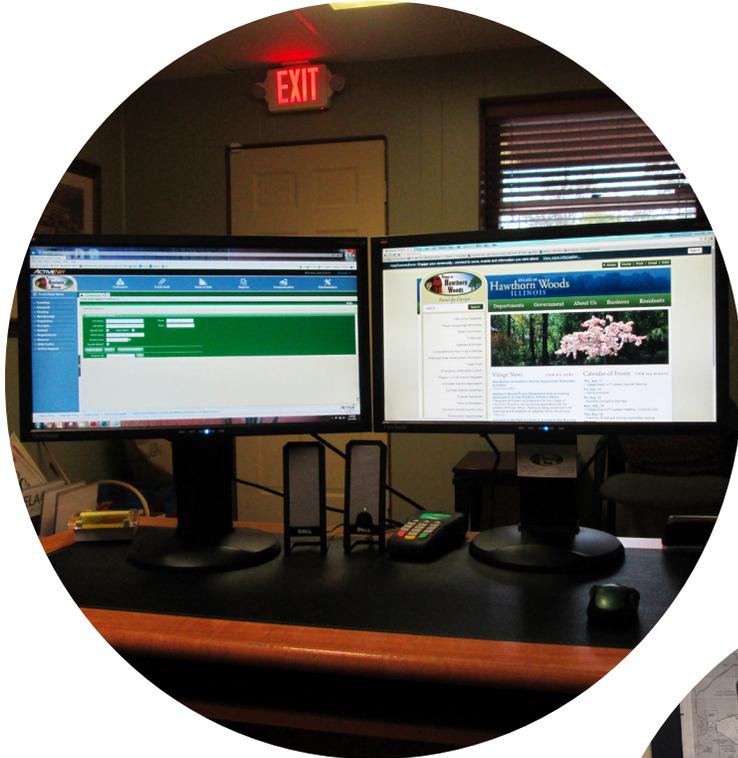
The Contingency budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 800
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.



TECHNOLOGY



TECHNOLOGY

Department Purpose

The Technology Department provides the information services to all employees of the Village. Although there are no employees allocated to this department, the Chief Administrative Officer and the Chief Financial Officer/Human Resources Director serve as the liaisons to our outside IT provider (Advanced Business Networks) for information needs.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
114,273	106,053	112,375	Contractual Services	103,388
114,273	106,053	112,375	Total Expenditures	114,418
(114,273)	(106,053)	(112,375)	Source (Use) of Cash	(103,388)
				(114,418)

Significant Changes

- \$2,018 increase in Software Support and Maintenance relates to the conversion to BS&A software with the addition of vehicle sticker and animal licensing software.
- \$15,000 decrease in Technology Support Services due to the accumulation of consulting hours.
- \$5,000 increase in Hosted Exchange Service due to the back up of the new server and applications.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
TECHNOLOGY						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	44,599	34,700	28,456	34,700	36,718
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	-	25,500	-	25,500	25,500
01-10-17-3-4330	WEBSITE HOSTING & MAINT	31,162	6,875	4,704	5,620	6,900
01-10-17-3-4331	INTERNET ACCESS	24,432	25,000	10,180	25,000	25,000
01-10-17-3-4332	MISCELLANEOUS	266	300	601	601	300
01-10-17-3-4333	HOSTED EXCHANGE SERVICES	5,595	20,000	9,944	20,000	20,000
TOTAL CONTRACTUAL SERVICES		106,053	112,375	53,885	111,421	114,418
TOTAL EXPENDITURES		106,053	112,375	53,885	111,421	114,418

**MAINTENANCE AND OPERATIONS BUDGET
2021 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.

BSA maintenance	\$ 14,780
Laserfiche maintenance	\$ 975
Vehicle Sticker Software - APT	\$ 1,682
E-Civis - Grant Software	\$ 2,700
IACP - PD	\$ 550
Critical Reach - PD	\$ 200
InTime - PD	\$ 2,640
Evidence Room Software - PD	\$ 675
Lexipol - PD	\$ 7,491
American Legal Publishing Codifiers	\$ 500
Anti-virus Software	\$ 1,100
Adobe Creative Cloud - 4 Licenses	\$ 2,425
Log me in - 10 user license	\$ 1,000
Total	<u><u>\$ 36,718</u></u>

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

FY 2020 Budget request	\$ 34,700
FY 2021 Budget request	\$ 36,718
Increase (Decrease)	<u><u>\$ 2,018</u></u>

The primary reason for the increase relates to the conversion to BS&A software with the addition of vehicle sticker and animal licensing software in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 - To be purchased in January to take advantage of volume pricing combined with 2020 purchase of 200 hours in December. Additional hours needed for implementation of BS&A.

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

FY 2020 Budget request	\$ 25,500
FY 2021 Budget request	\$ 10,500
Increase (Decrease)	<u>\$ (15,000)</u>

The primary reason for the decrease is due to the accumulation of consulting hours purchased in prior years.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 4,200
Civic Plus SSL Certificate	\$ 120
Constant Contact	\$ 1,250
Total	<u><u>\$ 5,570</u></u>

vhw.org Domain name expires on June 25, 2027.
hwpd.com Domain name expires on March 19, 2023.

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

FY 2020 Budget request	\$ 6,875
FY 2021 Budget request	\$ 5,570
Increase (Decrease)	<u><u>\$ (1,305)</u></u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 25,000
FY 2021 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 300
FY 2021 Budget request	\$ 600
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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)	\$ 24,100
Hosted File Exchange Service (Box.com)	\$ 900
Total	<u>\$ 25,000</u>

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

FY 2020 Budget request	\$ 20,000
FY 2021 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is due to the back up of the new server and applications in Fiscal Year 2021.



FINANCE



FINANCE

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	2	2	2	1.00
Part-Time	1	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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
121,651	128,118	137,053	Personnel Services	118,892	121,270
32,791	36,983	31,422	Contractual Services	28,692	33,022
89	84	160	Commodities	60	100
154,531	165,185	168,635	Total Expenditures	147,644	154,392

(154,531)	(165,185)	(168,635)	Source (Use) of Cash	(147,644)	(154,392)
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Significant Changes

- \$16,364 decrease in Salaries, IMRF, and FICA Matching due to the current Chief Financial Officer who started in July 2020.
- \$930 decrease in Dues that were associated with the former Chief Financial Officer.
- \$2,500 decrease in Professional Development due to the removal of the Government Finance Officers Association's National Convention expenses based upon the gathering restrictions for the beginning of Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
FINANCE						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	109,280	114,814	33,987	79,330	100,890
01-10-18-1-4040	IMRF	11,614	13,456	3,983	9,300	12,661
01-10-18-1-4090	FICA MATCHING	7,224	8,783	2,341	5,730	7,718
TOTAL PERSONNEL SERVICES		128,118	137,053	40,311	94,360	121,270
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	24,082	23,340	20,845	24,082	24,740
01-10-18-3-4211	ACTUARY SERVICES	2,400	-	2,300	2,300	2,400
01-10-18-3-4328	OTHER PROFESSIONAL SERVICES	-	-	18,467	24,616	-
01-10-18-3-4329	BOND FINANCIAL ADVISOR	450	500	450	450	500
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	6,252	1,452	205	425	1,452
01-10-18-3-4353	TELEPHONE-CELL PHONE	701	480	115	480	480
01-10-18-3-4355	PUBLISHING/ADVERTISING	449	400	175	350	400
01-10-18-3-4361	DUES	2,312	2,400	460	2,000	2,500
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	337	2,850	392	392	550
TOTAL CONTRACTUAL SERVICES		36,983	31,422	43,409	55,095	33,022
COMMODITIES						
01-10-18-5-4578	UNIFORMS	84	160	30	100	100
TOTAL COMMODITIES		84	160	30	100	100
TOTAL EXPENDITURES		165,185	168,635	83,750	149,555	154,392

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 114,814
FY 2021 Budget request	\$ 98,912
Increase (Decrease)	<u>\$ (15,902)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 13,456
FY 2021 Budget request	\$ 12,413
Increase (Decrease)	<u>\$ (1,043)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,783
FY 2021 Budget request	\$ 7,567
Increase (Decrease)	<u>\$ (1,216)</u>

The primary reason for the decrease represents the Village's approved compensation for the current Chief Financial Officer who started in July 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 23,340
FY 2021 Budget request	\$ 24,040
Increase (Decrease)	<u>\$ 700</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 is used for bond financial services provided by Bridgeport Financial.

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

FY 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,452
FY 2021 Budget request	\$ 1,452
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 480
FY 2021 Budget request	<u>\$ 480</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 400
FY 2021 Budget request	\$ 400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 1,470</u>

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

FY 2020 Budget request	\$ 2,400
FY 2021 Budget request	\$ 1,470
Increase (Decrease)	<u>\$ (930)</u>

The primary reason for the decrease relates to the elimination of membership fees and dues associated with the former Chief Financial Officer.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 – Chicago		
Chief Financial Officer	\$	-
Finance Office Manager	\$	-
Fred Pryor Seminars - Career Track		
Unlimited Training Membership		
Chief Financial Officer	\$	200
Finance Office Manager	\$	-
Illinois Government Finance Officers Association		
2 Local Training Classes	\$	150
Total	\$	<u>350</u>

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

FY 2020 Budget request	\$ 2,850
FY 2021 Budget request	\$ 350
Increase (Decrease)	<u>\$ (2,500)</u>

The primary reason for the decrease is the removal of the GFOA National Convention expenses due to the anticipated gathering restrictions related to COVID-19 and the elimination of the Fred Pryor Seminars for the Finance Office Manager in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 160
FY 2021 Budget request	\$ 60
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.



ENGINEERING



ENGINEERING

Department Purpose

The primary responsibility of the Engineering Department is to provide engineering services related to the construction projects of the Village and to participate in the planning of new development and infrastructure. The Public Works Director/Village Engineer is responsible for the Engineering Department.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
15,570	16,134	16,754	Personnel Services	17,257	17,603
20,387	6,994	16,000	Contractual Services	17,000	16,000
35,957	23,128	32,754	Total Expenditures	34,257	33,603
(35,957)	(23,128)	(32,754)	Source (use) of cash	(34,257)	(33,603)

Significant Changes

- \$5,000 increase in Infrastructure Mapping relates to the need of updating the Village's atlas for sanitary sewer, water and storm sewer.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ENGINEERING						
EXPENDITURES						
PERSONNEL SERVICES						
01-10-19-1-4010	SALARIES	13,664	14,035	7,042	14,084	14,645
01-10-19-1-4040	IMRF	1,452	1,645	825	1,650	1,838
01-10-19-1-4090	FICA MATCHING	1,018	1,074	517	1,034	1,120
TOTAL PERSONNEL SERVICES		16,134	16,754	8,384	16,768	17,603
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	6,994	16,000	2,979	10,000	16,000
01-10-19-3-4221	STORM SEWER MAPPING	-	-	-	5,000	-
TOTAL CONTRACTUAL SERVICES		6,994	16,000	2,979	10,000	16,000
TOTAL EXPENDITURES		23,128	32,754	11,363	26,768	33,603

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 14,035
FY 2021 Budget request	\$ 14,357
Increase (Decrease)	<u>\$ 322</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village’s portion was 12.55%.

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

FY 2020 Budget request	\$ 1,645
FY 2021 Budget request	\$ 1,802
Increase (Decrease)	<u>\$ 157</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,074
FY 2021 Budget request	\$ 1,098
Increase (Decrease)	<u>\$ 24</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 16,000
FY 2021 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ (4,000)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 for engineering consultant to update sanitary sewer, water and storm sewer atlas' for the Village.

The Storm Sewer Mapping budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is the need to update the Village's atlas' for sanitary sewer, water and storm sewer to include neighborhoods not currently on the atlas'. The water and sanitary 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.



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
	2019	2020	2021	2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
233,113	208,481	203,160	Fees	172,980	172,980
-	6,905	-	Intergovernmental	-	-
57,381	11,987	35,250	Miscellaneous	-	-
290,494	227,373	238,410	Total Revenues	172,980	172,980

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
1,289,459	1,346,839	1,421,590	Personnel Services	1,469,664	1,520,022
156,430	158,195	187,649	Contractual Services	132,864	147,540
50,716	57,559	58,400	Commodities	49,850	50,850
58,172	13,631	46,250	Capital Outlay	7,000	8,000
1,554,777	1,576,224	1,713,889	Total Expenditures	1,659,378	1,726,412

339,582	335,081	349,206	Police Pension Contribution	380,152	380,152
(1,603,865)	(1,683,933)	(1,824,685)	Source (Use) of Cash	(1,866,550)	(1,933,584)

Significant Changes

- \$38,250 decrease in vehicle supervision funds due to reduction in administration fee received by the Village.
- \$40,806 decrease in dispatch services based upon estimated call volume for Fiscal Year 2020 that will be billed in Fiscal Year 2021.
- \$30,946 increase in police pension contribution due to the average salary calculations which is provided by the independent actuarial valuation.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
POLICE						
REVENUES						
FEES						
01-20-00-4-3710	COURT FINES	130,034	110,000	53,880	80,000	105,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	33,157	48,000	6,371	12,000	33,000
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	38,000	40,000	9,500	16,000	32,000
01-20-00-4-3735	POLICE PROTECTION FEES	5,630	4,160	1,980	1,980	1,980
01-20-00-4-3750	RECORDS REQUESTS	1,620	1,000	365	1,000	1,000
TOTAL FEES		208,481	203,160	72,096	110,980	172,980
INTERGOVERNMENTAL						
01-20-00-5-3805	GRANTS	6,905	-	-	-	-
TOTAL INTERGOVERNMENTAL		6,905	-	-	-	-
MISCELLANEOUS						
01-20-00-7-3830	DONATIONS	-	-	-	-	-
01-20-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	1,100	-
01-20-00-7-3890	MISCELLANEOUS INCOME	1,445	-	958	958	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	10,542	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	-	35,250	-	35,250	-
TOTAL MISCELLANEOUS		11,987	35,250	958	37,308	-
TOTAL REVENUES		227,373	238,410	73,054	148,288	172,980

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
01-20-20-1-4010	SALARIES	1,277,241	1,325,066	652,973	1,318,066	1,422,278
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	7,539	7,643	3,840	7,643	7,974
01-20-20-1-4020	OVERTIME	30,100	53,998	18,229	53,998	52,998
01-20-20-1-4040	IMRF	8,885	10,289	5,018	10,289	11,058
01-20-20-1-4090	FICA MATCHING	23,074	24,594	11,957	24,594	25,713
TOTAL PERSONNEL SERVICES		1,346,839	1,421,590	692,017	1,414,590	1,520,022
CONTRACTUAL SERVICES						
01-20-20-3-4120	CONT MAINT-VEHICLES	3,418	6,000	1,850	4,850	6,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	6,598	10,000	3,240	5,760	10,000
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	61	1,000	204	600	1,000
01-20-20-3-4353	TELEPHONE - CELL PHONE	4,508	3,600	2,139	3,600	3,600
01-20-20-3-4357	PRINTING/COPYING	911	2,500	-	2,000	2,500
01-20-20-3-4359	DISPATCH SERVICE	107,502	115,806	93,446	93,446	85,000
01-20-20-3-4361	DUES	18,608	25,433	22,517	23,500	24,440
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	10,139	14,500	1,959	5,500	8,000
01-20-20-3-4367	PUBLICATIONS	1,240	1,810	1,428	1,428	1,000
01-20-20-3-4381	COMMUNITY RELATIONS	1,215	2,000	289	289	1,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	3,995	5,000	-	-	5,000
TOTAL CONTRACTUAL SERVICES		158,195	187,649	127,072	140,973	147,540
COMMODITIES						
01-20-20-5-4561	OFFICE SUPPLIES	2,171	4,200	1,152	2,500	3,200
01-20-20-5-4562	AUTO FUEL & OIL	32,672	30,000	8,415	20,000	23,000
01-20-20-5-4563	MINOR EQUIPMENT	3,883	4,500	2,139	4,500	4,500
01-20-20-5-4569	VEHICLE SUPPLIES	4,956	6,000	1,138	4,000	6,000
01-20-20-5-4578	UNIFORMS	11,830	11,700	2,728	9,000	12,150
01-20-20-5-4595	OTHER CHARGES	2,047	2,000	1,504	2,000	2,000
TOTAL COMMODITIES		57,559	58,400	18,030	47,000	50,850
CAPITAL OUTLAY						
01-20-20-8-4893	VEHICLE	-	38,250	-	36,001	-
01-20-20-8-4894	EQUIPMENT	13,631	8,000	-	8,000	8,000
TOTAL CAPITAL OUTLAY		13,631	46,250	-	44,001	8,000
TOTAL EXPENDITURES		1,576,224	1,713,889	837,119	1,646,564	1,726,412
POLICE PENSION CONTRIBUTION						
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	335,081	349,206	167,541	349,206	380,152

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 110,000
FY 2021 Budget request	\$ 105,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020 and the anticipated restrictions concerning COVID-19 in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 48,000
FY 2021 Budget request	\$ 33,000
Increase (Decrease)	<u>\$ (15,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020 and the anticipated restrictions concerning COVID-19 in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 40,000
FY 2021 Budget request	\$ 32,000
Increase (Decrease)	<u>\$ (8,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020 and the anticipated restrictions concerning COVID-19 in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,160
FY 2021 Budget request	<u>\$ 1,980</u>
Increase (Decrease)	<u><u>\$ (2,180)</u></u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 35,250
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (35,250)</u>

The primary reason for the decrease is based upon the Illinois Criminal and Traffic Assessment Act reducing the additional fee from \$20 to \$0.50 payable to the municipality.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Salaries

Priority: 1.1 Prioritize A Safe and Secure Community
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-20-20-1-4010

This account is the amount paid for 11 sworn full-time officers, 1 administrative civilian and the Chief of Police for regular personnel services. This also includes longevity and holiday pay awarded to officers per labor agreement.

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

FY 2020 Budget request	\$ 1,325,066
FY 2021 Budget request	\$ 1,372,831
Increase (Decrease)	<u>\$ 47,765</u>

The collective bargaining agreement includes a 2.3% increase in the salary step plan for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,643
FY 2021 Budget request	\$ 7,818
Increase (Decrease)	<u>\$ 175</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 53,998
FY 2021 Budget request	\$ 52,998
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 10,289
FY 2021 Budget request	\$ 11,058
Increase (Decrease)	<u>\$ 769</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 24,594
FY 2021 Budget request	\$ 24,959
Increase (Decrease)	<u>\$ 365</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,000
FY 2021 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 800
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,600
FY 2021 Budget request	\$ 3,600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,500
FY 2021 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ -
Total	<u>\$ 8,000</u>

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

FY 2020 Budget request	\$ 14,500
FY 2021 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ (6,500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: POLICE DEPARTMENT

Description: Dispatch Service

Priority: 1.1 Prioritize a Safe and Secure Community
1.6 Prioritize Citizen Services

Account Number: 01-20-20-3-4359

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

Fees are based on the calendar year's usage (all calls from 2020) under the agreement and are billed annually in May.

The proposed budget is based on an estimated call volume for calendar year 2020 and a 2.5% increase.

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

FY 2020 Budget request	\$ 115,806
FY 2021 Budget request	\$ 75,000
Increase (Decrease)	<u>\$ (40,806)</u>

The primary reason for this decrease is based on projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 190
Illinois Chiefs of Police Association	\$ 150
Illinois Law Enforcement Alarm System	\$ 120
Lake County Chiefs of Police Association	\$ 225
Lake County State's Attorney's Office Forensic Lab	\$ 1,500
Law Enforcement Support Office (LESO)	\$ 350
ILCMA Legacy Project	\$ 40
Major Crash Assistance Team	\$ 250
Lake County Major Crimes Task Force (LCMCTF)	\$ 4,750
National Assoc. of Women Law Enforcement Execs. (NAWLEE)	\$ 100
Northeast IL Crime Lab (NICL)	\$ 13,754
Safe Kids Car Seat Certification (9)	\$ 855
Reverse 911 System	\$ 1,950
Illinois Public Employer Labor Relations Association (IPELRA)	\$ 205
Law Enforcement Records Mangers of IL (LERMI)	\$ 25
Total	<u>\$ 24,464</u>

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

FY 2020 Budget request	\$ 25,433
FY 2021 Budget request	\$ 24,464
Increase (Decrease)	<u>\$ (969)</u>

The primary reason for the decrease is based upon the membership reduction for the Northeastern IL Regional Crime Lab annual assessment.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,810
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,810)</u>

The primary reason for the decrease is based upon many periodicals moving to an electronic format.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,200
FY 2021 Budget request	\$ 3,200
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 30,000
FY 2021 Budget request	<u>\$ 23,000</u>
Increase (Decrease)	<u><u>\$ (7,000)</u></u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020 and the change to hybrid squad cars.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,500
FY 2021 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 \$700 per full-time sworn officer personnel for distribution throughout the year.

Based on the above established allowances, the cost for the anticipated headcount of the Chief of Police and 11 full-time officers:

12 Officers @ \$700 per officer	\$ 8,400
1 - Initial Issue	\$ 3,000
1 Replacement Ballistic Vests (expired)	\$ 750
Total	<u>\$ 12,150</u>

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

FY 2020 Budget request	\$ 11,700
FY 2021 Budget request	<u>\$ 12,150</u>
Increase (Decrease)	<u>\$ 450</u>

The primary reason for the increase is based upon the increase in officer's uniform allowance from \$650 in Fiscal Year 2020 to \$700 in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 38,250
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (38,250)</u>

The primary reason for the decrease is that the IL Criminal and Traffic Assessment Act reduced this additional fee from \$20 to \$0.50 payable to the municipality and the funds are not available to purchase squad cars.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,000
FY 2021 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 budget request includes funding at the full amount recommended by the independent actuary.

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

FY 2020 Budget request	\$ 349,206
FY 2021 Budget request	\$ 380,152
Increase (Decrease)	<u>\$ 30,946</u>

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

BOARD OF POLICE COMMISSIONERS

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
1,131	375	5,375	Contractual Services	4,375	5,375
-	-	100	Commodities	100	100
1,131	375	5,475	Total Expenditures	4,475	5,475
(1,131)	(375)	(5,475)	Source (Use) of Cash	(4,475)	(5,475)

Significant Changes

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
BOARD OF POLICE COMMISSIONERS						
EXPENDITURES						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	-	5,000	-	-	5,000
01-10-15-3-4361	DUES	375	375	-	375	375
TOTAL CONTRACTUAL SERVICES		375	5,375	-	375	5,375
COMMODITIES						
01-10-15-5-4595	OTHER CHARGES	-	100	-	-	100
TOTAL COMMODITIES		-	100	-	-	100
TOTAL EXPENDITURES		375	5,475	-	375	5,475

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the reduction is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: BOARD OF POLICE COMMISSIONERS

Description: Dues

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

Account Number: 01-10-15-3-4361

This account is the amount paid for the public official bonding of the Board of Police Commissioners and the Police Chief.

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

FY 2020 Budget request	\$ 375
FY 2021 Budget request	\$ 375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 100
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.



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
	2019	2020	2021	2021
Full-Time	8	9	9	4.55
Part-Time	0	0	0	0
Seasonal	0	0	0	0
Summer	1	0	1	0.25
Snow	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
-	-	-	Intergovernmental	-	-
23,680	515	-	Miscellaneous	-	-
23,680	515	-	Total Revenues	-	-

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
324,299	331,574	359,995	Administration/Operations		
43,849	40,629	59,340	Personnel Services	368,310	375,765
96,193	93,801	107,000	Contractual Services	46,205	54,905
-			Commodities	93,950	105,500
89,701	87,468	86,091	Buildings/Grounds		
14,618	18,695	31,800	Personnel Services	87,384	89,132
14,839	17,507	20,500	Contractual Services	9,900	11,500
583,499	589,674	664,726	Commodities	15,250	18,500
			Total Expenditures	620,999	655,302

(559,819)	(589,159)	(664,726)	Source (Use) of Cash	(620,999)	(655,302)
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Significant Changes

- \$3,020 decrease in Professional Development due to desire to limit travel of Village employees in 2021.
- \$21,900 decrease in Contractual Maintenance Building relates to the removal of a professional cleaning company. The Public Works Staff will continue to clean the Village facilities in Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PUBLIC WORKS						
REVENUES						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	-	-	-	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	75	-	-	-	-
01-40-00-7-3850	ROW TREE PROGRAM	-	-	-	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	440	-	142	142	-
TOTAL MISCELLANEOUS		515	-	142	142	-
TOTAL REVENUES		515	-	142	142	-
EXPENDITURES						
PUBLIC WORKS-ADMINISTRATION/OPERATIONS						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	268,240	276,734	138,259	276,518	280,210
01-40-40-1-4012	SUMMER SALARIES	-	4,550	-	-	5,720
01-40-40-1-4013	SNOW PLOW DRIVERS	135	5,000	-	5,000	5,000
01-40-40-1-4020	OVERTIME	12,623	18,000	8,574	13,000	18,540
01-40-40-1-4040	IMRF	29,960	32,433	17,263	34,526	35,166
01-40-40-1-4090	FICA MATCHING	20,616	23,278	10,632	21,264	23,674
TOTAL PERSONNEL SERVICES		331,574	359,995	174,728	350,308	368,310
CONTRACTUAL SERVICES						
01-40-40-3-4120	CONTR MAINT-VEHICLE	7,591	12,500	963	6,250	9,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	80	4,000	175	6,000	5,000
01-40-40-3-4190	CONTR MAINT-OTHER	345	9,500	345	3,500	4,000
01-40-40-3-4329	OTHER PROF SERVICES	3,118	3,500	1,244	3,500	3,500
01-40-40-3-4330	BRIDGE INSPECTIONS	-	-	-	-	-
01-40-40-3-4353	TELEPHONE-CELL PHONE	6,191	6,350	2,017	4,350	5,000
01-40-40-3-4355	PUBLISHING/ADVERTISING	94	600	-	300	500
01-40-40-3-4357	PRINTING/COPYING	-	500	50	250	300
01-40-40-3-4361	DUES	4,521	3,770	310	3,770	3,805
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	1,961	5,120	1,403	2,500	2,100
01-40-40-3-4371	PUBLIC UTILITIES	16,138	12,000	10,351	12,000	12,000
01-40-40-3-4375	RENTAL/LEASE	590	1,500	413	1,500	1,000
TOTAL CONTRACTUAL SERVICES		40,629	59,340	18,624	49,920	46,205
COMMODITIES						
01-40-40-5-4561	OFFICE SUPPLIES	1,453	1,500	341	1,200	1,300
01-40-40-5-4562	AUTO FUEL & OIL	31,044	35,000	16,425	35,000	36,750
01-40-40-5-4563	MINOR EQUIPMENT	2,390	6,000	1,865	4,000	2,500
01-40-40-5-4564	SMALL TOOLS	1,832	8,000	337	3,000	3,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	10,823	8,000	2,177	6,000	7,000
01-40-40-5-4569	VEHICLE SUPPLIES	15,400	18,000	7,631	16,000	15,000
01-40-40-5-4570	MAINT SUPPLIES	4,404	6,000	3,328	6,000	6,000
01-40-40-5-4572	MOSQUITO ABATEMENT	-	2,000	-	500	1,000
01-40-40-5-4573	DRAINAGE SUPPLIES	8,781	7,500	-	3,000	7,000
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	6,236	5,000	2,610	5,000	4,500
01-40-40-5-4575	TREES	-	1,000	-	-	1,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	7,621	7,000	3,330	7,000	7,500
01-40-40-5-4595	OTHER CHARGES	3,817	2,000	425	2,000	2,000
TOTAL COMMODITIES		93,801	107,000	38,469	88,700	105,500
TOTAL ADMINISTRATION/OPERATIONS		466,004	526,335	231,821	488,928	536,170
PUBLIC WORKS- BUILDING & GROUNDS						
PERSONNEL SERVICES						
01-40-45-1-4010	SALARIES	74,586	72,121	35,423	70,846	74,153
01-40-45-1-4040	IMRF	7,846	8,453	4,141	8,282	9,306
01-40-45-1-4090	FICA MATCHING	5,036	5,517	2,334	4,668	5,672
TOTAL PERSONNEL SERVICES		87,468	86,091	41,898	83,796	89,132
CONTRACTUAL SERVICES						
01-40-45-3-4110	CONTR MAINT-BUILDING	18,667	31,300	7,095	17,000	11,000
01-40-45-3-4375	RENTAL/LEASE	28	500	-	500	500
TOTAL CONTRACTUAL SERVICES		18,695	31,800	13,067	28,500	11,500
COMMODITIES						
01-40-45-5-4571	BUILDING MAINT SUPPLIES	13,780	15,500	1,551	6,000	13,500
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	3,727	5,000	1,879	4,000	5,000
TOTAL COMMODITIES		17,507	20,500	3,430	10,000	18,500
TOTAL BUILDINGS AND GROUNDS		123,670	138,391	58,395	122,296	119,132
TOTAL EXPENDITURES		589,674	664,726	290,216	611,224	655,302

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 276,734
FY 2021 Budget request	\$ 280,210
Increase (Decrease)	<u>\$ 3,476</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,550
FY 2021 Budget request	\$ 5,720
Increase (Decrease)	<u>\$ 1,170</u>

The primary reason for the increase is due to the increase in minimum wage in the State of Illinois. It will be \$11 per hour starting January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 17,154
Weather Emergencies	\$ 1,386
Total	<u>\$ 18,540</u>

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

FY 2020 Budget request	\$ 18,000
FY 2021 Budget request	\$ 18,540
Increase (Decrease)	<u>\$ 540</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 32,433
FY 2021 Budget request	\$ 35,166
Increase (Decrease)	<u>\$ 2,733</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 23,278
FY 2021 Budget request	\$ 23,674
Increase (Decrease)	<u>\$ 396</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 12,500
FY 2021 Budget request	\$ 9,000
Increase (Decrease)	<u>\$ (3,500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Contractual Maintenance Other

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.5 Prioritize a Healthy Community and Environment

Account Number: 01-40-40-3-4190

This account pays for unanticipated contractual maintenance activities. Items that have been previously charged to this account were hazardous tree trimming, emergency snow removal, alarm services and IEPA NPDES permit fees. Also included in this budget line item is an allocation for one emergency Village wide mosquito abatement treatment. This treatment would be a truck spraying throughout the Village by a contracted company.

IEPA NPDES permit fees	\$ 1,000
Contingency for emergencies	\$ 4,000
Total	<u>\$ 5,000</u>

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

FY 2020 Budget request	\$ 9,500
FY 2021 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (5,500)</u>

The primary reason for the decrease is based on projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,500
FY 2021 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Bridge Inspections

Priority: 1.4 Prioritize Modernization of Infrastructure

Account Number: 01-40-40-3-4330

This account is an account to plan for the required inspections of the new Village bridge in the Stonebridge subdivision and for the future Darlington bridge. Regular inspections are required by a licensed structural engineering and the results of these inspections must be filed with the Illinois Department of Transportation. The first inspection for Stonebridge was performed in Fiscal Year 2019 and subsequent inspections are necessary every four years until the rating of the bridges require more frequent inspections.

	Inspection Due
Stonebridge	2023

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	\$ -

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,350
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ (1,350)</u>

The primary reason for the decrease is based on the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 600
FY 2021 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based on the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 300
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based on the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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)	\$ 350
CDL Driver drug testing pool	\$ 300
Des Plaines River Watershed Work Group	\$ 3,000
Municipal Fleet Managers Association	\$ 30
Illinois Public Works Mutual Aid Network	\$ 100
Total	<u>\$ 3,805</u>

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

FY 2020 Budget request	\$ 3,770
FY 2021 Budget request	<u>\$ 3,805</u>
Increase (Decrease)	<u>\$ 35</u>

The primary reason for the increase relates to a small incremental increase for the APWA membership in Fiscal Year 2021 and the addition of the IAFSM membership.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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) train	\$ 500
IWEA collection system cert	\$ -
IAFSM conference - PW Director	\$ 600
Fred Pryor training - Specialist	\$ -
Automotive Service Excellence (ASE) training - Fleet Crew Leader	\$ 200
Total	<u><u>\$ 2,100</u></u>

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

FY 2020 Budget request	\$ 5,120
FY 2021 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u><u>\$ (3,020)</u></u>

The primary reason for the decrease is based upon the reduction of Village staff attending the APWA national conference due to anticipation of COVID-19 travel restrictions. In addition, the elimination of the IWEA collection system certification and the Fred Pryor training - Specialist for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 12,000
FY 2021 Budget request	<u>\$ 12,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 35,000
FY 2021 Budget request	<u>\$ 36,750</u>
Increase (Decrease)	<u>\$ 1,750</u>

The primary reason for this increase is based upon the Village's increased responsible for maintaining additional streets in Hawthorn Hills and Stonebridge in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,000
FY 2021 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ (3,500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,000
FY 2021 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Equipment Supplies

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-40-40-5-4568

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

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

FY 2020 Budget request	\$ 8,000
FY 2021 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 18,000
FY 2021 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,000
FY 2021 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Administration / Operations

Description: Mosquito Abatement Supplies

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

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

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

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

FY 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,500
FY 2021 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,000
FY 2021 Budget request	\$ 7,400
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 and paint.

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

FY 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 72,121
FY 2021 Budget request	\$ 72,699
Increase (Decrease)	<u>\$ 578</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village’s portion will be 12.55%.

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

FY 2020 Budget request	\$ 8,453
FY 2021 Budget request	<u>\$ 9,124</u>
Increase (Decrease)	<u>\$ 671</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,517
FY 2021 Budget request	\$ 5,561
Increase (Decrease)	<u>\$ 44</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: GENERAL FUND

Department: PUBLIC WORKS

Division: Buildings & Grounds

Description: Contracted Maintenance - Buildings

Priority: 1.1 Prioritize a Safe and Secure Community
1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 01-40-45-3-4110

This account is used to pay for cleaning services at Village Hall, Police Department and Public Works office, and any HVAC service that would be required. This also includes elevator, fire extinguisher inspections, security alarm service and any other contractual service.

Cleaning Service \$1,980/month x 6 months	\$ -
Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 1,200
Security alarm services	\$ 3,800
Fire alarm services	\$ 1,200
VH & PD carpet cleaning	\$ -
PW garage door inspection	\$ 1,000
Miscellaneous	\$ 2,000
Total	<u>\$ 9,400</u>

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

FY 2020 Budget request	\$ 31,300
FY 2021 Budget request	<u>\$ 9,400</u>
Increase (Decrease)	<u>\$ (21,900)</u>

The primary reason for the decrease is related to the reduction of Cleaning Services for Fiscal Year 2021. Village Staff will continue to clean Village facilities until a cleaning contract is implemented.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 15,500
FY 2021 Budget request	\$ 10,250
Increase (Decrease)	<u>\$ (5,250)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.



COMMUNITY DEVELOPMENT



COMMUNITY & ECONOMIC DEVELOPMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
64,088	48,270	53,665	Community Events	86,065	90,115
76,066	164,375	158,275	Economic Development	238,302	175,000
929,013	1,324,029	538,900	Planning, Building & Zoning	624,214	616,704
1,069,167	1,536,674	750,840	Total Revenues	948,581	881,819

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
178,008	163,641	164,887	Community Events	166,333	171,702
420,653	480,652	346,813	Economic Development	231,154	233,465
664,120	1,068,114	497,680	Planning, Building & Zoning	665,875	676,603
1,262,781	1,712,407	1,009,380	Total Expenditures	1,063,362	1,081,770

(100,000)	(100,000)	-	Transfer to General Fund	-	-
-	-	-	Transfer to Parks & Recreation	-	-
-	-	-	Transfer from CN Fund	-	-
-	-	-	Transfer to C.I.P. Fund	-	-

(293,614)	(275,733)	(258,540)	Net Change in Fund Balance	(114,781)	(199,951)
643,522	367,789	109,249	Fund Balance as of 12/31	(5,532)	(205,483)

- 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 2019	Headcount 2020	Headcount 2021	FTE 2021
Full-Time	0	0	0	0.80
Part-Time	0	0	0	0

The Community Events are partially funded by generous donations from our community partners and residents who attend the annual Village Golf Outing. In difficult economic times, this funding mechanism is an innovative approach to provide an opportunity for neighbors to gather together and strengthen the sense of community.

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
22,125	11,000	11,000	Donations	45,500	46,000
38,378	31,055	34,500	Golf Outing	32,000	35,000
3,585	6,215	8,165	Sponsors & Vendor Fees	8,565	9,115
64,088	48,270	53,665	Total Revenues	86,065	90,115

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
132,302	122,069	106,337	Personnel Services	110,343	113,177
45,706	41,573	58,550	Contractual Services	55,990	58,525
178,008	163,641	164,887	Total Expenditures	166,333	171,702

(113,920)	(115,371)	(111,222)	Source (Use) of Cash	(80,268)	(81,587)
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Significant Changes

- A new line has been added for Virtual Events. This is for programs that we offer to engage the community when we cannot gather in person due to COVID-19. Expenses related to these programs are covered through sponsorships from local businesses. The revenue is recognized in the Community Event Donations account.
- A new line has been added to recognize revenue from energy contributions received from the Village's electric aggregation partner, MC2.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 6 MONTHS		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	ACTUAL		
COMMUNITY EVENTS						
REVENUES						
SPECIAL EVENTS						
02-10-00-7-3829	MC2 ENERGY CONTRIBUTION	-	-	8,502	28,340	34,000
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	11,000	11,000	6,225	11,225	11,500
02-10-00-7-3831	BARK IN THE PARK	700	500	400	-	500
02-10-00-7-3832	GOLF OUTING	31,055	34,500	8,340	15,000	32,000
02-10-00-7-3833	4TH OF JULY PARADE ENTRY FEE	200	200	-	-	200
02-10-00-7-3836	SUMMER VENDORS	704	900	225	-	900
02-10-00-7-3837	CRAFT FAIR	2,616	2,165	-	-	2,165
02-10-00-7-3838	MOVIE IN THE PARK/BARN	150	150	50	-	150
02-10-00-7-3839	CONCERTS IN THE PARKS	-	800	-	-	800
02-10-00-7-3840	CAR SHOWS	120	150	-	-	150
02-10-00-7-3841	FALL FEST	1,650	1,300	75	-	1,300
02-10-00-7-3842	HOMETOWN HOLIDAY	75	500	75	-	500
02-10-00-7-3843	BARN DANCE	-	1,500	1,045	1,060	1,400
02-10-00-7-3844	VIRTUAL EVENTS	-	-	-	-	500
TOTAL SPECIAL EVENTS		48,270	53,665	24,937	55,625	86,065
TOTAL REVENUES		48,270	53,665	24,937	55,625	90,115
EXPENDITURES						
PERSONNEL SERVICES						
02-10-10-1-4010	SALARIES	99,259	84,935	42,561	85,122	88,763
02-10-10-1-4020	OVERTIME	4,186	4,500	-	-	3,650
02-10-10-1-4040	IMRF	11,037	9,954	4,987	9,974	11,140
02-10-10-1-4090	FICA MATCHING	7,586	6,948	3,070	6,140	6,790
TOTAL PERSONNEL SERVICES		122,069	106,337	50,618	101,236	110,343

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
02-10-10-3-4332	ENVIRONMENTAL INITIATIVES	-	5,260	4,726	5,260	5,200
02-10-10-3-4333	FIREWORKS/PARADE	15,302	18,900	-	55	18,900
02-10-10-3-4334	MOVIE EVENTS	1,348	1,900	599	-	1,900
02-10-10-3-4335	CONCERTS IN THE PARK	5,632	6,165	-	-	5,965
02-10-10-3-4336	FALL FEST	1,402	2,100	-	-	1,800
02-10-10-3-4337	HOMETOWN HOLIDAY	3,588	5,350	18	2,500	4,200
02-10-10-3-4338	GOLF OUTING	13,200	14,500	-	4,050	13,500
02-10-10-3-4339	EARTH DAY/ARBOR DAY PLANTING	349	725	58	725	725
02-10-10-3-4341	CAR SHOWS	-	800	-	-	800
02-10-10-3-4342	CRAFT FAIR	239	350	-	-	350
02-10-10-3-4343	BARK IN THE PARK	512	1,000	300	300	1,000
02-10-10-3-4344	BARN DANCE	-	1,500	927	1,265	1,200
02-10-10-3-4345	VIRTUAL EVENTS	-	-	-	300	450
TOTAL CONTRACTUAL SERVICES		41,573	58,550	6,628	14,455	55,990
TOTAL EXPENDITURES		163,641	164,887	57,246	115,691	166,333
OVER EXPENDITURES		(115,371)	(111,222)	(32,309)	(60,066)	(81,587)

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: MC2 Revenue
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3829

This account is used to record revenue received from the Village's electric aggregation partner, MC2.

MC2	\$ 34,000
Total	<u>\$ 34,000</u>

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	<u>\$ 34,000</u>
Increase (Decrease)	<u>\$ 34,000</u>

The primary reason for the increase relates to this account being created in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 (Virtual Programs)	\$ 500
Total	<u>\$ 11,500</u>

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

FY 2020 Budget request	\$ 11,000
FY 2021 Budget request	\$ 11,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is the additional sponsorships for Virtual Programs.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Bark in the Park Revenue

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3831

This account is used to record the vendor fees paid by the Bark in the Park vendors. Various pet focused community partners participate in this event.

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

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

FY 2020 Budget request	\$ 500
FY 2021 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Golf Outing Revenue
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3832

This account is used to record the revenue received from the annual Village Golf Outing.

Sponsors	\$ 23,000
Golfers	\$ 11,000
Silent Auction	\$ 4,000
Fund Raising	\$ 2,000
Total	<u>\$ 40,000</u>

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

FY 2020 Budget request	\$ 34,500
FY 2021 Budget request	\$ 32,000
Increase (Decrease)	<u>\$ (2,500)</u>

The primary reason for the decrease is the event was modified for 2020 due to COVID-19 and we experinced low registraton. We will need to rebuild our fundraising efforts for this event. The forecasted net profit for the 2021 golf outing is \$18,500.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: 4th of July Parade Entry Fee

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3833

This account is used to record the revenue received from the entry fees received to participate in the Village's Fourth of July parade. Community entries are able to march for no fee. Political entries must pay a fee of \$50.

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

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

FY 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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.

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

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

FY 2020 Budget request	\$ 900
FY 2021 Budget request	<u>\$ 900</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 2,165</u>

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

FY 2020 Budget request	\$ 2,165
FY 2021 Budget request	\$ 2,165
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

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

Priority: 1.6 Prioritize Citizen Services

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

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

Sponsors	\$ 150
Vendors	\$ -
Total	<u>\$ 150</u>

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

FY 2020 Budget request	\$ 150
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND
Department: COMMUNITY EVENTS
Description: Concerts in the Park Revenue
Priority: 1.6 Prioritize Citizen Services
Account Number: 02-10-00-7-3839

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

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

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

FY 2020 Budget request	\$ 800
FY 2021 Budget request	\$ 800
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 150</u>

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

FY 2020 Budget request	\$ 150
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

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

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

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

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

FY 2020 Budget request	\$ 1,300
FY 2021 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Hometown Holiday Revenue

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-00-7-3842

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

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

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

FY 2020 Budget request	\$ 500
FY 2021 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 1,400
Total	<u>\$ 1,400</u>

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

FY 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 1,400
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based on actuals from Fiscal Year 2020. This event had a positive response that can be built upon year over year.

**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	\$ 500
Total	<u>\$ 500</u>

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase relates to this account being created in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 84,935
FY 2021 Budget request	\$ 88,763
Increase (Decrease)	<u>\$ 3,828</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 100
July 3rd/4th	\$ 2,250
Movies in the Park	\$ 200
Fall Family Fun Fest	\$ 1,000
Tree Lighting	\$ 100
Total	<u>\$ 3,650</u>

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

FY 2020 Budget request	\$ 4,500
FY 2021 Budget request	\$ 3,650
Increase (Decrease)	<u>\$ (850)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion was 12.55%.

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

FY 2020 Budget request	\$ 9,954
FY 2021 Budget request	<u>\$ 11,140</u>
Increase (Decrease)	<u><u>\$ 1,186</u></u>

The primary reason for the increase is that the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,948
FY 2021 Budget request	\$ 6,790
Increase (Decrease)	<u>\$ (158)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Environmental Initiatives

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

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

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

Annual Dues - America in Bloom	\$ 1,000
Annual Dues - Audubon	\$ 500
Annual Dues - Dark Skies	\$ 100
Annual Dues - Bee City	\$ 100
Judges Travel Expenses	\$ 1,000
Supplies	\$ 1,000
America in Bloom Symposium Registration	\$ 1,500
Total	<u><u>\$ 5,200</u></u>

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

FY 2020 Budget request	\$ 5,260
FY 2021 Budget request	\$ 5,200
Increase (Decrease)	<u><u>\$ (60)</u></u>

The primary reason for the increase is based upon the increased Dark Skies annual dues and the addition of Bee City annual dues for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Fireworks/Parade Expenses

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-10-3-4333

This account is used for the Independence Day Celebrations, held on July 3rd (fireworks) and July 4th (parade) of each year.

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

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

FY 2020 Budget request	\$ 18,900
FY 2021 Budget request	<u>\$ 18,900</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021. Additional expenses added in 2020 include shuttle buses, one parade float, and a parade music ensemble.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Movie Events Expenses

Priority: 1.6 Prioritize Citizen Services

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

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

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

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

FY 2020 Budget request	\$ 1,900
FY 2021 Budget request	\$ 1,900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2021 series, we will host 11 concerts, the first one starting on June 4 and running through to August 20. There will be no concert on July 2.

11 Friday Night Summer Concerts	\$ 4,950
Marketing & Signage	\$ 300
Mosquito Treatment (\$65)	\$ 715
Total	<u>\$ 5,965</u>

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

FY 2020 Budget request	\$ 6,165
FY 2021 Budget request	\$ 5,965
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is less expenditures related to marketing and signage.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 1,800</u>

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

FY 2020 Budget request	\$ 2,100
FY 2021 Budget request	\$ 1,800
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is there is no expense related to the train, and less expenditures related to the craft, activities and decorations.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ -
Santa's Gifts	\$ 250
Horse drawn Wagon	\$ 1,000
Cookies, Candy Canes & Cocoa	\$ 200
Memorial Ornaments	\$ 100
Craft	\$ 50
Tents (including heaters)	\$ 1,600
Inflatable	\$ -
Decorations	\$ 500
Marketing & Signage	\$ 300
Total	<u>\$ 4,200</u>

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

FY 2020 Budget request	\$ 5,350
FY 2021 Budget request	\$ 4,200
Increase (Decrease)	<u>\$ (1,150)</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 13,500</u>

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

FY 2020 Budget request	\$ 14,500
FY 2021 Budget request	\$ 13,500
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease in expenditures is anticipated lower attendance.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Earth Day/Arbor Day Planting Expenses

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-10-3-4339

This account is used for Earth Day/Arbor Day planting. This activity beautifies the landscape of the Village and also serves as an opportunity to focus on the environment.

Tree Seedlings/Bulbs	\$ 425
Arbor Day Membership	\$ 25
Tree City USA	\$ 100
Tools/Gloves/Soil	\$ 100
Adopt a Highway	\$ 75
Total	<u>\$ 725</u>

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

FY 2020 Budget request	\$ 725
FY 2021 Budget request	\$ 725
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 (Fuzzy Dice Productions)	\$ 600
Marketing & Signage	\$ 200
Total	<u>\$ 800</u>

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

FY 2020 Budget request	\$ 800
FY 2021 Budget request	\$ 800
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 350</u>

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

FY 2020 Budget request	\$ 350
FY 2021 Budget request	<u>\$ 350</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: COMMUNITY EVENTS

Description: Bark in the Park Expenses

Priority: 1.6 Prioritize Citizen Services

Account Number: 02-10-10-3-4343

This account is used for expenses for the annual Bark in the Park community event. This event allows residents to bring their four-legged friends to Community Park for a fun-filled morning. Various pet focused community partners participate in this event.

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

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

FY 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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. The dance is date night for parents and their children ages 3 through 12. The 2021 event will be held on Saturday, February 6th in the Village Barn.

DJ	\$ 250
Decorations	\$ 150
Refreshments / Appetizers/Desserts	\$ 400
Photo Booth & Props	\$ 100
Character Visit	\$ 250
Craft	\$ 50
Total	<u>\$ 1,200</u>

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

FY 2020 Budget request	\$ 1,500
FY 2021 Budget request	<u>\$ 1,200</u>
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is due to lower amounts budgeted for some expenditures for they can be used from year to year.

**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	\$ 400
Supplies	<u>\$ 50</u>
Total	<u><u>\$ 450</u></u>

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	<u>\$ 450</u>
Increase (Decrease)	<u><u>\$ 450</u></u>

The primary reason for the increase is due to the creation of a new account established for Fiscal Year 2020.

ECONOMIC DEVELOPMENT

Department Purpose

The Economic Development Division is designed to initiate and manage planned growth opportunities within the Village of Hawthorn Woods. With a median household income greater than \$172,000 and a location 32 miles northwest of Chicago, Hawthorn Woods is a highly desirable place to live. In addition, the Village is a vibrant location for commercial businesses and boasts natural resources, open space, and recreational areas as preserved amenities.

Personnel

	Actual		Proposed	
	Headcount 2019	Headcount 2020	Headcount 2021	FTE 2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
67,265	161,108	148,275	Fees	237,302	174,000
8,801	3,267	10,000	Interest Income	1,000	1,000
76,066	164,375	158,275	Total Revenues	238,302	175,000

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
275,201	257,564	171,213	Personnel Services	115,554	117,865
145,452	223,088	175,600	Contractual Services	115,600	115,600
420,653	480,652	346,813	Total Expenditures	231,154	233,465

(344,587)	(316,277)	(188,538)	Source (Use) of Cash	7,148	(58,465)
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Significant Changes

- \$94,027 increase in General Fund Donation due to anticipated permitting at Villas at the Commons.
- \$9,000 decrease in Interest Income due to estimated actuals in Fiscal Year 2020.
- \$60,000 decrease in Other Professional Services due to expiration of the communications consultant contract.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ECONOMIC DEVELOPMENT						
REVENUES						
FEES						
02-30-00-4-3670	ANNEXATION FEES	5,000	10,000	6,000	11,000	4,000
02-30-00-4-3676	GENERAL FUND DONATION	156,108	138,275	82,965	138,275	170,000
TOTAL FEES		161,108	148,275	88,965	149,275	174,000
INTEREST INCOME						
02-30-00-6-3810	INTEREST INCOME	3,267	10,000	739	1,400	1,000
TOTAL INTEREST INCOME		3,267	10,000	739	1,400	1,000
TOTAL REVENUES		164,375	158,275	89,704	150,675	175,000
EXPENDITURES						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	223,463	143,431	79,259	158,518	98,058
02-30-00-1-4040	IMRF	21,940	16,810	9,517	19,034	12,306
02-30-00-1-4090	FICA MATCHING	12,161	10,972	4,553	9,106	7,501
TOTAL PERSONNEL SERVICES		257,564	171,213	93,329	186,658	117,865
CONTRACTUAL SERVICES						
02-30-00-3-4240	PLANNING SERVICES	51,363	-	-	-	-
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	60,000	70,000	5,000	15,000	10,000
02-30-00-3-4361	DUES	500	100	-	-	100
02-30-00-3-4377	INSURANCE ALLOCATION	105,500	105,500	-	105,500	105,500
TOTAL CONTRACTUAL SERVICES		223,088	175,600	5,230	120,730	115,600
TOTAL EXPENDITURES		480,652	346,813	98,559	307,388	233,465

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Annexation Fees

Priority: 1.3 Prioritize Strong Fiscal Sustainability
1.5 Prioritize a Healthy Community and Environment
1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 02-30-00-4-3670

This account is used to record the annexation fees received related to various annexation agreements. Annexation fees are paid either at the time of annexation or at the time of building permit.

High Pointe Estates (1 duplex @ \$1,000)	\$ 1,000
Hawthorn Trails South (4 homes @ \$1,000)	\$ 4,000
Total	<u>\$ 5,000</u>

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

FY 2020 Budget request	\$ 10,000
FY 2021 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is due to the anticipated completion of the High Pointe Estates Subdivision in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 (4 homes @ \$5,531)	\$ 22,124
High Pointe Estates (1 duplexes @ \$5,531)	\$ 5,531
Villas at the Commons (37 homes @ \$5,531)	\$ 204,647
Total	<u>\$ 232,302</u>

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

FY 2020 Budget request	\$ 138,275
FY 2021 Budget request	<u>\$ 232,302</u>
Increase (Decrease)	<u>\$ 94,027</u>

The primary reason for the increase is related to the builder's projection for construction in the Villas at the Commons for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,000
FY 2021 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ (9,000)</u></u>

The primary reason for the decrease is based upon estimated actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 143,431
FY 2021 Budget request	\$ 96,135
Increase (Decrease)	<u>\$ (47,296)</u>

The primary reason for the decrease is based upon the analyzed salary allocations for the Chief Administrative Officer/Village Clerk in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 16,810
FY 2021 Budget request	\$ 12,065
Increase (Decrease)	<u>\$ (4,745)</u>

The primary reason for the decrease is based upon the analyzed salary allocations in conjunction with the priority based budgeting initiative. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,972
FY 2021 Budget request	<u>\$ 7,354</u>
Increase (Decrease)	<u>\$ (3,618)</u>

The primary reason for the decrease is based upon the analyzed salary allocations in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 10,000</u>

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

FY 2020 Budget request	\$ 70,000
FY 2021 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ (60,000)</u>

The primary reason for the decrease is due to the expiration of the communications consultant contract in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: ECONOMIC DEVELOPMENT

Description: Dues

Priority: 1.1 Prioritize A Safe And Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-30-00-3-4361

This account is used to pay for dues/membership in the following professional associations and organizations:

ICSC	\$ 100
Total	<u>\$ 100</u>

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

FY 2020 Budget request	\$ 100
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 105,500
FY 2021 Budget request	\$ 105,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

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
	2019	2020	2021	2021
Full-Time	0	3	3	3.40
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
40,500	43,200	40,000	Licenses	32,683	32,683
691,314	581,577	445,600	Permits	534,928	526,678
196,971	699,023	53,300	Fees	56,603	57,343
228	229	-	Miscellaneous	-	-
929,013	1,324,029	538,900	Total Revenues	624,214	616,704

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
311,648	239,565	242,934	Personnel Services	326,378	332,906
350,653	823,452	252,276	Contractual Services	337,487	341,447
1,819	5,097	2,470	Commodities	2,010	2,250
664,120	1,068,114	497,680	Total Expenditures	665,875	676,603

264,893	255,915	41,220	Source (Use) of Cash	(41,661)	(59,899)
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Significant Changes

- \$68,267 increase in Salaries is related to the reallocation of employee salaries in Fiscal Year 2021.
- \$13,172 decrease in total Permits revenue due to estimated actuals in Fiscal Year 2020.
- \$89,328 increase in Building Permits - Reimbursable due to estimated actuals in Fiscal Year 2020.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PLANNING						
REVENUES						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	43,200	40,000	18,300	38,450	32,683
TOTAL LICENSES		43,200	40,000	18,300	38,450	32,683
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	579,102	442,600	208,705	442,600	531,928
02-60-00-3-3290	OTHER PERMITS	2,475	3,000	1,108	2,200	3,000
TOTAL PERMITS		581,577	445,600	209,813	444,800	534,928
FEES						
02-60-00-4-3660	BUILDING INSPECTION FEES	583	-	-	-	-
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	95,870	30,000	14,464	44,074	37,463
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	5,966	7,500	925	1,480	3,750
02-60-00-4-3784	PLANNING REIMBURSEMENTS	15,386	3,000	6,521	8,000	6,800
02-60-00-4-3786	ADMIN REIMBURSEMENTS	15,702	12,000	4,226	9,165	7,790
02-60-00-4-3788	OTHER REIMBURSEMENTS	216	300	348	348	300
02-60-00-4-3789	FIRE SUPPRESSION FEES	175	500	-	500	500
02-60-00-4-3790	RECAPTURE FEES PASS THRU	565,125	-	149,627	149,627	-
02-60-00-5-3800	PLANNING APPLICATIONS -PUD	-	-	-	-	-
TOTAL FEES		699,023	53,300	176,111	213,194	56,603
MISCELLANEOUS						
02-60-00-7-3900	REFUND SERVICE CHARGE	229	-	163	300	-
TOTAL MISCELLANEOUS		229	-	163	300	-
TOTAL REVENUES		1,324,029	538,900	404,387	696,744	624,214

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020 6 MONTHS		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
02-60-65-1-4010	SALARIES	203,399	203,262	101,626	203,252	276,960
02-60-65-1-4020	OVERTIME	-	300	335	335	-
02-60-65-1-4040	IMRF	21,635	23,822	11,950	23,900	34,759
02-60-65-1-4090	FICA MATCHING	14,531	15,550	7,253	14,506	21,187
TOTAL PERSONNEL SERVICES		239,565	242,934	121,164	241,993	332,906
CONTRACTUAL SERVICES						
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	706	2,000	246	500	1,000
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	117,479	48,000	33,812	67,627	60,354
02-60-65-3-4235	LEGAL SERVICES-REIMB	6,059	7,500	925	1,480	3,750
02-60-65-3-4240	PLANNING SERVICES	483	125,000	480	100,000	115,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	18,311	3,000	9,794	15,000	13,388
02-60-65-3-4260	OTHER REIMBURSEMENT	367	400	7	-	400
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	19,160	11,000	4,433	17,000	20,000
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	1,665	2,500	-	-	-
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	100	500	100	100	200
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	99,683	48,000	37,678	105,200	123,000
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	300	300	-	300	300
02-60-65-3-4353	TELEPHONE-CELL PHONE	962	505	504	1,008	1,100
02-60-65-3-4355	PUBLISHING/ADVERTISING	354	300	66	66	200
02-60-65-3-4357	PRINTING/COPYING	503	800	425	500	500
02-60-65-3-4360	RECAPTURE FEE PAID	556,907	-	137,673	137,673	-
02-60-65-3-4361	DUES	135	215	-	175	205
02-60-65-3-4362	TRAVEL EXPENSE	98	356	-	-	150
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	180	1,900	657	1,000	1,900
TOTAL CONTRACTUAL SERVICES		823,452	252,276	226,980	448,129	341,447

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
02-60-65-5-4562	AUTO FUEL & OIL	1,603	1,260	440	1,200	1,300
02-60-65-5-4578	UNIFORMS	243	410	-	-	450
02-60-65-5-4595	OTHER CHARGES	3,252	800	311	400	500
TOTAL COMMODITIES		5,097	2,470	751	1,600	2,250
TOTAL EXPENDITURES		1,068,114	497,680	348,895	691,722	676,603

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 40,000
FY 2021 Budget request	\$ 32,683
Increase (Decrease)	<u>\$ (7,317)</u>

The primary reason for the decrease is due to the anticipated decreased number of contractors conducting business in town in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Building Permits

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

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

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

New Home Construction Permits	
Stonebridge (6 homes @ \$8,250)	\$ 49,500
Hawthorn Trails South (4 homes @ \$8,250)	\$ 33,000
Villas at the Commons (37 homes @ \$8,250)	\$ 305,250
High Pointe Estates (1 duplex @ \$14,650)	\$ 14,650
All Other Building Permits	\$ 129,528
Total	<u>\$ 531,928</u>

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

FY 2020 Budget request	\$ 442,600
FY 2021 Budget request	<u>\$ 531,928</u>
Increase (Decrease)	<u>\$ 89,328</u>

The primary reason for the increase is based on the number of homes and other building projects estimated to be constructed in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,000
FY 2021 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 30,000
FY 2021 Budget request	\$ 37,463
Increase (Decrease)	<u>\$ 7,463</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,500
FY 2021 Budget request	\$ 3,750
Increase (Decrease)	<u>\$ (3,750)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,000
FY 2021 Budget request	\$ 6,800
Increase (Decrease)	<u>\$ 3,800</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 12,000
FY 2021 Budget request	\$ 7,790
Increase (Decrease)	<u>\$ (4,210)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 300
FY 2021 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Planning Applications - PUD

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

Account Number: 02-60-00-5-3800

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

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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:

Chief Administrative Officer/Village Clerk - 40%
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 2020 Budget request	\$ 203,262
FY 2021 Budget request	\$ 271,529
Increase (Decrease)	<u>\$ 68,267</u>

The primary reason for the increase is a reflection of reallocation of employee salaries based upon actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 300
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (300)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 23,822
FY 2021 Budget request	\$ 34,077
Increase (Decrease)	<u>\$ 10,255</u>

The primary reason for the increase is a reflection of reallocation of employee salaries based upon actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 15,550
FY 2021 Budget request	\$ 20,772
Increase (Decrease)	<u>\$ 5,222</u>

The primary reason for the increase is a reflection of reallocation of employee salaries based upon actual job responsibilities. All employee salaries were analyzed in conjunction with the priority based budgeting initiative.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 48,000
FY 2021 Budget request	\$ 57,480
Increase (Decrease)	<u>\$ 9,480</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,500
FY 2021 Budget request	\$ 3,750
Increase (Decrease)	<u>\$ (3,750)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 115,000
	<u>\$ 115,000</u>

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

FY 2020 Budget request	\$ 125,000
FY 2021 Budget request	<u>\$ 115,000</u>
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,000
FY 2021 Budget request	\$ 12,750
Increase (Decrease)	<u>\$ 9,750</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 400
FY 2021 Budget request	\$ 400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 11,000
FY 2021 Budget request	\$ 20,000
Increase (Decrease)	<u>\$ 9,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,500
FY 2021 Budget request	\$ -
Increase (Decrease)	<u><u>\$(2,500)</u></u>

The primary reason for the decrease is based upon the hiring of an additional plumbing inspector in Mundelein. As a result, there will no longer be a need for an outside plumbing inspector conducting inspections not associated with the Village of Mundelein.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 48,000
FY 2021 Budget request	\$ 123,000
Increase (Decrease)	<u>\$ 75,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 300
FY 2021 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 505
FY 2021 Budget request	\$ 1,050
Increase (Decrease)	<u>\$ 545</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 300
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 800
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Dues

Priority: 1.1 Prioritize a Safe and Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4361

This account is used to pay dues for membership in the International Code Council and the American Institute of Certified Planners.

International Code Council (ICC)	\$135
Illinois Association of Code Enforcement	\$70
Chicago Metropolitan Agency for Planning (CMAP)	\$0
American Institute of Certified Planners (AICP)	\$0
Total	<u>\$205</u>

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

FY 2020 Budget request	\$ 215
FY 2021 Budget request	\$ 205
Increase (Decrease)	<u>\$ (10)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 356
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ (206)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: COMMUNITY DEVELOPMENT FUND

Department: PLANNING, BUILDING AND ZONING

Description: Professional Development

Priority: 1.1 Prioritize a Safe and Secure Community
1.5 Prioritize a Healthy Community and Environment
1.6 Prioritize Citizen Services

Account Number: 02-60-65-3-4365

This account is used to pay for seminars and other training opportunities by the Community Development Department staff.

Community Development Department staff will be continuing education in their field with such course work including property maintenance, blue print reading and building department basics offered off-site.

American Planning Association Conference – CD Director	\$ -
Building & Fire Code Academy - Zoning Inspector Certificate	\$ 398
Illinois Association of Code Enforcement Quarterly Seminars	\$ 400
ABCI Seminars	\$ 170
Fred Pryor Training Subscription (1 employees x \$199)	\$ 199
Professional training - Building Inspector	\$ 335
Total	<u><u>\$ 1,502</u></u>

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

FY 2020 Budget request	\$ 1,900
FY 2021 Budget request	\$ 1,502
Increase (Decrease)	<u><u>\$ (398)</u></u>

The primary reason for the decrease is based upon the elimination of the American Planning Association Conference for the CD Director for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,260
FY 2021 Budget request	\$ 1,260
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 250</u>

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

FY 2020 Budget request	\$ 410
FY 2021 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ (160)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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)	\$250
Miscellaneous	\$250
Total	<u>\$500</u>

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

FY 2020 Budget request	\$ 800
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease relates to the prior year purchase of a new blueprint cabinet in Fiscal Year 2020.



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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
274,369	197,544	285,888	Special Recreation	321,000	321,000
130,640	141,299	150,184	Administration	150,759	153,509
56,443	70,366	74,220	Recreation Programs	51,010	80,700
160,891	172,864	177,800	Park Maintenance	165,061	187,061
622,343	582,073	688,092	Total Revenues	687,830	742,270

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
263,329	54,968	148,628	Special Recreation	177,628	179,000
154,083	178,807	212,533	Administration	206,320	219,984
39,782	47,464	53,091	Recreation Programs	33,293	56,037
349,990	351,592	386,229	Park Maintenance	395,299	409,335
807,184	632,832	800,481	Total Expenditures	812,540	864,357

(90,000)	(90,000)	(90,000)	Transfer to General Fund	(90,000)	(90,000)
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100,000	-	-	Transfer from Community Development Fund		
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(174,841)	(140,759)	(202,389)	Net Change in Fund Balance	(214,710)	(212,086)
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163,287	22,528	(179,861)	Fund Balance as of 12/31	(394,571)	(606,657)
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SPECIAL RECREATION

Department Purpose

The Special Recreation Department of the Parks and Recreation Fund records all of special recreation related expenses, including the annual membership to the Special Recreation Association of Lake County and accessibility capital projects.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
188,191	195,811	191,888	Taxes	198,000	198,000
86,178	1,733	94,000	SRACLC Reimbursement	123,000	123,000
274,369	197,544	285,888	Total Revenues	321,000	321,000

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
55,193	54,810	54,628	Contractual Services	54,628	56,000
208,136	158	94,000	Capital Outlay	123,000	123,000
263,329	54,968	148,628	Total Expenditures	177,628	179,000

11,040	142,576	137,260	Source (Use) of Cash	143,372	142,000
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Significant Changes

• \$123,000 is projected for the expenditure on accessibility projects in 2021. This includes completion of 2020 activities postponed during the COVID 19 Pandemic and subsequent park and playground closures. There are 3 playgrounds that have exceeded their recommended life span that will see ADA enhancements.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SPECIAL RECREATION						
REVENUES						
11-70-00-1-3017	PROPERTY TAXES-SRACL	195,811	191,888	81,918	191,888	198,000
11-70-00-5-3805	SRACL REIMBURSEMENT	1,733	94,000	2,997	82,997	123,000
TOTAL REVENUES		197,544	285,888	84,915	274,885	321,000
EXPENDITURES						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACL DUES	54,810	54,628	27,313	54,628	56,000
TOTAL CONTRACTUAL SERVICES		54,810	54,628	27,313	54,628	56,000
CAPITAL OUTLAY						
11-70-00-8-4893	SRACL ACCESSIBILITY GRANT	158	94,000	140,628	82,997	123,000
TOTAL CAPITAL OUTLAY		158	94,000	140,628	82,997	123,000
TOTAL EXPENDITURES		54,968	148,628	167,941	137,625	179,000

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 191,888
FY 2021 Budget request	\$ 198,000
Increase (Decrease)	<u>\$ 6,112</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 listed under the SRACLC Accessibility Grant.

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

FY 2020 Budget request	\$ 94,000
FY 2021 Budget request	<u>\$ 123,000</u>
Increase (Decrease)	<u><u>\$ 29,000</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 54,628
FY 2021 Budget request	\$ 54,628
Increase (Decrease)	<u>\$ -</u>

There will be no change for Fiscal Year 2021. SRACLC memberships dues will be held at their 2020 assessments.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: SPECIAL RECREATION

Description: SRACLC Accessibility Grant

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces

Account Number: 11-70-00-8-4893

This account will be used to fund accessibility improvements funded by the SRACLC Accessibility Grant.

Playground Surface Upgrades	\$ 18,000
Implement ADA Plan Compliance Measures	\$ 20,000
Adaptive Trail along Gilmer and Midlothian	\$ 50,000
Development of Accessible Park (Meadowlark)	<u>\$ 35,000</u>
Total	<u><u>\$ 123,000</u></u>

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

FY 2020 Budget request	\$ 94,000
FY 2021 Budget request	<u>\$ 123,000</u>
Increase (Decrease)	<u><u>\$ 29,000</u></u>

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

ADMINISTRATION

Department Purpose

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

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	2	3	3	1.25
Part-Time	0	1	1	0.25

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
125,461	130,541	144,554	Taxes	147,879	147,879
1,179	498	130	Interest Income	130	130
4,000	10,260	5,500	Miscellaneous	2,750	5,500
130,640	141,299	150,184	Total Revenues	150,759	153,509

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
80,061	98,063	137,146	Personnel Services	140,718	144,267
71,744	74,723	73,897	Contractual Services	64,452	74,217
2,278	6,021	1,490	Commodities	1,150	1,500
154,083	178,807	212,533	Total Expenditures	206,320	219,984

(23,443)	(37,508)	(62,349)	Source (Use) of Cash	(55,561)	(66,475)
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Significant Changes

- \$4,815 decrease in Professional Development due to the elimination of the IPRA Leadership Academy, Special Park District Forum, and the Certified Pool Operator Renewal.
- \$840 decrease in Dues due to the reduction of one CPSI certification and two memberships with the IPRA.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
ADMINISTRATION						
REVENUES						
TAXES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	130,541	144,554	60,643	144,554	147,879
TOTAL TAXES		130,541	144,554	60,643	144,554	147,879
INTEREST INCOME						
11-10-00-6-3810	INTEREST INCOME	498	130	86	130	130
TOTAL INTEREST INCOME		498	130	86	130	130
MISCELLANEOUS						
11-10-00-7-3820	FACILITY RENTAL	7,550	4,500	900	1,225	2,250
11-10-00-7-3825	SECURITY FEE	2,200	1,000	500	600	500
11-10-00-7-3830	DONATIONS	-	-	-	-	-
TOTAL MISCELLANEOUS		10,260	5,500	1,400	1,825	2,750
TOTAL REVENUES		141,299	150,184	62,129	146,509	153,509
EXPENDITURES						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	82,991	113,635	54,477	108,954	118,775
11-10-00-1-4011	SALARIES - RENTAL SECURITY	75	1,500	-	600	1,500
11-10-00-1-4020	OVERTIME	24	-	-	-	-
11-10-00-1-4040	IMRF	8,822	13,318	6,321	13,318	14,906
11-10-00-1-4090	FICA MATCHING	6,151	8,693	3,939	8,693	9,086
TOTAL PERSONNEL SERVICES		98,063	137,146	64,737	131,565	144,267
CONTRACTUAL SERVICES						
11-10-00-3-4352	CONTRACT MAINT - BUILDINGS	-	2,400	-	-	160
11-10-00-3-4353	TELEPHONE-CELL PHONE	2,109	1,920	1,237	2,020	2,020
11-10-00-3-4357	PRINTING/COPYING	5,726	5,750	3,921	3,921	5,550
11-10-00-3-4360	PROCESSING FEES	1,587	1,400	605	800	1,100
11-10-00-3-4361	DUES	3,940	2,690	1,219	1,400	1,590
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	8,107	6,595	1,332	2,000	890
11-10-00-3-4367	PRE-EMPLOYMENT SCREENING	504	392	56	115	392
11-10-00-3-4377	INSURANCE ALLOCATION	52,750	52,750	-	52,750	52,750
TOTAL CONTRACTUAL SERVICES		74,723	73,897	8,370	63,006	64,452
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	226	250	13	200	255
11-10-00-5-4578	UNIFORMS	135	240	-	-	100
11-10-00-5-4595	OTHER CHARGES	5,660	1,000	536	600	1,000
TOTAL COMMODITIES		6,021	1,490	1,228	2,158	1,150
TOTAL EXPENDITURES		178,807	212,533	74,335	196,729	219,984

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 144,554
FY 2021 Budget request	\$ 147,879
Increase (Decrease)	<u>\$ 3,325</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The CPI for Fiscal Year 2020 is 2.3%.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 130
FY 2021 Budget request	\$ 130
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,500
FY 2021 Budget request	\$ 2,250
Increase (Decrease)	<u>\$ (2,250)</u>

The primary reason for the decrease is based upon the the continuation of COVID-19 gathering restrictions which would affect the potential rental income in the first half of Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected rental income revenue for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 I - 40%
Summer Intern (Recreation) - 100%

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

FY 2020 Budget request	\$ 113,635
FY 2021 Budget request	\$ 116,446
Increase (Decrease)	<u>\$ 2,811</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 750
Increase (Decrease)	<u>\$ (750)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Overtime

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

Account Number: 11-10-00-1-4020

This account represents the overtime expense of the Park and Recreation Administration Employees.

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 13,318
FY 2021 Budget request	\$ 14,614
Increase (Decrease)	<u>\$ 1,296</u>

The primary reason for the increase is the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,693
FY 2021 Budget request	\$ 8,908
Increase (Decrease)	<u>\$ 215</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 160</u>

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

FY 2020 Budget request	\$ 2,400
FY 2021 Budget request	<u>\$ 160</u>
Increase (Decrease)	<u>\$ (2,240)</u>

The primary reason for the decrease is related to the reduction of Cleaning Services for Fiscal Year 2021. Village Staff will continue to clean Village facilities until a cleaning contract is implemented.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,920
FY 2021 Budget request	\$ 2,020
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2021:

Summer Brochure	\$ 3,050 (Cost share with Aquatics Fund)
Postcard	\$ 1,200 (Craft Show and Hometown Holiday)
Postage	\$ 1,300
Total	<u>\$ 5,550</u>

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

FY 2020 Budget request	\$ 5,750
FY 2021 Budget request	\$ 5,550
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon the reduction in cost associated with the Park and Recreation program brochures for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,400
FY 2021 Budget request	\$ 1,100
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Dues

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

Account Number: 11-10-00-3-4361

This line item is used to fund dues to professional organizations in the Parks and Recreation field. Memberships in professional organizations are essential as the Village expands and improves its recreational programming.

Illinois Association of Park Districts (IAPD) - Agency Fee	\$ 600
Illinois Parks & Recreation Association (IPRA) – Director of Parks & Recreation	\$ 270
Illinois Parks & Recreation Association (IPRA) – Asst. Director of Parks & Rec.	\$ 270
Certified Parks & Recreation Professional (NRPA) Renewal - Asst. Director	\$ 75
Pesticide Application License Fee	\$ 20
Pesticide Operator License Fee	\$ 30
Midwest Institute of Park Executives (MIPE)	\$ 25
National Recreation & Parks Association (NRPA) – Director of Parks & Recreation	\$ -
National Recreation & Parks Association (NRPA) – Asst. Director of Parks & Rec.	\$ -
National Recreation & Parks Association (CPSI) Certification Fee	\$ 300
Total	<u><u>\$ 1,590</u></u>

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

FY 2020 Budget request	\$ 2,690
FY 2021 Budget request	\$ 1,590
Increase (Decrease)	<u><u>\$ (1,100)</u></u>

The primary reason for the decrease is based upon the reduction of one CPSI certification, deferral of two memberships with the IPRA, and the deferral of dues associated with the NRPA in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Professional Development

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

Account Number: 11-10-00-3-4365

This account is used to pay for professional development classes and conferences for the Parks and Recreation staff. This line item includes the following continuing education opportunities:

Illinois Parks and Recreation Association Annual Conference	
Director of Parks & Recreation	\$ 400
Assistant Director of Parks & Recreation	\$ -
Illinois Legislative and Legal Forums	
Director of Parks & Recreation	\$ -
Assistant Director of Parks & Recreation	\$ 490
Total	<u>\$ 890</u>

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

FY 2020 Budget request	\$ 6,595
FY 2021 Budget request	\$ 890
Increase (Decrease)	<u>\$ (5,705)</u>

The primary reason for the decrease is the elimination of the IPRA Leadership Academy, Special Park District Forum, Certified Pool Operator Renewal, and reduction in attendance for the IL Parks and Recreation Association Annual Conference as well as the IL Legislative and Legal Forums for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Pre-Employment Screening

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

Account Number: 11-10-00-3-4367

This account is used to provide funding for pre-employment screening such as drug tests and background checks. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test.

Summer Intern	\$ 56
Camp Counselors	<u>\$ 336</u>
Total	<u><u>\$ 392</u></u>

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

FY 2020 Budget request	\$ 392
FY 2021 Budget request	<u>\$ 392</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 52,750
FY 2021 Budget request	\$ 52,750
Increase (Decrease)	<u> -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 250
FY 2021 Budget request	\$ 250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 240
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ (140)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: ADMINISTRATION

Description: Other Charges

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

Account Number: 11-10-00-5-4595

This account is used to pay for other miscellaneous charges to support all divisions of the Parks and Recreation Fund.

Facebook Marketing Boosts	\$ 400
Team Building Event	\$ -
Community Activities	\$ 400
	<u>\$ 800</u>

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

FY 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 800
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon the elimination of the Team Building Event due to anticipated gathering restrictions due to the COVID-19 pandemic in 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
	2019	2020	2021	2021
Full-Time	0	0	0	0
Part-Time	15	15	15	0
• Department Head position is allocated in P&R Admin				

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
23,542	27,277	32,450	Youth Programs	11,500	35,300
30,706	39,665	36,670	Sports/ Athletic Programs	34,410	40,000
635	2,243	3,550	Adult Programs	3,550	3,800
1,560	1,181	1,550	Seniors	1,550	1,600
56,443	70,366	74,220	Total Revenues	51,010	80,700

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
16,316	14,899	21,486	Youth Programs	5,031	22,587
21,611	30,585	27,910	Sports/ Athletic Programs	25,967	29,400
308	345	1,895	Adult Programs	495	2,150
1,547	1,635	1,800	Seniors	1,800	1,900
39,782	47,464	53,091	Total Expenditures	33,293	56,037

16,661	22,902	21,129	Source (Use) of Cash	17,717	24,663
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Significant Changes

- The salaries for Woodchucks Summer Camp was increased to reflect the increase in minimum wage. To compensate for this, camp registration fees will be increased 10%. This is still an affordable childcare cost for our camp families. We do not see the fee increase having much effect on registration numbers.
- Budget lines for revenues and expenses were added for youth enrichment and variety programs. These lines are for new programs that add value to our community members by enriching their lives through fun and educational programs which provide a learning experience and social opportunities.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
RECREATION PROGRAMS						
REVENUES						
YOUTH PROGRAMS						
11-20-30-4-3630	WOODCHUCKS SUMMER CAMP	26,369	29,000	4,725	6,695	32,000
11-20-31-4-3630	ENRICHMENT/VARIETY	120	2,250	50	50	1,500
11-20-33-4-3630	BABYSITTING/CPR	788	1,200	175	175	1,800
TOTAL YOUTH PROGRAMS		27,277	32,450	4,950	6,920	35,300
SPORTS/ATHLETIC PROGRAMS						
11-20-41-4-3630	INTRO TO SPORTS	3,174	3,870	2,262	2,500	4,000
11-20-42-4-3630	SOCCER-IN HOUSE	16,760	15,000	-	3,000	16,000
11-20-43-4-3630	BASEBALL-IN HOUSE	2,394	2,000	-	-	3,000
11-20-44-4-3630	TAEKWONDO	8,331	7,900	1,724	3,500	9,000
11-20-45-4-3630	EQUESTRIAN	5,050	4,100	-	-	5,000
11-20-46-4-3630	FENCING	1,151	1,000	-	-	-
11-20-47-4-3630	GOLF	2,805	2,800	-	-	3,000
TOTAL SPORTS/ATHLETIC PROGRAMS		39,665	36,670	3,986	9,000	40,000
ADULT PROGRAMS						
11-20-51-4-3630	SELF DEFENSE	345	600	325	325	600
11-20-52-4-3630	FITNESS	1,898	2,950	560	560	3,200
TOTAL ADULT PROGRAMS		2,243	3,550	885	885	3,800
SENIORS						
11-20-61-4-3630	MONTHLY GATHERING	1,181	1,550	(377)	-	1,600
TOTAL SENIORS		1,181	1,550	(377)	-	1,600
TOTAL REVENUES		70,366	74,220	9,444	16,805	80,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
YOUTH PROGRAMS						
11-20-30-1-4010	WOODCHUCKS SALARIES	11,061	15,500	-	4,000	16,500
11-20-30-1-4090	WOODCHUCKS FICA	846	1,186	-	302	1,262
11-20-30-5-4561	WOODCHUCKS SUPPLIES	2,379	3,000	-	250	3,500
11-20-31-5-4561	ENRICHMENT/VARIETY SUPPLIES	-	1,350	-	75	800
11-20-33-5-4561	BABYSITTING/CPR SUPPLIES	613	450	-	350	525
TOTAL YOUTH PROGRAMS		14,899	21,486	-	4,552	22,587
SPORTS/ATHLETIC PROGRAMS						
11-20-41-5-4561	INTRO TO SPORTS	2,241	2,860	1,620	1,620	3,000
11-20-42-5-4561	SOCCER	13,600	11,100	485	4,000	11,500
11-20-43-5-4561	BASEBALL	2,268	1,700	-	-	2,000
11-20-44-5-4561	TAEKWONDO	5,723	6,125	1,680	2,700	6,750
11-20-45-5-4561	EQUESTRIAN	3,675	3,075	-	-	3,750
11-20-46-5-4561	FENCING	798	750	-	-	-
11-20-47-5-4561	GOLF	2,280	2,300	-	-	2,400
TOTAL SPORTS/ATHLETIC PROGRAMS		30,585	27,910	3,785	8,320	29,400
ADULT PROGRAMS						
11-20-51-5-4561	SELF DEFENSE	-	150	-	-	150
11-20-52-5-4561	FITNESS	345	1,745	-	-	2,000
TOTAL ADULT PROGRAMS		345	1,895	-	-	2,150
SENIORS						
11-20-61-5-4561	MONTHLY GATHERING	1,635	1,800	520	820	1,900
TOTAL SENIORS		1,635	1,800	520	820	1,900
TOTAL EXPENDITURES		47,464	53,091	4,305	13,692	56,037

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

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Youth Programs

Description: Woodchucks Summer Camp

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

Account Number:

Revenues -	11-20-30-4-3630	
Expenses -	11-20-30-1-4010	Salaries
	11-20-30-1-4090	FICA
	11-20-30-5-4561	Supplies

Woodchucks Summer Camp takes campers ages 3 through 13 on a summer adventure! Camp is held 4 days per week for 8 weeks at Heritage Oaks Park, and meets from 9 am till noon. The camp is a semi-structured environment with planned games and activities, and time for free play to encourage socialization. The Woodchucks program served 146 participants in 2018; 160 participants in 2019; and 29 participants in pandemic year 2020.

REVENUE

Preschool Camp	\$5,000
Adventure Camp & Counselors in Training (CIT)	\$5,000
TOTAL REVENUE	\$10,000

EXPENSES

Salaries	\$4,000
FICA	\$306
Supplies - General/Misc.	\$100
Supplies - Fieldtrips (Qty = 4)	\$100
Supplies - Buses (Qty = 4)	\$100
TOTAL EXPENSES	\$4,606

Net Profit	\$5,394
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Youth

Description: Enrichment/Variety

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

Account Number: Revenues - 11-20-31-4-3630
Expenses - 11-20-31-5-4561 Supplies

The enrichment/variety program revenue and expense lines were added in 2019. These programs add value to our residents and community by enriching their lives through fun and educational programs which provide a learning experience and social opportunities. The Enrichment/Variety programs served zero participants in 2018; 4 participants in 2019; and 1 participant in pandemic year 2020.

REVENUE

Mad Science (1)	\$100
Kid's in the Kitchen (1)	\$100
HW at Night (2)	\$400
TOTAL REVENUE	<u>\$600</u>

EXPENSES

Mad Science (1)	\$25
Kid's in the Kitchen (1)	\$25
HW at Night (2)	\$25
TOTAL EXPENSES	<u>\$75</u>

Net Profit	<u><u>\$525</u></u>
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Youth

Description: Babysitting/CPR Programs

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

Account Number: Revenues - 11-20-33-4-3630
Expenses - 11-20-33-5-4561 Supplies

Babysitting classes prepare pre and early teens to handle babies and young children. The course teaches safety and professionalism. After completing this course, participants will be a Red Cross Certified Babysitter, helping them boost their babysitting business! The Babysitting & CPR programs served zero participants in 2018; 13 participants in 2019; and 1 participant in pandemic year 2020.

REVENUE

Spring Session	\$0
Summer Session	\$600
Fall Session	\$300
TOTAL REVENUE	\$900

EXPENSES

Instruction	\$0
Instructor Kit	\$50
Certifications; Books; Equipment & Supplies	\$300
TOTAL EXPENSES	\$350

Net Profit	\$550
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Intro to Sports

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

Account Number: Revenues - 11-20-41-4-3630
Expenses - 11-20-41-5-4561

Intro to sports classes allows a child to try a sport with minimal commitment and at an affordable cost. Classes are offered in partnership with Sports R Us and SportsKids Inc. Classes are held throughout the year cooperatively with the Mundelein Park District. The Intro to Sports programs served 44 participants in 2018; 45 participants in 2019; and 20 participants in pandemic year 2020.

REVENUE	Winter/Spring	Summer	Fall	TOTAL
Sports R Us	\$250	\$200	\$400	\$850
SportsKids Inc.	\$450	\$150	\$600	\$1,200
Tennis	\$560	\$0	\$0	\$560
TOTAL REVENUE				\$2,610

EXPENSES	Winter/Spring	Summer	Fall	TOTAL
Sports R Us	\$94	\$150	\$300	\$544
SportsKids Inc.	\$158	\$105	\$420	\$683
Tennis	\$440	\$0	\$0	\$440
TOTAL EXPENSES				\$1,667

Net Profit **\$943**

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

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Soccer - In House

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

Account Number: Revenues - 11-20-42-4-3630
Expenses - 11-20-42-5-4561

The Hawthorn Woods Youth Soccer Program continues to be a popular program. It is an 8-week league held twice per year - fall and spring. It is led by Tom Chmela and coached by Hawthorn Woods Elite Soccer staff and players. The Soccer program served 81 participants in 2018; 126 participants in 2019; and 11 participants in pandemic year 2020.

REVENUE

Spring Session	\$9,000
Fall Session	\$6,000
TOTAL REVENUE	\$15,000

EXPENSES

Director	\$5,500
Coaching	\$2,800
Turf Paint	\$1,200
Uniforms	\$1,100
Equipment	\$500
TOTAL EXPENSES	\$11,100

Net Profit	\$3,900
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Baseball - In House

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

Account Number: Revenues - 11-20-43-4-3630
Expenses - 11-20-43-5-4561

The Hawthorn Woods Youth Baseball started in 2018. It is an 8-week league held once per year in the spring. It is led by Phil Carona and coached by Lake County Stars staff and players. The Village is contracted to pay 75% of profits (minus Village expenses) to Phil Carona at the end of each season. The Baseball In-House program served 40 participants in 2018; 26 participants in 2019; and zero participants in pandemic year 2020.

REVENUE

Spring Session	\$2,000
TOTAL REVENUE	\$2,000

EXPENSES

Coaching	\$1,500
Equipment	\$0
Uniforms	\$200
TOTAL EXPENSES	\$1,700

Net Profit	\$300
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Taekwondo

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

Account Number: Revenues - 11-20-44-4-3630
Expenses - 11-20-44-5-4561

Taekwondo teaches youth discipline and respect while being physically active. In partnership with Ong Taekwondo Academy, classes are held twice a week in the Village Barn. The Taekwondo program served 41 participants in 2018; 37 participants in 2019; and 22 participants in pandemic year 2020.

REVENUE

Winter/Spring Session	\$3,500
Summer Session	\$1,200
Fall Session	\$3,200
TOTAL REVENUE	\$7,900

EXPENSES

Coaching	\$5,925
Equipment & Supplies	\$200
TOTAL EXPENSES	\$6,125

Net Profit	\$1,775
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Equestrian

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

Account Number: Revenues - 11-20-45-4-3630
Expenses - 11-20-45-5-4561

Equestrian lessons are offered through a partnership with Red Coat Farm. This has proven to be a successful partnership in 2019. We hope to increase revenue and the love of horses. The Equestrian program served 12 participants in 2018; 14 participants in 2019; and zero participants in pandemic year 2020.

REVENUE

Spring Classes & Lessons	\$1,600
Fall Classes & Lessons	\$2,500
TOTAL REVENUE	\$4,100

EXPENSES

Instruction	\$3,075
Equipment & Supplies	\$0
TOTAL EXPENSES	\$3,075

Net Profit	\$1,025
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Fencing

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

Account Number: Revenues - 11-20-46-4-3630
Expenses - 11-20-46-5-4561

We will not offer Fencing in Fiscal Year 2021.

REVENUE

Winter/Spring Session	\$0
Fall Session	\$0
TOTAL REVENUE	\$0

EXPENSES

Coaching	\$0
Misc. Supplies	\$0
TOTAL EXPENSES	\$0

Net Profit	\$0
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: RECREATION PROGRAMS

Division: Sports/Athletic Programs

Description: Golf

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

Account Number: Revenues - 11-20-47-4-3630
Expenses - 11-20-47-5-4561

A partnership with Hawthorn Woods Country Club allows juniors who are not members of the club, to learn to love the game of golf. This is a summer only offering. The Golf program served 4 participants in 2018; 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
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Adult Programs

Description: Self-Defense

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

Account Number: Revenues - 11-20-51-4-3630
Expenses - 11-20-51-5-4561

The Hawthorn Woods Police Department provides instruction for a Women's Self Defense class. This class teaches women of all ages tactics to defend themselves in case of a physical attack. Each session consists of 4 classes which are 2 hours each. The Self Defense program served 9 participants in 2018; 15 participants in 2019; and 15 participants in pandemic year 2020.

REVENUE

Winter/Spring Session	\$200
Summer Session	\$200
Fall Session	\$200
TOTAL REVENUE	\$600

EXPENSES

Instruction (<i>paid by police dept.</i>)	\$0
Equipment & Supplies	\$150
TOTAL EXPENSES	\$150

Net Profit	\$450
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Adult Programs

Description: Fitness

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

Account Number: Revenues - 11-20-52-4-3630
Expenses - 11-20-52-5-4561

A Boot Camp group uses the barn from November through April (weather dependent) to hold their class. Yoga and Zumba classes have been offered, but have been unable to sustain. Fitness classes will continue to be evaluated to offer opportunities to keep our residents active and healthy. The Fitness Programs are drop in programs and attendance data is not available.

REVENUE

Boot Camp	\$600
Fit4Mom (Net Revenue)	\$2,350
TOTAL REVENUE	\$2,950

EXPENSES

Boot Camp Instruction	\$345
Equipment & Supplies	\$0
TOTAL EXPENSES	\$345

Net Profit	\$2,605
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**MAINTENANCE AND OPERATIONS BUDGET
2020 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS & RECREATION FUND

Department: PROGRAMS

Division: Seniors

Description: Monthly Gatherings

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

Account Number: Revenues - 11-20-61-4-3630
Expenses - 11-20-61-5-4561

Each month we invite our local seniors to the Village Hall Barn for a monthly gathering. Guest speakers are featured each month. Costs of this program are off-set by obtaining sponsorships and charging minimal participant fees when necessary.

REVENUE

Sponsorship	\$1,200
Luncheon Fees (November Holiday Luncheon)	\$350
TOTAL REVENUE	\$1,550

EXPENSES

Food & Beverage	\$900
Decorations, Gifts, Misc. Supplies	\$900
November Luncheon (HWCC)	\$400
TOTAL EXPENSES	\$1,800

Net Profit	(\$250)
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PARK MAINTENANCE

Department Purpose

The purpose of the Parks Maintenance Department is to maintain all Village parks and parks facilities, including landscape maintenance, ball field/turf maintenance, playground maintenance and playground safety inspections.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	2	2	2	2.65
Seasonal	0	0	1	0.2
Summer	0	0	0	0
• Department Head position is allocated in Parks & Rec.				

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
125,461	130,541	141,800	Property Taxes	145,061	145,061
35,430	42,323	36,000	Fees	20,000	42,000
160,891	172,864	177,800	Total Revenues	165,061	187,061

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
200,870	210,891	227,153	Personnel Services	241,323	250,849
122,757	116,894	124,326	Contractual Services	121,876	126,086
24,062	21,610	29,750	Commodities	27,600	27,900
2,301	2,197	5,000	Capital Outlay	4,500	4,500
349,990	351,592	386,229	Total Expenditures	395,299	409,335

(189,099)	(178,728)	(208,429)	Source (Use) of Cash	(230,238)	(222,274)
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Significant Changes

- \$14,701 increase in Salaries due to analyzed salary allocations in conjunction with the priority based budgeting initiative, based upon actual job responsibilities.
- \$4,800 decrease in Seasonal Salaries to reduction of one new seasonal parks maintenance employee (10 weeks x 40 hours per week x \$12 per hour x 1 employees.)
(The seasonal positions were approved but never activated in 2020 due to COVID-19)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK MAINTENANCE						
REVENUES						
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	130,541	141,800	59,447	141,800	145,061
11-40-00-7-3630	FIELD LEASE	42,323	36,000	10,000	17,000	20,000
11-40-00-7-3890	MISCELLANEOUS	-	-	-	-	-
TOTAL REVENUES		172,864	177,800	69,447	158,800	165,061
EXPENDITURES						
PERSONNEL SERVICES						
11-40-00-1-4010	SALARIES	178,546	182,084	95,295	190,590	196,608
11-40-00-1-4011	SEASONAL SALARIES	-	9,600	-	-	4,800
11-40-00-1-4020	OVERTIME	-	200	-	-	200
11-40-00-1-4040	IMRF	19,017	21,340	11,168	-	24,674
11-40-00-1-4090	FICA MATCHING	13,328	13,929	7,082	-	15,041
TOTAL PERSONNEL SERVICES		210,891	227,153	113,545	190,590	241,323
CONTRACTUAL SERVICES						
11-40-00-3-4110	SECURITY	360	500	250	500	500
11-40-00-3-4120	CONTRACTUAL MAINT. - VEHICLE	-	750	-	750	500
11-40-00-3-4371	PUBLIC PARK UTILITIES	2,529	2,500	1,040	2,250	2,300
11-40-00-3-4372	ISLAND/CUL-DE-SAC MAINT.	20,656	20,656	7,746	20,656	20,656
11-40-00-3-4373	POND MAINTENANCE	1,723	4,680	319	4,680	2,680
11-40-00-3-4374	WETLAND MAINTENANCE	1,072	1,000	-	500	1,000
11-40-00-3-4375	LANDSCAPE MAINTENANCE	90,554	94,240	22,150	94,240	94,240
TOTAL CONTRACTUAL SERVICES		116,894	124,326	31,505	123,576	121,876

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
11-40-00-5-4562	AUTO FUEL & OIL	862	600	182	578	600
11-40-00-5-4564	SMALL TOOLS	102	350	161	350	300
11-40-00-5-4569	VEHICLE SUPPLIES	1,219	1,300	53	350	1,200
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	7,536	15,000	735	1,000	14,000
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	9,142	7,500	1,112	1,500	7,000
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	673	3,500	67	2,000	3,000
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	2,076	1,500	522	750	1,500
TOTAL COMMODITIES		21,610	29,750	2,832	6,528	27,600
CAPITAL OUTLAY						
11-40-00-8-4895	LANDSCAPE/OTHER IMPROVEMENT	2,197	5,000	1,300	1,500	4,500
TOTAL CAPITAL OUTLAY		2,197	5,000	1,300	1,500	4,500
TOTAL EXPENDITURES		351,592	386,229	149,182	322,194	395,299

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 141,800
FY 2021 Budget request	\$ 145,061
Increase (Decrease)	<u>\$ 3,261</u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The CPI for Fiscal Year 2021 is 2.3%. The primary reason for the increase is based on the increase of the CPI for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 36,000
FY 2021 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u>\$ (16,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2021 as well as the anticipated restrictions for contact sports related to the COVID-19 pandemic.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 I - 100%

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

FY 2020 Budget request	\$ 182,084
FY 2021 Budget request	\$ 196,608
Increase (Decrease)	<u>\$ 14,524</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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
	<u>\$ 4,800</u>

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

FY 2020 Budget request	\$ 9,600	
FY 2021 Budget request	\$ 4,800	
Increase (Decrease)	<u>\$ (4,800)</u>	

The primary reason for the decrease is the reduction of one seasonal employee for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 21,340
FY 2021 Budget request	\$ 24,674
Increase (Decrease)	<u>\$ 3,334</u>

The primary reason for the increase is a reflection of employee progression in the approved Compensation Plan. All salary allocations were analyzed in conjunction with the priority based budgeting initiative. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 13,929
FY 2021 Budget request	\$ 15,041
Increase (Decrease)	<u>\$ 1,112</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 750
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ (250)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,500
FY 2021 Budget request	\$ 2,300
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 20,656
FY 2021 Budget request	\$ 20,656
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,680
FY 2021 Budget request	\$ 2,680
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon the reduction in number of ponds that will be maintained in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 94,240
FY 2021 Budget request	\$ 94,240
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 600
FY 2021 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 350
FY 2021 Budget request	\$ 300
Increase (Decrease)	<u>\$ (50)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,300
FY 2021 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: PARKS AND RECREATION FUND

Department: PARK MAINTENANCE

Description: Ball Field / Turf Maintenance Supplies

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

Account Number: 11-40-00-5-4571

This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's ball fields. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Top dressing/over seeding
Ball field prep
Turf maintenance
Ball field equipment
Insect control

The Ball Field/Turf Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 15,000
FY 2021 Budget request	\$ 14,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,500
FY 2021 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ (500)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,500
FY 2021 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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.

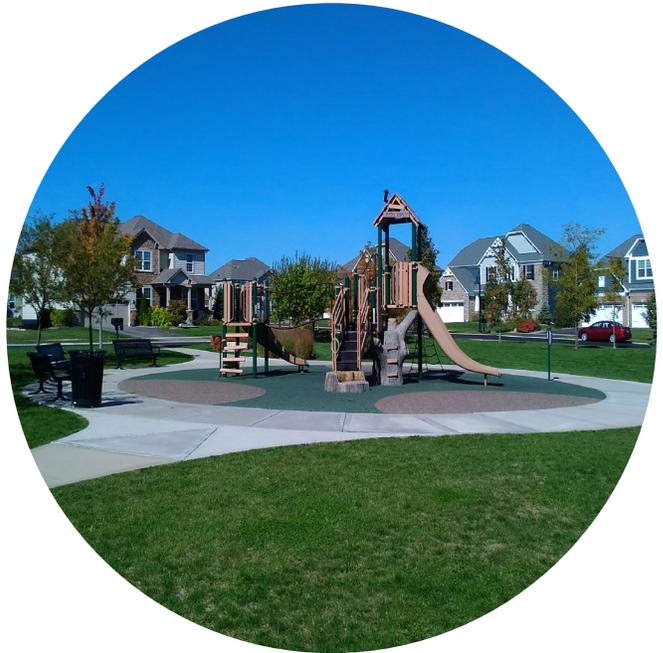
The Landscape Improvements budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ (500)</u>

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



PARK DONATION



PARK DONATION FUND

Department Purpose

This fund accounts for Park Donations and capital improvements at the parks. The Park Donation revenues are pledged for payment of the Aquatic Center Revenue Bonds.

Personnel

	Year End Actual			Proposed
	2018	2019	2020	2021
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
28	34	25	Interest	25	25
59,801	45,111	125,979	Park Donations	252,918	92,344
-	350	-	Park Improvements	-	-
59,829	45,495	126,004	Total Revenue	252,943	92,369

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
-	-	-	Capital Outlay	-	-
-	-	-	Total Expenditures	-	-
(61,000)	(44,000)	(115,118)	Transfer to Aquatic Debt	(265,904)	(92,369)
(1,171)	1,495	10,886	Net Change in Fund Balance	(12,961)	-
580	2,075	12,961	Fund Balance as of 12/31	-	-

Significant Changes

- In Fiscal Year 2021, a significant increase in new home starts is anticipated for the Villas at the Commons subdivision.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
PARK DONATION FUND						
REVENUES						
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	34	25	4	25	25
TOTAL INTEREST INCOME		34	25	4	25	25
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	45,111	125,979	38,649	125,979	92,344
TOTAL PARK DONATIONS		45,111	125,979	38,649	125,979	92,344
PARK IMPROVEMENTS						
10-10-00-3-4379	DONATIONS-PARK BENCHES	350	-	-	-	-
TOTAL PARK IMPROVEMENTS		350	-	-	-	-
TOTAL REVENUES		45,495	126,004	38,653	126,004	92,369
EXPENDITURES						
CAPITAL OUTLAY						
10-00-00-8-4894	EQUIPMENT	-	-	-	-	-
10-00-00-8-4895	OTHER IMPROVEMENTS	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
NON-OPERATING EXPENDITURES						
10-00-00-9-4910	TRANSFER TO OTHER FUNDS	-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 25
FY 2021 Budget request	\$ 25
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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.

Villas at the Commons (37 homes @ \$6,727)	\$ 248,899
High Pointe Estates (1 duplex @ \$4,018.50)	\$ 4,019
Total	<u>\$ 252,918</u>

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ 125,979
FY 2021 Budget request	\$ 252,918
Increase (Decrease)	<u>\$ 126,939</u>

The primary reason for the increase is related to change in the anticipated new home starts in Fiscal Year 2021 as compared to Fiscal Year 2020. Park donation revenue will vary from year to year, based upon new home construction.



MOTOR FUEL TAX



MOTOR FUEL TAX FUND

Department Purpose

The purpose of the Motor Fuel Tax Fund is to account for restricted revenues and expenses related to the State Motor Fuel Tax Allotment.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
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 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
213,158	264,284	280,000	Taxes	192,839	166,960
43,110	-	-	Intergovernmental	-	-
1,071	1,021	1,000	Interest	1,000	1,000
257,339	265,305	281,000	Total Revenues	193,839	167,960

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
85,392	154,605	160,226	Personnel Services	167,738	169,688
101,147	99,932	141,400	Contractual Services	11,400	11,400
55,347	66,311	95,000	Commodities	80,000	75,000
-	-	-	Other Financing Uses	-	-
241,886	320,848	396,626	Total Expenditures	259,138	256,088

15,453	(55,543)	(115,626)	Net Change in Fund Balance	(65,299)	(88,128)
332,827	277,284	161,658	Fund Balance as of 12/31	96,359	8,231

Significant Changes

• \$87,161 decrease in Motor Fuel Allotment due to the Illinois Municipal League's per capita forecast which was reduced from \$25.25 to \$23.10 for Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
MOTOR FUEL TAX FUND						
REVENUES						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	264,284	280,000	152,197	270,000	192,839
TOTAL TAXES		264,284	280,000	152,197	270,000	192,839
INTERGOVERNMENTAL						
28-00-00-5-3805	GRANT REVENUE	-	-	-	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	-	-
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	1,021	1,000	269	1,000	1,000
TOTAL INTEREST INCOME		1,021	1,000	269	1,000	1,000
TOTAL REVENUES		265,305	281,000	152,466	271,000	193,839
MOTOR FUEL TAX FUND						
EXPENDITURES						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	131,618	134,227	68,976	137,952	141,924
28-00-00-1-4040	IMRF	13,929	15,731	8,049	16,098	16,798
28-00-00-1-4090	FICA MATCHING	9,058	10,268	4,763	9,526	10,965
TOTAL PERSONNEL SERVICES		154,605	160,226	81,788	163,576	169,688

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	2,692	6,400	1,284	6,400	6,400
28-00-00-3-4151	STREET PATCHING	114,736	125,000	-	-	-
28-00-00-3-4152	CRACK SEALING	-	-	-	-	-
28-00-00-3-4153	PAVEMENT MARKING	-	5,000	-	5,000	-
28-00-00-3-4154	SCHWERMANN ROAD - see page 577	(17,496)	-	-	-	-
28-00-00-3-4155	STREET SWEEPING	-	5,000	-	5,000	5,000
TOTAL CONTRACTUAL SERVICES		99,932	141,400	1,284	16,400	11,400
COMMODITIES						
28-00-00-5-4571	ROAD PATCH MATERIALS	9,134	10,000	2,135	6,000	20,000
28-00-00-5-4572	SALT & DE-ICERS	55,091	75,000	56,474	75,600	55,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	2,086	10,000	1,458	5,000	10,000
TOTAL COMMODITIES		66,311	95,000	60,067	86,600	80,000
TOTAL EXPENDITURES		320,848	396,626	143,139	266,576	256,088

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 \$23.10. Therefore, based upon the Village's current population of 8,348, the anticipated Fiscal Year 2021 revenue is \$166,960 ($\$23.10 \times 8,348$.)

The Motor Fuel Tax Allotment forecast changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 280,000
FY 2021 Budget request	\$ 192,839
Increase (Decrease)	<u>\$ (87,161)</u>

The primary reason for the decrease is based on the IML forecast for per capita which was reduced from \$25.25 to \$23.10 for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 134,227
FY 2021 Budget request	\$ 140,519
Increase (Decrease)	<u>\$ 6,292</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 15,731
FY 2021 Budget request	\$ 16,469
Increase (Decrease)	<u>\$ 738</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,268
FY 2021 Budget request	\$ 10,750
Increase (Decrease)	<u>\$ 482</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,400
FY 2021 Budget request	\$ 6,400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 125,000
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (125,000)</u>

The primary reason for the decrease is based upon the Street Patching Maintenance being deferred to Fiscal Year 2022.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon the deferral of the Pavement Markings project for Fiscal Year 2022.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 is a new line item.

The Contract-Street Sweeping budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 5,000
FY 2021 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,000
FY 2021 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u><u>\$ 10,000</u></u>

The primary reason for the increase is related to the Staff performing more pavement patching in-house for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 75,000
FY 2021 Budget request	\$ 55,000
Increase (Decrease)	<u>\$ (20,000)</u>

The primary reason for the decrease is the decrease in price per ton of salt. The price of salt per ton decreased from \$85.22 in Fiscal Year 2020 to \$47.34 in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 10,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ (5,000)</u>

There is no change for Fiscal Year 2021.



AQUATIC CENTER



AQUATIC CENTER FUND

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
234,975	218,295	239,850	Operations	176,960	240,050
48,508	36,136	40,000	Concessions	30,000	40,000
65,669	65,065	65,850	Programs	54,050	66,850
-	-	-	Maintenance	-	-
349,152	319,496	345,700	Total Revenues	261,010	346,900

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
251,345	310,729	345,916	Operations	352,359	353,904
47,182	39,130	39,149	Concessions	37,020	39,520
16,559	16,758	20,000	Programs	19,050	20,100
79,495	81,370	86,267	Maintenance	87,980	88,911
177,130	181,497	196,017	Depreciation + NPL	-	-
571,711	629,484	491,332	Total Expenditures	496,410	502,435
167,471	179,248	-	Transfers from Other Funds	-	-

(55,088)	(130,740)	(145,632)	Operating Income (Loss)	(235,400)	(155,535)
1,515,700	1,384,960	1,239,328	Net Assets as of 12/31	1,003,928	848,394

Significant Changes

- All salary line items factor in the State of Illinois minimum wage increases - effective January 1, 2021, the minimum wage will be \$11.00 per hour. The current minimum wage is \$10.00 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
	2019	2020	2021	2021
Full-Time	0	0	0	0.90
Seasonal	45	0	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 Year Year Ended 12/31/2018	Actual Year Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
234,462	217,826	239,500	Fees	176,660	239,500
32	-	-	Interest	-	-
481	469	350	Miscellaneous	300	550
234,975	218,295	239,850	Total Revenues	176,960	240,050

Expenditures

Actual Year Year Ended 12/31/2018	Actual Year Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
145,721	157,606	187,603	Personnel Services	190,036	191,127
82,702	121,084	126,413	Contractual Services	129,194	129,394
22,922	32,039	31,900	Commodities	32,950	33,200
251,345	310,729	345,916	Total Expenditures	352,180	353,721

(16,370)	(92,434)	(106,066)	Source (Use) of Cash	(175,220)	(113,671)
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Significant Changes

- Increased Season Passes by 2%
- Significant decrease in cancelling the Verizon service for the data line and tablet services. Neither service was being utilized during the open season of 2019.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER OPERATIONS						
REVENUES						
FEES						
40-02-00-4-3632	SEASON PASSES	96,345	102,000	4,400	7,200	102,000
40-02-00-4-3635	DAILY ADMISSIONS	100,018	112,000	-	-	112,000
40-02-00-4-3643	CERTIFICATION CLASSES	1,950	1,500	-	-	1,500
40-02-00-4-3644	SPECIAL EVENTS	390	-	-	-	-
40-02-00-4-3645	DAY TIME POOL RENTALS	8,728	13,000	-	-	13,000
40-02-00-4-3646	AFTER HOUR POOL RENTALS	10,395	11,000	-	-	11,000
TOTAL FEES		217,826	239,500	4,400	7,200	239,500
INTEREST INCOME						
40-02-00-6-3810	INTEREST INCOME	-	-	-	-	-
TOTAL INTEREST INCOME		-	-	-	-	-
MISCELLANEOUS INCOME						
40-02-00-7-3825	GIFT SHOP/ DONATIONS REVENUE	137	150	-	-	350
40-02-00-7-3900	REFUND SERVICE CHARGE	332	200	-	-	200
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		469	350	-	-	550
TOTAL REVENUES		218,295	239,850	4,400	7,200	240,050

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
EXPENDITURES						
PERSONNEL SERVICES						
40-02-00-1-4010	MANAGERS	48,951	54,000	13,689	27,387	54,000
40-02-00-1-4011	LIFEGUARDS	50,295	65,000	-	-	65,000
40-02-00-1-4012	CASHIER/ ATTENDANT	11,267	16,000	-	-	16,000
40-02-00-1-4018	ADMINISTRATION	29,928	32,000	15,296	31,220	33,855
40-02-00-1-4020	OVERTIME	499	500	-	-	500
40-02-00-1-4040	IMRF	6,041	7,289	3,397	6,869	7,764
40-02-00-1-4090	FICA MATCHING	10,625	12,814	2,155	4,395	12,917
TOTAL PERSONNEL SERVICES		157,606	187,603	34,537	69,871	190,036
CONTRACTUAL SERVICES						
40-02-00-3-4351	MARKETING/PRINTING	3,869	4,200	3,921	3,921	4,180
40-02-00-3-4353	TELEPHONE	2,959	3,600	1,385	2,625	2,750
40-02-00-3-4360	PROCESSING FEES	12,643	13,000	878	878	13,000
40-02-00-3-4361	DUES	300	650	-	300	650
40-02-00-3-4365	PROFESSIONAL DEVELOPMENT	561	549	226	226	200
40-02-00-3-4367	PRE-EMPLOYMENT SCREENING	896	1,064	-	-	1,064
40-02-00-3-4371	UTILITIES	22,808	23,000	4,862	8,950	24,000
40-02-00-3-4372	SEWER SERVICE	77,048	75,000	149	3,250	78,000
40-02-00-3-4373	LIABILITY INSURANCE	-	5,000	-	5,000	5,000
40-02-00-3-4377	EMPLOYEE RECOGNITION	-	150	-	-	150
40-02-00-3-4390	MISCELLANEOUS	-	200	-	-	200
TOTAL CONTRACTUAL SERVICES		121,084	126,413	11,421	25,150	129,194
COMMODITIES						
40-02-00-5-4519	COVID 19 EXPENSE	-	-	-	89	-
40-02-00-5-4561	OFFICE SUPPLIES	1,371	1,350	-	-	1,250
40-02-00-5-4563	EQUIPMENT	3,773	3,500	-	-	3,500
40-02-00-5-4566	CHEMICAL SUPPLIES	20,711	21,000	-	-	21,700
40-02-00-5-4570	RESTROOM/ CLEANING SUPPLIES	2,110	2,000	-	-	2,500
40-02-00-5-4575	FIRST AID SUPPLIES	365	350	-	-	450
40-02-00-5-4576	CERTIFICATION TRAINING SUPPLIES	1,474	1,500	-	-	1,500
40-02-00-5-4578	UNIFORMS	1,772	1,800	-	-	1,800
40-02-00-5-4585	GIFT SHOP EXPENDITURES	-	150	-	-	150
40-02-00-5-4595	SPECIAL EVENTS EXPENSE	475	250	-	-	100
40-02-00-7-3895	CASH OVER/SHORT	(12)	-	-	-	-
TOTAL COMMODITIES		32,039	31,900	-	89	32,950
TOTAL EXPENDITURES		310,729	345,916	45,958	95,110	353,721

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Season Passes

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

Account Number: 40-02-00-4-3632

The Aquatic Center Season Pass Rates are shown below:

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Individual-Resident/Non Resident	\$111/\$158	\$73/\$95	\$74/\$97	\$76/\$100	\$78/\$103
Senior-Resident/Non-Resident	\$79/\$132	\$70/\$95	\$74/\$97	\$74/\$97	\$76/\$100
Family-2 -Resident/Non Resident	\$165/\$264	\$146/\$190	\$149/\$194	\$152/\$200	\$157/\$206
Family-3 -Resident/Non-Resident	\$203/\$317	\$219/\$285	\$223/\$291	\$228/\$300	\$235/\$309
Family-4 -Resident/Non Resident	\$248/\$370	\$255/\$380	\$261/\$388	\$268/\$350	\$276/\$361
Family-5-Resident/Non-Resident	\$292/\$422	\$292/\$425	\$298/\$436	\$308/\$400	\$317/\$412
Add Family -Resident/Non Resident	\$66/\$84	\$73/\$95	\$74/\$97	\$40/\$50	\$41/\$52

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 102,000
FY 2021 Budget request	\$ 80,000
Increase (Decrease)	<u>\$ (22,000)</u>

The primary reason for the decrease is based upon anticipated reduction in season pass sales due to the COVID-19 pandemic. Also, the Fiscal Year 2021 Season Passes will reflect a 3% increase from 2020 levels.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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:

	2017	2018	2019	2020	2021
Adult	\$8/\$10	\$8/\$10	\$9/\$12	\$10/\$13	\$11/\$14
Senior	\$6/\$8	\$6/\$8	\$7/\$10	\$7/\$10	\$8/\$11

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

FY 2020 Budget request	\$ 112,000
FY 2021 Budget request	\$ 80,000
Increase (Decrease)	<u>\$ (32,000)</u>

The primary reason for the decrease is based upon the anticipated reduction in daily admissions sales due to the COVID-19 pandemic for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ (300)</u>

The primary reason for the decrease is based upon the anticipated reduction in attendance due to the COVID-19 pandemic for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 is being eliminated.

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 13,000
FY 2021 Budget request	\$ 7,730
Increase (Decrease)	<u>\$ (5,270)</u>

The primary reason for the decrease is based upon the anticipated reduction in daytime pool rentals due to the COVID-19 pandemic for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 11,000
FY 2021 Budget request	\$ 7,730
Increase (Decrease)	<u>\$ (3,270)</u>

The primary reason for the decrease is based upon the anticipated reduction in after hour pool rentals due to the COVID-19 pandemic in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Gift Shop/Donation 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 as well as any donations received to be put towards a special event.

The Gift Shop Revenue budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 150
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ (50)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 54,000
FY 2021 Budget request	\$ 54,000
	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 65,000
FY 2021 Budget request	\$ 65,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021. The minimum starting hourly rate will be raised to \$11.00 per hour.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 16,000
FY 2021 Budget request	\$ 16,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021. The minimum starting hourly rate will be raised to \$11.00 per hour.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 Manager - 20%

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

FY 2020 Budget request	\$ 32,000
FY 2021 Budget request	\$ 33,855
Increase (Decrease)	<u>\$ 1,855</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 500
FY 2021 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion will be 12.55%.

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

FY 2020 Budget request	\$ 7,289
FY 2021 Budget request	\$ 7,764
Increase (Decrease)	<u>\$ 475</u>

The primary reason for the increase is that the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 12,814
FY 2021 Budget request	\$ 12,917
Increase (Decrease)	<u>\$ 103</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Marketing/Printing

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure
1.6 Prioritize Citizen Services

Account Number: 40-02-00-3-4351

This line item includes postage, publishing, printing, copying and advertising for a spring mailing for season passes as well summer programs offered at the pool. It is also includes printing related to the following: business cards, signs, flags and other related items.

Business Cards	\$ 25
Summer Brochure 12-page	\$ 2,755
Summer Brochure Postage	\$ 1,400
Total	<u>\$ 4,180</u>

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

FY 2020 Budget request	\$ 4,200
FY 2021 Budget request	\$ 4,180
Increase (Decrease)	<u>\$ (20)</u>

The primary reason for the decrease is the elimination of carbon copy contracts that were signed by summer employees.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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
Verizon Back Up Data Line (\$39.52)	\$0
Tablet Verizon Service (38.01)	\$0
Remote service call	\$75
Total	<u>\$2,750</u>

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

FY 2020 Budget request	\$ 3,600
FY 2021 Budget request	<u>\$ 2,750</u>
Increase (Decrease)	<u>\$ (850)</u>

The primary reason for the decrease is due to canceling the Verizon service for the data line and tablet service. Neither service was being utilized during the open season of 2019 nor do we anticipate needing it for the 2021 season.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 13,000
FY 2021 Budget request	\$ 13,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 650
FY 2021 Budget request	\$ 650
Increase (Decrease)	\$ -

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: OPERATIONS

Description: Professional Development

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

Account Number: 40-02-00-3-4365

This account is used to pay for professional development classes and conferences for the Aquatics Center staff. This line item includes the following continuing education opportunities:

1 Certified Pool Operator (CPO) Certification Class (\$350)	\$ -
1 Lifeguard Instructor (LGI) Certification (\$200)	\$ 200
Fred Pryor Membership – Aquatic Manager	\$ -
Total	<u>\$ 200</u>

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

FY 2020 Budget request	\$ 549
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ (349)</u>

The primary reason for the decrease is the removal of the Certified Pool Operator and Fred Pryor Membership for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,064
FY 2021 Budget request	\$ 1,064
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 seasonal service for 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	\$11,450
Gas	\$12,080
XM Radio-Play Network	\$100
ASCAP	\$370
Total	<u>\$24,000</u>

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

FY 2020 Budget request	\$ 23,000
FY 2021 Budget request	<u>\$ 24,000</u>
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon projected increases of fees for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 75,000
FY 2021 Budget request	\$ 78,000
Increase (Decrease)	<u>\$ 3,000</u>

The primary reason for the increase is based upon projected increases of fees for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 150
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,350
FY 2021 Budget request	<u>\$ 1,250</u>
Increase (Decrease)	<u>\$ (100)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,500
FY 2021 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 21,000
FY 2021 Budget request	\$ 21,700
Increase (Decrease)	<u>\$ 700</u>

The primary reason for the increase is due to projected increase in product costs in the market place in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 line item will include all expenses associated with supplying the restrooms and cleaning items necessary for the locker rooms at the Aquatic Center.

Items including the following:

Bathroom supplies	Cleaning detergents
Shower / Hand Soap	Clorox Wipes

The Restroom/Cleaning Supplies budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is due to projected increase in product costs in the market place in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 350
FY 2021 Budget request	\$ 450
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is due to replacing expired supplies in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,500
FY 2021 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,800
FY 2021 Budget request	\$ 1,800
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 150
FY 2021 Budget request	\$ 150
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 events 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 2020 Budget request	\$ 250
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ (150)</u>

The primary reason for the decrease is based upon the anticipated reduction in Special Events for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

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
	2019	2020	2021	2021
Full-Time	0	0	0	0
Seasonal	10	0	10	3

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
48,508	36,136	40,000	Fees	30,000	40,000
48,508	36,136	40,000	Total Revenues	30,000	40,000

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
17,929	15,330	17,000	Personnel Services	15,171	16,671
5,279	4,411	4,999	Contractual Services	4,699	4,699
23,974	19,389	17,150	Commodities	17,150	18,150
47,182	39,130	39,149	Total Expenditures	37,020	39,520
1,326	(2,994)	851	Source (Use) of Cash	(7,020)	480

Significant Changes

- There are no significant changes for Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER CONCESSIONS						
REVENUES						
FEES						
40-03-00-4-3640	CONCESSION REVENUE	36,136	40,000	72	72	40,000
TOTAL FEES		36,136	40,000	72	72	40,000
TOTAL REVENUES		36,136	40,000	72	72	40,000
EXPENDITURES						
PERSONNEL SERVICES						
40-03-00-1-4014	CONCESSIONS STAFF	6,967	7,500	-	-	7,500
40-03-00-1-4017	CONCESSIONS MANAGER	7,274	8,000	-	-	8,000
40-03-00-1-4020	OVERTIME	-	100	-	-	100
40-03-00-1-4090	FICA MATCHING	1,089	1,400	-	-	1,071
TOTAL PERSONNEL SERVICES		15,330	17,000	-	-	16,671
CONTRACTUAL SERVICES						
40-03-00-3-4360	PROCESSING FEES	1,474	1,750	-	-	1,550
40-03-00-3-4362	SALES TAX-CONCESSIONS	2,319	2,500	-	-	2,400
40-03-00-3-4364	PERMIT FEES	272	275	-	-	275
40-03-00-3-4365	PROFESSIONAL DEVELOPMENT	234	250	-	-	250
40-03-00-3-4367	PRE-EMPLOYMENT SCREENING	112	224	-	-	224
TOTAL CONTRACTUAL SERVICES		4,411	4,999	-	-	4,699
COMMODITIES						
40-03-00-5-4578	UNIFORMS	90	100	-	-	100
40-03-00-5-4579	CONCESSION SUPPLIES	19,299	17,000	-	-	18,000
40-03-00-7-3895	CASH OVER/SHORT	-	50	-	-	50
TOTAL COMMODITIES		19,389	17,150	-	-	18,150
TOTAL EXPENDITURES		39,130	39,149	-	-	39,520

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 40,000
FY 2021 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ (10,000)</u>

The primary reason for the decrease is based upon the anticipated reduction in guests to the Aquatic Center for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,500
FY 2021 Budget request	\$ 6,800
Increase (Decrease)	<u>\$ (700)</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,000
FY 2021 Budget request	\$ 7,200
Increase (Decrease)	<u>\$ (800)</u>

The primary reason for the decrease is based upon actuals for Fiscal Year 2019. Concession operations were suspended in Fiscal Year 2020 due to the COVID-19 pandemic.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 100
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,400
FY 2021 Budget request	\$ 1,071
Increase (Decrease)	<u>\$ (329)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,750
FY 2021 Budget request	\$ 1,550
Increase (Decrease)	<u>\$ (200)</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,500
FY 2021 Budget request	\$ 2,400
Increase (Decrease)	<u>\$ (100)</u>

The primary reason for the decrease is based upon actuals for Fiscal Year 2019 as well as the reduction in anticipated Concession sales.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 275
Total	<u>\$ 275</u>

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

FY 2020 Budget request	\$ 275
FY 2021 Budget request	\$ 275
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 250
Total	<u>\$ 250</u>

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

FY 2020 Budget request	\$ 250
FY 2021 Budget request	<u>\$ 250</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 224
FY 2021 Budget request	\$ 224
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 100
FY 2021 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ 4,500
Food Items	\$ 6,300
Beverages	\$ 2,400
Candy	\$ 1,450
Supplies	\$ 2,350
Total	<u>\$ 17,000</u>

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

FY 2020 Budget request	\$ 17,000
FY 2021 Budget request	\$ 17,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 50
FY 2021 Budget request	\$ 50
Increase (Decrease)	<u>\$ -</u>

There is no change for 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
	2019	2020	2021	2021
Full-Time	0	0	0	0.00
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
65,669	65,065	65,850	Fees	54,050	66,850
65,669	65,065	65,850	Total Revenues	54,050	66,850

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
15,626	15,755	18,425	Personnel Services	17,525	18,525
856	960	1,325	Contractual Services	1,325	1,325
77	43	250	Commodities	200	250
16,559	16,758	20,000	Total Expenditures	19,050	20,100

49,110	48,307	45,850	Source (Use) of Cash	35,000	46,750
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Significant Changes

- There are no significant changes for Fiscal Year 2021.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE	
			BUDGETED	6 MONTHS ACTUAL PROJECTED			
AQUATIC CENTER PROGRAMS							
REVENUES							
FEES							
40-04-00-4-3636	SWIM TEAM REVENUE	12,574	13,500	-	-	11,000	13,500
40-04-00-4-3637	SWIM LESSON REVENUE	43,464	43,500	-	-	35,000	44,500
40-04-00-4-3638	PRIVATE SWIM LESSONS	3,830	3,850	-	-	3,850	3,850
40-04-00-4-3639	DIVE CAMP	5,020	4,800	-	-	4,000	4,800
40-04-00-4-3642	LAP SWIM	177	200	-	-	200	200
TOTAL FEES		65,065	65,850	-	-	54,050	66,850
TOTAL REVENUES		65,065	65,850	-	-	54,050	66,850
EXPENDITURES							
PERSONNEL SERVICES							
40-04-00-1-4013	SWIM TEAM COACH	3,176	3,100	-	-	3,200	3,200
40-04-00-1-4015	AQUATIC SWIM/DIVE INSTRUCTORS	11,455	14,000	-	-	13,000	14,000
40-04-00-1-4090	FICA MATCHING	1,124	1,325	-	-	1,325	1,325
TOTAL PERSONNEL SERVICES		15,755	18,425	-	-	17,525	18,525
CONTRACTUAL SERVICES							
40-04-00-3-4342	SWIM TEAM EXPENSE	960	1,325	-	-	1,325	1,325
TOTAL CONTRACTUAL SERVICES		960	1,325	-	-	1,325	1,325
COMMODITIES							
40-04-00-7-4599	PROGRAM EXPENDITURES	43	250	-	-	200	250
TOTAL COMMODITIES		43	250	-	-	200	250
TOTAL EXPENDITURES		16,758	20,000	-	-	19,050	20,100

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 13,500
FY 2021 Budget request	<u>\$ 11,000</u>
Increase (Decrease)	<u>\$ (2,500)</u>

The primary reason for the decrease is based upon the anticipated reduction in Swim Team participants for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 43,500
FY 2021 Budget request	<u>\$ 35,000</u>
Increase (Decrease)	<u><u>\$ (8,500)</u></u>

The primary reason for the decrease is based upon the anticipated reduction of participants for swim lessons in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,850
FY 2021 Budget request	<u>\$ 3,850</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 4,800
FY 2021 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (800)</u>

The primary reason for the decrease is based upon the anticipated reduction in Dive Camp participants for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Lap Swim

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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,100
FY 2021 Budget request	\$ 3,200
Increase (Decrease)	<u>\$ 100</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	<u>\$ 13,000</u>

The Aquatic Swim and Dive Instructors staff salaries budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 14,000
FY 2021 Budget request	\$ 13,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the anticipated reduction in participants for the Swim Lesson programs for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,325
FY 2021 Budget request	\$ 1,325
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: PROGRAMS

Description: Swim Team Expense

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

Account Number: 40-04-00-3-4342

This line item includes the swim team expenses, as follows:

2018 Northern Illinois Swim Conference Membership Fee	\$ 500
T-Shirts for Coaches and Team Members	\$ 700
Swim Team Manager Software	\$ 25
Miscellaneous	\$ 100
Total	<u>\$ 1,325</u>

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

FY 2020 Budget request	\$ 1,325
FY 2021 Budget request	<u>\$ 1,325</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 250
FY 2021 Budget request	\$ 200
Increase (Decrease)	<u>\$ (50)</u>

The primary reason for the decrease is based upon the anticipated reduction on participants for registration programs held at the Aquatic Center for Fiscal Year 2021.

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, and working together to provide a safe environment for all patrons.

Personnel

	Actual		Proposed	
	Headcount 2019	Headcount 2020	Headcount 2021	FTE 2021
Full-Time	0	0	0	0.50
Seasonal	0	0	0	0

Revenues

Actual Year Year Ended 12/31/2018	Actual Year Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020	Proposed	
			2021	2022
-	-	-	-	-
-	-	-	Total Revenues	
			-	-

Expenditures

Actual Year Year Ended 12/31/2018	Actual Year Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
41,222	43,240	44,972	Personnel Services	46,830	47,761
31,685	31,573	33,795	Contractual Services	33,650	33,650
6,588	6,557	7,500	Commodities	7,500	7,500
-	-	-	Capital Outlay Reserve	-	-
79,495	81,370	86,267	Total Expenditures	87,980	88,911

(79,495)	(81,370)	(86,267)	Source (Use) of Cash	(87,980)	(88,911)
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Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER MAINTENANCE						
EXPENDITURES						
PERSONNEL SERVICES						
40-05-00-1-4010	SALARIES	36,794	37,423	19,012	37,933	39,485
40-05-00-1-4020	OVERTIME	-	300	-	-	300
40-05-00-1-4040	IMRF	3,884	4,386	2,225	4,442	4,955
40-05-00-1-4090	FICA MATCHING	2,562	2,863	1,299	2,588	3,020
TOTAL PERSONNEL SERVICES		43,240	44,972	22,536	44,963	47,761
CONTRACTUAL SERVICES						
40-05-00-3-1430	CONTRACTED MAINTENANCE	1,771	1,515	1,871	1,871	1,675
40-05-00-3-4110	SECURITY	3,427	5,500	797	797	5,500
40-05-00-3-4130	EQUIPMENT RENTAL	-	100	-	-	100
40-05-00-3-4365	PROFESSIONAL DEVELOPMENT	-	305	319	319	-
40-05-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	-	26,375	26,375
TOTAL CONTRACTUAL SERVICES		31,573	33,795	2,987	29,362	33,650
COMMODITIES						
40-05-00-5-4570	MAINTENANCE SUPPLIES	6,557	7,500	4,332	6,500	7,500
TOTAL COMMODITIES		6,557	7,500	4,332	6,500	7,500
CAPITAL OUTLAY						
40-05-00-8-4899	TRANSFER TO AQUATIC DEPRECIATION	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL EXPENDITURES		81,370	86,267	29,855	80,825	88,911

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 37,423
FY 2021 Budget request	\$ 38,711
Increase (Decrease)	<u>\$ 1,288</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 300
FY 2021 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion was 12.55%.

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

FY 2020 Budget request	\$ 4,386
FY 2021 Budget request	\$ 4,858
Increase (Decrease)	<u>\$ 472</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 2,863
FY 2021 Budget request	\$ 2,961
Increase (Decrease)	<u>\$ 98</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Contracted Maintenance

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:	<u><u>\$ 1,675</u></u>

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

FY 2020 Budget request	\$ 1,515
FY 2021 Budget request	\$ 1,675
Increase (Decrease)	<u><u>\$ 160</u></u>

The primary reason for the increase is based upon estimated actuals from Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Facility Safety and 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
Facility Permit - Lake County Health Dept.	\$ 400
Fire Extinguisher Maintenance	\$ 140
Sprinkler Inspection	\$ 220
Fire Alarm Inspection	\$ 200
Boiler Inspection (2 x \$70)	\$ 140
Backflow Inspection	\$ 300
Total	<u><u>\$ 5,550</u></u>

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

FY 2020 Budget request	\$ 5,500
FY 2021 Budget request	\$ 5,500
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER FUND

Department: MAINTENANCE

Description: Equipment Rental

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 40-05-00-3-4130

This account includes the following items:

Scaffolding Rental (cleaning ceiling fans & light bulbs)	\$ 100
Total	<u>\$ 100</u>

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

FY 2020 Budget request	\$ 100
FY 2021 Budget request	<u>\$ 100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ -
Total	<u>\$ -</u>

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

FY 2020 Budget request	\$ 305
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ (305)</u>

The primary reason for the decrease is that the Specialist 1-Facilities obtained the CPO certification in Fiscal Year 2020. The certification is valid for 5 years.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 26,375
FY 2021 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,500
FY 2021 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021. The Aquatic Center Fund is in a deficit position and is unable to transfer funds to the Aquatic Depreciation Fund.

AQUATIC CENTER DEPRECIATION FUND

Department Purpose

The Aquatic Center Depreciation Fund is required by the Aquatic Center Revenue Bond ordinance. This fund is utilized to provide for capital replacement and improvements at the Aquatic Center.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
394	349	380	Interest	350	350
-	1,761	-	Capital Reserve	-	-
<u>394</u>	<u>2,110</u>	<u>380</u>	Total Revenues	<u>350</u>	<u>350</u>

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
17,068	26,625	28,875	Improvements	21,600	8,400
<u>17,068</u>	<u>26,625</u>	<u>28,875</u>	Total Expenditures	<u>21,600</u>	<u>8,400</u>
<u>(16,674)</u>	<u>(24,515)</u>	<u>(28,495)</u>	Change in Net Assets	<u>(21,250)</u>	<u>(8,050)</u>
<u>128,688</u>	<u>104,173</u>	<u>75,678</u>	Net Assets as of 12/31	<u>54,428</u>	<u>46,378</u>

Significant Changes

- \$6,800 decrease in Mechanical Equipment due to the replacement of federally mandated VGB Grates in the Activity Pool.
- \$1,100 decrease in Furniture due to the delay of replacing the vinyl straps for the lounge chairs.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
AQUATIC CENTER DEPRECIATION FUND						
REVENUES						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	349	380	86	250	350
TOTAL INTEREST INCOME		349	380	86	250	350
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	-	-	-	-
TOTAL MISCELLANEOUS		1,761	-	-	-	-
TOTAL REVENUES		2,110	380	86	250	350
EXPENDITURES						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	101	-	-	-	-
41-00-00-8-4894	MECHANICAL EQUIPMENT	-	11,400	4,576	4,576	8,400
41-00-00-8-4895	CAPITAL IMPROVEMENTS	11,360	16,375	173	173	-
41-00-00-8-4896	AQUATIC CENTER FURNITURE	916	1,100	-	-	-
41-00-00-9-4910	INTERFUND TRANSFER	14,248	-	-	-	-
TOTAL CAPITAL OUTLAY		26,625	28,875	4,749	4,749	8,400
TOTAL EXPENDITURES		26,625	28,875	4,749	4,749	8,400

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 380
FY 2021 Budget request	\$ 350
Increase (Decrease)	<u>\$ (30)</u>

The primary reason for the decrease is the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021 due to the Aquatic Center being in a deficit position and is unable to transfer funds to the Aquatic Center Depreciation Fund.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 purchases planned for Fiscal Year 2021.

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

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Mechanical Equipment

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure/Technology

Account Number: 41-00-00-8-4894

This account is used to record the mechanical equipment purchases valued over \$1,000 at the Aquatic Center. The following purchases are planned for Fiscal Year 2021:

Replace two VGB Grates for Lap Pool	\$ 4,600
Replace furnace for the AC Facility	\$ -
Total	<u>\$ 4,600</u>

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

FY 2020 Budget request	\$11,400
FY 2021 Budget request	\$ 4,600
Increase (Decrease)	<u>\$ (6,800)</u>

The primary reason for the decrease was accomplishing the replacement of federally mandated VGB Grates in the Activity Pool. The equipment for the Lap Pool will be addressed in Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: AQUATIC CENTER DEPRECIATION FUND

Description: Capital Improvements

Priority: 1.2 Prioritize Parks, Recreation and Open Spaces
1.4 Prioritize Modernization of Infrastructure

Account Number: 41-00-00-8-4895

This account is used to record the capital improvements at the Aquatic Center. The following improvements are planned for Fiscal Year 2021:

Replace flush valves for all toilets	\$ 1,200
Painting Pool Areas	\$ 7,000
Replace automatic pool vacuum	\$ 3,500
Replace 1 aluminum diving board	\$ 5,300
Total	<u>\$ 17,000</u>

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

FY 2020 Budget request	\$ 16,375
FY 2021 Budget request	\$ 17,000
Increase (Decrease)	<u>\$ 625</u>

The projects funded in this account vary in size and scope from year to year. Additional capital items will increase the operational efficiency of the Aquatic Center and prolong its serviceability to the community.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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	\$ -
Total	<u>\$ -</u>

The Aquatic Center Furniture budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 1,100
FY 2021 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (1,100)</u>

The primary reason for the decrease is that the replacement of vinyl for the lounge chair straps will be replaced in Fiscal Year 2022.

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 2019	Headcount 2020	Headcount 2021	FTE 2021
Full-Time	0	0	0	0
Seasonal	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
405	56	100	Interest	10	10
405	56	100	Total Revenues	10	10

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
803	803	850	Contractual Services	850	850
255,285	254,365	252,765	Debt Service	255,540	252,890
256,088	255,168	253,615	Total Expenditures	256,390	253,740
39,000	210,733	147,980	Transfer from General	41,788	161,361
61,000	44,000	115,118	Transfer from Park Donation	205,011	92,369
(155,683)	(379)	9,583	Change in Net Assets	(9,581)	-
377	(2)	9,581	Net Assets as of 12/31	-	-

Significant Changes

- It is anticipated that the Aquatic Center Revenue Bond payments in 2021 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 2021, 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	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
2011 AQUATIC CENTER BOND AND INTEREST FUND						
REVENUES						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	56	100	1	2	10
TOTAL INTEREST INCOME		56	100	1	2	10
TOTAL REVENUES		56	100	1	2	10
EXPENDITURES						
CONTRACTUAL SERVICES						
43-00-00-3-4329	OTHER PROFESSIONAL SERVICES	803	850	803	803	850
TOTAL CONTRACTUAL SERVICES		803	850	803	803	850
DEBT SERVICE						
43-00-00-7-4737	PRINCIPAL	165,000	170,000	-	170,000	185,000
43-00-00-7-4738	INTEREST EXPENSE	89,365	82,765	44,683	82,765	67,890
TOTAL DEBT SERVICE		254,365	252,765	44,683	252,765	252,890
TOTAL EXPENDITURES		255,168	253,615	45,486	253,568	253,740

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 850
FY 2021 Budget request	\$ 850
Increase(Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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

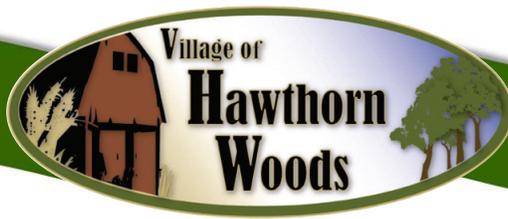
These accounts are used to record the annual principal and interest expense payments on the 2011 Aquatic Center Revenue Bonds.

The Principal/Interest Expense budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 252,765
FY 2021 Budget request	\$ 255,540
Increase (Decrease)	<u>\$ 2,775</u>

The annual principal and interest expense payments vary each year and are set based upon the bond repayment schedule. As of January 1, 2021, the total principal outstanding will be \$1,540,000. Future annual principal and interest payments are shown below.

Year Ending December 31	Principal	Interest	Total
2021	\$ 180,000	\$ 75,540	\$ 255,540
2022	\$ 185,000	\$ 67,890	\$ 252,890
2023	\$ 195,000	\$ 59,103	\$ 254,103
2024	\$ 205,000	\$ 49,840	\$ 254,840
2025	\$ 215,000	\$ 39,590	\$ 254,590
2026	\$ 225,000	\$ 28,840	\$ 253,840
2027	\$ 235,000	\$ 17,253	\$ 252,253
2028	\$ 100,000	\$ 5,150	\$ 105,150
	<u>\$ 1,540,000</u>	<u>\$ 343,206</u>	<u>\$ 1,883,206</u>



SISTER CITIES

...er cities will maintain and facilitate
...els of communication and cooperation
...des of common interest involving all institutional
...nd citizens' groups represented, always maintaining
...maximum respect toward national and international
...regulations in force in their respective countries.

Marineo 6 A

Mayor of Marineo Mayor of Hawthorn Woods
Pietro Barbaccia Joseph Mancino

The image shows two handwritten signatures in black ink. The first signature is on the left, corresponding to Pietro Barbaccia, and the second is on the right, corresponding to 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 former 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
	2019	2020	2021	2021
Full-Time	0	0	0	0
Part-Time	0	0	0	0

Revenue

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
820	1,480	2,000	Donations	-	-
13	16	12	Interest	10	10
833	1,496	2,012	Total Revenue	10	10

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
-	-	510	Contractual Services	-	-
-	-	510	Total Expenditures	-	-

			Excess (Deficiency) of Revenues Over Expenditures		
833	1,496	1,502		10	10
5,112	6,608	8,110	Fund Balance as of 12/31	8,120	8,130

Significant Changes

- For Fiscal Year 2021, there will be no donation requests for the Sister Cities Program.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SISTER CITIES						
REVENUES						
DONATIONS						
50-00-00-4-3680	DONATIONS	1,480	2,000	-	-	-
TOTAL DONATIONS		1,480	2,000	-	-	-
INTEREST INCOME						
50-00-00-6-3810	INTEREST INCOME	16	12	5	10	10
TOTAL INTEREST INCOME		16	12	5	10	10
TOTAL REVENUES		1,496	2,012	5	10	10
EXPENDITURES						
CONTRACTUAL SERVICES						
50-00-00-3-4361	DUES	-	310	-	-	-
50-00-00-3-4390	MISCELLANEOUS EXPENSE	-	200	-	-	-
TOTAL EXPENDITURES		-	510	-	-	-

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SISTER CITIES FUND

Description: Donations

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 50-00-00-4-3680

This account represents donations collected from the Beat the Mayor competition at the annual golf outing, and memorial bench and tree donations. Such donations will be used towards Sister Cities International initiatives.

Beat the Mayor donations	\$1,000
Memorial Benches	\$475
Memorial Trees	\$700
	<u>\$2,175</u>

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

FY 2020 Budget request	\$ 2,000
FY 2021 Budget request	\$ -
Increase(Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon the decision to defer donation requests for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 12
FY 2021 Budget request	\$ 10
Increase(Decrease)	<u>\$ (2)</u>

The primary reason for the decrease is based upon estimated actuals in Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SISTER CITIES FUND

Description: Dues

Priority: 1.7 Prioritize Hawthorn Woods' Unique Village Character

Account Number: 50-00-00-3-4361

This account is used to pay for dues to Sister Cities International.

Sister Cities International	<u>\$310</u>
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The Dues budget request changed from the prior year budget, as follows:

FY 2020 Budget request	\$ 310
FY 2021 Budget request	<u>\$ -</u>
Increase(Decrease)	<u>\$ (310)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 200
FY 2021 Budget request	\$ -
Increase(Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.



SEWER FUND



SEWER FUND

Department Purpose

The Sewer Fund is used to record all the revenues and expenses related to the operation of the Village's sanitary sewer and lift stations for the Midlothian Road & School sewer system.

Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2019	2020	2021	2021
Full-Time	1	0	0	1.20
Part-Time	0	0	0	0

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
435,999	530,869	581,075	Fees	908,225	908,225
5,203	5,585	5,500	Interest Income	4,000	4,400
441,202	536,454	586,575	Total Revenues	912,225	912,625

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
45,348	81,770	111,998	Personnel Services	149,330	152,317
90,507	158,051	122,375	Contractual Services	136,775	138,375
-	500	5,000	Commodities	5,000	5,000
88,259	174,376	204,755	Capital Outlay	507,225	509,225
69,350	69,350	-	Depreciation + NPL	-	-
293,464	484,047	444,128	Total Expenditures	798,330	804,917

147,738	52,407	142,447	Net Change in Fund Balance	113,895	107,708
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2,954,195	3,006,602	3,149,049	Fund Balance as of 12/31	3,262,944	3,370,652
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Significant Changes

- As more users are added to the new sewer system, the revenues in the sewer fund are forecasted to increase by \$10,000.
- Salary allocations to the sewer fund were adjusted in conjunction with the priority based budgeting initiative based upon increased responsibilities related to operating and billing for the sewer system.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
SEWER FUND						
REVENUES						
FEES						
12-00-00-4-3790	SEWER REVENUE	157,694	140,000	33,594	132,581	150,000
12-00-00-4-3793	CONNECTION FEE-HW	212,500	208,500	66,000	150,000	282,000
12-00-00-4-3794	CONNECTION FEE-LZ	66,875	91,875	63,125	91,875	188,125
12-00-00-4-3795	CONNECTION FEE-LC	52,920	79,380	44,330	79,380	162,540
12-00-00-4-3796	ADMIN RESERVE FEE-LZ	5,880	8,820	4,620	8,820	18,060
12-00-00-4-3797	ADVANCE USER FEE-LZ	35,000	52,500	27,500	52,500	107,500
TOTAL FEES		530,869	581,075	239,169	515,156	908,225
INTEREST INCOME						
12-00-00-6-3810	INTEREST INCOME	5,585	5,500	1,738	3,486	4,400
TOTAL INTEREST INCOME		5,585	5,500	1,738	3,486	4,400
TOTAL REVENUES		536,454	586,575	240,907	518,642	912,625
EXPENDITURES						
PERSONNEL SERVICES						
12-00-00-1-4010	SALARIES	69,547	93,824	56,505	113,010	126,720
12-00-00-1-4040	IMRF	7,372	10,996	6,598	13,196	15,903
12-00-00-1-4090	FICA MATCHING	4,851	7,178	3,971	7,942	9,694
TOTAL PERSONNEL SERVICES		81,770	111,998	67,074	134,148	152,317

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2019 ACTUAL	2020		2021 REQUESTED BUDGET	2022 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
CONTRACTUAL SERVICES						
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	76,624	60,000	26,631	73,094	76,000
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	26,631	27,600	6,584	18,000	26,000
12-00-00-3-4371	UTILITIES	4,441	8,400	2,919	8,400	8,400
12-00-00-3-4372	SEWER RATE STUDY	1,376	-	-	-	-
12-00-00-3-4373	ENGINEERING STANDARDS	22,604	-	-	-	-
12-00-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	-	26,375	26,375
TOTAL CONTRACTUAL SERVICES		158,051	122,375	36,134	125,869	136,775
COMMODITIES						
12-00-00-5-4573	SANITARY SEWER SUPPLIES	500	5,000	63	5,000	5,000
TOTAL COMMODITIES		500	5,000	63	5,000	5,000
CAPITAL OUTLAY						
12-00-00-8-4600	ENGINEERING	-	1,000	1,253	4,000	1,000
12-00-00-8-4891	PUMP REPLACEMENT	-	-	-	-	-
12-00-00-8-4892	MANHOLE REHABILITATION	-	6,000	-	3,000	4,500
12-00-00-8-4893	SEWER LINING	-	23,000	-	11,000	22,000
12-00-00-8-4894	EQUIPMENT	-	-	82,215	82,215	-
12-00-00-8-4895	OTHER IMPROVEMENTS	54,581	3,500	-	3,500	3,500
12-00-00-8-4896	CONNECTION FEES PAID-LZ	66,875	91,875	50,625	91,875	188,125
12-00-00-8-4898	CONNECTION FEES PAID-LC	52,920	79,380	36,270	79,380	162,540
12-00-00-8-4899	ADMIN RESERVE FEE PAID-LZ	-	-	-	-	18,060
12-00-00-8-4900	ADVANCE USER FEE PAID-LZ	-	-	-	-	107,500
TOTAL CAPITAL OUTLAY		174,376	204,755	170,363	274,970	507,225
TOTAL EXPENDITURES		414,697	444,128	273,634	539,987	798,330

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Sewer Revenue

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-4-3790

This account is used to record the revenue received from the sewer service provided to the users connected to the Midlothian Road and School sewer. The Village of Hawthorn Woods began charging sewer user fees specifically for the Village system in 2016. The users currently connected to the sewer system include: the Aquatic Center, the homes in the Stonebridge subdivision and Community Unit School District 95 Schools Spencer Loomis and Middle School North.

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

FY 2020 Budget request	\$140,000
FY 2021 Budget request	<u>\$150,000</u>
Increase (Decrease)	<u><u>\$ 10,000</u></u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Connection Fee Revenue

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-4-3793

This account is used to record the revenue received from connection fees when new homes are constructed and connect to the Village's water or sewer service.

Stonebridge (6 homes @ \$6,000) - Village Connection	\$ 36,000
Hawthorn Trails South (4 homes @ \$6,000)	\$ 24,000
Villas at the Commons (37 homes @ \$6,000)	\$ 222,000
Total	<u>\$ 282,000</u>

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ 208,500
FY 2021 Budget request	<u>\$ 282,000</u>
Increase (Decrease)	<u>\$ 73,500</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 (37 homes at \$4,375)	\$ 161,875
Stonebridge (6 homes @ \$4,375)	\$ 26,250
Total	<u>\$ 188,125</u>

The Connection Fee Revenue - Lake Zurich forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ 91,875
FY 2021 Budget request	\$ 188,125
Increase (Decrease)	<u>\$ 96,250</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 (37 homes at \$3,780)	\$ 139,860
Stonebridge (6 homes @ \$3,780)	\$ 22,680
Total	<u>\$ 162,540</u>

The Connection Fee Revenue - Lake County forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ 79,380
FY 2021 Budget request	\$ 162,540
Increase (Decrease)	<u>\$ 83,160</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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: 12-00-00-4-3796

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 (37 homes at \$420)	\$ 15,540
Stonebridge (6 homes @ \$420)	\$ 2,520
Total	<u>\$ 18,060</u>

The Admin. Reservation Fee- Lake Zurich forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ 8,820
FY 2021 Budget request	\$ 18,060
Increase (Decrease)	<u>\$ 9,240</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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: 12-00-00-4-3797

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 (37 homes at \$2,500)	\$ 92,500
Stonebridge (6 homes @ \$2,500)	\$ 15,000
Total	<u>\$ 107,500</u>

The Advance User Fee - Lake Zurich forecast changed from the prior year, as follows:

FY 2020 Budget request	\$ 52,500
FY 2021 Budget request	<u>\$ 107,500</u>
Increase (Decrease)	<u>\$ 55,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,500
FY 2021 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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%
~~Communications Specialists - 10%~~
Director of Public Works - 15%
Assistant Director of Public Works - 20%
Crew Leader - Facilities - 20%
Specialist I - Facilities - 20%
Chief Financial Officer/Human Resources Director - 15%
Finance Office Manager - 15%
Crew Leader - Fleet - 5%

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

FY 2020 Budget request	\$ 93,824
FY 2021 Budget request	\$ 124,235
Increase (Decrease)	<u>\$ 30,411</u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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, 2021, the Village's portion was 12.55%.

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

FY 2020 Budget request	\$ 10,996
FY 2021 Budget request	\$ 15,591
Increase (Decrease)	<u>\$ 4,595</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan. In addition, the Village's IMRF percentage is increasing from 11.72% to 12.55%, effective January 1, 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 7,178
FY 2021 Budget request	<u>\$ 9,504</u>
Increase (Decrease)	<u><u>\$ 2,326</u></u>

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

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 60,000
FY 2021 Budget request	\$ 76,000
Increase (Decrease)	<u>\$ 16,000</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Contractual Maintenance

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-3-4181

This account is used to pay for external repairs as related to the lift stations and sanitary sewer, as follows:

Sewer Maintenance	\$ 10,400
Consultant	<u>\$ 15,600</u>
	<u>\$ 26,000</u>

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

FY 2020 Budget request	\$ 27,600
FY 2021 Budget request	<u>\$ 26,000</u>
Increase (Decrease)	<u>\$ (1,600)</u>

The primary reason for the decreased is based upon the anticipated repairs for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 8,400
FY 2021 Budget request	\$ 8,400
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 26,375
FY 2021 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 5,000
FY 2021 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 1,000
FY 2021 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 BUDGET PROPOSAL
SUPPLEMENTAL NARRATIVE**

Fund: SEWER FUND

Description: Pump Replacement

Priority: 1.1 Prioritize a Safe and Secure Community
1.4 Prioritize Modernization of Infrastructure
1.5 Prioritize a Healthy Community and Environment

Account Number: 12-00-00-8-4891

The account is a newly created account to plan for the replacement of pumps for the Kruger Road and School lift stations. There are two pumps in each lift station and these pumps have a useful life of 8 to 15 years.

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 6,000
FY 2021 Budget request	<u>\$ 4,500</u>
Increase (Decrease)	<u>\$ (1,500)</u>

The primary reason for the decrease based upon projected actuals for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 23,000
FY 2021 Budget request	<u>\$ 22,000</u>
Increase (Decrease)	<u><u>\$ (1,000)</u></u>

The primary reason for the decrease based upon projected costs for Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 3,500
FY 2021 Budget request	<u>\$ 3,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2021.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 91,875
FY 2021 Budget request	\$ 188,125
Increase (Decrease)	<u>\$ 96,250</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ 79,380
FY 2021 Budget request	\$ 162,540
Increase (Decrease)	<u>\$ 83,160</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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 2020 Budget request	\$ -
FY 2021 Budget request	\$ 18,060
Increase (Decrease)	<u>\$ 18,060</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, compared to Fiscal Year 2020.

**MAINTENANCE AND OPERATIONS BUDGET
2021 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.

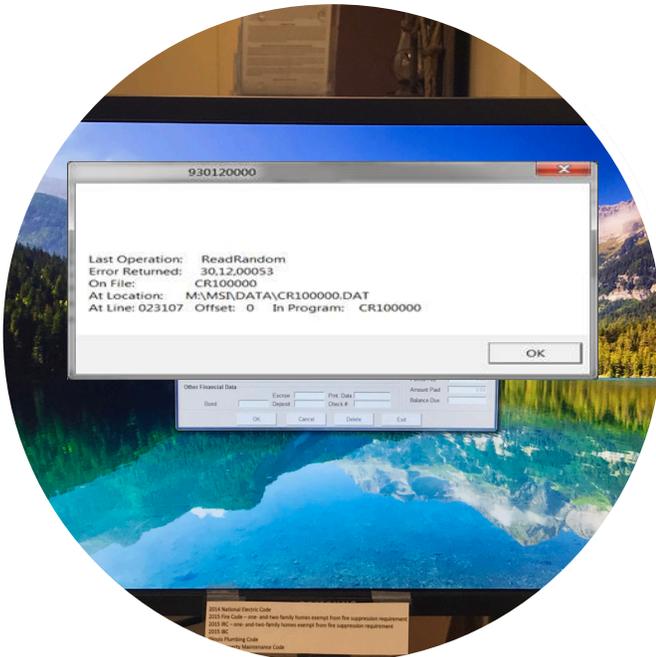
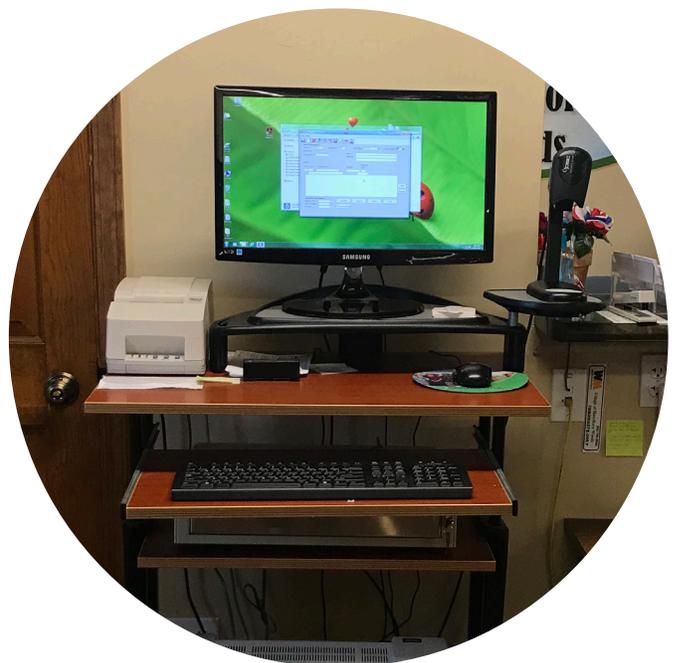
The Advance User Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2020 Budget request	\$ -
FY 2021 Budget request	\$ 107,500
Increase (Decrease)	<u>\$ 107,500</u>

The primary reason for the increase relates to the change in anticipated building activity in Fiscal Year 2021, as compared to Fiscal Year 2020.



CAPITAL IMPROVEMENT FUND



CAPITAL IMPROVEMENT FUND

Revenues

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
11,372	43,334	-	Insurance Reimbursement	-	-
4,120	139,252	-	Intergovernmental		
3,067	1,657	1,000	Interest	1,000	1,000
18,559	184,242	1,000	Total Revenues	1,000	1,000

Expenditures

Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Budget Fiscal Year Ended 12/31/2020		Proposed	
				2021	2022
537,596	405,193	158,393	Capital Outlay	221,898	4,559,797
537,596	405,193	158,393	Total Expenditures	221,898	4,559,797
-	-	-	Transfer from General Fund	-	-
-	-	-	Transfer from Community Dev	-	-
(519,037)	(220,951)	(157,393)	Net Change in Fund Balance	(220,898)	(4,558,797)
599,754	378,803	221,410	Fund Balance as of 12/31	512	(4,558,285)
			Assigned - Roads	-	-
			Assigned - Equipment Replace	-	-
			Assigned - ADA Projects	-	-
			Assigned - Bike Path Grant	-	-
			Assigned - Flood Remediation	-	-
			Available Fund Balance	512	(4,558,285)

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	2021	2022	2023	2024	2025
Available Funding Sources:						
Interest Income		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Transfer from Other Funds		\$ -	\$ -	\$ -	\$ -	\$ -
Available Fund Balance		\$ 221,410	\$ -	\$ -	\$ -	\$ -
Total Available Funding		\$ 222,410	\$ 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	2021	2022	2023	2024	2025
MUNICIPAL BUILDINGS						
Furnace & Air Conditioner Replacement	CIP		\$ 4,000			
Village Hall Cedar Siding Replacement	CIP					
PW Cold Storage Expansion	CIP					
Aquatic Center Generator	CIP		\$ 74,770			
PW Parking Lot Improvement	CIP		\$ 174,482			
PW Building Expansion	CIP			\$ 525,146		
Village Hall Door Replacement	CIP		\$ 22,286			
Village Hall Flooring Replacement	CIP		\$ 30,900			
Village Hall ADA Ramp Replacement	CIP			\$ 144,509		
Public Works Roof Replacement	CIP		\$ 250,000			
Public Works Brine Tank and Pump	CIP		\$ 6,000			
Public Works Gate North	CIP		\$ 18,540			
Public Works Shop Mezzanine	CIP		\$ 10,815			
Totals		\$ -	\$ 591,793	\$ 669,655	\$ -	\$ -

POLICE DEPARTMENT:

Vehicle Replacement	CIP		\$ 72,000	\$ 36,000	\$ 36,000	\$ 36,000
Squad Video Camera Replacement	CIP		\$ 12,400	\$ 6,200	\$ 6,200	\$ 6,200
Electronic Citation Printers	CIP		\$ 30,000			
Radar Trailer Replacement	CIP		\$ 17,100			
EOP Drill Consultation and Services	CIP		\$ 5,000			
Police Body Cameras	CIP		\$ 40,000			
Starcom Radios	CIP		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200
Totals		\$ -	\$ 181,700	\$ 47,400	\$ 47,400	\$ 47,400

Capital Improvement Plan

Project Fund 2021 2022 2023 2024 2025

PUBLIC WORKS:

Trucks	CIP		\$ 167,000	\$ 293,000	\$ 40,000	
Enloader	CIP		\$ 187,567			
John Deer tractor with deck for ROW mowing	CIP		\$ 63,524			
Asphalt planer	CIP	\$ 17,098				
Sweeper Gutter Brush	CIP		\$ 6,373			
Backhoe	CIP		\$ 121,334			
Totals		\$ 17,098	\$ 545,798	\$ 293,000	\$ 40,000	\$ -

PARKS:

Indian Creek Nature Preserve	CIP		\$ 20,000	\$ 10,000	\$ 15,000	
ADA Compliance Plan Implementation	Special Rec	\$ -	\$ -	\$ -	\$ -	\$ -
Heritage Oaks Park	CIP		\$ 13,285	\$ 18,750	\$ 13,000	\$ 7,600
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		\$ 28,000	\$ 34,000	\$ 36,000	
Laminate 72" Round Tables	CIP		\$ 9,000			
Metal Park Picnic Tables	CIP		\$ 5,120			
Community Park Parking Lot Renovation	CIP	\$ 77,000				
Totals		\$ 77,000	\$ 121,205	\$ 210,037	\$ 94,000	\$ 37,600

Capital Improvement Plan

Project	Fund	2021	2022	2023	2024	2025
ROADS, DRAINAGE, & RIGHT OF WAYS:						
Road Program (resurfacing/ribbons)	CIP		\$ 1,394,110	\$ 1,500,930	\$ 1,577,230	\$ 1,531,450
Road Program (maintenance)	CIP		\$ 250,700	\$ 250,700	\$ 250,700	\$ 250,700
Sign replacement plan	Motor Fuel Tax		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Crack sealing program	Motor Fuel Tax					
Street patching	Motor Fuel Tax		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Pavement marking	Motor Fuel Tax		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Midlothian/Gilmer bike path (20% match)	CIP	\$ 48,000	\$ 98,000			
Route 22 bike path (20% match)	CIP			\$ 10,000		
Storm Sewer Replacement	CIP		\$ 115,500	\$ 454,300		
Culvert Replacement	CIP		\$ 845,000	\$ 474,600	\$ 560,000	\$ 232,000
Choker Bridge Wall Replacement	CIP		\$ 21,156			
Indian Creek Stream Bank Stabilization	CIP		\$ 250,000			
	Totals	\$ 48,000	\$ 3,119,466	\$ 2,835,530	\$ 2,532,930	\$ 2,159,150

TECHNOLOGY

New Software - Village Wide	CIP	\$ 73,800	\$ 82,815			
Police Records Software - Maintenance	CIP	\$ 6,000	\$ 6,000	\$ 6,000		
VOIP Phone System Replacement	CIP		\$ 10,000			
	Totals	\$ 79,800	\$ 98,815	\$ 6,000	\$ -	\$ -

Summary

	CIP	\$ 221,898	\$ 4,559,797	\$ 4,329,539	\$ 3,354,330	\$ 2,099,150
	Special Rec	\$ -	\$ -	\$ -	\$ -	\$ -
	Motor Fuel Tax	\$ -	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
Capital Improvement Plan Total Expenditures		\$ 221,898	\$ 4,704,797	\$ 4,474,539	\$ 3,499,330	\$ 2,244,150
Grand Total - 5 Year Capital Plan						\$ 15,144,714
Capital Improvement Plan Fund						
Excess (Deficiency) of Funding Sources Over Capital Expenditures		\$ 512	\$ (4,558,797)	\$ (4,328,539)	\$ (3,353,330)	\$ (2,098,150)

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Capital Improvement Plan

Department: Economic Development

Description: File Scanning

Account Number: 90-60-00-8-4890

2022 - Scanning of house files
2023 - Scanning of house files

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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	2021	2022	2023	2024	2025	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

2022 - Generation of a specific plan for the Downtown Area, including supplemental sign code update. 2023 - Design and installation of decorative signage (monument sign and banners.)

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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

2023 - Generation of a specific plan for the Uptown District Area, including supplemental sign code update. 2024 - Design and installation of decorative signage (monument sign and banners.)

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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

2023 - Design and engineer a Downtown water walk
2024 - Construct the Downtown water walk.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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

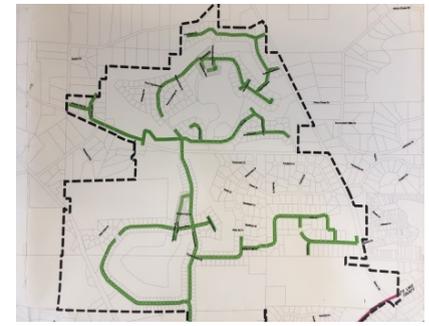
Supplemental Narrative

Fund: Capital Improvement Plan

Department: Engineering Department

Description: Infrastructure Mapping (Water & Sewer)

Account Number: 90-19-00-8-4890



5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Furnace & AC Replacements

Account Number: 90-45-00-8-4890



2022 - West Barn furnace

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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



2020 - State of Illinois provided funding to replace in 2020. Project not yet complete.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Cold Storage Expansion (30' x 80')

Account Number: 90-45-00-8-4890



5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Additional Cold Storage (30' x 80')

Account Number: 90-45-00-8-4890



2020 - State of Illinois provided funding to replace in 2020. Project not yet complete.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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



2022 - Purchase permanent generator for Aquatic Center in order to operate all building functions, including lights, furnaces, showers, etc. The generator is not sized to operate pool equipment. If we were to size it to operate pool equipment, we would need to install two generators and the cost would exceed \$125,000 for the generators. Additionally, to install two generators, the gas main to the building would have to be upgraded. The \$125,000 doesn't include the cost to upgrade the gas main to the building.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 74,770				\$ 74,770
Contingency						
Subtotal		\$ 74,770				\$ 74,770

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services		\$ 15,862				\$ 15,862
Construction		\$ 158,620				\$ 158,620
Equipment						
Contingency						
Subtotal		\$ 174,482				\$ 174,482

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services			\$ 47,741			\$ 47,741
Construction			\$ 477,405			\$ 477,405
Equipment						
Contingency						
Subtotal			\$ 525,146			\$ 525,146

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Village Hall Door Replacement

Account Number: 90-45-00-8-4890



2022 - Replace Interior Village Hall Doors

- Village Hall Lobby Restrooms (\$6,200)
- Building Department Lobby (\$2,700)
- Police Department Lobby to Office (\$2,000)
- Lobby to Barn Double Doors (\$10,500)

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 22,286				\$ 22,286
Equipment						
Contingency						
Subtotal		\$ 22,286				\$ 22,286

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.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services		\$ 30,900				\$ 30,900
Construction						
Equipment						
Contingency						
Subtotal		\$ 30,900				\$ 30,900

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services			\$ 22,042			\$ 22,042
Construction			\$ 122,467			\$ 122,467
Equipment						
Contingency						
Subtotal			\$ 144,509			\$ 144,509

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 is leaking and cannot be repaired.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 250,000				\$ 250,000
Equipment						
Contingency						
Subtotal		\$ 250,000				\$ 250,000

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Public Works Brine Tank & Pump replacement

Account Number: 90-45-00-8-4890



2022 - Replace the second brine tank with a 5000 gallon tank including containment. Cost is expected to be \$6,000 with containment.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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: 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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 18,540				\$ 18,540
Equipment						
Contingency						
Subtotal		\$ 18,540				\$ 18,540

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Municipal Buildings

Description: Shop Mezzanine w/ Stairs

Account Number: 90-45-00-8-4890



2022 - 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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,815				\$ 10,815
Contingency						
Subtotal		\$ 10,815				\$ 10,815

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. The move to hybrid vehicles may extend the safe useful life of squad cars.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 72,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 180,000
Contingency						
Subtotal		\$ 72,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 180,000

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 12,400	\$ 6,200	\$ 6,200	\$ 6,200	\$ 31,000
Contingency						
Subtotal		\$ 12,400	\$ 6,200	\$ 6,200	\$ 6,200	\$ 31,000

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	2021	2022	2023	2024	2025	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. A new trailer with a sign board could also be used for community alerts.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 17,100				\$ 17,100
Contingency						
Subtotal		\$ 17,100				\$ 17,100

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	2021	2022	2023	2024	2025	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	2021	2022	2023	2024	2025	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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 20,800
Contingency						
Subtotal		\$ 5,200	\$ 5,200	\$ 5,200	\$ 5,200	\$ 20,800

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

[Back to Home](#)

Fund: Capital Improvement Plan

Department: Public Works

Description: Trucks

Account Number: 90-40-00-8-4890

2022 - Purchase a 2-ton truck (\$167,000) to replace 812
 2023 - Purchase a 2-ton truck (\$172,000) to replace 821 and a 1.5-ton truck (\$121,000) to replace 811.
 2024 - Purchase a pick up truck (\$40,000) to replace 10

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 167,000	\$ 293,000	\$ 40,000		\$ 500,000
Contingency						
Subtotal		\$ 167,000	\$ 293,000	\$ 40,000		\$ 500,000

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Capital Improvement Plan
Department: Public Works
Description: Endloader (replacement)
Account Number: 90-40-00-8-4890



2022 - Replace existing endloader. Estimated replacement useful life is 12 years and it will be 14 years old at time of recommended replacement.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 187,567				\$ 187,567
Contingency						
Subtotal		\$ 187,567				\$ 187,567

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 63,524				\$ 63,524
Contingency						
Subtotal		\$ 63,524				\$ 63,524

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Capital Improvement Plan

Department: Public Works

Description: Asphalt Planer

Account Number: 90-40-00-8-4890



2021 - Purchase asphalt planer in order to increase efficiency and output of asphalt patching crew.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 17,098					\$ 17,098
Contingency						
Subtotal	\$ 17,098					\$ 17,098

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 6,373				\$ 6,373
Contingency						
Subtotal		\$ 6,373				\$ 6,373

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 25 years old. This piece of equipment has an estimated projected useful life of 12 years.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 121,334				\$ 121,334
Contingency						
Subtotal		\$ 121,334				\$ 121,334

VILLAGE OF HAWTHORN WOODS Supplemental Narrative

Fund: Capital Improvement Plan
Department: Parks
Description: Indian Creek Nature Preserve
Account Number: 90-11-00-8-4890



2022 - Seek funding to open Indian Creek Nature Preserve to the public.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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



5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Heritage Oaks Park

Account Number: 90-11-00-8-4890

2022 - Micro Rain Traveling Sprinkler
 2023 - Strike-Guard Lightning Receiver/Strobe Light-add tower to soccer pavilion
 2024 - Resurface basketball court
 2025 - Tuck-point retaining wall
 2026 - Enlarge soccer fields

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services			\$ 18,750	\$ 13,000		\$ 31,750
Construction		\$ 5,800			\$ 7,600	\$ 13,400
Equipment		\$ 7,485				\$ 7,485
Contingency						
Subtotal		\$ 13,285	\$ 18,750	\$ 13,000	\$ 7,600	\$ 52,635

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Parks

Description: Meadowlark Park Improvement

Account Number: 90-11-00-8-4890



Project completed in October 2020.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services		\$ 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



2022 - 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.

2023 - New 1 1/2 Ton Dump Truck, which can also serve in the snow plow fleet.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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



2022 - Resurface and repair 2 tennis courts at Heritage Oaks Park
 2023 - Resurface and repair 2 tennis courts at Highview Park
 2024 - Resurface 2 tennis courts at Bridlewoods Park and 2 tennis courts at Community Park.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 28,000	\$ 34,000	\$ 36,000		\$ 98,000
Equipment						
Contingency						
Subtotal		\$ 28,000	\$ 34,000	\$ 36,000		\$ 98,000

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



2022 - Purchase 72" round tables.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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



2022 - Replace 8 picnic tables

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 5,120				\$ 5,120
Contingency						
Subtotal		\$ 5,120				\$ 5,120

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 project is to account for the engineering fees associated with planning and collecting samples of the land as well as any

Expense Category	5 Year Projected Expenditures					TOTAL
	2021	2022	2023	2024	2025	
Land						
Professional Services	\$ 35,000					\$ 35,000
Construction						
Equipment						
Contingency	\$ 42,000					\$ 42,000
Subtotal	\$ 77,000					\$ 77,000

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 - 2025 The recommended improvements include the first five years of the pavement management report's recommendations. Cost per year from the PMR includes 3% increase per year since PMR was updated in 2018.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 1,394,110	\$ 1,500,930	\$ 1,577,230	\$ 1,531,450	\$ 6,003,720
Equipment						
Contingency						
Subtotal		\$ 1,394,110	\$ 1,500,930	\$ 1,577,230	\$ 1,531,450	\$ 6,003,720

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. Cost per year from PMR includes a 3% increase per year sine the PMR was last updated in 2018.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 250,700	\$ 250,700	\$ 250,700	\$ 250,700	\$ 1,002,800
Equipment						
Contingency						
Subtotal		\$ 250,700	\$ 250,700	\$ 250,700	\$ 250,700	\$ 1,002,800

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Equipment						
Contingency						
Subtotal		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

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



No Village roads are viable candidates for crack sealing at this time.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Motor Fuel Tax
Department: Roads, Drainage, & Rights of Ways
Description: Street Patching
Account Number: 28-00-00-3-4151



Until a sustainable funding source is obtained, staff recommends budgeting \$125,000 per year in street patching.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
Equipment						
Contingency						
Subtotal		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Equipment						
Contingency						
Subtotal		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

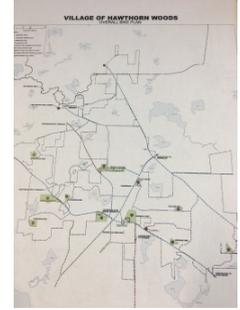
CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Midlothian/Gilmer Bike Path (20% Match)

Account Number: 90-28-00-8-4890



Construct bike path from Gilmer/Midlothian intersection northwest to Schwerman Road and southwest to south of Hawthorn Hills entrance on Midlothian Road. Bike path will be constructed with LCDOT intersection improvements with the Village paying a 20% match. The original estimate for the Village's share was \$300,494. In the Spring of 2018, LCDOT updated the estimate for the Village share to \$196,000. This includes design engineering, construction, construction engineering and land acquisition.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction	\$ 98,000	\$ 98,000				\$ 196,000
Equipment						
Contingency						
Subtotal	\$ 98,000	\$ 98,000				\$ 196,000

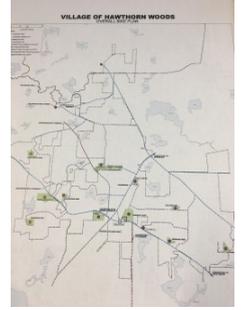
CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction			\$ 10,000			\$ 10,000
Equipment						
Contingency						
Subtotal			\$ 10,000			\$ 10,000

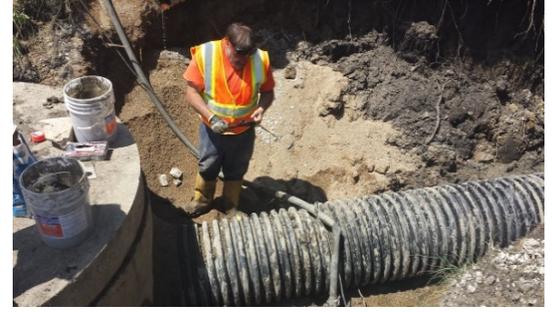
CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

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.
 2022 - Pheasant Run Storm Sewer
 2023 - Lakeview Storm Sewer

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services		\$ 10,500	\$ 69,300			\$ 79,800
Construction		\$ 105,000	\$ 385,000			\$ 490,000
Equipment						
Contingency						
Subtotal		\$ 115,500	\$ 454,300			\$ 569,800

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)

2026 -

Greenbriar Lane (54" x 84" culvert)

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services		\$ 123,000	\$ 70,600	\$ 82,000	\$ 34,000	\$ 309,600
Construction		\$ 722,000	\$ 404,000	\$ 478,000	\$ 198,000	\$ 1,802,000
Equipment						
Contingency						
Subtotal		\$ 845,000	\$ 474,600	\$ 560,000	\$ 232,000	\$ 2,111,600

CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

Fund: Capital Improvement Plan

Department: Roads, Drainage, & Rights of Ways

Description: Choker Wall Replacement (x 6)

Account Number: 90-28-00-8-4890



The walls of the 3 choker bridges are deteriorating. There are six total that will need to be repaired with a capstone installed.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction		\$ 21,156				\$ 21,156
Equipment						
Contingency						
Subtotal		\$ 21,156				\$ 21,156

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

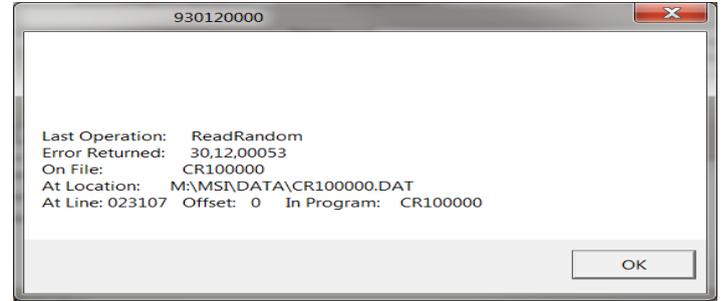


Parts of Indian Creek are beginning to cause erosion adjacent to Indian Creek Road. If the streambank isn't stabilized, this may eventually cause Indian Creek to compromise Indian Creek Road. It is recommended that this project be constructed the same year as the Indian Creek culvert replacement.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	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: New Software
Account Number: 90-17-00-8-4890



The Village software is outdated and needs to be replaced. This project would replace the MSI software with a new platform and increase efficiency Village-wide. The software modules included are as follows: Accounts Receivable, Accounts Payable, Animal Licensing, Budgeting, Business Licenses, Cash Register, General Ledger, Parking Tickets, Payroll, Permit Tracking, Purchase Orders, Recreation, and Vehicle License.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services	\$ 73,800	\$ 82,815				\$ 156,615
Construction						
Equipment						\$ -
Contingency						
Subtotal	\$ 73,800	\$ 82,815				\$ 156,615

CAPITAL IMPROVEMENT PROJECT

Supplemental Narrative

Fund: Capital Improvement Plan

Department: Technology

Description: Police Records Software - Maintenance

Account Number: 90-17-00-8-4890



This project provides for the police records software annual lease fee.

5 Year Projected Expenditures						
Expense Category	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 6,000	\$ 6,000	\$ 6,000			\$ 18,000
Contingency						
Subtotal	\$ 6,000	\$ 6,000	\$ 6,000			\$ 18,000

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	2021	2022	2023	2024	2025	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,000				\$ 10,000
Contingency						
Subtotal		\$ 10,000				\$ 10,000

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Community Park			
<i>Water Heater</i>	10 Gallon	2013	Rheem
<i>Well Pump</i>	5HP	2016	Franklin Electric
Well Pump Variable Frequency Drive	Aquavar Solo2	2016	Goulds
Heritage Oaks Baseball Pavilion			
<i>Water Heater</i>	30 Gallon Water Heater	2014	Rheem
Heritage Oaks Soccer Pavilion			
<i>Water Heater</i>	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
Aquatic Center			
<i>Furnaces and Air Conditioners</i>			
Furnace #1 (Pump Room)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #2 (Com. Rm Supply Rm.)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #3 (Com. Rm Supply Rm.)	91% AFUE Nat Gas Furnace	2007	TempStar
Furnace #4 (East com. Rm. Closet)	91% AFUE Nat Gas Furnace	2007	TempStar
Men's Locker Room Heater	5kw electric space heater	2007	Dayton
Women's Locker Room Heater	5kw electric space heater	2007	Dayton
Mechanical Room Heater	5kw electric space heater	2007	Dayton
Pump Room Heater	84% AFUE Furnace	2007	Reznor
Air Conditioner #1	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #2	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #3	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #4	R410a AC Unit - 4 Ton	2007	TempStar
<i>Pool Heaters</i>			
Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak
<i>Water Heaters</i>			
Water Heater (Com. Rm.)	Tall Electric Water Heater - 40 Gallon	2016	Rheem
Shower Water Heater	Ultra HE DV Nat Gas Water Heater	2007	Lochinvar
Circulator Pump	1hp Circulating Pump	2007	Emerson

Municipal Building Equipment Inventory

Location/Description	Type	Year	Manufacturer
Aquatic Center - Continued			
<i>Variable Frequency Drives</i>			
Speed Slide VFD	Variable Frequency Drive	2010	Danfoss
Flume Slide VFD	Variable Frequency Drive	2010	Danfoss
Feature VFD	Variable Frequency Drive	2010	Danfoss
Activity Pool VFD	Variable Frequency Drive	2010	Danfoss
Lap Pool VFD	Variable Frequency Drive	2010	Danfoss
 <i>Pool Pumps</i>			
Speed slide	3ph 10hp cont. duty motor	2007	WEG
Flume Slide	3ph 15hp cont. duty motor	2007	WEG
Activity Feature	3ph 20hp cont. duty motor	2007	US Motors
Activity Pool	3ph 15hp cont. duty motor	2015	Baldor
Lap Pool	3ph 15hp cont. duty motor	2014	Baldor
 <i>Lift Pumps</i>			
Pump 1	3hp Clear Water Lift Pump	2019	Ebara
Pump 2	3hp Clear Water Lift Pump	2020	Ebara
 Village Hall			
<i>Furnaces and Air Conditioners</i>			
Booking Room (PD) Furnace	80% AFUE Nat. Gas Furnace	Nov-12	Ducane
PD Office Furnace 1st floor	80% AFUE Nat. Gas Furnace	1990	Carrier
PD Back Office Furnace (2nd Floor)	91% AFUE Nat. Gas Furnace	1999	Carrier
Mayors Office Furnace	80% AFUE Nat. Gas Furnace	2008	Weather King
Village Hall Front Office Furnace	80% AFUE Nat. Gas Furnace	Feb-85	Lennox
West Barn Furnace	95.5% AFUE Nat. Gas Furnace	Nov-12	Payne
East Barn Furnace	91% AFUE Nat. Gas Furnace	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
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
<i>Water Heaters</i>			
PD Upstairs Water Heater (2nd Floor)	Direct Vent Nat. Gas	2013	State Select
PD Downstairs Bathroom/Kitchen	Electric Point of Use	1990	A.O. Smith
Village Hall Front Office Water Heater	Natural Gas Water Heater	2010	State Select
Generator-Village Hall Side	Nat. Gas 20KW Generator	2013	Generac
Generator-PD Side	Nat. Gas 60kw Generator	2013	Generac
Kruger Road Lift Station			
Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar
Public Works			
North Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
South Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
Office Furnace	80%AFUE Nat. Gas Furnace	1991	York
Office Air Conditioner	R22 AC unit	1991	York
Water Heater	Natural Gas Water Heater	1991	Rheem
Salt Brine Circulation Pump	Circulator Pump - 2HP	2014	Bluffton
Well Pump	1.5 HP	1992	Franklin Electric

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
PUBLIC WORKS						
PW #814	2001	INTERNATIONAL 4900 5-TON	\$ 150,000	2013	12	\$ 12,500
PW TRACTOR	1988	FORD 7108	\$ 55,000	2000	12	\$ 4,583
PW GREEN TRAILER	N/A	N/A	\$ 4,000	2015	12	\$ 333
PW #813	2000	INTERNATIONAL 4900 5-TON	\$ 150,000	2012	12	\$ 12,500
PW RED TRAILER	N/A	N/A	\$ 4,000	2016	7	\$ 571
PW BUNTON MOWER	2000	BZT2000	\$ 12,000	2007	7	\$ 1,714
PW #812	1999	INTERNATIONAL DT 4900 2 TON	\$ 140,000	2011	12	\$ 11,667
PW#2 CAR	2008	CROWN VIC.	\$ 25,000	2015	7	\$ 3,571
PW BACKHOE	1992	CASE 580 SUPER K	\$ 110,000	2004	12	\$ 9,167
PW BLUE TRAILER	N/A	N/A	\$ 4,000	2017	12	\$ 333
PW #819	2006	FORD F-350 4X4 DUALY 4 DOOR	\$ 45,000	2013	7	\$ 6,429
PW #821	2008	INTERNATIONAL 7400 2 TON	\$ 140,000	2020	12	\$ 11,667
PW ROLLER	2008	WACKER RD 12A	\$ 16,000	2020	12	\$ 1,333
PW LIGHT TOWER	2006	TEREX AL4000	\$ 25,000	2018	12	\$ 2,083
PW #811	2008	FORD S-D F-550 1 TON 4X4	\$ 90,000	2015	7	\$ 12,857
PW WOOD CHIPPER	2004	VERMEER BC1800XL	\$ 85,000	2016	12	\$ 7,083
PW JET RODDER	1994	MODEL 747	\$ 125,000	2006	12	\$ 10,417
PW END LOADER	2005	CASE 521	\$ 150,000	2017	12	\$ 12,500
PW LARGE MOWER	2010	TORO 4000D	\$ 60,000	2017	7	\$ 8,571
PW SMALL MOWER	2010	TORO 3280	\$ 30,000	2017	7	\$ 4,286
PW SMALL UTILITY	2010	TORO WORKMAN MD	\$ 15,000	2017	7	\$ 2,143
PW LARGE UTILITY	2010	TORO WORKMAN 3200	\$ 27,000	2017	7	\$ 3,857
PW EXMARK MOWER	2014	LAZER Z	\$ 7,400	2021	7	\$ 1,057
PW WALK BEHIND MOWER	2010	KAWASAKI FS481V	\$ 4,000	2017	7	\$ 571
PW TOP DRESSER	2010	TORO 2500	\$ 12,000	2022	12	\$ 1,000
PW BLACK TRAILER	2010	BIG LUG	\$ 7,500	2022	12	\$ 625
PW #804	2010	FORD F-250 3/4 TON 4X4	\$ 35,000	2017	7	\$ 5,000
PW SKID STEERER	2012	BOBCAT S650	\$ 35,000	2024	12	\$ 2,917
PW AIR COMPRESSOR	2003	INGERSOLL RAND 185	\$ 17,000	2015	12	\$ 1,417
PW #10	2012	FORD F-250 3/4 TON 4X4	\$ 35,000	2019	7	\$ 5,000
PW AIR RAIDER	2014	RYAN 544317A	\$ 3,000	2021	7	\$ 429

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
<u>PUBLIC WORKS</u>						
PW #1 ADMIN CAR	2010	FORD EXPEDITION	\$ 45,000	2017	7	\$ 6,429
PW #22	2014	INTERNATIONAL 7400 2 TON	\$ 140,000	2026	12	\$ 11,667
PW #18	2013	INTERNATIONAL 7400 2 TON	\$ 140,000	2025	12	\$ 11,667
PW #3 CAR	2004	CHEVY BLAZER	\$ 30,000	2011	7	\$ 4,286
PW #16	2016	INTERNATIONAL 1.5 TON	\$ -	0	0	\$ -
<u>COMMUNITY DEV. DEPT.</u>						
BD #2 SUV	2003	JEEP LIBERTY	\$ 25,000	2010	7	\$ 3,571
<u>PARKS DEPT.</u>						
PARKS DEPT. VAN	2002	FORD E-350 VAN	\$ 30,000	2009	7	\$ 4,286
PARKS DEPT. VAN	1994	FORD E-350 VAN	\$ -	0	0	\$ -
<u>ADMINISTRATION DEPT.</u>						

ANNUAL VEHICLE & EQUIPMENT REPLACEMENT COST

\$ 200,087



RESERVE FUND



RESERVE FUND

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	Budget Fiscal Year Ended 12/31/2020		Proposed	
						2021	2022
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	Total Cash Transfers	-	-
1,474,246	1,569,851	2,083,031	2,205,319	2,239,031	General Fund Bal. @ 12/31	2,280,766	2,111,513
36%	39%	51%	51%	52%	% of Next Year's Budget	52%	48%

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 2021 is 52%. 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.