



# 2025 AMENDED BUDGET

VILLAGE OF HAWTHORN WOODS, ILLINOIS  
ANNUAL OPERATING BUDGET  
FOR THE YEAR ENDED DECEMBER 31, 2025  
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October 21, 2024

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

Planning for the 2025 budget following the highest rate of inflation in decades has been met with both challenges and rewards. We are experiencing certain economic declines from the State of Illinois, including a decline in telecommunications tax, franchise fees, MFT funds, and the ever-popular grocery store tax. To offset those revenue losses, Hawthorn Woods has placed itself ready to implement a local 1% grocery tax to be in place for future grocers. We have also recovered some utility tax revenues that had been miscoded over the past three years, and expect to see an increase in revenues now that they are properly coded and will be applied to Hawthorn Woods.

Hawthorn Woods is now at a critical juncture of literally bursting at the seams. Village Hall is crowded, and that takes a toll on us during cold and flu season. Conversations in person with residents or on the phone are in a shared space, often with conflicting volumes. We are tasked with a greater need for services as new residents continue to move to Hawthorn Woods in our new neighborhood developments. With the recent census reporting a new population count of 9,062 residents, Hawthorn Woods continues its upward growth trajectory as a desirable place to live, work and play in Lake County. In order to meet the needs of a growing community, we needed to examine our internal deliverable capabilities and plan future expansion, both in physical space and in Human Resources, where necessary, to continue serving Hawthorn Woods, one of the fastest growing communities in Lake County.

We are working on some very promising commercial developments in 2025 that may begin the trajectory toward additional retail tax growth opportunities that will be necessary to sustain our growing demands. Our focus next year is getting the entitlements ready for 2025 construction projects.

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. We will stay vigilant in 2025 to ensure that this planned budget provides the means to maintain and support our essential Village programs and services, while recommitting our responsibility to protect the Village's fund balance reserves.

## Financial Analysis

The Village's General Fund continues to exceed the Village Board approved goal of 50% of the subsequent year's operating budget. In addition, we have maintained this industry standard of excellence for nine full operating years. This fund balance goal complies with best practices in governmental accounting. Our unwavering fiscal restraint and innovative planning has allowed the Village of Hawthorn Woods to achieve a fund balance in the General Fund of \$5,145,585 as of December 31, 2023. This is something to celebrate!

In 2025, we are continuing to allocate property taxes to our Road Program Fund, to designate our investment in our Pave the Way infrastructure road project. We are off to a strong investment in modernizing our infrastructure, investing over \$3 Million dollars of municipal and grant funds into the 2024 Capital project scope. This year marks an historical benchmark for our roads program!

One of our greatest challenges remains increasing revenue to keep pace with additional infrastructure needs that parallel additional population service demands. New road lane miles need to be plowed in our new subdivisions for snow and ice removal. We need more snow trucks, more police vehicles, and we see the upcoming significant increase in Police Dispatching services fees as a monumental challenge. Additionally, we need personnel to serve the needs of our residents, as well as people to drive those trucks and service inspections and permit applications. Our 2025 Budget addresses all of these challenges.

Additionally, we face the challenge of accessibility of water and sewer capacity to support economic development and the cost of recapture agreements that encumber some downtown properties. The need to service our municipal properties remains a priority to ensure commercial and business development can be attracted to Hawthorn Woods.

The State of Illinois continues its 2% administration fee for locally imposed taxes which has negatively impacted the telecommunications tax revenue. Many households no longer have land line telephone usage, also a contributing factor to declining revenues. New trends to work remotely have 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. Our housing projects continue to increase the Village population counts each month, bringing our population count to 9,062 citizens of Hawthorn Woods. We now have more infrastructure to manage and more people to serve. Even with this incredible growth, we continue to only have 40 full-time employees, which is half the staff of what comparable communities operate with the same population. It is extraordinary the amount of services, programs, events, safety, transportation needs, and assistance we can produce with such a small group of dedicated professionals.

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 that needs to be replaced with concrete culverts under our roads and in some of our developments. The Village has identified significant areas to be

addressed now that the road referendum funding is in place and being collected. In 2024, the Indian Creek metal corrugated culvert was replaced with a concrete box culvert, making a significant infrastructure improvement in both drainage and safety areas. This year, we also began the first full year of our resurfacing project, with our planned neighborhood streets completed this summer. We also finished the Community Park parking lot reconstruction project and we are finalizing plans for the cold storage facility at Public Works. We still have our vehicles sitting in the elements both at the Public Works Building and the Police Department as we consider future building needs to house our investment in cars and trucks.

The Village remains involved in a land use matter before the Supreme Court involving issues with the 62-acre property. In other matters regarding vicious dogs in town, the Village continues to expend funds needed to secure our legal position in these matters.

In this proposed 2025 budget, we note a trend where commodities are increasing at a pace higher than revenues. The Village budget thoughtfully anticipates conservative estimates of the state revenue stream, and has slowed our budget expenditures to a tightly controlled core-services only mode. Until revenues become available through additional sales tax opportunities, the budget reflects conservative expenditures to maintain municipal operations next year.

Along with our Road Referendum new funding source, the Village is working hard to keep up with the rising costs of goods and service deliverables for our residents. The cost of concrete has significantly affected our project estimates. We are hopeful for stabilization of roadway materials as we continue our resurfacing projects next year.

Additionally, the 2025 Budget begins to address, and fund, our succession management plan. With such a limited staffing budget, we have not yet funded Deputy Directors in each department. With two significant retirements planned within the next few months, we are planning to avoid a crisis when a director retires or departs by having a second in command in place, creating stability and sustainability for Village services.

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 2025 is focused on sustainability, and conservatively moving our infrastructure and services forward. We will work tirelessly to keep our budget balanced, trending toward a model with rising costs of commodities.

## **Budget Overview**

After exhaustive rework, the Village's total budget is balanced for 2025. General Fund budgeted revenues are forecasted at \$5,588,743 and budgeted expenditures are estimated at \$5,254,680; operating transfers to other funds at \$130,000, the Capital Improvement Fund are planned at \$200,500 resulting in a planned net change in fund balance of \$8,563. 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 12/31/2014	Actual Fiscal Year Ended 12/31/2015	Actual Fiscal Year Ended 12/31/2016	Actual Fiscal Year Ended 12/31/2017	Actual Fiscal Year Ended 12/31/2018	Actual Fiscal Year Ended 12/31/2019	Actual Fiscal Year Ended 12/31/2020	Actual Fiscal Year Ended 12/31/2021	Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Estimated Fiscal Year Ended 12/31/2024
Net Change in Fund Balance	\$ 188,114	\$ 255,736	\$ (725,188)	\$ 95,605	\$ 513,180	\$ 122,289	\$ 279,608	\$ 314,737	\$ 1,961,790	\$ 384,134	\$ 100,544
Fund Balance	\$1,943,698	\$2,199,434	\$1,474,246	\$1,569,851	\$ 2,083,031	\$2,205,319	\$ 2,484,926	\$2,799,663	\$4,761,451	\$5,145,585	\$5,246,130
Fund Balance/Budget %	48%	54%	36%	39%	51%	51%	58%	63%	101%	103%	100%

Source: Audited Financial Statements

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

The Village's Fund Balance and Reserve Policy dictates that the Village should maintain a fund balance reserve at a minimum of 50% of the subsequent year's expenditure budget. Let's look back at the last ten-year trend.

The Village maintained a ratio of 48% for the 2014 operating year, increasing performance and improving services without expending Village reserves. The Village again exceeded its forecast in the 2015 operating year; and as of December 31, 2015 a 54% ratio was achieved. As of December 31, 2016, the Fund Balance in the General Fund was 36% of the following year's expenditure budget. Since the fund balance was consistently in excess of the stated policy, the Village Board approved a transfer of \$800,000 from the General Fund to the Capital Improvement Fund to fund much needed capital projects. Each subsequent year, the Village has analyzed the General Fund balance to assure compliance with the fund balance policy. Excess reserves, if achieved, may be transferred to the Capital Improvement Fund. For December 31, 2018 and December 31, 2019, the fund balance was 51% for both fiscal years. As of December 31, 2020, the fund balance saw a 7% increase from Fiscal Year 2019 to 58% of the subsequent year's operating budget in Fiscal Year 2020. As of December 31, 2021, the fund balance was 63% of the subsequent year's operating budget and due to the funds received through the CARES act, the Village was able to increase the fund balance. As of December 31, 2022, the fund balance was 101% of the subsequent year's operating budget. The substantial increase in the fund balance for Fiscal Year 2022 is due to the American Rescue Plan Act (ARPA) funds received in September 2021 and September 2022. Although the Village received the first APRA payment in 2021, the funds were recognized on our Annual Comprehensive Financial Report for Fiscal Year 2022.

### Significant Changes as Summarized in the 2025 Budget:

Total headcount has increased by one in Fiscal Year 2024 due to the addition of a Parks Maintenance Recreation Manager. The need to add this position in 2024 is due to the Village's commitment to succession planning. In the past, we have utilized a conservative approach to hiring part-time interns and seasonal staff to assist with the growing workload without adding to the full-time head count. However, with the Village increasing in population, growth in staffing and equipment will be needed to keep pace with the growing needs of our community.

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 2025 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 Fiscal Year 2021, the Village issued \$1,103,000 Revenue Refunding Bonds (Aquatic Center Project), Series 2021 to refund \$1,360,000 of the Revenue Bonds (Aquatic Center Project), Series 2011. As a result, there were taxable bonds created so the Village could repay the funds borrowed from the Sewer Fund. This repayment, with interest, is ongoing through the next fiscal year.

Significant Personnel changes include:

1. One Director of Community Engagement will be eliminated. (Minus 1.0 FTE)
2. One Deputy Director of Community Development will be created (Plus 1.0 FTE)

The net result is a 0.00 increase in FTE for Fiscal Year 2025. A detailed analysis can be found starting on page x.

Savings Opportunities:

1. General Fund – Human Resources is forecasting a \$14,481 savings for salaries due to the change in salary allocations for the Chief Financial Officer.
2. 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 - \$73,510 additional revenue based upon capturing new growth from new home construction. It is important to note that the 2017 property tax levy request was 0.7% (CPI), the 2018 property tax request was 2.1% (CPI), the 2019 property tax levy request was 2.1% (CPI), the 2020 property tax levy request was 1.9%(CPI), the 2021 property tax levy request was 2.3%(CPI), the 2022 property tax levy request was 1.4%(CPI), the 2023 property tax levy request was 7.0% (CPI), the CPI for the 2024 property tax levy is 6.5%, and the CIP for the 2025 property tax levy is 3.4%.
2. Sales Tax - \$50,000 additional revenue based on estimated actual 2024 results.
3. State Income Tax - \$71,680 additional revenue based on the Illinois Municipal League (IML) projections. Due to the economic growth of 3% state-wide, IML projects an increase in income taxes for Fiscal Year 2025. Due to this fact, the IML per capita forecast estimate increased from \$168.00 to \$175.91.
4. Utility Tax - \$5,000 additional revenue based on the Utility billing audit conducted by Azavar Audit. As a result of this audit, the Village was informed of addresses that were in our boundaries that were not being charged any Utility taxes based on ComEd coding errors.

Forecasted Stagnant/Declining Revenue Sources:

1. Use Tax - \$151,517 decline based on Illinois Municipal League (IML) projections. Based on legislative changes like Leveling the Playing Filed Act, effective January 1, 2025, IML projects a decrease in use taxes for Fiscal Year 2025. Due to this fact, the IML per capita forecast estimate increased from \$42.60 to \$25.88.

2. Sales Tax Sharing - \$3,000 decline based on projected actuals in Fiscal Year 2024.

#### Increased Expenditures for Essential Operations:

1. General Fund – Risk Management - \$80,970 increase in total contractual services compared to Fiscal Year 2024 due to the decreases in Liability Insurance, Workers Compensation, and Insurance Allocation due to the allocation of expenses between multiple funds in Fiscal Year 2025.
2. General Fund – Technology - \$31,312 increase in total contractual services primarily due to the replacement and additional of staff computers and the implementation of Office 365 for Fiscal Year 2025.
3. General Fund – Police Department - \$7,092 increase in police pension contribution based on the actuary estimate provided by Lauterbach & Amen for Fiscal Year 2025. The exact amount we can contribute will be determined as the year progresses.
4. General Fund – Public Works - \$17,652 in total expenses primarily due to the addition of two part-time employees and contractual maintenance – buildings for contractual cleaning services for Fiscal Year 2025.

#### Significant Changes in Other Funds:

1. Community Development - \$154,709 increase in fund balance primarily due to the decrease of in Building Inspections based upon the hiring of a new Deputy Director for Community Development. This would eliminate the need for the Village of Mundelein to conduct our inspections in Fiscal Year 2025.

Due to anticipated revenues in Fiscal Year 2025, we are initiating a planned annual transfer to the Capital Improvement Fund in December 2024. As these funds accumulate annually, we will be in a better financial position to purchase equipment and vehicles as funds accrue.

### **Priority Based Budgeting**

A detailed analysis was conducted to prioritize our programs and services in each department. These priorities were reviewed and updated for 2025. Determinations for funding were cross referenced to a list of 7 priorities for funding. A separate executive summary details the transparency initiative.

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 2025 budget, is a detailed inventory of all Public Works vehicles and equipment with a detailed replacement cost analysis. This is a component that complements our municipal capital assets with make, model, serial number and voltage for all of our electrical machinery.

Our Capital Replacement Program contains necessary funding, as the 2025 budget reflects essential and obligatory spending considerations. Only emergency life, safety, and critical maintenance purchases will be considered until revenue opportunities are attained through grants, additional taxing opportunities, non-tax revenues, sales tax, or other relief avenues.

## Employee Census

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

Function/Program	12/31/15	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	12/31/21	12/31/22	12/31/23	12/31/24	Proposed 12/31/25
GENERAL GOVERNMENT											
Administration	3.0	3.0	3.0	3.0	3.0	4.0	4.0	4.0	3.0	3.0	2.0
Finance/Human Resources	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
COMMUNITY DEVELOPMENT											
Planning/Economic Development	1.0	1.0	1.0	1.0	1.0	-	-	1.0	1.0	1.0	2.0
Building & Zoning	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
PARKS AND RECREATION											
Administration	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	4.0
Parks Maintenance	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	2.0
PUBLIC SAFETY											
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0
Officers	12.0	12.0	12.0	12.0	12.0	12.0	12.0	13.0	13.0	13.0	13.0
PUBLIC WORKS											
Administration	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Maintenance	6.0	6.0	6.0	5.0	6.0	6.0	6.0	7.0	7.0	7.0	7.0
TOTAL	36.0	36.0	35.0	34.0	35.0	36.0	36.0	39.0	39.0	40.0	40.0

### Data Source

Village Records

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

## Local Economy and Finances

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

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

According to the recently released financial indicators from the State of Illinois Department of Revenue, some the Village's shared revenues are forecasted to increase in 2025. The increase can be attributed to multiple factors, depending on the specific

State shared revenue source. This 2025 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 \$1,943,698 in 2014 to \$5,145,585 in 2023 which is 103% of the 2025 Budgeted Expenses. However, as we celebrate this significant turn-around, there is still much work to be done to achieve our goal of financial security. Major projects and equipment purchases have been put on hold including the purchase of new Public Works and Police vehicles, because of the need to fund 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, 2025. 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. We will move cautiously protecting our assets until new opportunities for revenue are realized.

In summary, we acknowledge that the budget has been conservative to reflect expenditures only for core service operations while our funds are needed for litigation. In order to keep the level of service at an excellent level, and initiate priority services such as ADA compliance, streets maintenance, flood control projects, and drainage improvements in the foreseeable future, we are pleased that we will now start collecting a new funding source for our streets and drainage program. As the rising price of commodities outpaces new revenues, new funding sources should be sought to sustain financial success. Staff continues to work with the Board seeking tax-generating new business and commercial opportunities that could be a welcomed source of revenue for the Village.

We acknowledge, with great appreciation, that the preparation of this budget document was the work of numerous hours of dedicated effort by staff, Finance Chair, Jayne Kosik, the entire Finance Committee, as well as Mayor Dominick DiMaggio and the Board of Trustees. We extend our sincere appreciation to all of those dedicated individuals who contributed time and talent to the compilation of the fiscal year ended December 31, 2025 budget.



Pamela O. Newton MSOL  
Chief Operating Officer



Katreina S. Koprowski MBA MSA  
Chief Financial Officer

**VILLAGE BOARD OF TRUSTEES**

Dominick DiMaggio, Mayor  
Cathy Bayer, Trustee  
Anne Hurst, Trustee  
James W. Kaiser, Trustee  
Farah Laman, Trustee  
Jodi McCarthy, Trustee  
Tom Rychlik, Trustee

**VILLAGE COMMITTEES AND COMMISSIONS**

<p><b>Board of Police Commissioners</b> Thomas Stevens, Chairperson Joe Blanchette, Secretary Harry Mazzone</p>	<p><b>Sustainability Committee</b> Mary Kay Kolseth, Chairperson Anne Hurst, Trustee Liaison Kathy Felice Jodi Clute Mahmood Mohiuddin John Bickley Todd Klein Cathy Bayer Farah Laman</p>
<p><b>Finance Committee</b> Jayne Kosik, Chairperson Jodi McCarthy, Trustee Liaison Kurt Kolseth Anne Hurst Cathy Bayer</p>	<p><b>Planning Building and Zoning Commission</b> Jim Merkel, Chairperson Tom Rychlik, Trustee Liaison Teresa Nortillo Audrey Massel Larry Glickman Kurt Preble Dante Tisci Nick Blackshaw</p>
<p><b>Police Pension Fund Board of Trustees</b> John Tennant, Chairperson Sarah Canada Dennis Hoppe Jennifer Paulus – Retiree Neil Koplitz</p>	<p><b>Zoning Board of Appeals</b> John Kosik, Chairperson Cathy Bayer, Trustee Liaison Jeff Johnston Harry Schildkraut Pam Scaletta</p>
<p><b>Hawthorn Woods in Bloom</b> Lauren Vondrasek, Chairperson James W. Kaiser, Trustee Liaison Bob Riddle Samina Imtiaz Farah Laman Beryl Ibbotson Karen Johanson Megan Masana Appaji Valavala DiAnn Meagher Pam Scaletta Sally Folkes Rosey Madulara</p>	

## VILLAGE STAFF

Staff Member	Titles	Departmental Responsibility	2024 FTE	2025 FTE	CHANGE
Pamela Newton	Chief Operating Officer	Administration	0.85	0.80	(0.05)
		Legal			
		Village Clerk			
		Risk Management			
		Human Resources			
		Technology			
		Finance			
		Engineering			
		Police			
		Public Works			
		Building and Zoning			
		Parks & Recreation			
		Aquatic Center			
		Community Development			
Economic Development	0.05	0.05	-		
Community Events					
Sewer	0.10	0.15	0.05		
Donna Lobaito	Chief Administrative Officer	Administration	0.30	0.30	-
		Legal			
		Engineering			
		Village Clerk	0.20	0.30	0.10
		Technology			
		Building and Zoning			-
		Economic Development	0.10	0.10	-
Planning	0.40	0.30	(0.10)		
Kim Stewart	Communications Coordinator	Administration	0.90	0.90	-
		Sewer	0.10	0.10	-
Vacant	Intern	Administration	-	-	-
		Technology			
Danette Russell	Finance Manager	Finance	0.50	0.50	-
		Economic Development	0.05	0.05	-
		Human Resources	0.10	0.10	-
		Risk Management	0.05	0.05	-
		Deputy Manager			
		Aquatic Center	0.20	0.20	-
		Sewer	0.10	0.10	-
Katreina Koprowski	Chief Administrative Officer	Administration	-	0.10	0.10
	Chief Financial Officer	Finance	0.55	0.30	(0.25)
		Economic Development	-	0.10	0.10
	Director of Human Resources	Human Resources	0.25	0.15	(0.10)
	Risk Management Director	Risk Management	0.05	0.05	-
	Village Clerk	Village Clerk	-	0.30	0.30
		Technology			
		Aquatic Center	-	-	-
	Sewer	0.15	-	(0.15)	
Vacant	Intern	Finance	-	-	-

**VILLAGE STAFF – CONTINUED**

Staff Member	Titles	Departmental Responsibility	2024 FTE	2025 FTE	CHANGE
John Malcolm	Interim Chief of Police/Director of Public Safety	Police	1.00	1.00	-
Sarah Canada	Deputy Chief	Police	1.00	1.00	-
John Tennant	Sergeant	Police	1.00	1.00	-
Anthony Cortez	Sergeant	Police	1.00	1.00	-
Michael Behan III	Sergeant	Police	1.00	1.00	-
Donald Rathje	Sergeant	Police	1.00	1.00	-
Armando Escamilla	Patrol Officer	Police	1.00	1.00	-
Michael Rossini	Patrol Officer	Police	1.00	1.00	-
Brian Cvitkovich	Patrol Officer	Police	1.00	1.00	-
Patrick Pagliuco	Patrol Officer	Police	1.00	1.00	-
Jacobo Hernandez, Jr	Patrol Officer	Police	1.00	1.00	-
David Carrillo, Jr	Patrol Officer	Police	1.00	1.00	-
Mary Tesinsky	Patrol Officer	Police	1.00	1.00	-
Ramon Carreno	Patrol Officer	Police	1.00	1.00	-
Gabriela Kakareko	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	-
Logan Albanese	Crew Leader - Parks	Public Works	-	0.50	0.50
		Parks Maintenance	1.00	0.30	(0.70)
		Aquatic Center	-	0.05	0.05
		Sewer	-	0.15	0.15
VACANT	Crew Leader - Facilities & Utilities	Public Works	0.55	0.55	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.20	0.20	-
David Charneco-Soto	Specialist III - Facilities & Utilities	Public Works	0.55	0.55	-
		Community Events	0.05	0.05	-
		Aquatic Center	0.20	0.20	-
		Sewer	0.20	0.20	-
VACANT	Specialist III - Streets	Public Works	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-
Jeff Nebel	Specialist III - Streets & Facilities	Sewer	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-
Brian Wadkins	Crew Leader - Streets	Public Works	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-
Justen Schroeder	Specialist III - Streets Maintenance	Public Works	0.25	0.25	-
		Motor Fuel Tax	0.75	0.75	-

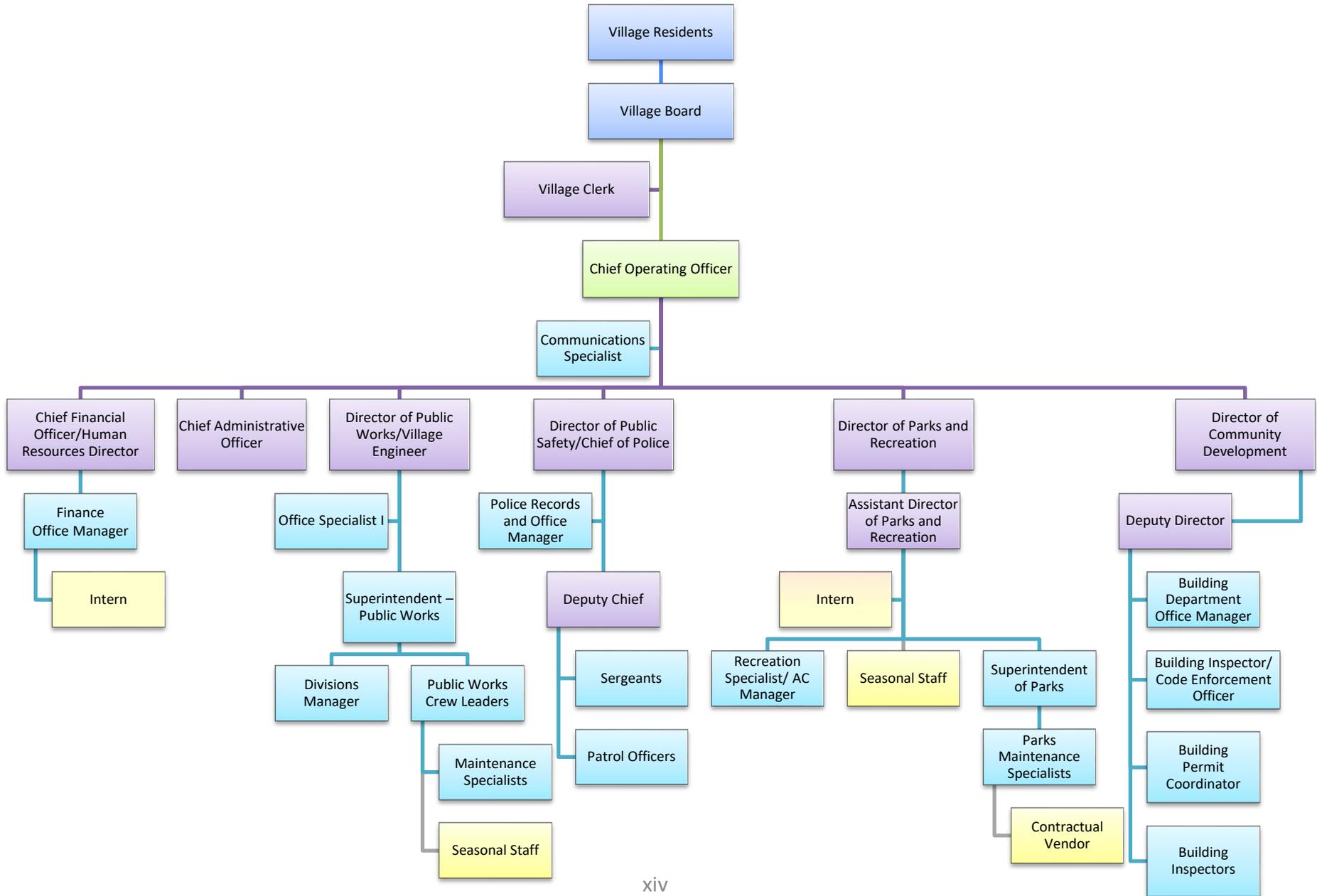
**VILLAGE STAFF - CONTINUED**

Staff Member	Titles	Departmental Responsibility	2024 FTE	2025 FTE	CHANGE
Kelley Foster	Office Specialist	Public Works	1.00	1.00	-
Todd Knoll	Crew Leader - Fleet	Public Works	0.70	0.70	-
		Police	0.15	0.15	-
		Parks Maintenance	0.15	0.15	-
Vacant	Part Time Arborist	Public Works	0.10	0.10	-
New Hire	Summer Seasonal	Public Works	-	-	-
Chris Heinen	Director of Community Development	Planning, Building & Zoning	0.60	0.60	-
		Economic Development	0.40	0.40	-
Vacant	Deputy Director - Community Development	Planning, Building & Zoning	-	0.60	0.60
		Economic Development	-	0.40	0.40
Joe Soucek	Building Inspector/Code Enforcement Officer	Planning, Building & Zoning	1.00	1.00	-
Amy Belmonte	Community Development Office Manager	Planning, Building & Zoning	1.00	1.00	-
Vacant	Building Permit Coordinator	Planning, Building & Zoning	1.00	1.00	-
Vacant	Intern - Building and Zoning	Planning, Building & Zoning	-	-	-
Amy Mason	Director of Parks & Recreation	Parks & Recreation Admin.	0.60	0.50	(0.10)
		Parks Maintenance	0.10	0.10	-
		Community Events	0.30	0.30	-
		Aquatic Center	-	0.10	0.10
Ryan Mathy	Assistant Director of Parks & Recreation	Parks & Recreation Admin.	-	0.10	0.10
		Parks Maintenance	1.00	0.70	(0.30)
		Community Events	-	0.10	0.10
		Aquatic Center	-	0.10	0.10
Jennifer Sprow	Recreation Manager	Parks & Recreation Admin.	1.00	0.30	(0.70)
		Community Events	-	0.70	0.70
John Sanchez	Parks Maintenance Specialist II	Parks Maintenance	1.00	1.00	-
		Public Works			
Vacant	Seasonal	Parks and Recreation	-	-	-
Vacant	Seasonal Parks Maintenance	Parks Maintenance	0.20	0.20	-
Teagan Johnson	Aquatic Center Manager	Aquatic Center	0.60	0.60	-
	Recreation Specialist I	Parks & Recreation Admin.	0.40	0.40	-
Vacant	Summer Seasonal	Aquatic Center	13.50	13.50	-
		<b>TOTAL</b>	<b>53.80</b>	<b>53.80</b>	<b>-</b>

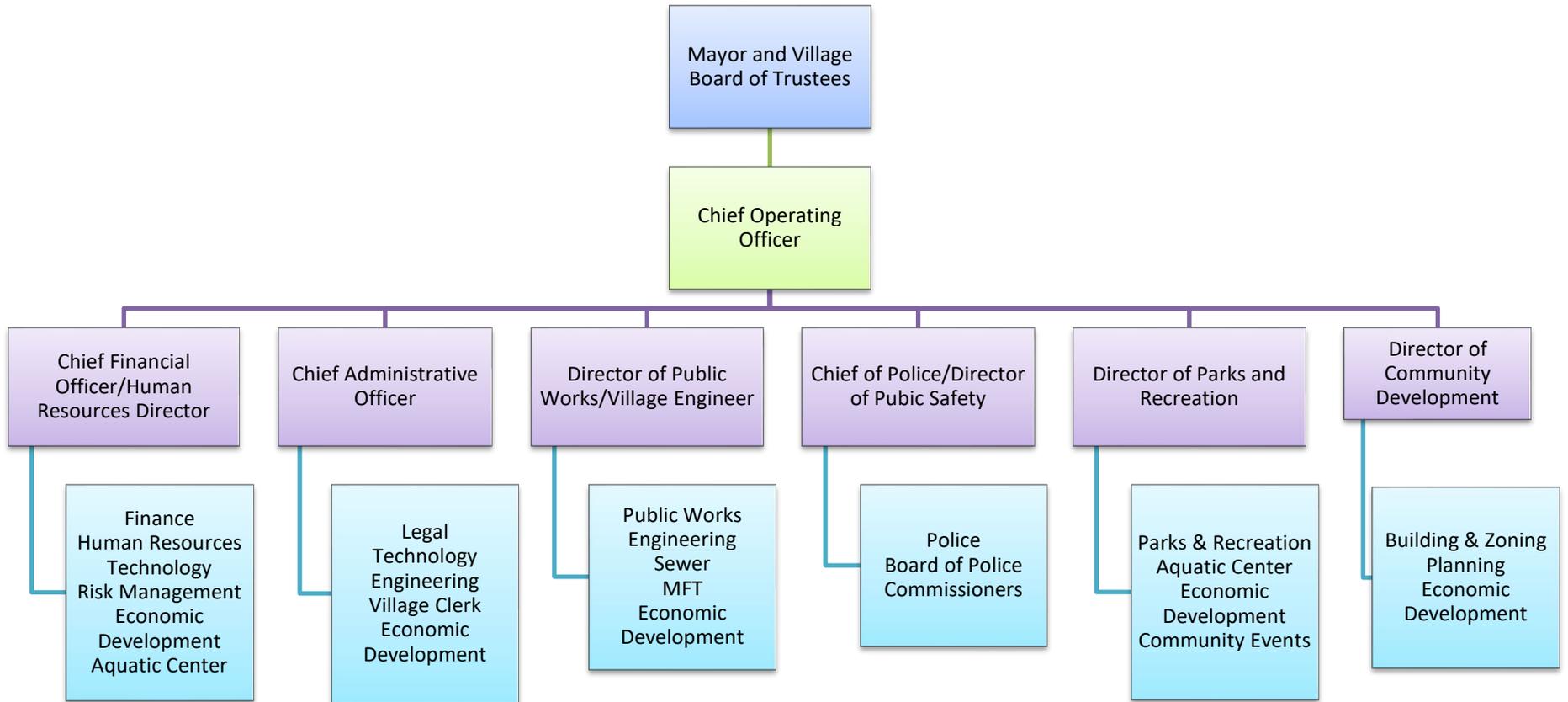
The total FTE (full time equivalents) increased by 0.00.

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

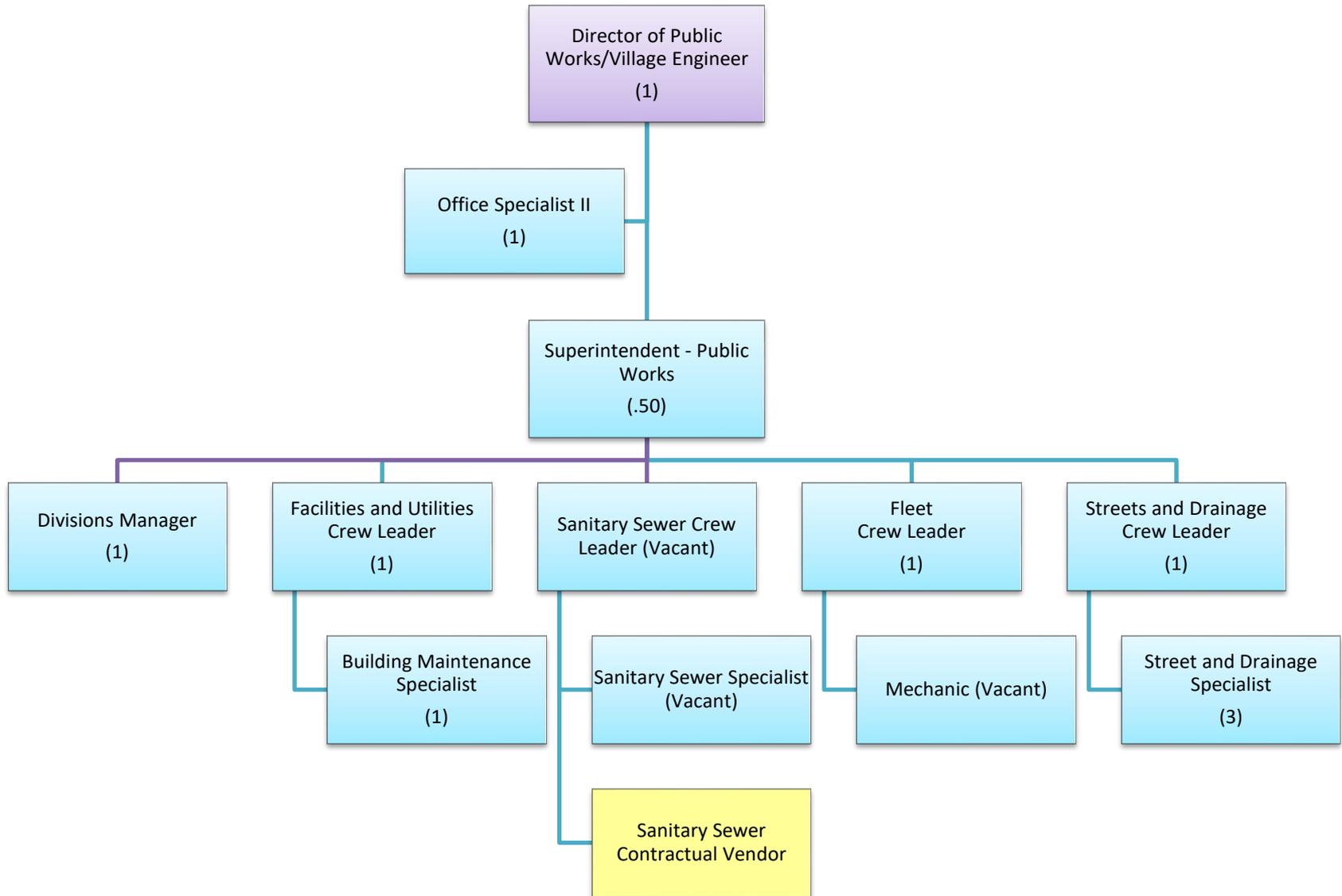
# Village of Hawthorn Woods – Organizational Chart



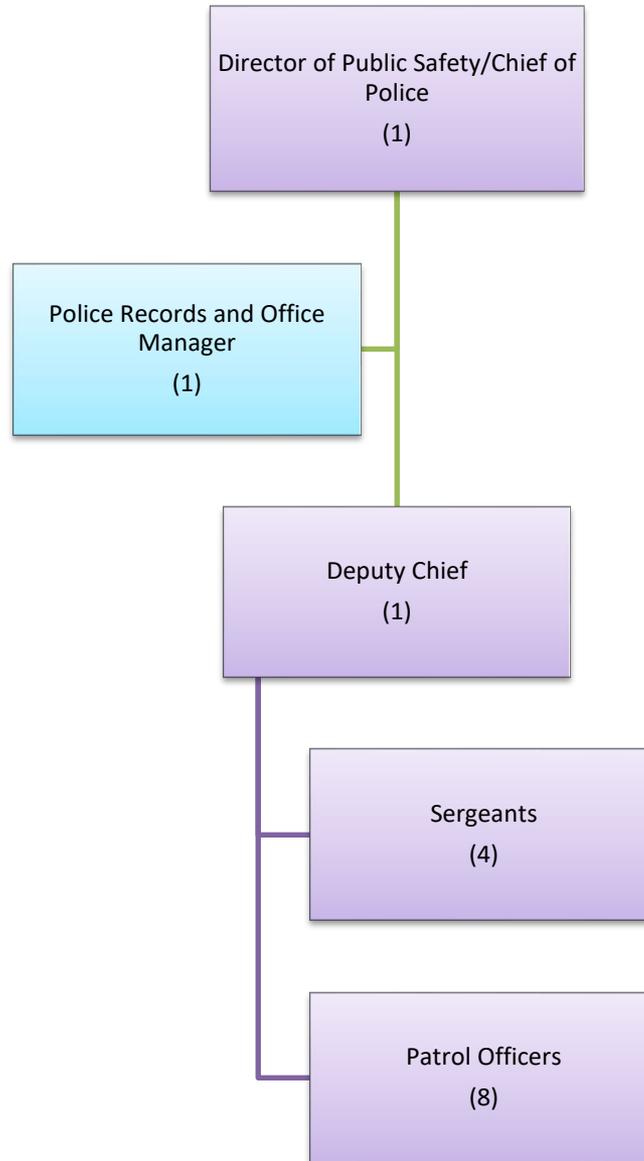
# Administration Department Organizational Chart



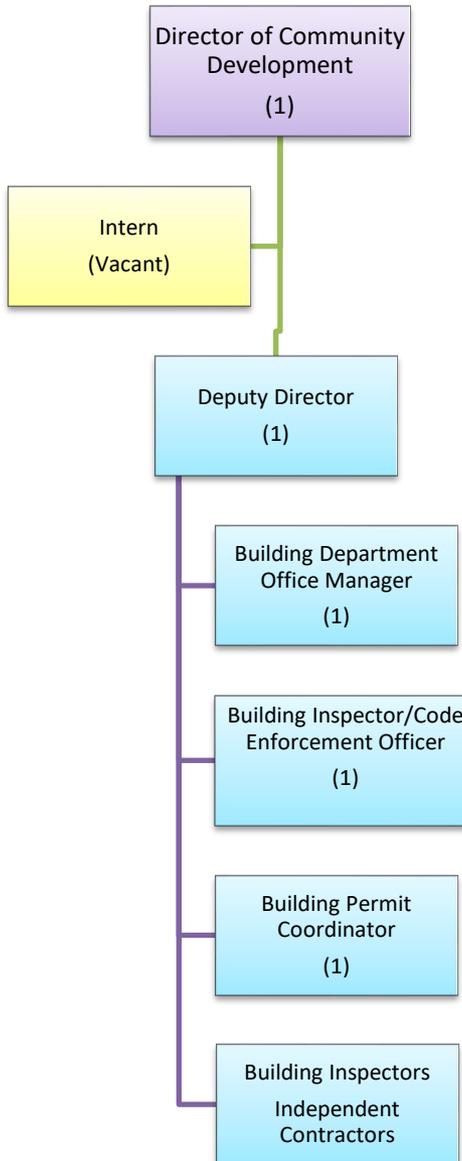
# Public Works Department Organizational Chart



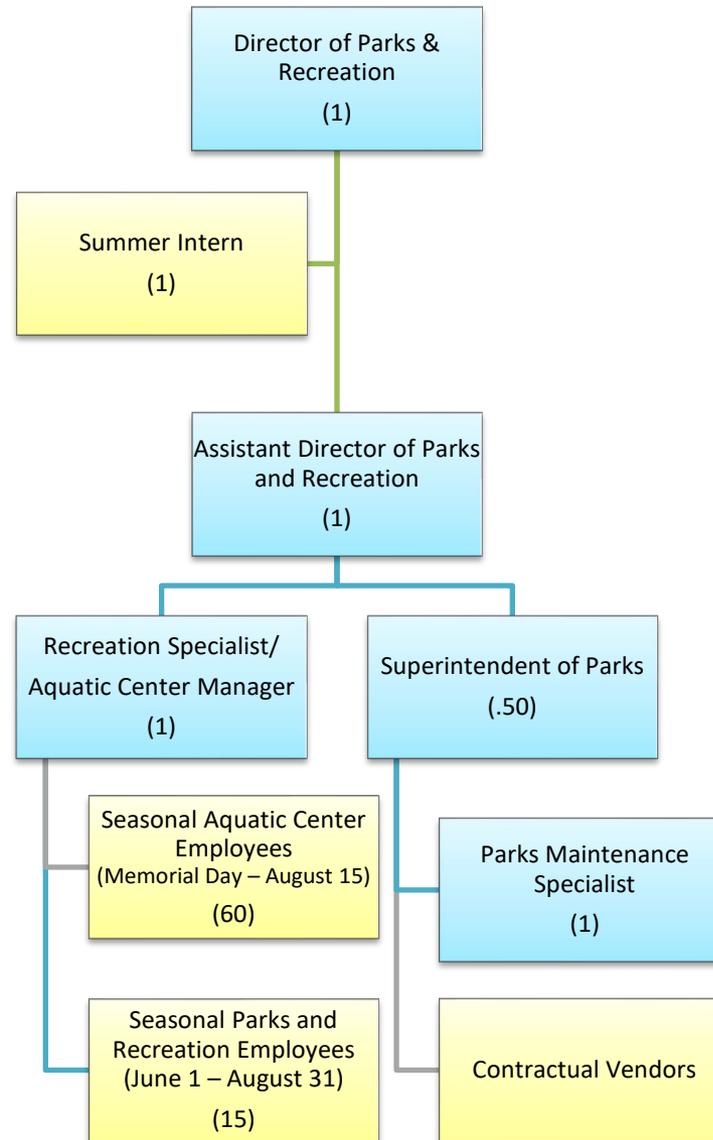
# Police Department Organizational Chart



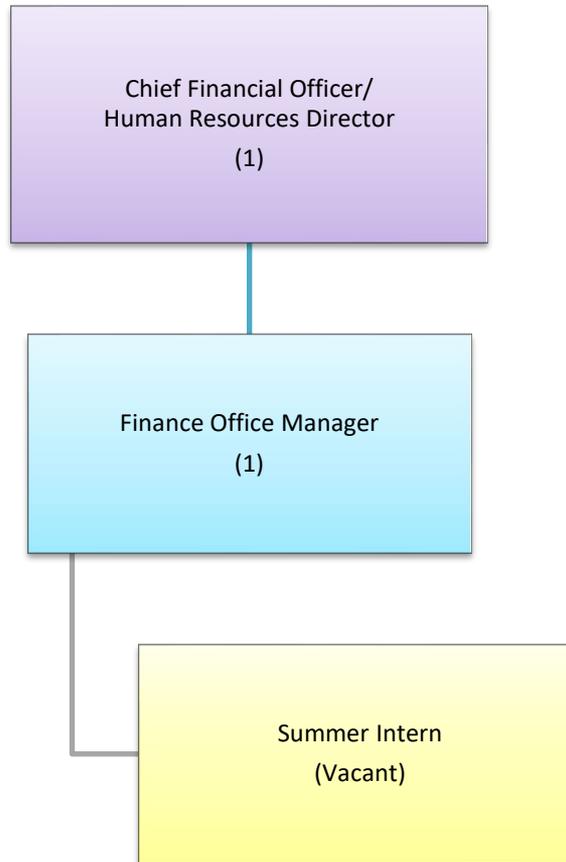
# Community Development Department Organizational Chart



# Parks and Recreation Department Organizational Chart



# Finance and Human Resources Department Organizational Chart



## GENERAL FUND

### Revenues

Actual Fiscal Year Ended 12/31/2021	Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
					2025	2026
				General Government		
4,134,062	4,739,535	4,775,624	4,963,283	Taxes	5,037,769	5,300,957
365,153	359,517	181,463	184,080	Licenses	182,275	182,275
120	1,740	220	-	Fees & Permits	180	180
59,623	1,257,871	71,933	70,000	Intergovernmental	67,000	70,000
265	13,674	62,340	3,500	Interest Income	50,000	45,000
10,477	9,858	47,626	11,219	Miscellaneous	15,719	15,719
				Parks & Recreation		
-	-	-	-	Administration	189,184	192,918
-	-	-	-	Recreation Programs	143,950	152,050
-	-	-	-	Maintenance	211,427	216,033
171,576	145,101	209,870	161,300	Police	240,800	176,300
2,038	5,407	2,177	-	Public Works	-	-
<b>4,743,313</b>	<b>6,532,725</b>	<b>5,351,254</b>	<b>5,393,382</b>	<b>Total Revenues</b>	<b>6,138,304</b>	<b>6,351,432</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2021	Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
					2025	2026
2,068	912	1,550	3,315	Elected Officials	18,212	32,934
418,470	454,440	457,504	513,174	Administration	518,122	543,751
				Parks & Recreation		
-	-	-	-	Administration	230,212	240,450
-	-	-	-	Recreation Programs	86,979	91,720
-	-	-	-	Maintenance	537,566	569,026
280,997	256,252	236,371	247,750	Legal	247,150	243,230
44,383	47,312	48,576	55,105	Village Clerk	101,149	107,531
429,887	434,137	438,503	615,244	Risk Management	696,079	688,035
46,796	40,636	50,459	84,082	Human Resources	69,196	72,614
94,452	93,378	118,382	135,642	Technology	166,954	173,300
154,455	150,314	172,322	182,436	Finance	173,554	186,794
35,232	18,955	26,064	34,012	Engineering	35,036	36,255
1,754,846	1,792,629	1,972,135	1,983,626	Police	2,200,063	2,245,546
411,152	393,151	342,726	417,295	Police Pension Contribution	324,387	424,387
1,004	6,066	3,279	4,475	Police Commission	6,475	4,475
541,674	579,915	611,035	705,442	Public Works	691,238	764,595
<b>4,215,406</b>	<b>4,268,097</b>	<b>4,478,906</b>	<b>4,981,597</b>	<b>Total Expenditures</b>	<b>6,102,372</b>	<b>6,424,642</b>

				<b>Excess (Deficiency) of Revenues Over Expenditures</b>	35,932	(73,210)
527,907	2,264,630	872,348	411,785	<b>Transfer to Parks &amp; Rec</b>	-	-
-	-	-	-	<b>Transfer from Special Rec</b>	-	-
90,000	90,000	90,000	-	<b>Transfer from Other Funds</b>	-	-
-	10,050	-	-	<b>Transfer to Comm. Dev.</b>	-	-
-	(150,000)	(330,000)	(60,000)	<b>Transfer to C.I.P. Fund</b>	(1,561,500)	-
(303,170)	(252,890)	(248,214)	(251,241)	<b>Transfer to Sewer Fund</b>	(169,000)	-
<b>314,737</b>	<b>1,961,790</b>	<b>384,134</b>	<b>100,544</b>	<b>Net Change in Fund Balance</b>	<b>(1,694,568)</b>	<b>(73,210)</b>
<b>2,799,662</b>	<b>4,761,451</b>	<b>5,145,585</b>	<b>5,246,130</b>	<b>Fund Balance as of 12/31</b>	<b>3,551,561</b>	<b>3,478,352</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>GENERAL FUND</b>						
<b>REVENUES</b>						
TAXES						
01-10-00-1-3010	PROPERTY TAXES	1,662,253	1,838,521	922,190	1,654,669	2,018,632
01-10-00-1-3012	PROPERTY TAX-INSURANCE	193,427	229,757	103,499	206,781	249,447
01-10-00-1-3013	PROPERTY TAX-FICA	130,371	74,880	66,553	67,392	81,297
01-10-00-1-3015	PROPERTY TAX-AUDIT	27,690	26,398	13,767	23,758	28,660
01-10-00-1-3020	PROPERTY TAXES-R&B	52,190	23,585	13,272	21,227	25,607
01-10-00-1-3030	SALES TAX	351,790	300,000	173,285	346,570	367,500
01-10-00-1-3040	CANNABIS TAX	12,790	14,862	7,539	15,077	16,651
01-10-00-1-3080	USE TAX	354,697	386,041	179,409	358,817	246,251
01-10-00-1-3090	STATE INCOME TAX	1,447,378	1,522,416	856,970	1,713,940	1,673,801
01-10-00-1-3095	PERSONAL PROPERTY TAX	5,215	3,822	1,866	3,822	2,800
01-10-00-1-3096	FOOD & BEVERAGE TAX	23,679	22,000	9,512	22,000	36,750
01-10-00-1-3097	UTILITY TAX	425,838	440,000	225,539	440,000	467,250
01-10-00-1-3098	TELECOM TAX	86,089	80,000	45,235	80,000	84,000
01-10-00-1-3099	AMUSEMENT TAX	2,218	1,000	-	2,200	2,310
TOTAL TAXES		4,775,624	4,963,283	2,618,634	4,956,254	5,300,957
LICENSES						
01-10-00-2-3110	LIQUOR LICENSES	7,225	9,080	8,650	8,650	9,275
01-10-00-2-3140	FRANCHISE LICENSES	163,838	165,000	79,144	163,000	163,000
01-10-00-2-3150	BUSINESS LICENSES	10,400	10,000	10,220	10,220	10,000
TOTAL LICENSES		181,463	184,080	98,014	181,870	182,275
PERMITS						
01-10-00-3-3290	SOLICITORS' PERMIT	220	-	-	180	180
INTERGOVERNMENTAL						
01-10-00-5-3805	GRANTS	7,339	-	-	-	-
01-10-00-5-3810	SALES TAX SHARING - IGA	64,593	70,000	33,485	67,000	70,000
TOTAL INTERGOVERNMENTAL		71,933	70,000	33,485	67,000	70,000
INTEREST INCOME						
01-10-00-6-3810	INTEREST INCOME	62,340	3,500	16,367	50,000	45,000
01-10-00-6-3811	UNREALIZED GAIN (LOSS)	-	-	-	-	-
TOTAL INTEREST INCOME		62,340	3,500	16,367	50,000	45,000
MISCELLANEOUS						
01-10-00-7-3836	SWALCO WM FEE	3,719	3,719	3,719	3,719	3,719
01-10-00-7-3840	YARD STICKERS	11,126	4,000	5,685	11,000	11,000
01-10-00-7-3870	TUITION REIMBURSEMENT REPAID	-	-	-	-	-
01-10-00-7-3890	MISCELLANEOUS INCOME	32,782	3,500	195	1,000	1,000
TOTAL MISCELLANEOUS		47,626	11,219	9,599	15,719	15,719
TOTAL REVENUES		5,139,207	5,232,082	2,776,098	5,271,023	5,614,131

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Property Taxes

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

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

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

FY 2024 Budget request	\$ 1,838,521
FY 2025 Budget request	<u>\$ 1,912,031</u>
Increase (Decrease)	<u>\$ 73,510</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 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 229,757
FY 2025 Budget request	\$ 237,568
Increase (Decrease)	<u>\$ 7,812</u>

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**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ 74,880
FY 2025 Budget request	<u>\$ 77,426</u>
Increase (Decrease)	<u>\$ 2,546</u>

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**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 26,398
FY 2025 Budget request	\$ 27,296
Increase (Decrease)	<u>\$ 898</u>

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**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 23,585
FY 2025 Budget request	<u>\$ 24,387</u>
Increase (Decrease)	<u>\$ 802</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 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Sales Tax

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

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

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

FY 2024 Budget request	\$ 300,000
FY 2025 Budget request	\$ 350,000
Increase (Decrease)	<u>\$ 50,000</u>

The primary reason for the increase is based upon projected actuals from Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Cannabis Tax

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

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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 2024 Budget request	\$ 14,862
FY 2025 Budget request	\$ 15,859
Increase (Decrease)	<u>\$ 997</u>

The cannabis tax forecast will vary from year to year. For Fiscal Year 2025, the forecast is equal to \$1.75 per capita X 9,062 population. The primary reason for the increase is based upon the average annual sales growth of 8% for the State of Illinois, according to the IML estimate for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Use Tax

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

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

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

FY 2024 Budget request	\$ 386,041
FY 2025 Budget request	\$ 234,525
Increase (Decrease)	<u>\$ (151,517)</u>

The use tax forecast varies from year to year. For Fiscal Year 2025, the forecast is equal to \$25.88 per capita x 9,062 population. The primary reason for the decrease is based upon legislative changes like Leveling the Playing Field Act, effective January 1, 2025 which reduces the use taxes for Fiscal Year 2025. But we will see an increase in Sales Tax due the increased Retailer's Occupation collections.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** State Income Tax

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

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

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

FY 2024 Budget request	\$ 1,522,416
FY 2025 Budget request	\$ 1,594,096
Increase (Decrease)	<u>\$ 71,680</u>

The income tax forecast varies from year to year. For Fiscal Year 2025, the forecast is equal to \$175.91 per capita x 9,062 population. The primary reason for the increase is based upon economic growth of 3% for individual income tax for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 3,822
FY 2025 Budget request	<u>\$ 2,381</u>
Increase (Decrease)	<u><u>\$ (1,441)</u></u>

The primary reason for the decrease is based upon the estimates provided by the Illinois Municipal League for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Description:** Food & Beverage tax  
**Account Number:** 01-10-00-1-3096

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This account is used to record the food & beverage tax of 1% on the purchase price of food, alcoholic liquor, and non-alcoholic beverages for immediate consumption. This tax is effective as of August 1, 2022.

The Food & Beverage Tax revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ 22,000
FY 2025 Budget request	<u>\$ 35,000</u>
Increase (Decrease)	<u><u>\$ 13,000</u></u>

The primary reason for the increase is based upon the projected taxes that will be received from the new event venue in the Village for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Utility Tax

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

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

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

FY 2024 Budget request	\$ 440,000
FY 2025 Budget request	<u>\$ 445,000</u>
Increase (Decrease)	<u>\$ 5,000</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Telecom Tax

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

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

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

FY 2024 Budget request	\$ 80,000
FY 2025 Budget request	\$ 80,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 2,200
Increase (Decrease)	<u>\$ 1,200</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Liquor Licenses

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

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

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

FY 2024 Budget request	\$ 9,080
FY 2025 Budget request	<u>\$ 9,275</u>
Increase (Decrease)	<u>\$ 195</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 165,000
FY 2025 Budget request	<u>\$ 163,000</u>
Increase (Decrease)	<u><u>\$ (2,000)</u></u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Solicitors' Permit

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 180
Increase (Decrease)	<u>\$ 180</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Business Licenses

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

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

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

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Grants

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 70,000
FY 2025 Budget request	\$ 67,000
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Interest Income

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

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

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

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	<u>\$ 50,000</u>
Increase (Decrease)	<u><u>\$ 46,500</u></u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 3,719
FY 2025 Budget request	<u>\$ 3,719</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Description:** Yard Stickers

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

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

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

FY 2024 Budget request	\$ 4,000
FY 2025 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ 7,000</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ (2,500)</u></u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.



# ELECTED OFFICIALS



Mayor Dominick DiMaggio



Trustee Cathy Bayer



Trustee Anne Hurst



Trustee James W. Kaiser



Trustee Farah Laman



Trustee Jodi McCarthy



Trustee Thomas A. Rychlik

# ELECTED OFFICIALS

## Department Purpose

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

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	0
Part-Time	7	7	7	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-		
912	1,550	3,315	Personnel Services	14,802
912	1,550	3,315	Contractual Services	3,410
			<b>Total Expenditures</b>	<b>18,212</b>
				<b>32,934</b>

(912)	(1,550)	(3,315)	<b>Source (Use) of Cash</b>	(18,212)	(32,934)
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## Significant Changes

- \$14,802 increase in Personnel Services based on compensation paid to Elected Officials (Mayor and Trustees) after the 2025 Election.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ELECTED OFFICIALS</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-12-1-4010	SALARIES	-	-	-	13,750	27,500
01-10-12-1-4040	IMRF	-	-	-	-	-
01-10-12-1-4090	FICA MATCHING	-	-	-	1,052	2,104
TOTAL PERSONNEL SERVICES		-	-	-	14,802	29,604
CONTRACTUAL SERVICES						
01-10-12-3-4357	PRINTING/COPYING	152	100	16	100	100
01-10-12-3-4361	DUES	-	415	408	415	415
01-10-12-3-4365	PROFESSIONAL DEVELOPMENT	204	400	20	435	415
01-10-12-3-4390	MISCELLANEOUS EXPENSE	1,194	2,400	352	2,400	2,400
TOTAL CONTRACTUAL SERVICES		1,550	3,315	795	3,410	3,330
TOTAL EXPENDITURES		1,550	3,315	795	18,212	32,934

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ELECTED OFFICIALS  
**Description:** Salaries  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-12-1-4010

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This account is used to pay the salaries of the Elected Officials, as follows:

Mayor - \$12,500 annually  
Trustee - \$5,000 annually

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 13,750
Increase (Decrease)	<u>\$ 13,750</u>

The primary reason for the increase is based on the addition of compensation for the Elected Officials, effective June 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 1,052
Increase (Decrease)	<u>\$ 1,052</u>

The primary reason for the increase is based on the addition of compensation for the Elected Officials, effective June 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ELECTED OFFICIALS

**Description:** Printing/Copying

**Priority:** 1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-12-3-4357

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

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ELECTED OFFICIALS

**Description:** Dues

**Priority:** 1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-12-3-4361

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

Metro Mayors Caucus	\$415
Total	<u>\$415</u>

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

FY 2024 Budget request	\$ 415
FY 2025 Budget request	<u>\$ 415</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 325
Lake Zurich Area Chamber of Commerce Legislative Breakfast	\$ 90
Lake County Municipal League Seminars @ \$40 each training	<u>\$ 80</u>
Total	<u><u>\$ 495</u></u>

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

FY 2024 Budget request	\$ 400
FY 2025 Budget request	<u>\$ 495</u>
Increase (Decrease)	<u><u>\$ 95</u></u>

The primary reason for the increase relates to Newly Elected Officials training following the 2025 Consolidated Election for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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, meeting expenses, logo shirts, and elected officials supplies, such as nameplates and name tags.

Lake County Municipal League Dinner	\$ 135
Metro Mayors Caucus Dinner	\$ 600
Mayor's Meeting Expenses	<u>\$ 1,665</u>
Total	<u><u>\$ 2,400</u></u>

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

FY 2024 Budget request	\$ 2,400
FY 2025 Budget request	<u>\$ 2,400</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.



# 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
	2023	2024	2025	2025
Full-Time	3	3	3	2.10
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
385,520	394,351	420,092	Personnel Services	413,393	438,197
64,377	59,348	87,107	Contractual Services	99,254	99,579
4,543	3,805	5,975	Commodities	5,475	5,975
454,440	457,504	513,174	<b>Total Expenditures</b>	518,122	543,751

(454,440)	(457,504)	(513,174)	<b>Source (Use) of Cash</b>	(518,122)	(543,751)
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## Significant Changes

- \$11,110 increase in Property Tax Rebate - Annexation due to the rebate of the Village's portion of property taxes for certain Lochanora properties annexed into the Village in March 2024.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>ADMINISTRATION</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-10-1-4010	SALARIES	339,388	356,675	178,188	356,376	372,363
01-10-10-1-4040	IMRF	35,980	36,131	17,716	35,432	37,348
01-10-10-1-4090	FICA MATCHING	18,983	27,286	13,387	26,774	28,486
TOTAL PERSONNEL SERVICES		394,351	420,092	209,291	418,582	438,197
CONTRACTUAL SERVICES						
01-10-10-3-4130	CONT. MAINT-EQUIPMENT	75	-	-	-	-
01-10-10-3-4345	CREDIT CARD PROCESSING FEES	950	690	310	620	650
01-10-10-3-4351	POSTAGE	8,308	7,325	5,869	7,315	7,750
01-10-10-3-4353	TELEPHONE - CELL PHONE	862	645	253	645	720
01-10-10-3-4354	TELEPHONE - LAND LINE	9,497	12,000	5,641	12,000	13,000
01-10-10-3-4355	PUBLISHING/ADVERTISING	50	100	-	100	100
01-10-10-3-4357	PRINTING/COPYING	1,385	300	211	328	430
01-10-10-3-4358	PUBLIC INFORMATION	4,641	5,600	2,286	4,700	5,200
01-10-10-3-4361	DUES	5,612	5,816	4,802	5,680	5,500
01-10-10-3-4362	TRAVEL EXPENSE	-	100	-	100	100
01-10-10-3-4363	MILEAGE REIMBURSEMENT	200	200	54	125	150
01-10-10-3-4365	PROFESSIONAL DEVELOPMENT	660	4,139	625	3,849	4,139
01-10-10-3-4367	PUBLICATIONS	294	300	118	118	300
01-10-10-3-4371	PROPERTY TAX REBATE -ANNEX	12,306	8,890	-	12,390	20,000
01-10-10-3-4377	EMPLOYEE RECOGNITION	1,861	2,900	631	2,900	2,900

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
01-10-10-3-4378	VOLUNTEER APPRECIATION	462	533	-	533	560
01-10-10-3-4380	YARD WASTE STICKERS	8,100	8,100	5,400	8,100	8,500
01-10-10-3-4382	SWALCO FEE	3,719	3,719	3,719	3,719	3,719
01-10-10-3-4390	MISC. EXPENSE	365	750	5	750	500
01-10-10-3-4399	CONTINGENCY	-	25,000	1,669	25,000	25,000
TOTAL CONTRACTUAL SERVICES		59,348	87,107	31,593	88,972	99,579
COMMODITIES						
01-10-10-5-4561	OFFICE SUPPLIES	2,512	4,500	1,410	4,000	4,500
01-10-10-5-4563	MINOR EQUIPMENT	514	200	-	200	200
01-10-10-5-4578	UNIFORMS	-	200	38	200	200
01-10-10-5-4595	MEETING SUPPLIES	779	1,075	463	1,075	1,075
TOTAL COMMODITIES		3,805	5,975	1,911	5,475	5,975
MISCELLANEOUS						
01-10-10-7-3895	CASH OVER/SHORT	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-
TOTAL EXPENDITURES		457,504	513,174	242,796	513,029	543,751

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

Chief Operating Officer - 80%  
Chief Administrative Officer/Village Clerk - 30%  
Communications Coordinator - 90%

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

FY 2024 Budget request	\$ 356,675
FY 2025 Budget request	<u>\$ 351,286</u>
Increase (Decrease)	<u><u>\$ (5,389)</u></u>

The primary reason for the decrease is based upon the anticipated retirement of the Chief Administrative Officer/Village Clerk in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 36,131
FY 2025 Budget request	<u>\$ 35,234</u>
Increase (Decrease)	<u>\$ (897)</u>

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 27,286
FY 2025 Budget request	\$ 26,873
Increase (Decrease)	<u>\$ (412)</u>

The primary reason for the decrease is based upon the anticipated retirement of the Chief Administrative Officer/Village Clerk in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ADMINISTRATION

**Description:** Contract Maintenance -Equipment

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

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

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This account used to pay for the maintenance of our phone system. The Village replaced the phone system in Fiscal Year 2023, and all costs associated with this new system are budgeted for in the Telephone - Land Line account.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account is used to pay the monthly fee incurred by the Village for the ability to accept credit cards with BS&A. BS&A credit card convenience fees are paid for by the user.

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

FY 2024 Budget request	\$ 690
FY 2025 Budget request	<u>\$ 650</u>
Increase (Decrease)	<u>\$ (40)</u>

The primary reason for the decrease relates to the estimated actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 \$350/month)	\$ 4,200
Stamps.com - monthly fee (\$20.83/month)	\$ 250
UPS	\$ 225
Bulk mailing annual fee	\$ 350
Newsletter mailing	\$ 2,600
Total	<u>\$ 7,625</u>

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

FY 2024 Budget request	\$ 7,325
FY 2025 Budget request	\$ 7,625
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase relates to the estimated actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

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

FY 2024 Budget request	\$ 645
FY 2025 Budget request	\$ 700
Increase (Decrease)	<u>\$ 55</u>

The primary reason for the increase relates to the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account is used to pay for local and long distance phone costs, equipment leasing, and maintenance of phone lines 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 2024 Budget request	\$ 12,000
FY 2025 Budget request	<u>\$ 13,000</u>
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase relates to an increase in the service portion of the landline invoices in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account covers the cost associated with the publishing of various non-reimbursable legal publications in the local newspaper and the recording of documents.

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 business cards, the engraving of name badges for staff, and the engraving of nameplates for various committee members.

Nameplates	\$ 175
Business cards	\$ 100
Name badges	\$ 75
Printing overage	\$ 56
Total	<u>\$ 406</u>

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

FY 2024 Budget request	\$ 300
FY 2025 Budget request	\$ 406
Increase (Decrease)	<u>\$ 106</u>

The primary reason for the increase relates to the addition of printing overage being assigned to Printing/Copying for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

Printing of Happenings Newsletter (4)	\$ 5,000
Total	<u>\$ 5,000</u>

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

FY 2024 Budget request	\$ 5,600
FY 2025 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u>\$ (600)</u>

The primary reason for the decrease relates to the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Dues  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4361

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This account is used to pay for dues/membership in the following professional associations and organizations:

Illinois Municipal League	\$ 1,050
International City/County Managers Assoc. - COO	\$ 1,250
International City/County Managers Assoc. - CAO	\$ 1,000
Illinois City Management Assoc. - COO	\$ 500
Illinois City Management Assoc. - CAO	\$ 200
Lake County Municipal League	\$ 1,230
Lake Zurich Area Chamber of Commerce	\$ 425
Total	<u>\$ 5,655</u>

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

FY 2024 Budget request	\$ 5,816
FY 2025 Budget request	\$ 5,655
Increase (Decrease)	<u>\$ (161)</u>

The primary reason for the decrease relates to the estimated actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Travel Expense  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4362

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

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Mileage Reimbursement  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4363

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This account is used by administrative staff other than the Chief Operating Officer for travel expenses. The current standard mileage reimbursement is \$.67 per mile.

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

FY 2024 Budget request	\$ 200
FY 2025 Budget request	\$ 150
Increase (Decrease)	<u>\$ (50)</u>

The primary reason for the decrease relates to the estimated actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

ILCMA Conference - COO (Summer) or CAO (Winter)	\$ 1,139
LZ Chamber Board meetings	\$ 300
Business expenses (Women in Govt., Admin meetings)	\$ 1,000
ICMA Credentialed Manager Certification	\$ 1,500
Fred Pryor Training - Administration	\$ 200
Total	<u>\$ 4,139</u>

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

FY 2024 Budget request	\$ 4,139
FY 2025 Budget request	\$ 4,139
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account pays for the Illinois Compiled Statutes.

State Statutes	<u>\$ 300</u>
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The Publications budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 300
FY 2025 Budget request	<u>\$ 300</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Property Tax Rebate - Annexation  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4371

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This account is used to reimburse the Village’s portion of the annual property tax bill to those residents of record at the time Hawthorn Trails and a portion of Forest Lake were annexed into Hawthorn Woods on July 1, 2010, and certain Lochanora properties annexed into Hawthorn Woods on March 22, 2024, and March 27, 2024.

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

FY 2024 Budget request	\$ 8,890
FY 2025 Budget request	<u>\$ 20,000</u>
Increase (Decrease)	<u><u>\$ 11,110</u></u>

The primary reason for the increase relates to the annexation of certain Lochanora properties in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 1,200
Public Service Recognition Week - 2 events @ \$600	\$ 1,200
Miscellaneous	\$ 500
Total	<u>\$ 2,900</u>

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

FY 2024 Budget request	\$ 2,900
FY 2025 Budget request	<u>\$ 2,900</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account is used for volunteer appreciation items.

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

FY 2024 Budget request	\$ 533
FY 2025 Budget request	\$ 560
Increase (Decrease)	<u>\$ 27</u>

The primary reason for the increase relates to the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** ADMINISTRATION  
**Description:** Yard Waste Stickers  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-10-3-4380

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This account pays for yard waste stickers sold to the public. Presently, we are paying \$2.70 per sticker and selling them for \$3.50 each or 10 for \$30. Residents are informed they can purchase directly through Waste Management and Country Bumpkin. 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 2024 Budget request	\$ 8,100
FY 2025 Budget request	\$ 8,500
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase relates to the anticipated price adjustment with the scavenger services contract renewal in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account is used for the annual operations and maintenance 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 2024 Budget request	\$ 3,719
FY 2025 Budget request	\$ 3,719
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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, and other miscellaneous items.

LCML Annual Dinner	\$ 150
Retirement/bereavement	\$ 300
Miscellaneous	\$ 300
Total	<u>\$ 750</u>

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

FY 2024 Budget request	\$ 750
FY 2025 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 25,000
FY 2025 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account represents the amount paid for various office supplies.

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

FY 2024 Budget request	\$ 4,500
FY 2025 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the estimated actuals in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account is used to purchase minor office equipment.

Miscellaneous	\$ 200
Total	<u>\$ 200</u>

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

FY 2024 Budget request	\$ 200
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 200
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 775
Other items	\$ 300
Total	<u>\$ 1,075</u>

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

FY 2024 Budget request	\$ 1,075
FY 2025 Budget request	<u>\$ 1,075</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

# PARKS & RECREATION 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
	2023	2024	2025	2025
Full-Time	3	3	3	1.30
Part-Time	1	1	1	0.25

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Taxes	176,684	180,218
-	-	-	Interest Income	6,500	6,500
-	-	-	Miscellaneous	6,000	6,200
-	-	-	<b>Total Revenues</b>	<b>189,184</b>	<b>192,918</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Personnel Services	156,223	165,596
-	-	-	Contractual Services	70,939	71,804
-	-	-	Commodities	3,050	3,050
-	-	-	<b>Total Expenditures</b>	<b>230,212</b>	<b>240,450</b>

-	-	-	<b>Source (Use) of Cash</b>	<b>(41,028)</b>	<b>(47,533)</b>
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## Significant Changes

- The Parks & Recreation sections including Administration, Recreation Programs, and Maintenance, were moved the General Fund in Fiscal Year 2025 to subsidize expenditures that exceed revenues.
- \$85,287 decrease in Salaries based upon the elimination of the Director of Community Engagement in

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ADMINISTRATION</b>						
<b>REVENUES</b>						
TAXES						
01-11-10-1-3017	PROPERTY TAXES-PARK & REC				176,684	180,218
TOTAL TAXES		-	-	-	176,684	180,218
INTEREST INCOME						
01-11-10-6-3810	INTEREST INCOME				6,500	6,500
TOTAL INTEREST INCOME		-	-	-	6,500	6,500
MISCELLANEOUS						
01-11-10-7-3820	FACILITY RENTAL				4,500	4,700
01-11-10-7-3825	SECURITY FEE				1,500	1,500
01-11-00-7-3900	REFUND SERVICE CHARGE				-	-
TOTAL MISCELLANEOUS		-	-	-	6,000	6,200
TOTAL REVENUES		-	-	-	189,184	192,918
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-11-10-1-4010	SALARIES				132,573	140,527
01-11-10-1-4011	SALARIES - RENTAL SECURITY				500	530
01-11-10-1-4040	IMRF				13,008	13,789
01-11-10-1-4090	FICA MATCHING				10,142	10,750
TOTAL PERSONNEL SERVICES		-	-	-	156,223	165,596
CONTRACTUAL SERVICES						
01-11-10-3-4353	TELEPHONE-CELL PHONE				3,000	3,000
01-11-10-3-4357	PRINTING/COPYING				9,200	9,200
01-11-10-3-4360	PROCESSING FEES				2,000	2,000
01-11-10-3-4361	DUES				2,285	2,470
01-11-10-3-4365	PROFESSIONAL DEVELOPMENT				1,100	1,780
01-11-10-3-4367	PRE-EMPLOYMENT SCREENING				604	604
01-11-10-3-4377	INSURANCE ALLOCATION				52,750	52,750
TOTAL CONTRACTUAL SERVICES		-	-	-	70,939	71,804
COMMODITIES						
01-11-10-5-4561	OFFICE SUPPLIES				250	250
01-11-10-5-4568	EQUIPMENT SUPPLIES				1,100	1,100
01-11-10-5-4578	UNIFORMS				100	100
01-11-10-5-4595	OTHER CHARGES				1,600	1,600
TOTAL COMMODITIES		-	-	-	3,050	3,050
TOTAL EXPENDITURES		-	-	-	230,212	240,450

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-1-3017

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This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 176,684</u>
Increase (Decrease)	<u><u>\$ 176,684</u></u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The CPI for Fiscal Year 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Interest Income

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 01-11-10-6-3810

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This account is used to record the interest income received on the Parks & Recreation Fund money market account.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ 6,500</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Facility Rental

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces

**Account Number:** 01-11-10-7-3820

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This account is used to record the rental income received from facility rentals at the Village Hall Barn or the Community Room at the Aquatic Center.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 4,500
Increase (Decrease)	<u>\$ 4,500</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Security Fee

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces

**Account Number:** 01-11-10-7-3825

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This account is used to record the security fee received for security personnel assigned to facility rentals at the Village Hall Barn or the community room at the Aquatic Center. Security services are provided by Village staff.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ 1,500</u>

The projected increase is due primarily to Fiscal Year 2024 actuals and anticipated increase in rentals and associated fees in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-1-4010

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This account is used to pay the salaries of the employees allocated to the Parks and Recreation - Administration Department as follows:

Director of Parks & Recreation - 50%  
Assistant Director of Parks & Recreation - 10%  
Recreation Manager - 30%  
Recreation Specialist - 40%  
Summer Intern (Recreation) - 100%

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 132,573
Increase (Decrease)	<u>\$ 132,573</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Events position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-1-4011

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ 500</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 13,008
Increase (Decrease)	<u>\$ 13,008</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Events position as well as Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-1-4090

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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 2024 Budget request	\$ -
FY 2025 Budget request	\$ 10,142
Increase (Decrease)	<u>\$ 10,142</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Events position.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4353

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This account is used for the business-related cellular telephone service for the Parks and Recreation employees.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ 3,000</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4357

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 2025:

Summer Brochure	\$ 3,500 (Cost share with Aquatics Fund)
Postcard	\$ 4,200 (Fall, Winter/Spring, & Holiday Events)
Postage	\$ 1,500
Total	<u>\$ 9,200</u>

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 9,200
Increase (Decrease)	<u>\$ 9,200</u>

The primary reason for the increase is based upon the increase of postcard supplies for 3 mailings to \$4,200 in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4360

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This line item is used to fund the processing fees related to the ActiveNet software.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase is based upon projected actuals and an anticipated increase in fees for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4361

This line item is used to fund dues to professional organizations in the Parks and Recreation field. Memberships in professional organizations are essential as the Village expands and improves its recreational programming.

Illinois Association of Park Districts (IAPD) - Agency Fee	\$ 500
Illinois Parks & Recreation Association (IPRA) – Director of Parks & Recreation	\$ 270
Illinois Parks & Recreation Association (IPRA) - Recreation Specialist	\$ 270
Illinois Parks & Recreation Association (IPRA) - Recreation Manager	\$ 270
Pesticide Operator License Fee (paid in 2024, good for 3 years)	\$ 90
National Recreation & Parks Association (NRPA) – Director of Parks & Recreation	\$ 180
National Recreation & Parks Association (CPSI) Certification Fee (x2)	\$ 705
<b>Total</b>	<b>\$ 2,285</b>

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

FY 2024 Budget request	\$ -	
FY 2025 Budget request	\$ 2,285	
Increase (Decrease)	\$ 2,285	

The primary reason for the decrease is based upon the succession planning for the Parks & Recreation Department in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4365

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
Recreation Manager	\$ 400
Illinois Legislative and Legal Forums	
Director of Parks & Recreation	\$ 300
Total	<u>\$ 1,100</u>

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 1,100</u>
Increase (Decrease)	<u>\$ 1,100</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4367

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>\$ 548</u>
Total	<u><u>\$ 604</u></u>

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 604</u>
Increase (Decrease)	<u><u>\$ 604</u></u>

The primary reason for the increase is based upon the increase in pre-employment drug screening per person from Advocate in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-3-4377

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 52,750
Increase (Decrease)	<u>\$ 52,750</u>

There is no change in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-5-4561

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This account is used to pay for office supplies to support all divisions of the Parks and Recreation Fund 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 2024 Budget request	\$ -
FY 2025 Budget request	\$ 250
Increase (Decrease)	<u>\$ 250</u>

There is no change in Fiscal Year 2025

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Equipment/Supplies

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

**Account Number:** 01-11-10-5-4568

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This account is used to pay for equipment and supplies for the Parks and Recreation Fund such as AED supplies, First Aid supplies, and Trash Cans for the Barn.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 1,100
Increase (Decrease)	<u>\$ 1,100</u>

The primary reason for the increase is based upon the addition of a new account for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-5-4578

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This account is used to pay for Parks and Recreation Administration Employee uniform shirts for casual Fridays.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 100
Increase (Decrease)	<u>\$ 100</u>

There is no change on Fiscal Year 2025

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-10-5-4595

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	\$ 600
Community Activities	\$ 350
Staff Recruitment	\$ 250
	<u>\$ 1,600</u>

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 1,600</u>
Increase (Decrease)	<u>\$ 1,600</u>

The primary reason for the increase is based upon the addition for staff recruitment activity for Fiscal Year 2025.

# 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
	2023	2024	2025	2025
Full-Time	2	2	3	3.25
Seasonal	0	1	1	0.2
Summer	0	0	0	0
• Department Head position is allocated in Parks & Rec.				

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed		
			2025	2026	
-	-	-	Property Taxes	173,317	176,783
-	-	-	Fees	38,110	39,250
-	-	-	<b>Total Revenues</b>	<b>211,427</b>	<b>216,033</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed		
			2025	2026	
-	-	-	Personnel Services	362,403	384,126
-	-	-	Contractual Services	143,913	150,000
-	-	-	Commodities	27,750	31,200
-	-	-	Capital Outlay	3,500	3,700
-	-	-	<b>Total Expenditures</b>	<b>537,566</b>	<b>569,026</b>

-	-	-	<b>Source (Use) of Cash</b>	(326,139)	(352,993)
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## Significant Changes

- The Parks & Recreation sections including Administration, Recreation Programs, and Maintenance, were moved the General Fund in Fiscal Year 2025 to subsidize expenditures that exceed revenues.
- The increase in operating expenses is due to three new motion detecting security cameras in Rambling Hills, Heritage Oaks, and Woodland Parks in Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>PARK MAINTENANCE</b>						
<b>REVENUES</b>						
01-11-40-1-3017	PROPERTY TAXES-PARK MAINT				173,317	176,783
01-11-40-7-3630	FIELD LEASE REVENUE				38,110	39,250
01-11-40-7-3890	MISCELLANEOUS INCOME				-	-
TOTAL REVENUES		-	-	-	211,427	216,033
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
01-11-40-1-4010	SALARIES				296,612	314,409
01-11-40-1-4011	SEASONAL SALARIES				13,000	13,780
01-11-40-1-4020	OVERTIME				350	350
01-11-40-1-4040	IMRF				29,750	31,535
01-11-40-1-4090	FICA MATCHING				22,691	24,052
TOTAL PERSONNEL SERVICES		-	-	-	362,403	384,126
<b>CONTRACTUAL SERVICES</b>						
01-11-40-3-4110	SECURITY				4,975	6,000
01-11-40-3-4120	CONTRACTUAL MAINT. - VEHICLE				500	500
01-11-40-3-4371	PUBLIC PARK UTILITIES				3,200	3,500
01-11-40-3-4372	ISLAND MAINTENANCE				22,200	23,000
01-11-40-3-4373	POND MAINTENANCE				3,100	3,500
01-11-40-3-4374	WETLAND MAINTENANCE				1,000	1,000
01-11-40-3-4375	LANDSCAPE MAINTENANCE				106,938	109,500
01-11-40-3-4376	TREE REMOVAL SERVICES				2,000	3,000
TOTAL CONTRACTUAL SERVICES		-	-	-	143,913	150,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
COMMODITIES						
01-11-40-5-4562	AUTO FUEL & OIL				950	975
01-11-40-5-4564	SMALL TOOLS				200	225
01-11-40-5-4569	VEHICLE SUPPLIES				1,000	1,200
01-11-40-5-4571	FIELD/TURF MAINT SUPPLIES				12,000	14,000
01-11-40-5-4572	BUILD/GROUND MAINT SUPPLIES				8,500	9,000
01-11-40-5-4573	PLAYGROUNDS MAINT SUPPLIES				3,500	4,000
01-11-40-5-4578	UNIFORMS/SAFETY GEAR				1,600	1,800
TOTAL COMMODITIES		-	-	-	27,750	31,200
CAPITAL OUTLAY						
01-11-40-8-4895	LANDSCAPE/OTHER IMPROVEMENTS				3,500	3,700
TOTAL CAPITAL OUTLAY		-	-	-	3,500	3,700
TOTAL EXPENDITURES		-	-	-	537,566	569,026

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** PARKS MAINTENANCE

**Description:** Property Taxes - Park Maint.

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-11-40-1-3017

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This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 173,317
Increase (Decrease)	<u>\$ 173,317</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 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** PARKS MAINTENANCE

**Description:** Field Lease Revenue

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-11-40-7-3630

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This account is used to record the field lease revenue from the various teams and leagues that utilize the Village’s baseball and soccer fields.

The Field Lease revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 38,110</u>
Increase (Decrease)	<u><u>\$ 38,110</u></u>

The primary reason for the increase is based upon an increase of 3% to the affiliate assessments in Fiscal Year 2024 and the addition of 1 field lease agreement in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** PARKS MAINTENANCE

**Description:** Miscellaneous Income

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-11-40-7-3890

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This account is used to record miscellaneous revenue from Park Maintenance activities.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-1-4010

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

Director of Parks & Recreation – 10%  
Assistant Director of Parks & Recreation – 70%  
Superintendent - Public Works & Parks & Recreation – 30%  
Crew Leader - Fleet - 15%  
Parks Specialist III – 100%  
Parks Apprentice – 100%

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 296,612
Increase (Decrease)	<u>\$ 296,612</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-1-4011

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

Seasonal employees x 2 10 weeks x 40 hours =400 x \$15.00	\$ 12,000
Seasonal employment opportunities x 2 throughout the year	\$ 1,000
	<u>\$ 13,000</u>

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 13,000</u>
Increase (Decrease)	<u>\$ 13,000</u>

The primary reason for the increase is based upon the rise in the prevailing wage and the addition of two seasonal employment opportunities over holiday breaks for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-1-4020

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This account represents the overtime expenses of the Park Maintenance employees.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 350
Increase (Decrease)	<u>\$ 350</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-1-4040

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

Effective January 1, 2025, the Village’s portion will be 10.03%.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 29,750
Increase (Decrease)	<u>\$ 29,750</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position as well as Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-1-4090

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 22,691
Increase (Decrease)	<u>\$ 22,691</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-3-4110

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This account is used to pay for inspections of the lightning detection early warning system and additional security subscriptions for cameras installed at Village Parks.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 4,975
Increase (Decrease)	<u>\$ 4,975</u>

The primary reason for the increase is based upon the addition of three new ARLO Go 2 Security Cameras and the associated annual service contract in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-3-4120

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This account is used to pay for the repairs to the Parks and Recreation vehicles by contractual vendors.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ 500</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-3-4371

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This account is used to pay for the electric bills and sewer service bills for the pavilions at Heritage Oaks Parks (2) and Community Park (1).

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 3,200</u>
Increase (Decrease)	<u><u>\$ 3,200</u></u>

The primary reason for the increase is based upon an anticipated increase in utility rates in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Island Maintenance

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-11-40-3-4372

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This account is used to pay for the maintenance and upkeep of traffic islands located in cul-de-sacs throughout the Village of Hawthorn Woods. We will continue to use a contractual vendor to maintain, weed, fertilize and mow 44 landscape islands. It is cost effective to utilize a contractual vendor in terms of cost saved in fuel, equipment, labor, and the purchase of supplies and materials.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 22,200
Increase (Decrease)	<u>\$ 22,200</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-3-4373

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This account is used to pay for the treatment of ponds located in Heritage Oaks and Copperfield Parks by a contractual vendor. This program was implemented to monitor and maintain good water quality, institute algae control, pond maintenance and environmental preservation measures.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 3,100
Increase (Decrease)	<u>\$ 3,100</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-3-4374

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This account is used to pay for environmental stewardship measures on natural open space and wetland/marsh areas owed, leased, and operated by the Village of Hawthorn Woods.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 1,000</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-3-4375

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This account is used to pay for the landscape maintenance contract of all parks including weed control, mowing, and all aspects of lawn maintenance.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 106,938
Increase (Decrease)	<u>\$ 106,938</u>

The primary reason for the increase is based upon the contractual rate assessed in the agreement with Mileu Landscaping for Fiscal Year 2025. For Fiscal Year 2026, a new RFP and service agreement will be required.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4562

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This account is used to pay for fuel and oil costs associated with the two Park and Recreation vans.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 950
Increase (Decrease)	<u>\$ 950</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4564

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This account is used to pay for tools needed by the Parks Maintenance Crew.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ 200</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4569

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This account is used to pay for parts and materials needed by the Village Mechanic to perform routine maintenance on the two Parks and Recreation vans and Durango.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 1,000</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4571

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This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village’s ball fields. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Top dressing/over seeding  
Ball field prep  
Turf maintenance  
Ball field equipment  
Equipment purchases  
Insect control

The Ball Field/Turf Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 12,000</u>
Increase (Decrease)	<u><u>\$ 12,000</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4572

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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 2024 Budget request	\$ -
FY 2025 Budget request	\$ 8,500
Increase (Decrease)	<u>\$ 8,500</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4573

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This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's playground equipment. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Parts for playground repairs  
Mulch and playground safety surfacing  
Inspections

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 3,500</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 01-11-40-5-4578

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This account is used to fund uniforms for the Park Maintenance employees and the purchase of T-shirts, sweatshirts, coats, boot reimbursements, safety vests, goggles, etc.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 1,600
Increase (Decrease)	<u>\$ 1,600</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND  
**Department:** PARK MAINTENANCE  
**Description:** Landscape/Other Improvements  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
**Account Number:** 01-11-40-8-4895

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This line item is used for any capital improvements that are to be funded in the parks. Included in this account are trees, shrubs and herbaceous plant replacements as well as any improvements such as paving paths and new signs.

The Landscape/Other Improvements budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ 3,500</u>

There is no change for Fiscal Year 2025.

# 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
	2023	2024	2025	2025
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Youth Programs	97,000	101,600
-	-	-	Sports/Athletic Programs	44,300	47,600
-	-	-	Adult Programs	800	850
-	-	-	Seniors	1,850	2,000
-	-	-	<b>Total Revenues</b>	<b>143,950</b>	<b>152,050</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Youth Programs	48,819	50,995
-	-	-	Sports/Athletic Programs	35,035	37,300
-	-	-	Adult Programs	225	225
-	-	-	Seniors	2,900	3,200
-	-	-	<b>Total Expenditures</b>	<b>86,979</b>	<b>91,720</b>

-	-	-	<b>Source (Use) of Cash</b>	56,971	60,330
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## Significant Changes

- The Parks & Recreation sections including Administration, Recreation Programs, and Maintenance, were moved the General Fund in Fiscal Year 2025 to subsidize expenditures that exceed revenues.
- Woodchucks Summer Camp was amended to account for a \$1.00 per hour in minimum wage, bringing the hourly wage to \$15. A fee increase of 8% is planned for the 2025 Summer Camp program.
- Enrichment and Intro to Sports programs have increased in popularity. We strive to continue to grow offerings in these categories.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>RECREATION PROGRAMS</b>						
<b>REVENUES</b>						
YOUTH PROGRAMS						
01-11-20-4-4020	WOODCHUCKS SUMMER CAMP				80,000	84,000
01-11-20-4-3120	ENRICHMENT/VARIETY				15,900	16,500
01-11-20-4-3320	BABYSITTING/CPR				1,100	1,100
TOTAL YOUTH PROGRAMS		-	-	-	97,000	101,600
SPORTS/ATHLETIC PROGRAMS						
01-11-20-4-4120	INTRO TO SPORTS REVENUE				13,800	15,500
01-11-20-4-4220	SOCCER-IN HOUSE REVENUE				28,000	29,500
01-11-20-4-4320	BASEBALL-IN HOUSE REVENUE				-	-
01-11-20-4-4420	TAEKWONDO REVENUE				2,500	2,600
TOTAL SPORTS/ATHLETIC PROGRAMS		-	-	-	44,300	47,600
ADULT PROGRAMS						
01-11-20-4-5220	FITNESS REVENUE				800	850
TOTAL ADULT PROGRAMS		-	-	-	800	850
SENIORS						
01-11-20-4-6120	MONTHLY GATHERING REVENUE				1,850	2,000
TOTAL SENIORS		-	-	-	1,850	2,000
TOTAL REVENUES		-	-	-	143,950	152,050

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
YOUTH PROGRAMS						
01-11-20-1-4010	WOODCHUCKS SALARIES				29,000	30,000
01-11-20-1-4090	WOODCHUCKS FICA				2,219	2,295
01-11-20-5-4075	WOODCHUCKS SUPPLIES				5,500	6,000
01-11-20-5-3175	ENRICHMENT/VARIETY SUPPLIES				11,400	12,000
01-11-20-5-3375	BABYSITTING/CPR SUPPLIES				700	700
TOTAL YOUTH PROGRAMS		-	-	-	48,819	50,995
SPORTS/ATHLETIC PROGRAMS						
01-11-20-5-4175	INTRO TO SPORTS EXPENSE				10,010	11,300
01-11-20-5-4275	SOCCER EXPENSE				23,050	24,000
01-11-20-5-4375	BASEBALL EXPENSE				-	-
01-11-20-5-4475	TAEKWONDO EXPENSE				1,975	2,000
TOTAL SPORTS/ATHLETIC PROGRAMS		-	-	-	35,035	37,300
ADULT PROGRAMS						
01-11-20-5-5275	FITNESS EXPENSE				225	225
TOTAL ADULT PROGRAMS		-	-	-	225	225
SENIORS						
01-11-20-5-6175	MONTHLY GATHERING EXPENSE				2,900	3,200
TOTAL SENIORS		-	-	-	2,900	3,200
TOTAL EXPENDITURES		-	-	-	86,979	91,720

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-4020  
Expenses - 01-11-20-1-4010 Salaries  
01-11-20-1-4090 FICA  
01-11-20-5-4075 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.

	2019	2020	2021	2022	2023	2024
Participants	160	29	137	171	203	229

**REVENUE**

Preschool Camp	\$26,000
Adventure Camp	\$28,000
Sports & More Camp	\$23,500
Counselors in Training (CIT)	\$2,500
<b>TOTAL REVENUE</b>	<b>\$80,000</b>

**EXPENSES**

Salaries	\$29,000
FICA	\$2,219
Supplies - General/Crafts/Equip./First Aid	\$2,500
Supplies - Attractions (Qty = 4)	\$2,400
Supplies - Socials (Qty = 4)	\$600
<b>TOTAL EXPENSES</b>	<b>\$36,719</b>

**Net Profit** **\$43,282**

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-3120  
Expenses - 01-11-20-5-3175 Supplies

The Enrichment/Variety programs add value to our residents and community through fun and educational programs which provide a learning experience and social opportunities. We aim to continue to grow our enrichment offerings through art, theatre, robotics, and cooking classes.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	4	1	34	62	118	155

**REVENUE**

Kids in the Kitchen / Junior Bakers / Little Explorers	\$1,200
Cricket Theater Class	\$6,000
DIY Chunky Blankets & More	\$8,000
HW at Night / Wings & Talons	\$700
<b>TOTAL REVENUE</b>	<b><u>\$15,900</u></b>

**EXPENSES**

Kids in the Kitchen / Junior Bakers / Little Explorers	\$600
Cricket Theater Class	\$4,500
DIY Chunky Blankets & More	\$6,000
HW at Night / Wings & Talons	\$300
<b>TOTAL EXPENSES</b>	<b><u>\$11,400</u></b>

**Net Profit** **\$4,500**

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-3320  
Expenses - 01-11-20-5-3375 Supplies

Babysitting classes prepare young 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.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	13	1	0	6	9	0

**REVENUE**

Spring Session	\$450
Summer Session	\$0
Fall Session	\$650
<b>TOTAL REVENUE</b>	<u>\$1,100</u>

**EXPENSES**

Instruction	\$0
Instructor Kit	\$100
Certifications; Books; Equipment & Supplies	\$600
<b>TOTAL EXPENSES</b>	<u>\$700</u>

**Net Profit** \$400

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-4120  
Expenses - 01-11-20-5-4175

Intro to Sports classes allows a child to try a sport with minimal commitment and at an affordable cost. Due to limited indoor space, classes are held cooperatively with the Mundelein Park District or Long Grove Park District.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	45	20	41	58	109	110

**REVENUE**

Sports R Us	\$2,000
5 Star Sports	\$5,000
Hot Shot Sports	\$6,800
<b>TOTAL REVENUE</b>	<u>\$13,800</u>

**EXPENSES**

Sports R Us	\$1,500
5 Star Sports	\$3,750
Hot Shot Sports	\$4,760
<b>TOTAL EXPENSES</b>	<u>\$10,010</u>

**Net Profit** \$3,790

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-4220  
Expenses - 01-11-20-5-4275

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.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	126	11	110	140	183	88

REVENUE

Spring Session	\$13,000
Fall Session	\$15,000
<b>TOTAL REVENUE</b>	<u>\$28,000</u>

EXPENSES

Director	\$9,700
Coaching	\$8,600
Turf Paint	\$1,250
Uniforms	\$2,500
Equipment & Misc. Supplies	\$1,000
<b>TOTAL EXPENSES</b>	<u>\$23,050</u>

**Net Profit** \$4,950

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-4320  
Expenses - 01-11-20-5-4375

The Village does not offer a youth instructional baseball league at this time. Baseball programs are offered under the Intro to Sport category.

REVENUE

Fall/Winter Season	\$0
Spring Session	\$0
TOTAL REVENUE	\$0

EXPENSES

Coaching	\$0
Equipment	\$0
Uniforms	\$0
TOTAL EXPENSES	\$0

<b>Net Profit</b>	<b>\$0</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - 01-11-20-4-4420  
Expenses - 01-11-20-5-4475

Taekwondo teaches youth discipline and respect while being physically active. Instruction is provided in partnership with Ong Taekwondo Academy. Classes are offered in partnership with Long Grove Park District.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	37	24	17	9	13	10

**REVENUE**

Winter/Spring Session	\$1,100
Summer Session	\$300
Fall Session	\$1,100
TOTAL REVENUE	<u>\$2,500</u>

**EXPENSES**

Coaching	\$1,875
Equipment & Supplies	\$100
TOTAL EXPENSES	<u>\$1,975</u>

**Net Profit** \$525

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** RECREATION PROGRAMS

**Division:** Adult Programs

**Description:** Fitness

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

**Account Number:** Revenues - 01-11-20-4-5220  
Expenses - 01-11-20-5-5275

A fitness group, FIT4MOM uses the Community Room October through April (weather dependent) to hold their classes. We also partner with Lake Zurich Family Martial Arts to offer Self Defense workshops.

REVENUE

Fit4Mom	\$500
Martial Arts Fitness	\$300
TOTAL REVENUE	\$800

EXPENSES

Fit4Mom	\$0
Martial Arts Fitness	\$225
TOTAL EXPENSES	\$225

<b>Net Profit</b>	<b>\$575</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** RECREATION PROGRAMS

**Division:** Seniors

**Description:** Monthly Gatherings

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

**Account Number:** Revenues - 01-11-20-4-6120  
Expenses - 01-11-20-5-6175

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	\$1,500
Luncheon Fees (November Holiday Luncheon)	\$350
TOTAL REVENUE	\$1,850

EXPENSES

Food & Beverage	\$1,800
Decorations, Gifts, Misc. Supplies	\$600
November Luncheon (HWCC)	\$500
TOTAL EXPENSES	\$2,900

<b>Net Profit</b>	<b>(\$1,050)</b>
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# LEGAL



# LEGAL

## Department Purpose

The primary responsibility of the Legal Department is to manage the various contractual legal expenses of the Village. The Chief Administrative Officer is responsible for the Legal Department.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
256,252	236,371	247,750	247,150	243,230
256,252	236,371	247,750	<b>Total Expenditures</b>	
			247,150	243,230

(256,252)	(236,371)	(247,750)	<b>Source (Use) of Cash</b>	(247,150)	(243,230)
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## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>LEGAL</b>						
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
01-10-11-3-4230	LEGAL SERVICES-LITIGATION	142,486	145,000	119,220	179,000	145,000
01-10-11-3-4231	RETAINER-GENERAL	60,000	60,000	35,000	60,000	60,000
01-10-11-3-4232	LEGAL SERVICES-PROSECUTOR	30,000	31,500	15,000	30,000	31,830
01-10-11-3-4233	HUMAN RESOURCES/LABOR	1,898	10,000	2,588	9,500	10,000
01-10-11-3-4234	ADJUDICATION	1,988	1,250	338	1,000	1,250
01-10-11-3-4235	LEGAL-LAND USE	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		236,371	247,750	172,145	279,500	243,230
TOTAL EXPENDITURES		236,371	247,750	172,145	279,500	243,230

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account represents fees paid for litigation legal counsel. Presently, the hourly rate for litigation is \$185 per hour.

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

FY 2024 Budget request	\$ 145,000
FY 2025 Budget request	\$ 145,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 60,000
FY 2025 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** LEGAL  
**Description:** Legal Service - Prosecutor  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-11-3-4232

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This account is the amount paid for prosecution of village ordinance, traffic and driving under the influence (DUI) violations. The present agreement with the Village Prosecutor provides for a monthly retainer of \$2,575. 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 2024 Budget request	\$ 31,500
FY 2025 Budget request	<u>\$ 30,900</u>
Increase (Decrease)	<u>\$ (600)</u>

The primary reason for the decrease relates to the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** LEGAL

**Description:** Legal - Adjudication

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

**Account Number:** 01-10-11-3-4234

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

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

FY 2024 Budget request	\$ 1,250
FY 2025 Budget request	\$ 1,250
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# VILLAGE CLERK



# VILLAGE CLERK

## Department Purpose

The Village Clerk is responsible for attending all official meetings of the Board of Trustees and preparing the official minutes and providing the Village Seal and attest for all ordinances, resolutions, contracts and bonds of the Village, and such licenses, permits and other documents as required.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	0.60
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 Designee.

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
43,055	44,590	47,000	Personnel Services	93,570	99,184
4,257	3,986	8,105	Contractual Services	7,579	8,347
47,312	48,576	55,105	<b>Total Expenditures</b>	101,149	107,531

(47,312)	(48,576)	(55,105)	<b>Source (Use) of Cash</b>	(101,149)	(107,531)
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## Significant Changes

• The primary reason for the decrease is based upon the anticipated retirement of the Chief Administrative Officer/Village Clerk in Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>VILLAGE CLERK</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-13-1-4010	SALARIES	37,970	39,905	19,952	39,905	84,283
01-10-13-1-4040	IMRF	4,105	4,042	2,021	4,042	8,454
01-10-13-1-4090	FICA MATCHING	2,516	3,053	1,486	3,053	6,448
TOTAL PERSONNEL SERVICES		44,590	47,000	23,459	47,000	99,184
CONTRACTUAL SERVICES						
01-10-13-3-4329	OTHER PROFESSIONAL SERVICES	2,528	3,690	1,104	3,525	3,525
01-10-13-3-4330	FOIA RESPONSE FEES	-	500	-	500	500
01-10-13-3-4361	DUES	260	315	260	280	295
01-10-13-3-4365	PROFESSIONAL DEVELOPMENT	60	2,050	-	120	2,200
01-10-13-3-4390	MISC. EXPENSE	1,138	1,550	812	1,442	1,827
TOTAL CONTRACTUAL SERVICES		3,986	8,105	2,176	5,867	8,347
TOTAL EXPENDITURES		48,576	55,105	25,635	52,867	107,531

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

Chief Administrative Officer/Village Clerk - 30%

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

FY 2024 Budget request	\$ 39,905
FY 2025 Budget request	\$ 79,512
Increase (Decrease)	<u>\$ 39,607</u>

The primary reason for the increase is based upon the change in salary allocation for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** VILLAGE CLERK  
**Description:** IMRF  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-10-13-1-4040

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

Effective January 1, 2025 the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 4,042
FY 2025 Budget request	<u>\$ 7,975</u>
Increase (Decrease)	<u><u>\$ 3,933</u></u>

The primary reason for the increase is based upon the change in salary allocation for the Chief Administrative Officer/Village Clerk although the Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 3,053
FY 2025 Budget request	<u>\$ 6,083</u>
Increase (Decrease)	<u>\$ 3,030</u>

The primary reason for the increase is based upon the change in salary allocation for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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, notary stamp purchases, notary testing, annual document shredding and codification of ordinances:

Notary, insurance and stamps	\$ 90
Annual shredding of documents	\$ 400
Sterling Codifiers - biennial codification	\$ 2,500
Total	<u>\$ 2,990</u>

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

FY 2024 Budget request	\$ 3,690
FY 2025 Budget request	\$ 2,990
Increase (Decrease)	<u>\$ (700)</u>

The primary reason for the decrease relates to the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 195
Municipal Clerks of Illinois – Village Clerk	\$ 60
Total	<u>\$ 295</u>

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

FY 2024 Budget request	\$ 315
FY 2025 Budget request	<u>\$ 295</u>
Increase (Decrease)	<u>\$ (20)</u>

The primary reason for the decrease relates to projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** VILLAGE CLERK

**Description:** Professional Development

**Priority:** 1.6 Prioritize Citizen Services

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

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

Municipal Clerk of Illinois Academy	\$ 1,300
Municipal Clerks of Lake County meetings	\$ 120
Civic Plus - Agenda Center module training	<u>\$ 750</u>
Total	<u><u>\$ 2,170</u></u>

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

FY 2024 Budget request	\$ 2,050
FY 2025 Budget request	<u>\$ 2,170</u>
Increase (Decrease)	<u><u>\$ 120</u></u>

The reason for the increase is based upon the cost of attendance at the Municipal Clerks of Illinois Institute in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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

Cube Smart	<u>\$ 1,624</u>
Total	<u><u>\$ 1,624</u></u>

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

FY 2024 Budget request	\$ 1,550
FY 2025 Budget request	<u>\$ 1,624</u>
Increase (Decrease)	<u><u>\$ 74</u></u>

The primary reason for the increase relates to projected actuals for Fiscal Year 2024.



# 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
	2023	2024	2025	2025
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
11,958	12,567	13,324	Personnel Services	14,259	15,115
422,179	425,936	596,920	Contractual Services	676,820	667,920
-	-	5,000	Capital Outlay	5,000	5,000
434,137	438,503	615,244	<b>Total Expenditures</b>	696,079	688,035

(434,137)	(438,503)	(615,244)	<b>Source (Use) of Cash</b>	(696,079)	(688,035)
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## Significant Changes

- There are decreases in Liability Insurance, Workers Compensation, and Insurance Allocation. The primary reason for the decrease is based on the allocation of expenses between multiple funds in Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>RISK MANAGEMENT</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-14-1-4010	SALARIES	10,718	11,313	5,657	11,313	12,844
01-10-14-1-4040	IMRF	1,050	1,146	573	1,146	1,288
01-10-14-1-4090	FICA MATCHING	798	865	418	865	983
TOTAL PERSONNEL SERVICES		12,567	13,324	6,648	13,324	15,115
CONTRACTUAL SERVICES						
01-10-14-3-4370	MEDICAL INSURANCE PREMIUMS	410,740	538,920	247,868	495,736	538,920
01-10-14-3-4371	DENTAL & VISION PREMIUMS	30,878	40,000	7,793	30,000	40,000
01-10-14-3-4372	EMPLOYEE ASSISTANCE PROGRAM	-	-	-	-	-
01-10-14-3-4373	LIABILITY INSURANCE	96,748	120,000	24,593	24,593	30,000
01-10-14-3-4374	UNEMPLOYMENT PREMIUM	6,310	9,000	4,584	9,000	9,000
01-10-14-3-4375	WORKERS COMPENSATION	92,259	100,000	27,337	50,000	50,000
01-10-14-3-4376	FLEX SPENDING	-	-	-	-	-
01-10-14-3-4377	INSURANCE ALLOCATION	(211,000)	(211,000)	-	-	-
TOTAL CONTRACTUAL SERVICES		425,936	596,920	312,175	609,329	667,920
CAPITAL OUTLAY						
01-10-14-8-4894	SAFETY IMPROVEMENTS	-	5,000	-	5,000	5,000
TOTAL CAPITAL OUTLAY		-	5,000	-	5,000	5,000
TOTAL EXPENDITURES		438,503	615,244	318,823	627,653	688,035

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Salaries

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

**Account Number:** 01-10-14-1-4010

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

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

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

FY 2024 Budget request	\$ 11,313
FY 2025 Budget request	\$ 12,117
Increase (Decrease)	<u>\$ 804</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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, 2025, the Village’s portion will be 10.03%.

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

FY 2024 Budget request	\$ 1,146
FY 2025 Budget request	\$ 1,215
Increase (Decrease)	<u>\$ 69</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** FICA Matching

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

**Account Number:** 01-10-14-1-4090

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

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

FY 2024 Budget request	\$ 865
FY 2025 Budget request	\$ 927
Increase (Decrease)	<u>\$ 62</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Medical Insurance Premiums

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

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

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

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

<b>Type of Coverage</b>	<b>Employee % of Premium</b>	<b>Village % of Premium</b>
HMO - Employee Only	20%	80%
HMO - Family	35%	65%
PPO - Employee Only	15%	85%
PPO - Family	32%	68%

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 2024 Budget request	\$ 538,920
FY 2025 Budget request	\$ 538,920
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Dental and Vision Insurance Premiums

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

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

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

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

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

The Village’s insurance broker, Assured Partners, is working with the Village’s dental and vision provider (Met Life) 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 2024 Budget request	\$ 40,000
FY 2025 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Employee Assistance Program

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

**Account Number:** 01-10-14-3-4372

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Liability Insurance

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

**Account Number:** 01-10-14-3-4373

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

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

FY 2024 Budget request	\$ 120,000
FY 2025 Budget request	<u>\$ 33,000</u>
Increase (Decrease)	<u>\$ (87,000)</u>

The primary reason for the decrease is based on the allocation of expenses between multiple funds in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 \$13,590 (2024 wage base) of an employee’s annual wages. The Village’s benefit ratio has steadily improved, as shown below:

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Benefit Ratio	0.95%	1.33%	1.18%	1.33%	1.08%	1.33%	0.85%	0.85%

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

FY 2024 Budget request	\$ 9,000
FY 2025 Budget request	\$ 9,900
Increase (Decrease)	<u>\$ 900</u>

The primary reason for the increase is based upon the anticipated increase for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Workers Compensation

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

**Account Number:** 01-10-14-3-4375

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

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

FY 2024 Budget request	\$ 100,000
FY 2025 Budget request	\$ 55,000
Increase (Decrease)	<u>\$ (45,000)</u>

The primary reason for the decrease is based on the allocation of expenses between multiple funds in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Flex Spending

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

**Account Number:** 01-10-14-3-4376

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Insurance Allocation

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

**Account Number:** 01-10-14-3-4377

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

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

FY 2024 Budget request	\$ (211,000)
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ 211,000</u></u>

The primary reason for the decrease is based on the allocation of expenses between multiple funds in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** RISK MANAGEMENT

**Description:** Safety Improvements

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

**Account Number:** 01-10-14-8-4894

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

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

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# 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 2023	Headcount 2024	Headcount 2025	FTE 2025
Full-Time	0	0	0	0.30
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
39,547	49,683	78,557	Personnel Services	63,621	67,439
1,089	776	5,525	Contractual Services	5,575	5,175
40,636	50,459	84,082	<b>Total Expenditures</b>	69,196	72,614
<b>(40,636)</b>	<b>(50,459)</b>	<b>(84,082)</b>	<b>Source (Use) of Cash</b>	<b>(69,196)</b>	<b>(72,614)</b>

## Significant Changes

- \$12,309 decrease in Salaries due to a reflection of salary allocations for the Chief Financial Officer/HR Director for Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>HUMAN RESOURCES</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-16-1-4010	SALARIES	42,486	45,472	22,436	45,472	34,788
01-10-16-1-4015	RETIREMENT PAYOUT	-	25,000	-	25,000	26,500
01-10-16-1-4040	IMRF	4,052	4,606	2,273	4,606	3,489
01-10-16-1-4090	FICA MATCHING	3,145	3,479	1,656	3,479	2,661
TOTAL PERSONNEL SERVICES		49,683	78,557	26,365	78,557	67,439
CONTRACTUAL SERVICES						
01-10-16-3-4361	DUES	377	400	-	400	-
01-10-16-3-4365	PROFESSIONAL DEVELOPMENT	-	300	300	300	300
01-10-16-3-4366	WELLNESS PROGRAM	-	225	-	-	225
01-10-16-3-4367	PRE EMPLOYMENT SCREENING	399	500	401	520	550
01-10-16-3-4370	TUITION REIMBURSEMENT PROGRAM	-	3,000	-	-	3,000
01-10-16-3-4390	OTHER CHARGES	-	600	207	600	1,000
01-10-16-3-4399	CONTINGENCY	-	500	392	500	500
TOTAL CONTRACTUAL SERVICES		776	5,525	1,300	2,320	5,175
TOTAL EXPENDITURES		50,459	84,082	27,665	80,877	72,614

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** Salaries

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-16-1-4010

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

Chief Financial Officer/Human Resources Director - 15%  
Finance Office Manager - 10%

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

FY 2024 Budget request	\$ 45,472
FY 2025 Budget request	\$ 32,819
Increase (Decrease)	<u>\$ (12,653)</u>

The primary reason for the decrease is a reflection of salary allocations and employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** Retirement Payout

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-16-1-4015

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This account is used to pay for any unused accrued PTO or contractual obligations related to the retirement of Village employees. This account will also pay out any unused accrued vacation and/or sick time for sworn officers.

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

FY 2024 Budget request	\$ 25,000
FY 2025 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** IMRF

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-16-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 4,606
FY 2025 Budget request	<u>\$ 3,292</u>
Increase (Decrease)	<u><u>\$ (1,315)</u></u>

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** FICA Matching

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-16-1-4090

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

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

FY 2024 Budget request	\$ 3,479
FY 2025 Budget request	\$ 2,511
Increase (Decrease)	<u>\$ (968)</u>

The primary reason for the decrease is a reflection of salary allocations and employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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This account is used to pay for annual dues and labor requirements for Human Resources related professional associations. This line item includes the dues for the Human Resources Director:

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

FY 2024 Budget request	\$ 400
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (400)</u>

The primary reason for the decrease is based upon the transfer of the Illinois Labor Poster expense to Other Charges in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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:

HR Certification Courses	\$ 300
Total	<u>\$ 300</u>

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

FY 2024 Budget request	\$ 300
FY 2025 Budget request	<u>\$ 300</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ 225
FY 2025 Budget request	\$ 225
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** Pre-Employment Screening

**Priority:** 1.5 Prioritize a Healthy Community and Environment  
1.6 Prioritize Citizen Services  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-16-3-4367

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

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	<u>\$ 550</u>
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon the increase in the pre-employment screening per person from Advocate in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** HUMAN RESOURCES

**Description:** Tuition Reimbursement

**Priority:** 1.6 Prioritize Citizen Services  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-16-3-4370

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

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

FY 2024 Budget request	\$ 3,000
FY 2025 Budget request	<u>\$ 3,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:

Illinois Labor Law Poster	\$ 400
Annual Team Building Event	\$ 300
Performance Improvement Training	\$ 300
	<u>\$ 1,000</u>

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

FY 2024 Budget request	\$ 600
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase is based upon the addition of the Illinois Labor Law Poster expense for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

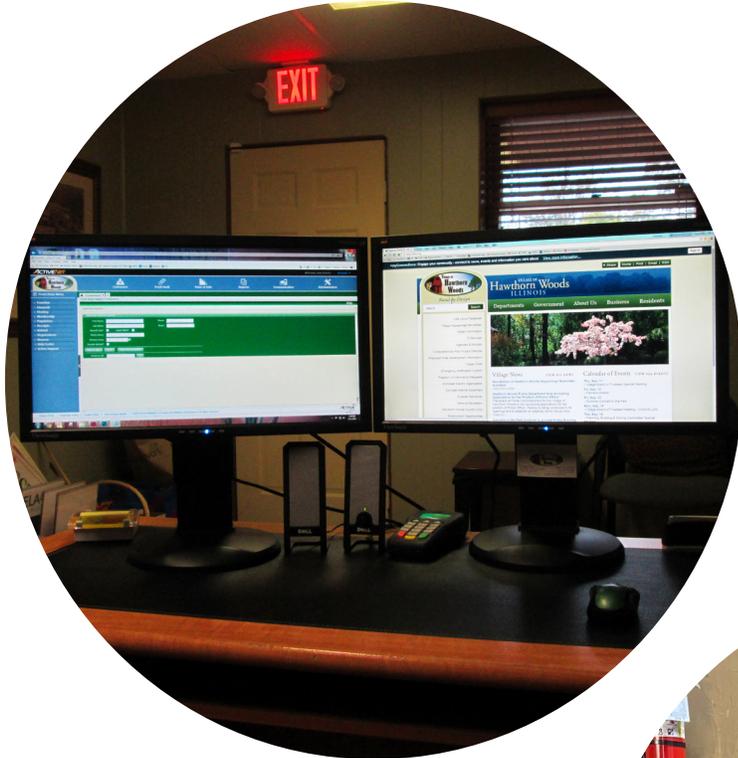
The Contingency budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# 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
	2023	2024	2025	2025
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
93,378	118,382	135,642	Contractual Services	166,954    173,300
93,378	118,382	135,642	<b>Total Expenditures</b>	
			166,954	173,300
<b>(93,378)</b>	<b>(118,382)</b>	<b>(135,642)</b>	<b>Source (Use) of Cash</b>	
			<b>(166,954)</b>	<b>(173,300)</b>

## Significant Changes

- \$13,854 increase in Technology Support Services due to the replacement and addition of staff computers and the implementation of Office 365 in Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>TECHNOLOGY</b>						
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
01-10-17-3-4130	SOFTWARE SUPPORT & MAINT	31,868	36,660	33,810	36,669	42,000
01-10-17-3-4329	TECHNOLOGY SUPPORT SERVICES	19,440	36,024	36,024	36,024	68,000
01-10-17-3-4330	WEBSITE HOSTING & MAINT	6,570	6,483	5,707	6,770	7,300
01-10-17-3-4331	INTERNET ACCESS	25,481	36,000	16,185	36,000	36,000
01-10-17-3-4332	MISCELLANEOUS	5,709	4,000	1,611	4,000	3,500
01-10-17-3-4333	OFFICE 365 SERVICES	29,314	16,475	14,161	16,475	16,500
TOTAL CONTRACTUAL SERVICES		118,382	135,642	107,498	135,938	173,300
TOTAL EXPENDITURES		118,382	135,642	107,498	135,938	173,300

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** TECHNOLOGY

**Description:** Software Support and Maintenance

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-17-3-4130

This account is used for expenses related to the software licensing and maintenance fees for various software programs utilized on the Village’s computer system.

BS&A maintenance	\$ 15,170
Laserfiche maintenance	\$ 1,450
Critical Reach - PD	\$ 250
InTime - PD	\$ 2,850
Evidence Room Software - Porter Lee - PD	\$ 1,000
Lexipol - PD	\$ 10,107
American Legal Publishing	\$ 550
Anti-virus Software - ABG	\$ 4,300
Adobe Creative Cloud (2 license)/Pro (6-7 licenses)	\$ 2,410
VMware - Once every 3 years - due in 2026	\$ -
Zoom	\$ 640
Livescan - PD	\$ 2,300
Records Management Software (RMS)	\$ 1,500
<b>Total</b>	<u><u>\$ 42,527</u></u>

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

FY 2024 Budget request	\$ 36,660
FY 2025 Budget request	\$ 42,527
<b>Increase (Decrease)</b>	<u><u>\$ 5,867</u></u>

The primary reason for the increase relates to estimated actuals in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** TECHNOLOGY

**Description:** Technology Support Services

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-17-3-4329

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

318 hours @ \$156.00/hour = \$49,608

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

FY 2024 Budget request	\$ 36,024
FY 2025 Budget request	\$ 49,608
Increase (Decrease)	<u>\$ 13,584</u>

The primary reason for the increase is due to the need to the replacement and addition of staff computers and the implementation of Office 365 in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 and Civic Plus SSL Certificate	\$ 5,485
Constant Contact	\$ 1,884
Total	<u>\$ 7,369</u>

*Vhwo.org domain name expires June 25, 2027.*  
*Hwpd.com domain name expires March 19, 2028*

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

FY 2024 Budget request	\$ 6,483
FY 2025 Budget request	\$ 7,369
Increase (Decrease)	<u>\$ 886</u>

The primary reason for the increase is based upon estimated actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** TECHNOLOGY

**Description:** Internet Access

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-17-3-4331

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

Secure VPN provided by ABN \$36,000

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

FY 2024 Budget request	\$ 36,000
FY 2025 Budget request	\$ 36,000
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** TECHNOLOGY

**Description:** Miscellaneous

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-17-3-4332

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

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

FY 2024 Budget request	\$ 4,000
FY 2025 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ 3,000</u>

The reason for the increase relates to Office 365 migration tool, 10 replacement computer monitors, and other computer supplies in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** TECHNOLOGY

**Description:** Office 365 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:

Office 365 (Village Outlook Emails) and Hosted Backup (Village Software & Files)	\$ 23,550
Hosted File Exchange Service (Box.com)	\$ 900
Total	<u>\$ 24,450</u>

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

FY 2024 Budget request	\$ 16,475
FY 2025 Budget request	\$ 24,450
Increase (Decrease)	<u>\$ 7,975</u>

The primary reason for the increase is based upon the estimated actuals for Fiscal Year 2024.



# 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 2023	Headcount 2024	Headcount 2025	FTE 2025
Full-Time	2	2	2	0.80
Part-Time	0	0	0	0

The purpose of governmental accounting lies in the ability of an organization to supply information about a governmental entity's finances to interested groups. These groups are diverse and may consist of state agencies, federal agencies, personnel, public managers, legislative bodies and the general public as well. Most often, these groups desire an array of information. Therefore, the main purpose of governmental accounting can be viewed as producing financial information in a cohesive form that is readily accessible, easy to comprehend, and beneficial to all parties concerned.

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
119,581	133,845	141,979	Personnel Services	131,254	146,304
30,733	38,431	40,397	Contractual Services	42,240	40,430
-	45	60	Commodities	60	60
150,313	172,321	182,436	<b>Total Expenditures</b>	173,554	186,794
<b>(150,313)</b>	<b>(172,321)</b>	<b>(182,436)</b>	<b>Source (Use) of Cash</b>	<b>(173,554)</b>	<b>(186,794)</b>

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>FINANCE</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-18-1-4010	SALARIES	114,194	120,546	60,273	120,546	94,582
01-10-18-1-4015	PART-TIME EMPLOYEE	-	-	-	26,250	35,000
01-10-18-1-4040	IMRF	11,154	12,211	6,106	12,211	9,487
01-10-18-1-4090	FICA MATCHING	8,497	9,222	4,451	9,222	7,235
TOTAL PERSONNEL SERVICES		133,845	141,979	70,829	141,979	146,304
CONTRACTUAL SERVICES						
01-10-18-3-4210	ANNUAL AUDIT	29,005	30,450	27,300	30,450	31,975
01-10-18-3-4211	ACTUARY SERVICES	5,610	3,330	3,330	3,330	3,520
01-10-18-3-4328	OTHER PROFESSIONAL SERVICES	-	500	-	-	-
01-10-18-3-4329	BOND FINANCIAL ADVISOR	500	1,000	500	500	500
01-10-18-3-4330	AUDIT CONTINGENCY PAYMENT	-	1,452	1,621	5,402	-
01-10-18-3-4353	TELEPHONE-CELL PHONE	1,018	650	325	650	1,300
01-10-18-3-4355	PUBLISHING/ADVERTISING	334	60	-	-	60
01-10-18-3-4357	PRINTING/COPYING	-	1,060	33	33	1,150
01-10-18-3-4361	DUES	1,450	1,545	645	1,545	1,575
01-10-18-3-4365	PROFESSIONAL DEVELOPMENT	514	350	135	135	350
TOTAL CONTRACTUAL SERVICES		38,431	40,397	33,889	42,045	40,430
COMMODITIES						
01-10-18-5-4578	UNIFORMS	45	60	46	46	60
TOTAL COMMODITIES		45	60	46	46	60
TOTAL EXPENDITURES		172,321	182,436	104,764	184,070	186,794

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Salaries

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-1-4010

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

Chief Financial Officer/Human Resources Director - 30%  
Finance Office Manager - 50%

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

FY 2024 Budget request	\$ 120,546
FY 2025 Budget request	<u>\$ 89,228</u>
Increase (Decrease)	<u><u>\$ (31,318)</u></u>

The primary reason for the decrease is a reflection of the salary allocations and employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Part Time Employee

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-1-4015

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 26,250
Increase (Decrease)	<u>\$ 26,250</u>

The primary reason for the increase is based upon the addition of a part-time employee for the Finance Department for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** IMRF

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 12,211
FY 2025 Budget request	\$ 8,950
Increase (Decrease)	<u>\$ (3,262)</u>

The primary reason for the decrease is a reflection of salary allocations as well as the Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** FICA Matching

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-1-4090

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

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

FY 2024 Budget request	\$ 9,222
FY 2025 Budget request	<u>\$ 6,826</u>
Increase (Decrease)	<u>\$ (2,396)</u>

The primary reason for the decrease is a reflection of the salary allocations and employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Annual Audit

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4210

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Audit services are paid for from this account. The Village accepted a 3-year renewal proposal from Sikich, LLP for the audits of 2022, 2023 and 2024.

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

FY 2024 Budget request	\$ 30,450
FY 2025 Budget request	\$ 31,975
Increase (Decrease)	<u>\$ 1,525</u>

This primary reason for the increase is the 5.0% fee increase reflected in the 3-year proposal from Sikich, LLP.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Actuary Services

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4211

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

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

FY 2024 Budget request	\$ 3,330
FY 2025 Budget request	\$ 5,420
Increase (Decrease)	<u>\$ 2,090</u>

The primary reason for the increase is based upon actuarial valuation agreement between Lauterbach & Amen for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Other Professional Services

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4328

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This account is used for other professional services that may be needed by the Finance Department.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Bond Financial Advisor

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4329

---

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

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Audit Contingency Payment

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4330

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

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

FY 2024 Budget request	\$ 1,452
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,452)</u>

The primary reason for the decrease is based upon the ComEd settlement received due to a comprehensive audit conducted by Azavar in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Telephone-Cell Phone

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4353

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

Cell phone - Chief Financial Officer - payment of business-related usage from the Chief Financial Officer's personal cellular telephone = \$650.

Cell phone - Finance Manager - payment of business-related usage from the Finance Manager's personal cellular telephone = \$650.

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

FY 2024 Budget request	\$ 650
FY 2025 Budget request	\$ 1,300
Increase (Decrease)	<u>\$ 650</u>

The primary reason for the increase is based upon the additional reimbursement for the Finance Manager's cell phone for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Publishing/Advertising

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4355

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

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

FY 2024 Budget request	\$ 60
FY 2025 Budget request	\$ 60
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Printing/Copying

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4357

This account is used to pay for the tax forms, envelopes, AP checks and deposit slips.

Tax forms	\$ 350
Envelopes	\$ 400
Deposit slips	\$ 60
AP Checks	<u>\$ 250</u>
Total	<u><u>\$1,060</u></u>

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

FY 2024 Budget request	\$ 1,060
FY 2025 Budget request	<u>\$ 1,060</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Dues

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-3-4361

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This account is used to pay for the following dues:

Government Finance Officers Association Membership	\$ 420
Illinois Government Finance Officers Association	\$ 325
Illinois Municipal Treasurers Association (Eastern Illinois University)	\$ 120
Certificate of Achievement in Financial Reporting Application Fee	\$ 460
Certificate of Achievement for Popular Annual Financial Report Fee	\$ 250
Total	<u>\$ 1,575</u>

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

FY 2024 Budget request	\$ 1,545
FY 2025 Budget request	\$ 1,575
Increase (Decrease)	<u>\$ 30</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:

Fred Pryor Seminars - Career Track	
Unlimited Training Membership	
CFO/Finance Manager	\$ 300
Illinois Government Finance Officers Association	
1 Local Training Class	\$ 50
Total	<u>\$ 350</u>

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

FY 2024 Budget request	\$ 350
FY 2025 Budget request	\$ 350
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** FINANCE

**Description:** Uniforms

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 01-10-18-5-4578

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

Finance employees (2)

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

FY 2024 Budget request	\$ 60
FY 2025 Budget request	\$ 60
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# 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
	2023	2024	2025	2025
Full-Time	0	0	0	0.10
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
17,559	18,496	19,292	Personnel Services	20,316	21,535
1,396	7,568	14,720	Contractual Services	14,720	14,720
18,955	26,064	34,012	<b>Total Expenditures</b>	35,036	36,255
<b>(18,955)</b>	<b>(26,064)</b>	<b>(34,012)</b>	<b>Source (use) of cash</b>	<b>(35,036)</b>	<b>(36,255)</b>

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ENGINEERING</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
01-10-19-1-4010	SALARIES	15,678	16,379	8,190	16,379	18,300
01-10-19-1-4040	IMRF	1,695	1,659	830	1,659	1,835
01-10-19-1-4090	FICA MATCHING	1,123	1,253	588	1,177	1,400
TOTAL PERSONNEL SERVICES		18,496	19,292	9,608	19,215	21,535
CONTRACTUAL SERVICES						
01-10-19-3-4219	ENGINEERING SERVICES - GENERAL	7,568	12,720	1,385	10,000	12,720
01-10-19-3-4221	STORM SEWER MAPPING	-	2,000	-	2,000	2,000
TOTAL CONTRACTUAL SERVICES		7,568	14,720	1,385	12,000	14,720
TOTAL EXPENDITURES		26,064	34,012	10,993	31,215	36,255

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ENGINEERING

**Description:** Salaries

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-19-1-4010

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

Director of Public Works/Village Engineer - 10%

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

FY 2024 Budget request	\$ 16,379
FY 2025 Budget request	\$ 17,264
Increase (Decrease)	<u>\$ 884</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ENGINEERING

**Description:** IMRF

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-19-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 1,659
FY 2025 Budget request	\$ 1,732
Increase (Decrease)	<u>\$ 72</u>

The primary reason for the increase represents the Village's approved compensation plan although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ENGINEERING

**Description:** FICA Matching

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-19-1-4090

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

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

FY 2024 Budget request	\$ 1,253
FY 2025 Budget request	\$ 1,321
Increase (Decrease)	<u>\$ 68</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ENGINEERING

**Description:** Engineering Services

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-19-3-4219

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

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

FY 2024 Budget request	\$ 12,720
FY 2025 Budget request	\$ 12,720
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** ENGINEERING

**Description:** Storm Sewer Mapping

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-10-19-3-4221

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

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

FY 2024 Budget request	\$ 2,000
FY 2025 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# 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
	2023	2024	2025	2025
Full-Time	14	15	15	15.15
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
130,350	188,116	161,300	Fees	240,800	176,300
10,000	1,350	-	Intergovernmental	-	-
3,946	19,984	-	Miscellaneous	-	-
<b>144,296</b>	<b>209,450</b>	<b>161,300</b>	<b>Total Revenues</b>	<b>240,800</b>	<b>176,300</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
1,581,671	1,707,532	1,751,457	Personnel Services	1,802,638	1,907,496
139,391	168,394	166,269	Contractual Services	306,525	246,500
66,601	94,932	58,900	Commodities	83,900	84,550
4,966	1,279	7,000	Capital Outlay	7,000	7,000
<b>1,792,629</b>	<b>1,972,135</b>	<b>1,983,626</b>	<b>Total Expenditures</b>	<b>2,200,063</b>	<b>2,245,546</b>
393,151	342,726	417,295	Police Pension Contribution	324,387	424,387
<b>(2,041,485)</b>	<b>(2,105,411)</b>	<b>(2,239,621)</b>	<b>Source (Use) of Cash</b>	<b>(2,283,650)</b>	<b>(2,493,633)</b>

## Significant Changes

- \$30,000 increase in Police Dispatch based upon the projected actuals for Fiscal Year 2024.
- \$15,000 increase in Auto Fuel & Oil based upon the projected actuals and addition of a patrol car in Fiscal Year 2024.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>POLICE</b>						
<b>REVENUES</b>						
FEES						
01-20-00-4-3710	COURT FINES	112,596	100,000	48,075	100,000	110,000
01-20-00-4-3730	VILLAGE CODE VIOLATIONS	45,495	35,000	22,250	35,000	35,000
01-20-00-4-3733	ADJUDICATION FINES	-	-	-	-	-
01-20-00-4-3734	ADMINISTRATIVE IMPOUND FEE	28,750	25,000	27,000	42,750	30,000
01-20-00-4-3735	POLICE PROTECTION FEES	330	500	10,560	110,480	500
01-20-00-4-3750	RECORDS REQUESTS	945	800	615	800	800
TOTAL FEES		188,116	161,300	108,500	289,030	176,300
INTERGOVERNMENTAL						
01-20-00-5-3805	GRANTS	1,350	-	-	-	-
TOTAL INTERGOVERNMENTAL		1,350	-	-	-	-
MISCELLANEOUS						
01-20-00-7-3830	DONATIONS REVENUE	8,523	-	975	1,000	-
01-20-00-7-3860	INSURANCE REIMBURSEMENT	10,233	-	-	-	-
01-20-00-7-3890	MISCELLANEOUS INCOME	1,228	-	2,441	2,441	-
01-20-00-7-3990	TRANSFER FROM DUI FUND	-	-	-	-	-
01-20-00-7-3991	TRANSFER FROM VEH SUPV FUND	-	-	-	-	-
TOTAL MISCELLANEOUS		19,984	-	3,416	3,441	-
TOTAL REVENUES		209,450	161,300	111,916	292,471	176,300

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE	
			BUDGETED	ACTUAL			PROJECTED
<b>EXPENDITURES</b>							
PERSONNEL SERVICES							
01-20-20-1-4010	SALARIES	1,520,669	1,606,649	788,627	1,577,253	1,668,930	1,769,066
01-20-20-1-4011	SALARIES-FLEET MAINTENANCE	12,904	13,379	6,660	13,321	14,155	15,004
01-20-20-1-4020	OVERTIME	113,032	70,000	20,644	50,000	55,000	55,000
01-20-20-1-4040	IMRF	23,811	23,884	13,100	26,200	24,852	26,343
01-20-20-1-4090	FICA MATCHING	37,116	37,545	19,296	38,592	39,701	42,083
TOTAL PERSONNEL SERVICES		1,707,532	1,751,457	848,326	1,705,366	1,802,638	1,907,496
CONTRACTUAL SERVICES							
01-20-20-3-4120	CONT MAINT-VEHICLES	12,977	8,000	5,491	8,000	10,000	15,000
01-20-20-3-4130	CONT MAINT-EQUIPMENT	10,702	13,125	5,178	13,125	15,000	17,500
01-20-20-3-4329	OTHER PROFESSIONAL SERVICES	870	800	3,252	3,252	1,000	1,000
01-20-20-3-4353	TELEPHONE - CELL PHONE	4,675	4,500	2,325	4,660	4,700	4,700
01-20-20-3-4357	PRINTING/COPYING	940	1,650	529	1,650	1,800	1,800
01-20-20-3-4359	DISPATCH SERVICE	88,023	88,175	-	100,406	220,000	150,000
01-20-20-3-4361	DUES	26,615	28,269	22,921	30,000	31,225	32,500
01-20-20-3-4365	PROFESSIONAL DEVELOPMENT	8,911	16,150	6,995	16,150	17,000	18,000
01-20-20-3-4367	PUBLICATIONS	1,140	-	-	-	-	-
01-20-20-3-4379	DONATIONS EXPENSE	8,533	-	1,930	-	-	-
01-20-20-3-4381	COMMUNITY RELATIONS	1,137	1,600	313	1,600	1,800	2,000
01-20-20-3-4383	EMERGENCY SERVICES & DISASTER	3,870	4,000	-	4,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES		168,394	166,269	48,933	182,843	306,525	246,500
COMMODITIES							
01-20-20-5-4561	OFFICE SUPPLIES	2,100	1,900	1,421	1,900	2,100	2,300
01-20-20-5-4562	AUTO FUEL & OIL	35,930	30,000	13,278	43,000	45,000	47,500
01-20-20-5-4563	MINOR EQUIPMENT	4,783	6,500	3,325	6,500	8,000	9,000
01-20-20-5-4569	VEHICLE SUPPLIES	16,691	5,000	3,958	5,000	5,000	8,500
01-20-20-5-4578	UNIFORMS	32,668	13,500	6,574	13,500	21,300	14,500
01-20-20-5-4595	OTHER CHARGES	2,760	2,000	2,168	2,000	2,500	2,750
TOTAL COMMODITIES		94,932	58,900	30,724	71,900	83,900	84,550
CAPITAL OUTLAY							
01-20-20-8-4894	EQUIPMENT	1,279	7,000	2,080	7,000	7,000	7,000
TOTAL CAPITAL OUTLAY		1,279	7,000	2,080	7,000	7,000	7,000
TOTAL EXPENDITURES		1,972,136	1,983,626	930,063	1,967,109	2,200,063	2,245,546
POLICE PENSION CONTRIBUTION							
01-20-20-1-4050	POLICE PENSION CONTRIBUTION	342,726	417,295	190,005	417,295	324,387	424,387

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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 2024 Budget request	\$ 100,000
FY 2025 Budget request	\$ 100,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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 2024 Budget request	\$ 35,000
FY 2025 Budget request	\$ 50,000
Increase (Decrease)	<u>\$ 15,000</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ 25,000
FY 2025 Budget request	\$ 30,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is based on projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Police Protection Fees

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

**Account Number:** 01-20-00-4-3735

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

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	<u>\$ 60,000</u>
Increase (Decrease)	<u><u>\$ 59,500</u></u>

The primary reason for the increase is based upon the projected actuals in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Records Requests

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

**Account Number:** 01-20-00-4-3750

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

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

FY 2024 Budget request	\$ 800
FY 2025 Budget request	\$ 800
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Insurance Reimbursement

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

**Account Number:** 01-20-00-7-3860

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Miscellaneous Income

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

**Account Number:** 01-20-00-7-3890

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Transfer from DUI Funds

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

**Account Number:** 01-20-00-7-3990

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Transfer from Vehicle Supervision Funds

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

**Account Number:** 01-20-00-7-3991

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Salaries

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

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

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This account is the amount paid for 13 sworn full-time officers which includes 8 Patrol Officers, 4 Sergeants, and 1 Deputy Chief, 1 Administrative civilian, and the Public Safety Director for regular personnel services. This also includes longevity and holiday pay awarded to officers per labor agreement.

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

FY 2024 Budget request	\$ 1,606,649
FY 2025 Budget request	\$ 1,668,930
Increase (Decrease)	<u>\$ 62,281</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Salaries - Fleet Maintenance

**Priority:** 1.1 Prioritize A Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-1-4011

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

Crew Leader - Fleet Division - 15%

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

FY 2024 Budget request	\$ 13,379
FY 2025 Budget request	\$ 14,155
Increase (Decrease)	<u>\$ 776</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Overtime

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

**Account Number:** 01-20-20-1-4020

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

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

FY 2024 Budget request	\$ 70,000
FY 2025 Budget request	\$ 55,000
Increase (Decrease)	<u>\$ (15,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** IMRF

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

**Account Number:** 01-20-20-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 23,884
FY 2025 Budget request	<u>\$ 24,852</u>
Increase (Decrease)	<u>\$ 968</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** FICA Matching

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

**Account Number:** 01-20-20-1-4090

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

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

FY 2024 Budget request	\$ 37,545
FY 2025 Budget request	<u>\$ 39,701</u>
Increase (Decrease)	<u>\$ 2,156</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Contract Maint-Vehicles

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-3-4120

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

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

FY 2024 Budget request	\$ 8,000
FY 2025 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase for Fiscal Year 2025 is based on the age and mileage of our vehicles. We anticipate maintenance costs will increase in 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Contract Maint-Equipment

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-3-4130

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This account is the amount paid for maintenance of equipment such as office machines, 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 \$46 per month, per radio, to use the Starcom system.

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

FY 2024 Budget request	\$ 13,125
FY 2025 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 1,875</u>

The primary reason for the increase is based on the increased monthly fee by the State in Fiscal Year 2024. The State raised the price from \$38 to \$46 a month for the Starcom radios.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Other Professional Services

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

**Account Number:** 01-20-20-3-4329

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

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

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

FY 2024 Budget request	\$ 800
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon the anticipated increase in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Telephone - Cell Phone

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-3-4353

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

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

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

FY 2024 Budget request	\$ 4,500
FY 2025 Budget request	\$ 4,700
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon the anticipated increase in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Printing / Copying

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

**Account Number:** 01-20-20-3-4357

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

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

FY 2024 Budget request	\$ 1,650
FY 2025 Budget request	\$ 1,800
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase is based upon the additional printer supplies need for the e-citation printers in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Dispatch Service

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

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

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

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

FY 2024 Budget request	\$ 88,175
FY 2025 Budget request	<u>\$ 220,000</u>
Increase (Decrease)	<u>\$ 131,825</u>

The primary reason for this increase is based on the move to the consolidated dispatch services of LakeComm and an agreed upon annual increase with the Lake Zurich Public Safety Answering Point in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 Association of Chiefs of Police	\$ 525
Illinois Chiefs of Police Association	\$ 300
Illinois Law Enforcement Alarm System	\$ 240
Lake County Chiefs of Police Association	\$ 225
Lake County State's Attorney's Office Forensic Lab	\$ 1,995
Law Enforcement Support Office (LESO)	\$ 350
Major Crash Assistance Team	\$ 500
Lake County Major Crimes Task Force (LCMCTF)	\$ 6,300
Northeastern IL Regional Crime Laboratory (NIRCL)	\$ 16,250
Safe Kids Car Seat Certification (4)	\$ 380
Reverse 911 System - CODE RED	\$ 2,700
Illinois Criminal Offense Guide	\$ 100
Northeast Multi-Regional Training (NEMRT)	\$ 1,235
Law Enforcement Records Managers of Illinois	\$ 25
National Association of Women Law Enforcement Executives	\$ 100
Total	<u>\$ 31,225</u>

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

FY 2024 Budget request	\$ 28,269
FY 2025 Budget request	<u>\$ 31,225</u>
Increase (Decrease)	<u>\$ 2,956</u>

The primary reason for the increase is due to the anticipated increases for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 (13 officers @ \$700)	\$ 9,100
Range Fees	\$ 500
Tuition Reimbursement	\$ 1,500
Conference Attendance	\$ 700
Police Academy (1 officer)	\$ 4,000
Police Law Institute	\$ 1,200
Total	<u>\$ 17,000</u>

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

FY 2024 Budget request	\$ 16,150
FY 2025 Budget request	<u>\$ 17,000</u>
Increase (Decrease)	<u>\$ 850</u>

The primary reason for the increase is based on the additional training requirements for the Safe-T Act in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Publications

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

**Account Number:** 01-20-20-3-4367

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Donations Expense

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

**Account Number:** 01-20-20-3-4379

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This account is used for equipment purchased with Donation revenues.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Community Relations

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

**Account Number:** 01-20-20-3-4381

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This account is the amount paid for items relating to community education, team building activities, 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 2024 Budget request	\$ 1,600
FY 2025 Budget request	\$ 1,800
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon the addition of an annual departmental team-building activity for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Emergency Services and Disaster Management

**Priority:** 1.1 Prioritize a Safe and Secure Community

**Account Number:** 01-20-20-3-4383

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

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

FY 2024 Budget request	\$ 4,000
FY 2025 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Office Supplies

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

**Account Number:** 01-20-20-5-4561

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

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

FY 2024 Budget request	\$ 1,900
FY 2025 Budget request	<u>\$ 2,100</u>
Increase (Decrease)	<u><u>\$ 200</u></u>

The primary reason for the increase is based upon the anticipated increases in supplies for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Automotive Fuel and Oil

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-5-4562

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

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

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

FY 2024 Budget request	\$ 30,000
FY 2025 Budget request	<u>\$ 45,000</u>
Increase (Decrease)	<u><u>\$ 15,000</u></u>

The primary reason for the increase is based upon projected actuals from Fiscal Year 2024. We have more officers and our 6 vehicles are being used daily for at least a 12-hour shift.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Minor Equipment

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-5-4563

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

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

FY 2024 Budget request	\$ 6,500
FY 2025 Budget request	<u>\$ 8,000</u>
Increase (Decrease)	<u><u>\$ 1,500</u></u>

The primary reason for the increase is based upon the increased cost of range supplies and first aid supplies for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Vehicle Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-20-20-5-4569

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

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 \$750 per full-time sworn officer personnel for distribution throughout the year.

Based on the above established allowances, the cost for the anticipated headcount of 13 full-time officers:

13 Officers @ \$850 per officer	\$ 11,050
1 - Initial Issue	\$ 3,750
Rifle plates/carriers	<u>\$ 6,500</u>
Total	<u><u>\$ 21,300</u></u>

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

FY 2024 Budget request	\$ 13,500
FY 2025 Budget request	<u>\$ 21,300</u>
Increase (Decrease)	<u><u>\$ 7,800</u></u>

The primary reason for the increase is based upon on the increased uniform allowance per Officer as well as need to purchase rifle plates and carriers for our officers for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Other Charges

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-20-20-5-4595

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This account is the amount paid for other expenses not previously charged to any other account. This includes institutional supplies, floor mats, rugs, bottled water, coffee, prisoner meals and other supplies and articles that are consumed or materially altered when used. Secretary of State License and Title fees are also included in this account.

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

FY 2024 Budget request	\$ 2,000
FY 2025 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase for Fiscal Year 2025 is the increased cost of water delivery to the station.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Equipment

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-20-20-8-4894

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This account is the amount paid for the acquisition of initial equipment, additional equipment, and replacement equipment. Assets acquired will have an anticipated life span of two or more years. Included in this account are AEDs, speed detection devices, emergency vehicle lights, sirens and public address systems (including components to render these items operational), vehicle push bumpers, in-car video systems, prisoner cages for squads, alcohol breath testing units and mobile and portable radios.

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

FY 2024 Budget request	\$ 7,000
FY 2025 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** POLICE DEPARTMENT

**Description:** Pension

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

**Account Number:** 01-20-20-1-4050

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This account is the amount paid to the Downstate Pension Fund for sworn Police Department employees.

This request is based on the independent actuarial figures provided by the Police Pension Board. The Fiscal Year 2025 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 2024 Budget request	\$ 417,295
FY 2025 Budget request	\$ 324,387
Increase (Decrease)	<u>\$ (92,908)</u>

The primary reason for the increase is based upon the independent actuarial valuation in Fiscal Year 2025.

# 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
	2023	2024	2025	2025
Full-Time	0	0	0	0
Part-Time	0	0	0	0

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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
805	420	-	-	-
805	420	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
6,066	3,279	4,375	6,375	4,375
-	-	100	100	100
6,066	3,279	4,475	<b>Total Expenditures</b>	
			6,475	4,475

(5,261)	(2,859)	(4,475)	<b>Source (Use) of Cash</b>	(6,475)	(4,475)
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## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>BOARD OF POLICE COMMISSIONERS</b>						
<b>REVENUES</b>						
FEES						
01-10-15-4-3751	APPLICATION FEE	420	-	-	-	-
TOTAL FEES		420	-	-	-	-
TOTAL REVENUES		420	-	-	-	-
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
01-10-15-3-4329	OTHER PROFESSIONAL SERVICES	3,279	4,000	845	845	6,000
01-10-15-3-4361	DUES	-	375	-	-	375
TOTAL CONTRACTUAL SERVICES		3,279	4,375	845	845	6,375
COMMODITIES						
01-10-15-5-4595	OTHER CHARGES	-	100	-	-	100
TOTAL COMMODITIES		-	100	-	-	100
TOTAL EXPENDITURES		3,279	4,475	845	845	6,475

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** BOARD OF POLICE COMMISSIONERS

**Description:** Other Professional Services

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

**Account Number:** 01-10-15-3-4329

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This account is the amount paid for testing services in the creation of a new eligibility list. This account also covers any other charges as it relates to the hiring and/or termination of police officers including legal fees.

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

FY 2024 Budget request	\$ 4,000
FY 2025 Budget request	<u>\$ 6,000</u>
Increase (Decrease)	<u><u>\$ 2,000</u></u>

We will conduct a written exam to establish a new eligibility list and a Sergeant promotional exam in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** BOARD OF POLICE COMMISSIONERS

**Description:** Dues

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

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

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

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

FY 2024 Budget request	\$ 375
FY 2025 Budget request	\$ 375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** BOARD OF POLICE COMMISSIONERS

**Description:** Other Charges

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

**Account Number:** 01-10-15-5-4595

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This account is the amount paid for other expenses not previously charged to any other account.

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	\$ 100
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# PUBLIC WORKS



## PUBLIC WORKS

### Department Purpose

The purpose of the Department of Public Works is to maintain all public buildings, grounds, right-of-way areas in Village and Village fleet. Additionally, the Department cares for 59.2 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
	2023	2024	2025	2025
Full-Time	9	10	10	4.55
Part-Time	0	0	0	0
Seasonal	0	0	0	0
Summer	0	0	0	0.25
Snow	0	0	0	0

### Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Intergovernmental	-	-
5,407	2,177	-	Miscellaneous	-	-
5,407	2,177	-	<b>Total Revenues</b>	-	-

### Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
353,587	368,820	401,285	Administration/Operations		
31,189	43,936	54,990	Personnel Services	418,356	441,958
87,975	88,230	107,650	Contractual Services	50,849	58,334
			Commodities	103,900	108,550
			Buildings/Grounds		
79,212	87,769	95,917	Personnel Services	89,032	94,374
12,531	11,285	25,100	Contractual Services	13,100	44,378
15,422	10,996	20,500	Commodities	16,000	17,000
-	-	-	Capital Outlay	-	-
579,916	611,036	705,442	<b>Total Expenditures</b>	691,238	764,595

(574,509)	(608,859)	(705,442)	<b>Source (Use) of Cash</b>	(691,238)	(764,595)
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### Significant Changes

- \$12,000 increase in Summer Salaries due to the additon of two part-time summer employees.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PUBLIC WORKS</b>						
<b>REVENUES</b>						
INTERGOVERNMENTAL						
01-40-00-5-3805	GRANTS	-	-	-	-	-
TOTAL INTERGOVERNMENTAL		-	-	-	-	-
MISCELLANEOUS						
01-40-00-7-3830	DONATIONS	-	-	-	-	-
01-40-00-7-3850	ROW TREE PROGRAM	-	-	-	-	-
01-40-00-7-3860	INSURANCE REIMBURSEMENT	-	-	-	-	-
01-40-00-7-3870	REIM-SNOWPLOW REVENUE	-	-	-	-	-
01-40-00-7-3890	MISCELLANEOUS INCOME	2,177	-	1,410	1,600	-
TOTAL MISCELLANEOUS		2,177	-	1,410	1,600	-
TOTAL REVENUES		2,177	-	1,410	1,600	-
<b>EXPENDITURES</b>						
<b>PUBLIC WORKS-ADMINISTRATION/OPERATIONS</b>						
PERSONNEL SERVICES						
01-40-40-1-4010	SALARIES	308,435	324,024	154,111	308,223	348,325
01-40-40-1-4012	SUMMER SALARIES	-	-	-	-	12,400
01-40-40-1-4013	SNOW PLOW DRIVERS	-	-	-	-	-
01-40-40-1-4020	OVERTIME	4,193	19,650	8,141	15,000	19,650
01-40-40-1-4040	IMRF	33,833	32,824	16,436	32,872	34,937
01-40-40-1-4090	FICA MATCHING	22,360	24,788	11,669	23,338	26,647
TOTAL PERSONNEL SERVICES		368,820	401,285	190,357	379,433	441,958
CONTRACTUAL SERVICES						
01-40-40-3-4120	CONTR MAINT-VEHICLE	4,772	13,000	2,012	13,000	14,000
01-40-40-3-4130	CONTR MAINT-EQUIPMENT	16,014	5,000	-	3,000	6,000
01-40-40-3-4190	CONTR MAINT-OTHER	1,007	9,510	-	4,010	9,510
01-40-40-3-4329	OTHER PROF SERVICES	3,765	4,000	2,070	4,000	4,000
01-40-40-3-4353	TELEPHONE-CELL PHONE	4,673	5,000	2,232	5,065	5,374
01-40-40-3-4355	PUBLISHING/ ADVERTISING	534	750	1,542	2,000	1,250
01-40-40-3-4357	PRINTING/COPYING	34	150	187	200	200
01-40-40-3-4361	DUES	732	830	400	822	847
01-40-40-3-4365	PROFESSIONAL DEVELOPMENT	1,756	3,150	576	3,150	3,554
01-40-40-3-4371	PUBLIC UTILITIES	10,648	12,000	4,842	12,000	12,000
01-40-40-3-4375	RENTAL/LEASE	-	1,000	-	1,000	800
01-40-40-3-4377	EMPLOYEE RECOGNITION	-	600	-	600	600
TOTAL CONTRACTUAL SERVICES		43,936	54,990	13,861	48,847	58,334

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>COMMODITIES</b>						
01-40-40-5-4561	OFFICE SUPPLIES	1,379	1,300	708	1,300	1,400
01-40-40-5-4562	AUTO FUEL & OIL	35,984	45,000	29,841	45,000	45,000
01-40-40-5-4563	MINOR EQUIPMENT	629	2,500	-	2,500	2,500
01-40-40-5-4564	SMALL TOOLS	786	3,000	308	3,000	3,000
01-40-40-5-4568	EQUIPMENT SUPPLIES	9,362	10,000	1,728	10,000	10,000
01-40-40-5-4569	VEHICLE SUPPLIES	14,495	15,000	5,895	15,000	15,000
01-40-40-5-4570	MAINT SUPPLIES	5,872	6,000	1,447	6,000	6,000
01-40-40-5-4572	MOSQUITO ABATEMENT	1,656	1,700	876	1,700	2,500
01-40-40-5-4573	DRAINAGE SUPPLIES	634	7,000	4,985	8,000	7,000
01-40-40-5-4574	RIGHT OF WAY SUPPLIES	7,202	6,000	5,438	8,000	7,000
01-40-40-5-4575	TREES	2,200	1,000	-	-	1,000
01-40-40-5-4578	UNIFORMS/SAFETY GEAR	6,250	7,650	2,112	7,650	7,650
01-40-40-5-4595	OTHER CHARGES	1,782	1,500	1,419	1,500	1,500
<b>TOTAL COMMODITIES</b>		<b>88,230</b>	<b>107,650</b>	<b>54,757</b>	<b>109,650</b>	<b>108,550</b>
<b>TOTAL ADMINISTRATION/OPERATIONS</b>		<b>500,986</b>	<b>563,925</b>	<b>258,975</b>	<b>537,930</b>	<b>608,842</b>
<b>PUBLIC WORKS- BUILDING &amp; GROUNDS</b>						
<b>PERSONNEL SERVICES</b>						
01-40-45-1-4010	SALARIES	74,818	81,437	20,711	60,000	80,196
01-40-45-1-4040	IMRF	8,091	8,250	2,098	6,078	8,044
01-40-45-1-4090	FICA MATCHING	4,860	6,230	1,395	4,590	6,135
<b>TOTAL PERSONNEL SERVICES</b>		<b>87,769</b>	<b>95,917</b>	<b>24,205</b>	<b>70,668</b>	<b>94,374</b>
<b>CONTRACTUAL SERVICES</b>						
01-40-45-3-4110	CONTR MAINT-BUILDING	11,175	24,600	4,540	24,600	43,878
01-40-45-3-4375	RENTAL/LEASE	110	500	-	500	500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>11,285</b>	<b>25,100</b>	<b>4,540</b>	<b>25,100</b>	<b>44,378</b>
<b>COMMODITIES</b>						
01-40-45-5-4571	BUILDING MAINT SUPPLIES	5,753	15,500	2,462	10,000	12,000
01-40-45-5-4572	CLEANING/RESTROOM SUPPLIES	5,243	5,000	2,298	5,000	5,000
<b>TOTAL COMMODITIES</b>		<b>10,996</b>	<b>20,500</b>	<b>4,760</b>	<b>15,000</b>	<b>17,000</b>
<b>CAPITAL OUTLAY</b>						
01-40-40-8-4893	VEHICLE	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUILDINGS AND GROUNDS</b>		<b>110,049</b>	<b>141,517</b>	<b>33,505</b>	<b>110,768</b>	<b>155,752</b>
<b>TOTAL EXPENDITURES</b>		<b>611,036</b>	<b>705,442</b>	<b>292,480</b>	<b>648,698</b>	<b>764,595</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Grants

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

**Account Number:** 01-40-00-5-3805

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Donations

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

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** ROW (Right of Way) Tree Program Revenue

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

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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Insurance Reimbursement

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

**Account Number:** 01-40-00-7-3860

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Salaries

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

**Account Number:** 01-40-40-1-4010

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This account is used to pay the salaries of the employees allocated to the Public Works Administration/Operations Division, as follows:

Director of Public Works/Village Engineer - 50%  
Superintendent of Public Works - 50%  
Crew Leader - Streets - 25%  
Crew Leader - Fleet - 70%  
Specialist III - Streets - 25%  
Specialist III - Streets - 25%  
Office Manager - 100%

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

FY 2024 Budget request	\$ 324,024
FY 2025 Budget request	\$ 328,608
Increase (Decrease)	<u>\$ 4,584</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Summer Salaries

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

**Account Number:** 01-40-40-1-4012

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This account is used to pay summer employees allocated to the Public Works Administration/Operations Division. This account provides for one summer employee from May 15 to August 15.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ 12,000</u>

The primary reason for the increase is based upon including two seasonal summer employees in Fiscal Year 2025 to perform the right-of-way mowing, other maintenance and to assist the mechanic, allowing the full-time staff to perform other more technical work.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Snow Plow Drivers Salaries

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-40-40-1-4013

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This account is used to pay snow plow driver employees allocated to the Public Works Administration/Operations Division. This account provides for up to four on call snow plow drivers during the snow season. These employees are paid only when needed for a snow event.

The Snow Plow Drivers Salaries budget request changed from the prior year budget as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

Snow Removal	\$ 18,000
Weather Emergencies	<u>\$ 1,650</u>
Total	<u><u>\$ 19,650</u></u>

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

FY 2024 Budget request	\$ 19,650
FY 2025 Budget request	<u>\$ 19,650</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** IMRF

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

**Account Number:** 01-40-40-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 32,824
FY 2025 Budget request	<u>\$ 32,959</u>
Increase (Decrease)	<u>\$ 136</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** FICA Matching

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

**Account Number:** 01-40-40-1-4090

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

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

FY 2024 Budget request	\$ 24,788
FY 2025 Budget request	\$ 25,139
Increase (Decrease)	<u>\$ 351</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Contractual Maintenance Vehicles

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

**Account Number:** 01-40-40-3-4120

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This account pays for all of the external repairs, towing, and services that the Public Works Administration/Operations Division needs to contract. These services include, transmission rebuilds, tires, towing, safety inspections and other repairs. Please see the Capital Improvement Fund for a detailed listing of the Village owned vehicles.

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

FY 2024 Budget request	\$ 13,000
FY 2025 Budget request	\$ 11,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon the anticipated actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Contractual Maintenance Equipment

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

**Account Number:** 01-40-40-3-4130

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

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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. The emergency mosquito treatment would be an isolated truck spraying throughout the Village by a contracted company.

IEPA NPDES permit fees	\$ 1,010
Emergency mosquito treatment	\$ 5,500
Total	<u>\$ 6,510</u>

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

FY 2024 Budget request	\$ 9,510
FY 2025 Budget request	\$ 6,510
Increase (Decrease)	<u>\$ (3,000)</u>

The primary reason for the decrease is based upon the removal of funds for emergencies, which is budgeted in the Administration budget for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** PUBLIC WORKS  
**Division:** Administration / Operations  
**Description:** Other Professional Services  
**Priority:** 1.4 Prioritize Modernization of Infrastructure  
**Account Number:** 01-40-40-3-4329

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This account covers the cost of professional services not budgeted for in other accounts such as JULIE locating service and other service needs that arise.

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

FY 2024 Budget request	\$ 4,000
FY 2025 Budget request	\$ 4,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Telephone - Cell Phone

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-40-40-3-4353

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This account is used to pay for the cell phone service for all the full-time employees in Public Works Administration/Operations Division. This service is the only reliable means of field communication for the Department.

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,217
Increase (Decrease)	<u>\$ 217</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Publishing and Advertising

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-40-40-3-4355

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This account is used to pay for the cost of advertising bid specifications for projects or advertisements for filling positions.

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

FY 2024 Budget request	\$ 750
FY 2025 Budget request	\$ 1,250
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon the increase in projects put out to bid for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** PUBLIC WORKS  
**Division:** Administration / Operations  
**Description:** Printing and Copying  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-40-40-3-4357

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

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

FY 2024 Budget request	\$ 150
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Dues

**Priority:** 1.1 Prioritize a Safe and Secure Community

**Account Number:** 01-40-40-3-4361

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This account pays for association dues for Public Works employees.

A breakdown of membership dues is as follows:

IAFSM	\$ 25
American Public Works Association (APWA) (PW Director/ Asst. PW Director)	\$ 397
CDL Driver drug testing pool	\$ 250
<del>Des Plaines River Watershed Work Group</del>	\$ -
Municipal Fleet Managers Association	\$ 50
Illinois Public Works Mutual Aid Network	\$ 100
Total	<u>\$ 822</u>

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

FY 2024 Budget request	\$ 830
FY 2025 Budget request	<u>\$ 822</u>
Increase (Decrease)	<u>\$ (8)</u>

The primary reason for the decrease relates to the change in cost of each of the memberships.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 300
American Public Works Association (APWA) training	\$ 300
Northeastern Illinois Public Safety Training Academy (NIPSTA) training	\$ 500
IAFSM conference - PW Director	\$ 600
IAFSM conference expenses - PW Director	\$ 550
Automotive Service Excellence (ASE) training - Fleet Crew Leader	\$ 200
Fred Pryor Training, \$200 x 2 employees	\$ 400
Advanced Auto Parts, \$25 x 12 months	\$ 300
Water license continuing education (2 employees)	\$ 300
<b>Total</b>	<b><u>\$ 3,450</u></b>

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

FY 2024 Budget request	\$ 3,150
FY 2025 Budget request	\$ 3,450
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase is based upon the increase of cost for each class and the addition of continuing education to maintain water licenses for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Public Utilities

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 01-40-40-3-4371

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This account is used to pay for rate 23 and rate 25 street lights from ComEd. 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 2024 Budget request	\$ 12,000
FY 2025 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Equipment Rental / Lease

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 01-40-40-3-4375

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This account pays for the rental of tools and equipment that are of occasional use or not currently owned by the Department for use during Public Works projects unrelated to building maintenance. Items that fall into that category are high pressure power washer, stump grinders, power lifts and rental trucks.

The Equipment Rental/Lease budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 800
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND  
**Department:** PUBLIC WORKS  
**Division:** Administration / Operations  
**Description:** Employee Recognition  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 01-40-40-3-4377

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

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

FY 2024 Budget request	\$ 600
FY 2025 Budget request	\$ 600
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Office Supplies

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 01-40-40-5-4561

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This account is used to pay for office supplies for the Public Works Administration/ Operations Division. Items that fall into that category are general office supplies and the water service.

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

FY 2024 Budget request	\$ 1,300
FY 2025 Budget request	\$ 1,400
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Auto Fuel & Oil

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 01-40-40-5-4562

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This account is used to pay for gasoline, diesel fuel and lubricants that are used to power the Department's vehicles and equipment.

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

FY 2024 Budget request	\$ 45,000
FY 2025 Budget request	\$ 45,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Minor Equipment

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 01-40-40-5-4563

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

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

FY 2024 Budget request	\$ 2,500
FY 2025 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Small Tools

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 01-40-40-5-4564

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

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

FY 2024 Budget request	\$ 3,000
FY 2025 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Equipment Supplies

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

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

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

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

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	\$ 8,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Vehicle Supplies

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

**Account Number:** 01-40-40-5-4569

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This account is used to purchase all items used to fix and repair all of the vehicles in Public Works. Examples of items purchased are spark plugs, cables, brake pads, bolts and gaskets.

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

FY 2024 Budget request	\$ 15,000
FY 2025 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Maintenance Supplies

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 01-40-40-5-4570

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This account pays for the purchase of materials and components related to the maintenance of the facility at Public Works and other areas. Examples are shop supplies not used for maintenance or cleaning of the Public Works building.

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

FY 2024 Budget request	\$ 6,000
FY 2025 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Mosquito Abatement Supplies

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

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

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

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

FY 2024 Budget request	\$ 1,700
FY 2025 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u>\$ 800</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Drainage Supplies

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

**Account Number:** 01-40-40-5-4573

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This account is used to pay for commodities purchases related to drainage projects and maintenance.

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

FY 2024 Budget request	\$ 7,000
FY 2025 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Right of Way Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize a Healthy Community and Environment  
1.6 Prioritize Citizen Services

**Account Number:** 01-40-40-5-4574

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This account is used to pay for supplies needed to repair right of ways (street lights, mailbox repairs, snow plow damage, JULIE paints).

The Right of Way Supplies budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 6,000
FY 2025 Budget request	\$ 7,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Trees

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-40-40-5-4575

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This account is used to fund tree planting, tree removal, and replacement. This account also records grant funding for the replacement of trees, such as the 2014 ICC grant which funded tree plantings and landscape improvements at Community Park and the Aquatic Center and the 2013 Illinois Department of Natural Resources Emerald Ash Borer tree replacement grant. In addition, this account provides funding to support the Tree City USA designation.

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Uniforms/Safety Gear

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 01-40-40-5-4578

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This account is used to fund uniforms for the PW employees and the purchase of T-shirts, sweatshirts, coats, boot reimbursements, safety vests, goggles, etc.

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

FY 2024 Budget request	\$ 7,650
FY 2025 Budget request	\$ 6,500
Increase (Decrease)	<u>\$ (1,150)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Administration / Operations

**Description:** Other Charges

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 01-40-40-5-4595

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This account is used to purchase those items that do not fit into any of the other categories. Examples of items charged to this account are CDL substance testing, toilet paper dispensers, and paint.

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

FY 2024 Budget request	\$ 1,500
FY 2025 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Buildings & Grounds

**Description:** Salaries

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

**Account Number:** 01-40-45-1-4010

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

Crew Leader - Facilities - 55%  
Specialist III - Facilities - 55%

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

FY 2024 Budget request	\$ 81,437
FY 2025 Budget request	\$ 75,656
Increase (Decrease)	<u>\$ (5,781)</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Buildings & Grounds

**Description:** IMRF

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

**Account Number:** 01-40-45-1-4040

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This account represents the Village’s portion paid into the Illinois Municipal Retirement Fund for all participating employees in the Public Works Building & Grounds Division. The amount due is based on a percentage of salaries. This percentage is determined by IMRF.

Effective January 1, 2025, the Village’s portion will be 10.03%.

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

FY 2024 Budget request	\$ 8,250
FY 2025 Budget request	\$ 7,588
Increase (Decrease)	<u>\$ (661)</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Buildings & Grounds

**Description:** FICA Matching

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

**Account Number:** 01-40-45-1-4090

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This account represents the employers' portion of FICA for all employees in the Public Works Building & Grounds Division. The amount due is 7.65% of salaries.

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

FY 2024 Budget request	\$ 6,230
FY 2025 Budget request	\$ 5,788
Increase (Decrease)	<u>\$ (442)</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

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

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

Elevator inspections, 2 @ \$100/each	\$ 200
Fire extinguisher inspections	\$ 1,300
Security alarm services	\$ 3,800
Fire alarm services	\$ 1,000
PW garage door inspection & operator replace	\$ 1,300
Generator annual maintenance (PD, VH & PW)	\$ 3,000
Miscellaneous	\$ 2,000
<b>Total</b>	<b><u>\$ 12,600</u></b>

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

FY 2024 Budget request	\$ 24,600
FY 2025 Budget request	<u>\$ 12,600</u>
Increase (Decrease)	<u><u>\$ (12,000)</u></u>

The primary reason for the decrease is based upon the elimination of the fire panel and sensor replacements in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ 500
FY 2025 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Buildings & Grounds

**Description:** Building Maintenance Supplies

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

**Account Number:** 01-40-45-5-4571

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This account is used to pay for all building maintenance materials that are necessary to maintain the Village Hall, Police Department and Public Works Department.

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

FY 2024 Budget request	\$ 15,500
FY 2025 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ (5,500)</u>

The primary reason for the decrease is based upon less special buildings projects anticipated for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** GENERAL FUND

**Department:** PUBLIC WORKS

**Division:** Buildings & Grounds

**Description:** Cleaning/Restroom Supplies

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

**Account Number:** 01-40-45-5-4572

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This account is used to pay for all building cleaning supplies that are necessary to clean and maintain Village Hall, Police Department and Public Works.

The Cleaning/Restroom Supplies budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 6,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.



# COMMUNITY DEVELOPMENT



## COMMUNITY & ECONOMIC DEVELOPMENT FUND

### Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
108,469	127,215	107,380	Community Events	137,870	144,050
141,698	84,555	60,248	Economic Development	267,312	191,250
706,595	967,644	896,625	Planning, Building & Zoning	1,018,625	1,091,500
<b>956,762</b>	<b>1,179,414</b>	<b>1,064,253</b>	<b>Total Revenues</b>	<b>1,423,807</b>	<b>1,426,800</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
187,005	197,595	211,990	Community Events	253,823	263,514
282,933	290,709	289,454	Economic Development	351,924	366,073
680,938	733,413	716,357	Planning, Building & Zoning	658,030	713,338
<b>1,150,876</b>	<b>1,221,716</b>	<b>1,217,801</b>	<b>Total Expenditures</b>	<b>1,263,777</b>	<b>1,342,925</b>

-	-	-	<b>Transfer to General Fund</b>	-	-
-	-	-	<b>Transfer to Parks &amp; Recreation</b>	-	-
-	-	-	<b>Transfer from General Fund</b>	-	-
-	-	-	<b>Transfer to C.I.P. Fund</b>	-	-
<b>(194,114)</b>	<b>(42,302)</b>	<b>(153,548)</b>	<b>Net Change in Fund Balance</b>	<b>160,030</b>	<b>83,875</b>
<b>342,374</b>	<b>300,071</b>	<b>146,523</b>	<b>Fund Balance as of 12/31</b>	<b>306,553</b>	<b>390,428</b>

- This fund has three main divisions: Community Events, Economic Development and Planning, Building and Zoning.

# COMMUNITY EVENTS

## Department Purpose

The Community Events Department oversees the special events sponsored by the Village such as the Annual Golf Outing, Earth Day/Arbor Day Planting, Outdoor Movies, Concerts in the Park, Fireworks, Annual July 4th Parade, Party in the Park, Craft Fair and the new Hometown Holiday event.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	1.20
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
45,158	39,119	31,000	Donations	45,000	45,000
29,750	46,445	37,500	Golf Outing	40,000	45,000
33,561	41,651	38,880	Sponsors & Vendor Fees	52,870	54,050
<b>108,469</b>	<b>127,215</b>	<b>107,380</b>	<b>Total Revenues</b>	<b>137,870</b>	<b>144,050</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
116,868	122,012	129,476	Personnel Services	152,023	158,279
70,137	75,584	82,514	Contractual Services	101,800	105,235
<b>187,005</b>	<b>197,595</b>	<b>211,990</b>	<b>Total Expenditures</b>	<b>253,823</b>	<b>263,514</b>

(78,536)	(70,380)	(104,610)	<b>Source (Use) of Cash</b>	(115,953)	(119,464)
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## Significant Changes

- \$9,950 increase in Party in the Park Revenue due to additional funding from sponsors to assist with funding the finale event. has a \$12,100 increase in expenses; this is mainly due to the addition of a finale event. Revenues have been increased by \$9,950 as we intend to seek sponsors to assist in funding the finale
- \$12,100 increase in Party in the Park Expense based upon the addition of a finale event.
- \$4,930 increase in Equipment/Supplies Expense based upon the need for equipment and supplies needed for special events.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>COMMUNITY EVENTS</b>						
<b>REVENUES</b>						
SPECIAL EVENTS						
02-10-00-7-3829	MC2 ENERGY CONTRIBUTION	14,502	6,000	6,000	6,000	20,000
02-10-00-7-3830	COMMUNITY EVENTS DONATIONS	24,617	25,000	24,520	24,520	25,000
02-10-00-7-3831	BARK IN THE PARK REVENUE	150	250	1,335	1,335	1,250
02-10-00-7-3832	GOLF OUTING REVENUE	46,445	37,500	39,240	39,240	40,000
02-10-00-7-3833	4TH OF JULY PARADE REVENUE	4,170	3,700	3,780	3,780	4,100
02-10-00-7-3834	ENVIRONMENTAL INITIATIVES REV	124	-	-	-	-
02-10-00-7-3836	SUMMER VENDORS REVENUE	1,205	975	2,720	2,770	2,300
02-10-00-7-3837	CRAFT FAIR REVENUE	2,529	2,555	500	2,800	2,820
02-10-00-7-3838	MOVIE EVENTS REVENUE	500	750	500	1,000	750
02-10-00-7-3839	CONCERTS IN THE PARKS REVENUE	5,000	5,000	4,700	4,700	5,000
02-10-00-7-3841	PARTY IN THE PARK REVENUE	24,108	21,600	6,050	21,600	31,550
02-10-00-7-3842	HOMETOWN HOLIDAY REVENUE	1,000	1,000	-	1,000	1,000
02-10-00-7-3843	BARN DANCE REVENUE	1,475	1,600	1,642	1,642	1,800
02-10-00-7-3844	LC SYMPHONY ORCHESTRA REV	1,390	1,450	1,650	2,150	2,300
02-10-00-7-3900	REFUND SERVICE CHARGE	-	-	-	-	-
TOTAL SPECIAL EVENTS		127,215	107,380	92,637	112,537	137,870
TOTAL REVENUES		127,215	107,380	92,637	112,537	137,870
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
02-10-10-1-4010	SALARIES	98,440	103,987	48,362	96,724	122,774
02-10-10-1-4020	OVERTIME	4,872	7,000	32	7,000	7,420
02-10-10-1-4040	IMRF	11,168	10,534	4,902	9,805	12,437
02-10-10-1-4090	FICA MATCHING	7,531	7,955	3,570	7,140	9,392
TOTAL PERSONNEL SERVICES		122,012	129,476	56,867	120,669	152,023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>CONTRACTUAL SERVICES</b>						
02-10-00-3-4357	PRINTING/COPYING	38	-	14	14	50
02-10-00-3-4360	PROCESSING FEES	272	140	158	300	350
02-10-10-3-4332	ENVIRONMENTAL INITIATIVES EXP	13,562	8,019	5,361	8,019	8,900
02-10-10-3-4333	FIREWORKS/PARADE EXPENSE	21,596	24,650	1,389	24,650	26,000
02-10-10-3-4334	MOVIE EVENTS EXPENSE	2,742	2,580	1,185	2,300	2,200
02-10-10-3-4335	CONCERTS IN THE PARK EXPENSE	5,501	6,100	4,900	5,600	7,100
02-10-10-3-4336	PARTY IN THE PARK EXPENSE	13,870	18,500	1,853	18,500	31,000
02-10-10-3-4337	HOMETOWN HOLIDAY EXPENSE	3,201	4,200	214	4,000	4,000
02-10-10-3-4338	GOLF OUTING EXPENSE	11,881	14,500	12,229	13,500	15,500
02-10-10-3-4339	EARTH DAY/ ARBOR DAY PLANTING	418	810	-	810	1,085
02-10-10-3-4342	CRAFT FAIR EXPENSE	268	500	-	500	550
02-10-10-3-4343	BARK IN THE PARK EXPENSE	398	800	443	443	650
02-10-10-3-4344	BARN DANCE EXPENSE	899	1,000	799	799	1,100
02-10-10-3-4345	LC SYMPHONY ORCHESTRA EXPENSE	901	675	877	1,300	1,650
02-10-10-3-4362	SALES TAX - SPECIAL EVENTS	38	40	-	40	55
02-10-10-3-4363	EQUIPMENT/SUPPLIES EXPENSE	-	-	-	-	4,930
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>75,584</b>	<b>82,514</b>	<b>29,422</b>	<b>80,775</b>	<b>101,800</b>
<b>TOTAL EXPENDITURES</b>		<b>197,595</b>	<b>211,990</b>	<b>86,288</b>	<b>201,444</b>	<b>263,514</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>		<b>(70,380)</b>	<b>(104,610)</b>	<b>6,349</b>	<b>(88,907)</b>	<b>(119,464)</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Community Events Donations  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3830

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This account is used to record the contractual donations received from community partnerships to fund the various community events.

Apex Landscaping	\$ 5,000
Waste Management	\$ 6,000
Barrington Bank	\$ 13,000
Other donations	<u>\$ 1,000</u>
Total	<u><u>\$ 25,000</u></u>

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

FY 2024 Budget request	\$ 25,000
FY 2025 Budget request	<u>\$ 25,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Bark in the Park Vendor Fee Revenue  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3831

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This account is used to record the vendor and sponsor fees received in association with the Bark in the Park event. Various community partners participate in this dog- friendly event.

5 Vendors	\$ 250
Sponsor	\$ 1,000
Total	<u>\$ 1,250</u>

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

FY 2024 Budget request	\$ 250
FY 2025 Budget request	\$ 1,250
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the projected actuals from Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

Sponsors	\$ 24,000
Golfers	\$ 11,000
Fund Raising	\$ 5,000
Total	<u>\$ 40,000</u>

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

FY 2024 Budget request	\$ 37,500
FY 2025 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is based upon the actuals from Fiscal Year 2023 and Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** 4th of July Fireworks / Parade Revenue  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3833

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This account is used to record the revenue received from the Fireworks and Parade events.

Fireworks Parking Fees	\$ 2,900
Parade Entry Fees (4 @ \$50)	\$ 200
Sponsorships	<u>\$ 1,000</u>
Total	<u><u>\$ 4,100</u></u>

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

FY 2024 Budget request	\$ 3,700
FY 2025 Budget request	<u>\$ 4,100</u>
Increase (Decrease)	<u><u>\$ 400</u></u>

The primary reason for the increase is based upon the increase of premium parking fees from \$25 to \$30 per car for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Environmental Initiatives Revenue

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

**Account Number:** 02-10-00-7-3834

This account is used for donations received in relation to environmental initiatives such as the America in Bloom program, the Audubon Sustainable Communities program and the Dark Skies International program.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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, and Movies in the Park. This also includes vendor registrations for the 3rd of July fireworks event.

20 Friday Vendors (@ \$35)	\$ 500
10 Fireworks Vendors (@ \$175)	\$ 1,750
5 Youth Friday Vendors (@ \$20)	<u>\$ 50</u>
Total	<u><u>\$ 2,300</u></u>

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

FY 2024 Budget request	\$ 975
FY 2025 Budget request	<u>\$ 2,300</u>
Increase (Decrease)	<u><u>\$ 1,325</u></u>

The primary reason for the increase is the increased demand for food vendors at concert and Fireworks events, and a raise in vendor fees which was effective in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Craft Fair Vendor Fee Revenue  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3837

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This account is used to record the revenue received from the Holiday Craft Fair.

1 Sponsor	\$ 500
26 Standard Vendors (@ \$85)	\$ 2,210
3 Electricity Access (@ \$20)	\$ 60
5 Wi-Fi Access (@ \$15)	\$ 50
Total	<u>\$ 2,820</u>

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

FY 2024 Budget request	\$ 2,555
FY 2025 Budget request	\$ 2,820
Increase (Decrease)	<u>\$ 265</u>

The primary reason for the increase is based upon interest from sponsors in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Movie Events Revenue  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-00-7-3838

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

Sponsors	\$ 750
Vendors	\$ -
Total	<u>\$ 750</u>

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

FY 2024 Budget request	\$ 750
FY 2025 Budget request	\$ 750
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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This account is used to record the revenue received in association with Concerts in the Park.

Sponsors	\$ 5,000
Total	<u>\$ 5,000</u>

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Party in the Park 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 Party in the Park.

Premium Sponsors	\$ 8,000
Sponsorship	\$ 15,000
Beverage Sales	\$ 5,000
6 Vendors (@ \$175)	\$ 1,050
VIP Parking	<u>\$ 2,500</u>
Total	<u><u>\$ 31,550</u></u>

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

FY 2024 Budget request	\$ 21,600
FY 2025 Budget request	<u>\$ 31,550</u>
Increase (Decrease)	<u><u>\$ 9,950</u></u>

The primary reason for the increase is the addition of the premium sponsorship level and increase in fees for vendors for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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This account is used to record the revenue received from the Hometown Holiday event.

1 Sponsor (@ \$1,000)	<u>\$ 1,000</u>
Total	<u><u>\$ 1,000</u></u>

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

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

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

Sponsor	\$ 400
Registration	\$ 1,400
Total	<u>\$ 1,800</u>

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

FY 2024 Budget request	\$ 1,600
FY 2025 Budget request	\$ 1,800
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon the anticipated registration increase in Fiscal Year 2025.

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

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Lake County Symphony Orchestra Events Revenue

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 02--10-00-7-3844

This account is used to record revenue from entertainment events held in the barn in partnership with Lake County Symphony Orchestra (LCSO).

Spring Concert - Tickets	\$ 350
Spring Concert - Beverage Sales	\$ 150
Holiday Concert - Tickets	\$ 1,000
Holiday Concert - Beverage Sales	\$ 250
Fall Concert - Tickets	\$ 400
Fall Concert - Beverage Sales	\$ 150
Total	<u>\$ 2,300</u>

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

FY 2024 Budget request	\$ 1,450
FY 2025 Budget request	\$ 2,300
Increase (Decrease)	<u>\$ 850</u>

The primary reason for the increase is based upon actuals in Fiscal Year 2023 and Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Salaries  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-1-4010

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

Director of Parks & Recreation - 30%  
Assistant Director of Parks & Recreation - 10%  
Recreation Manager - 70%  
Crew Leader - Facilities - 5%  
Specialist III - Facilities - 5%

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

FY 2024 Budget request	\$ 103,987
FY 2025 Budget request	<u>\$ 122,774</u>
Increase (Decrease)	<u>\$ 18,787</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:

Barn Dance	\$ 100
Bark in the Park	\$ 200
July 3rd/4th	\$ 3,300
Party in the Park	\$ 3,500
Holiday Craft Fair	\$ 100
Hometown Holiday	\$ 220
Total	<u>\$ 7,420</u>

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

FY 2024 Budget request	\$ 7,000
FY 2025 Budget request	\$ 7,420
Increase (Decrease)	<u>\$ 420</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** IMRF  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 10,534
FY 2025 Budget request	\$ 12,437
Increase (Decrease)	<u>\$ 1,903</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** FICA Matching  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-1-4090

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

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

FY 2024 Budget request	\$ 7,955
FY 2025 Budget request	<u>\$ 9,392</u>
Increase (Decrease)	<u>\$ 1,437</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Printing/Copying Expense

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

**Account Number:** 02-10-00-3-4357

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This account is used to pay for Community Events printing needs.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 50
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Processing Fees Expense

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

**Account Number:** 02-10-00-3-4360

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This account is used to pay for processing fees associated with processing credits cards through ActiveNet and credit card readers used for events.

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

FY 2024 Budget request	\$ 140
FY 2025 Budget request	\$ 300
Increase (Decrease)	<u>\$ 160</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Environmental Initiatives Expense

**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	\$ 1,400
Annual Dues - Audubon	\$ 1,000
Annual Dues - Dark Skies	\$ 35
Advisor Tour Expenses	\$ 2,200
HWIB Initiatives	\$ 100
Annual Plantings	\$ 400
Supplies	\$ 265
Garden of the Month Club Signage	\$ 250
America in Bloom Symposium Registration	\$ 3,000
Total	<u>\$ 8,650</u>

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

FY 2024 Budget request	\$ 8,019
FY 2025 Budget request	\$ 8,650
Increase (Decrease)	<u>\$ 631</u>

The primary reason for the increase is due to increase travel expenses for judges and additional expenditures for HWIB Committee initiatives in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Fireworks/Parade Expense

**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	\$ 21,000
Entertainment (Band)	\$ 1,500
Beverages to Sell	\$ -
Signage & Marketing	\$ 800
Decorations	\$ 200
Cart Rentals	\$ 675
Shuttle Buses	\$ -
Volunteer/Staff Food & Water	\$ 550
Parade Candy	\$ 400
Parade Floats (1)	\$ -
Light Towers	\$ 750
Total	<u>\$ 25,875</u>

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

FY 2024 Budget request	\$ 24,650
FY 2025 Budget request	<u>\$ 25,875</u>
Increase (Decrease)	<u>\$ 1,225</u>

The reasons for the increase is based upon increasing funding for the fireworks display, and an increase for golf carts for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Movie Events Expense

**Priority:** 1.6 Prioritize Citizen Services

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

This account is used for outdoor movies held at Community Park and 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 (2 movies)	\$ 930
Movie in the Barn Series (2 movies)	\$ 930
Crafts & Supplies	\$ 250
Total	<u>\$ 2,110</u>

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

FY 2024 Budget request	\$ 2,580
FY 2025 Budget request	\$ 2,110
Increase (Decrease)	<u>\$ (470)</u>

The primary reason for the decrease is based upon decreasing the summer Movie in the Park events from 3 nights to 2 nights for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Concerts in the Park Expense

**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.

For the 2025 series, we will host 10 concerts, the first one starting on June 6 and running through to August 15. There will be no concert on Friday, July 4.

10 Friday Night Summer Concerts	\$ 5,000
Marketing & Signage	\$ 350
Supplies	\$ 100
Mosquito Treatment 10 @ \$65 each	\$ 650
Attractions	\$ 500
<b>Total</b>	<u><u>\$ 6,600</u></u>

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

FY 2024 Budget request	\$ 6,100
FY 2025 Budget request	\$ 6,600
<b>Increase (Decrease)</b>	<u><u>\$ 500</u></u>

The primary reason for the increase is based upon adding attractions to concert nights twice per year such as a face painter, balloon artist, or bounce house for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Party in the Park Expense

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 02-10-10-3-4336

This account is used for the new Party in the Park event. This event is a passion project of Mayor Dominick DiMaggio to bring a night of entertainment for families and adults to the Village of Hawthorn Woods.

Bands & Sound Engineer	\$ 5,300
Stage	\$ 1,400
Beer Tent (Beverages; Supplies; Insurance; Licenses)	\$ 4,000
Tablets	\$ 300
Marketing & Signage	\$ 800
Party Games (Axe)	\$ 1,250
Petting Zoo	\$ 800
Lights	\$ 650
Rentals (Generators/Light Towers/Golf Carts)	\$ 2,000
Decorations & Misc. Supplies	\$ 500
Dinner for Staff & Volunteers	\$ 500
Event Finale	<u>\$ 12,000</u>
Total	<u><u>\$ 29,500</u></u>

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

FY 2024 Budget request	\$ 18,500
FY 2025 Budget request	<u>\$ 29,500</u>
Increase (Decrease)	<u><u>\$ 11,000</u></u>

The primary reason for the increase is based upon the addition of a finale such as a drone show or fireworks for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Hometown Holiday Expense

**Priority:** 1.6 Prioritize Citizen Services

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

This account is used for the Hometown Holiday event. This tradition provides us an opportunity to ring in the holiday season with residents by visiting with Santa and lighting our community tree.

Caroling by High School Choir	\$ 250
Santa	\$ 500
Santa's Gifts	\$ 300
Attraction	\$ 800
Cookies, Candy Canes & Cocoa	\$ 250
Memorial Ornaments	\$ 100
Craft	\$ 250
Heaters	\$ 700
Decorations	\$ 350
Marketing & Signage	\$ 300
Activity	\$ 200
Total	<u>\$ 4,000</u>

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

FY 2024 Budget request	\$ 4,200
FY 2025 Budget request	<u>\$ 4,000</u>
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Golf Outing Expense

**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.

Printing	\$ 400
Food & Beverage	\$ 10,000
Awards/Prizes	\$ 600
Golf Ball Sleeves	\$ 700
Golfer Gifts	\$ 1,000
Staff Uniforms	\$ 400
Tablets	\$ 250
Sponsor Signs	\$ 500
Trophies	\$ 500
Misc. Supplies	\$ 400
Beat the Mayor	\$ 250
Total	<u>\$ 15,000</u>

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

FY 2024 Budget request	\$ 14,500
FY 2025 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 500</u>

The reason for the increase is based upon the accounting for costs associated with the Beat the Mayor competition and increased cost of signage for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

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

**Priority:** 1.6 Prioritize Citizen Services

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

This account is used for Earth Day and Arbor Day initiatives including the Tree Sapling Give Away and Adopt A Highway events.

Tree Seedlings/Bulbs	\$ 700
Arbor Day Membership	\$ 35
Tree City USA	\$ 100
Tools/Gloves/Soil	\$ 150
Adopt a Highway	\$ 100
Total	<u>\$ 1,085</u>

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

FY 2024 Budget request	\$ 810
FY 2025 Budget request	\$ 1,085
Increase (Decrease)	<u>\$ 275</u>

The primary reason for the increase is based upon an expected price increase to purchase saplings for the Arbor Day tree give away for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Craft Fair Expense

**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	\$ 150
Marketing & Signage	\$ 150
Fly Guy - Day of Event Rental	\$ 100
<b>Total</b>	<u><u>\$ 500</u></u>

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
<b>Increase (Decrease)</b>	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Bark in the Park Expense

**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	\$ 20
Marketing & Signage	\$ 200
Day of Event Attraction	\$ 200
Volunteer water and snacks	\$ 30
Give Aways	\$ 100
McGruff Stuff	\$ 100
Total	<u>\$ 650</u>

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

FY 2024 Budget request	\$ 800
FY 2025 Budget request	\$ 650
Increase (Decrease)	<u>\$ (150)</u>

The primary reason for the decrease is based upon actuals for Fiscal Year 2023 and Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Barn Dance Expense

**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.

DJ	\$ 250
Decorations	\$ 150
Refreshments / Appetizers/Desserts	\$ 450
Photo Booth & Props	\$ 150
Total	<u>\$ 1,000</u>

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

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

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Lake County Symphony Orchestra Events Expense  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-3-4345

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This account is used for expenses related to entertainment events held in the barn in partnership with Lake County Symphony Orchestra (LCSO).

Beverage Sales	\$ 525
Misc. Supplies	\$ 300
Licenses	\$ 75
Insurance	<u>\$ 600</u>
Total	<u>\$ 1,500</u>

The Lake County Symphony Orchestra Events expense budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 675
FY 2025 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ 825</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND  
**Department:** COMMUNITY EVENTS  
**Description:** Sales Tax - Special Events  
**Priority:** 1.6 Prioritize Citizen Services  
**Account Number:** 02-10-10-3-4362

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This account is used to record sales tax on

The Sales Tax- Special Events budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 40
FY 2025 Budget request	\$ 50
Increase (Decrease)	<u>\$ 10</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** COMMUNITY EVENTS

**Description:** Equipment / Supplies Expense

**Priority:** 1.6 Prioritize Citizen Services

**Account Number:** 02-10-10-3-4363

This account is used for expenses related to the purchase of additional supplies and equipment that will be used in the implementation of various community special events.

PA System	\$ 1,000
Staff T-Shirts	\$ 150
Folding Picnic Tables (12 @ \$315)	\$ 3,780
Total	<u>\$ 4,930</u>

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 4,930</u>
Increase (Decrease)	<u>\$ 4,930</u>

This is a new expense line which has been added to purchase additional equipment and supplies that will be used for multiple community special events held throughout the year for Fiscal Year 2025.

# ECONOMIC DEVELOPMENT

## Department Purpose

The Economic Development Division is designed to initiate and manage planned growth opportunities within the Village of Hawthorn Woods. With a median household income greater than \$172,000 and a location 32 miles northwest of Chicago, Hawthorn Woods is a highly desirable place to live. In addition, the Village is a vibrant location for commercial businesses and boasts natural resources, open space, and recreational areas as preserved amenities.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	1.30
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 9,062 Village residents who desire services and amenities that fit in with the character of this upscale community.

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
141,027	38,340	52,248	Fees	218,062	147,000
671	46,215	8,000	Interest Income	49,250	44,250
<b>141,698</b>	<b>84,555</b>	<b>60,248</b>	<b>Total Revenues</b>	<b>267,312</b>	<b>191,250</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
172,207	174,759	173,354	Personnel Services	235,824	249,973
110,726	115,950	116,100	Contractual Services	116,100	116,100
<b>282,933</b>	<b>290,709</b>	<b>289,454</b>	<b>Total Expenditures</b>	<b>351,924</b>	<b>366,073</b>

(141,234)	(206,154)	(229,206)	<b>Source (Use) of Cash</b>	(84,612)	(174,823)
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## Significant Changes

- \$199,000 increase in Annexation Fees based upon the annexation of Kemper Ridge subdivision in Fiscal Year 2025.
- \$33,136 decrease in General Fund Contribution due to lack of building within existing subdivisions.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ECONOMIC DEVELOPMENT</b>						
<b>REVENUES</b>						
FEES						
02-30-00-4-3670	ANNEXATION FEES	3,000	8,000	-	-	207,000
02-30-00-4-3676	GENERAL FUND DONATION	35,340	44,248	11,400	17,000	11,062
TOTAL FEES		38,340	52,248	11,400	17,000	218,062
INTEREST INCOME						
02-00-50-6-3810	INTEREST INCOME	19,264	-	9,874	19,748	19,250
02-30-00-6-3810	INTEREST INCOME	26,950	8,000	15,522	31,045	30,000
TOTAL INTEREST INCOME		46,215	8,000	25,396	50,793	49,250
TOTAL REVENUES		84,555	60,248	36,796	67,793	267,312
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
02-30-00-1-4010	SALARIES	148,250	147,184	70,905	141,809	200,394
02-30-00-1-4040	IMRF	16,026	14,910	7,182	14,365	20,100
02-30-00-1-4090	FICA MATCHING	10,483	11,260	5,286	10,572	15,330
TOTAL PERSONNEL SERVICES		174,759	173,354	83,373	166,745	235,824
CONTRACTUAL SERVICES						
02-30-00-3-4240	PLANNING SERVICES	-	-	-	-	-
02-30-00-3-4329	OTHER PROFESSIONAL SERVICES	10,410	10,000	5,300	10,000	10,000
02-30-00-3-4355	PUBLISHING/ ADVERTISING	-	500	-	500	500
02-30-00-3-4361	DUES	40	100	-	100	100
02-30-00-3-4377	INSURANCE ALLOCATION	105,500	105,500	60,150	105,500	105,500
TOTAL CONTRACTUAL SERVICES		115,950	116,100	65,450	116,100	116,100
TOTAL EXPENDITURES		290,709	289,454	148,823	282,845	351,924

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** ECONOMIC DEVELOPMENT

**Description:** Annexation Fees

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.5 Prioritize a Healthy Community and Environment  
1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 02-30-00-4-3670

This account is used to record the annexation fees received related to various annexation agreements. Annexation fees are paid either at the time of annexation or at the time of building permit.

Hawthorn Trails South (2 homes @ \$1,000)	\$ 2,000
Kemper Ridge	\$ 205,000
Total	<u>\$ 207,000</u>

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

FY 2024 Budget request	\$ 8,000
FY 2025 Budget request	\$ 207,000
Increase (Decrease)	<u>\$ 199,000</u>

The primary reason for the increase is related to the annexation of the Kemper Ridge subdivision for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 (2 homes @ \$5,531)	\$ 11,062
Total	<u>\$ 11,062</u>

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

FY 2024 Budget request	\$ 44,248
FY 2025 Budget request	<u>\$ 11,062</u>
Increase (Decrease)	<u>\$ (33,186)</u>

The primary reason for the decrease is related to the proposed HT3 construction as the only source for revenue for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:** 02-00-50-6-3810

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

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 19,250</u>
Increase (Decrease)	<u><u>\$ 19,250</u></u>

The primary reason for the increase is based on the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** ECONOMIC DEVELOPMENT

**Description:** Interest Income

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

**Account Number:** 02-30-00-6-3810

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

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

FY 2024 Budget request	\$ 8,000
FY 2025 Budget request	<u>\$ 30,000</u>
Increase (Decrease)	<u>\$ 22,000</u>

The primary reason for the increase is based on the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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/HR Director - 10%  
Finance Manager - 5%  
Director of Community Development - 40%  
Deputy Director of Community Development - 40%  
Director of Public Works/Village Engineer - 20%

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

FY 2024 Budget request	\$ 147,184
FY 2025 Budget request	\$ 200,394
Increase (Decrease)	<u>\$ 53,210</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** ECONOMIC DEVELOPMENT

**Description:** IMRF

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

**Account Number:** 02-30-00-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 14,910
FY 2025 Budget request	\$ 20,100
Increase (Decrease)	<u>\$ 5,190</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** ECONOMIC DEVELOPMENT

**Description:** FICA Matching

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

**Account Number:** 02-30-00-1-4090

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This account is used to fund the FICA employer expense related to the salary allocation for the employees allocated to the Economic Development Division. The amount due is 7.65% of salaries.

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

FY 2024 Budget request	\$ 11,260
FY 2025 Budget request	<u>\$ 15,330</u>
Increase (Decrease)	<u>\$ 4,070</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ 10,000
FY 2025 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** ECONOMIC DEVELOPMENT

**Description:** Publishing/Advertising

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

**Account Number:** 02-30-00-3-4355

This account is used to pay for publications and advertising of site analysis marketing sheets for current vacant commercial properties within the Village.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:

International Counsel Shopping Center (ICSC)	\$ 100
Total	<u>\$ 100</u>

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	<u>\$ 100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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

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

FY 2024 Budget request	\$ 105,500
FY 2025 Budget request	<u>\$ 105,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

# PLANNING, BUILDING AND ZONING

## Department Purpose

The primary responsibility of the Community Development Planning, Building and Zoning Department is to promote the health, safety and general welfare of the community as it relates to building codes and construction standards. This Department ensures safe construction practices through the enforcement of the Village's building, electrical, plumbing and mechanical codes.

The Department issues permits for the construction of new homes, decks, additions, in-ground pools, new roofs, remodeling, driveway replacement and other home improvement projects; prepares guidelines for each home improvement project with information on building code regulations, what to submit with the building permit application, fees and contact information to assist the builders and homeowners through the application and approval process; and provides general customer service functions such as complaint processing, scanning functions, and general inquiry processing.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	3	3	4.50
Part-Time	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
51,600	55,200	57,750	Licenses	58,625	59,500
491,377	713,185	733,875	Permits	808,000	856,000
156,525	197,405	105,000	Fees	152,000	176,000
6,996	-	-	Grants	-	-
98	1,854	-	Miscellaneous	-	-
<b>706,595</b>	<b>967,644</b>	<b>896,625</b>	<b>Total Revenues</b>	<b>1,018,625</b>	<b>1,091,500</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
407,139	423,719	477,432	Personnel Services	505,126	535,434
271,503	305,102	235,100	Contractual Services	148,454	173,454
2,295	4,593	3,825	Commodities	4,450	4,450
<b>680,938</b>	<b>733,413</b>	<b>716,357</b>	<b>Total Expenditures</b>	<b>658,030</b>	<b>713,338</b>

25,657	234,231	180,268	<b>Source (Use) of Cash</b>	360,595	378,162
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## Significant Changes

- \$35,000 increase in Engineering & Planning Reimbursements based upon the projected projects currently active and proposed for Fiscal Year 2025.
- \$110,000 decrease in Building Inspections based upon the hiring of a Deputy Director for Community Development.
- \$74,125 increase in Building Permit revenue based upon the projected projects currently active and proposed for Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PLANNING</b>						
<b>REVENUES</b>						
LICENSES						
02-60-00-2-3180	CONTRACTOR REGISTRATION FEE	55,200	57,750	30,675	57,750	59,500
TOTAL LICENSES		55,200	57,750	30,675	57,750	59,500
PERMITS						
02-60-00-3-3210	BUILDING PERMITS	628,868	727,875	381,965	715,000	850,000
02-60-00-3-3280	FORFEITED ROAD BONDS	81,737	3,000	28,658	28,658	3,000
02-60-00-3-3280	OTHER PERMITS	2,580	3,000	1,700	2,500	3,000
TOTAL PERMITS		713,185	733,875	412,323	746,158	856,000
FEES						
02-60-00-4-3751	COMMUNITY & AESTHETIC FEE	-	-	1,500	1,500	3,000
02-60-00-4-3780	ENGINEERING FEE REIMBURSEMENTS	106,672	65,000	49,555	100,000	125,000
02-60-00-4-3782	LEGAL FEE REIMBURSEMENTS	437	1,500	354	1,500	1,500
02-60-00-4-3784	PLANNING REIMBURSEMENTS	3,188	5,000	525	5,000	7,500
02-60-00-4-3786	ADMIN REIMBURSEMENTS	23,454	30,000	7,997	30,000	35,000
02-60-00-4-3788	OTHER REIMBURSEMENTS	35,000	500	-	500	500
02-60-00-4-3789	FIRE SUPPRESSION FEES	-	500	150	150	500
02-60-00-4-3790	RECAPTURE FEES PASS THRU	27,054	-	-	-	-
02-60-00-5-3800	PLANNING APPLICATIONS	1,600	2,500	3,600	3,600	3,000
TOTAL FEES		197,405	105,000	63,680	142,250	176,000
GRANTS						
02-00-00-5-3805	GRANTS	-	-	-	-	-
TOTAL GRANTS		-	-	-	-	-
MISCELLANEOUS						
02-60-00-7-3890	MISCELLANEOUS INCOME	1,552	-	-	-	-
02-60-00-7-3900	REFUND SERVICE CHARGE	303	-	187	187	-
TOTAL MISCELLANEOUS		1,854	-	187	187	-
TOTAL REVENUES		967,644	896,625	506,865	946,345	1,091,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
02-60-65-1-4010	SALARIES	358,603	405,359	174,168	348,335	454,991
02-60-65-1-4020	OVERTIME	-	-	-	-	-
02-60-65-1-4040	IMRF	38,810	41,063	17,643	35,286	45,636
02-60-65-1-4090	FICA MATCHING	26,305	31,010	13,102	26,204	34,807
TOTAL PERSONNEL SERVICES		423,719	477,432	204,913	409,825	535,434
CONTRACTUAL SERVICES						
02-60-65-3-4120	CONTRACT MAINT-VEHICLES	1,025	1,500	166	1,000	1,000
02-60-65-3-4225	ENGINEERING SERVICES-REIMB	127,464	65,000	48,144	100,000	125,000
02-60-65-3-4235	LEGAL SERVICES-REIMB	1,312	1,500	354	1,500	1,500
02-60-65-3-4240	PLANNING SERVICES	488	2,000	675	1,000	1,000
02-60-65-3-4245	PLANNING SERVICES-REIMB	13,617	5,000	4,236	5,000	7,500
02-60-65-3-4260	OTHER REIMBURSEMENT	-	500	-	500	500
02-60-65-3-4325	PLAN REVIEW SERVICES-REIMB	23,579	20,000	11,570	24,000	-
02-60-65-3-4328	PLUMBING INSPECTIONS-REIMB	-	-	-	-	24,000
02-60-65-3-4329	OTHER PROFESSIONAL SERVICES	18,391	21,000	12,130	28,000	4,000
02-60-65-3-4333	BUILDING INSPECTIONS-REIMB	89,723	110,000	72,843	135,000	-
02-60-65-3-4334	FIRE SUPPRESSION-REIMB	-	300	-	300	300
02-60-65-3-4353	TELEPHONE-CELL PHONE	1,156	1,350	578	1,156	1,704
02-60-65-3-4355	PUBLISHING/ADVERTISING	48	200	-	200	200
02-60-65-3-4357	PRINTING/COPYING	671	900	432	900	900
02-60-65-3-4360	RECAPTURE FEE PAID	27,054	-	110	110	-
02-60-65-3-4361	DUES	244	700	110	700	700
02-60-65-3-4362	TRAVEL EXPENSE	62	150	-	150	150
02-60-65-3-4365	PROFESSIONAL DEVELOPMENT	268	5,000	360	5,000	5,000
TOTAL CONTRACTUAL SERVICES		305,102	235,100	151,708	304,516	173,454

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL PROJECTED		
COMMODITIES						
02-60-65-5-4562	AUTO FUEL & OIL	1,810	2,000	213	1,000	3,000
02-60-65-5-4578	UNIFORMS	422	825	-	450	450
02-60-65-5-4595	OTHER CHARGES	2,360	1,000	381	1,000	1,000
TOTAL COMMODITIES		4,593	3,825	594	2,450	4,450
TOTAL EXPENDITURES		733,413	716,357	357,215	716,791	658,030

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Contractor Registration Fee

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

**Account Number:** 02-60-00-2-3180

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This account is used to record the annual contractors' registration fees.

The Contractor Registration Fee revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ 57,750
FY 2025 Budget request	\$ 58,625
Increase (Decrease)	<u>\$ 875</u>

The primary reason for the increase is based upon the anticipated additional contractors needed for the construction of townhomes in the HWCC for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

Hawthorn Trails South (2 homes @ \$8,700)	\$ 17,400
Hawthorn Woods CC (48 homes @ \$8,700)	\$ 417,600
Hawthorn Woods CC Townhomes (15)	\$ 111,500
All Other Building Permits	<u>\$ 255,500</u>
Total	<u><u>\$ 802,000</u></u>

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

FY 2024 Budget request	\$ 727,875
FY 2025 Budget request	<u>\$ 802,000</u>
Increase (Decrease)	<u><u>\$ 74,125</u></u>

The primary reason for the increase is based upon the number of homes remaining in the active subdivisions and the continuation of MI Homes at Hawthorn Woods Country Club and other building projects estimated to be constructed in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Forfeited Road Bonds

**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:** 02-60-00-3-3280

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This account is used to record the forfeited road bonds.

The Forfeited Road Bonds revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ 3,000
FY 2025 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Other Permits

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

**Account Number:** 02-60-00-3-3290

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This account is used to record tree removal and recreational vehicle permits.

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

FY 2024 Budget request	\$ 3,000
FY 2025 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Community & Aesthetic Improvement Fee

**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:** 02-60-00-4-3751

This account is used to record the community and aesthetic developer donation fees received related to various annexation agreements as well as general development. Community and aesthetic developer donation fees are paid at the time of building permit issuance. The revenue forecast for general fund developer donations is as follows:

General Permits (2 Homes @ \$1,500)	\$ 3,000
Total	<u>\$ 3,000</u>
FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ 3,000</u>

The primary reason for the increase is based upon the addition of this fee in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Engineering Fee Reimbursement

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

**Account Number:** 02-60-00-4-3780

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This account is used to record fees collected for reimbursable engineering fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2024 Budget request	\$ 65,000
FY 2025 Budget request	<u>\$100,000</u>
Increase (Decrease)	<u>\$ 35,000</u>

The primary reason for the increase is based upon the projected projects currently active and proposed for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Legal Fee Reimbursement

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

**Account Number:** 02-60-00-4-3782

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This account is used to record fees collected for reimbursable legal fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2024 Budget request	\$ 1,500
FY 2025 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Planning Reimbursement

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

**Account Number:** 02-60-00-4-3784

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This account is used to record fees collected for reimbursable planning fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	<u>\$ 7,500</u>
Increase (Decrease)	<u><u>\$ 2,500</u></u>

The primary reason for the increase is based upon the projected projects proposed for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Administration Reimbursement

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

**Account Number:** 02-60-00-4-3786

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This account is used to record fees collected for reimbursable administrative fees pursuant to either a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement. This fee equals 10% of consultants' reimbursable costs associated with development as well as Village staff hours spent on development related projects.

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

FY 2024 Budget request	\$ 30,000
FY 2025 Budget request	\$ 35,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is due to the projected projects for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Other Reimbursement

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

**Account Number:** 02-60-00-4-3788

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This account is used to record fees collected for other reimbursable fees, such as postage, printing and copying.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Fire Suppression Fees

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

**Account Number:** 02-60-00-4-3789

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This account is used to record fees collected for fire suppression review fees.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Recapture Fees Pass Thru

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

**Account Number:** 02-60-00-4-3790

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This account is used to record fees collected for the pass thru of recapture fees.

The Recapture Fee Pass Thru revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Planning Applications

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

**Account Number:** 02-60-00-5-3800

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This account is used to record fees collected for planning applications.

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

FY 2024 Budget request	\$ 2,500
FY 2025 Budget request	<u>\$ 4,000</u>
Increase (Decrease)	<u><u>\$ 1,500</u></u>

The primary reason for the increase is due to potential projects anticipated for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Refund Service Charge

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

**Account Number:** 02-60-00-7-3900

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This account is used to record fees collected for a refund service charge. The Village charges a 18% 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 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Salaries

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

**Account Number:** 02-60-65-1-4010

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

Chief Administrative Officer/Village Clerk - 30%  
Director of Community Development - 60%  
Deputy Director of Community Development - 60%  
Building Inspector/Code Enforcement Officer - 100%  
Office Manager - 100%  
Building Permit Coordinator - 100%

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

FY 2024 Budget request	\$ 405,359
FY 2025 Budget request	\$ 429,237
Increase (Decrease)	<u>\$ 23,878</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Overtime

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

**Account Number:** 02-60-65-1-4020

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This account is used for the overtime pay of the 2 non-exempt full-time Community Development Department employees.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** IMRF

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

**Account Number:** 02-60-65-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 41,063
FY 2025 Budget request	<u>\$ 43,052</u>
Increase (Decrease)	<u>\$ 1,989</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** FICA Matching

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

**Account Number:** 02-60-65-1-4090

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

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

FY 2024 Budget request	\$ 31,010
FY 2025 Budget request	<u>\$ 32,837</u>
Increase (Decrease)	<u>\$ 1,827</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Contract Maintenance - Vehicle

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

**Account Number:** 02-60-65-3-4120

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This account is used to pay for maintenance of the Community Development Department vehicle.

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

FY 2024 Budget request	\$ 1,500
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ (500)</u>

There is a decrease due to the recent acquisition of a newer vehicle for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Engineering Services – Reimbursement

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

**Account Number:** 02-60-65-3-4225

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This account is used to pay for engineering review services which are reimbursable through building permits or as a result of either a Reimbursement of Fees Agreement or Draw Down Deposit Agreement.

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

FY 2024 Budget request	\$ 65,000
FY 2025 Budget request	\$ 100,000
Increase (Decrease)	<u>\$ 35,000</u>

The primary reason for the increase is based upon the projected projects currently active and proposed for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Legal Services -Reimbursement

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

**Account Number:** 02-60-65-3-4235

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This account is used to pay for legal services which are reimbursable under either a Reimbursement of Fees Agreement or Draw Down Deposit Agreement.

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

FY 2024 Budget request	\$ 1,500
FY 2025 Budget request	\$ 1,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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

Contractual Planning Services	\$ 1,000
	<u>\$ 1,000</u>

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

FY 2024 Budget request	\$ 2,000
FY 2025 Budget request	<u>\$ 1,000</u>
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is the amount of projected work for planning services in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Planning Services – Reimbursement

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

**Account Number:** 02-60-65-3-4245

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This account is used to pay for planning services which are reimbursable either under a Reimbursement of Fees Agreement or a Draw Down Deposit Agreement.

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is based upon the projected projects proposed for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Other Reimbursement

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

**Account Number:** 02-60-65-3-4260

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This account is used to pay for reimbursable expenses, such as bond copies, recording of ordinances/resolutions and declarations.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Plan Review Services – Reimbursement

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

**Account Number:** 02-60-65-3-4325

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Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for plan review services.

The Plan Review Services-Reimbursement budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 20,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (20,000)</u>

The primary reason for the decrease is based upon the hiring of a Deputy Director for Community Development which will reduce the need to work with the Village of Mundelein for these services in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Plumbing Inspection – Reimbursement

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

**Account Number:** 02-60-65-3-4328

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This account is used to pay for plumbing inspections by a plumber not associated with the Village of Mundelein.

The Plumbing Inspection-Reimbursement budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 24,000</u>
Increase (Decrease)	<u><u>\$ 24,000</u></u>

The primary reason for the increase is based upon the reduction of services with the Village of Mundelein in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Other Professional Services

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

**Account Number:** 02-60-65-3-4329

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This account is used to pay for court reporting services not attributed to a development.

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

FY 2024 Budget request	\$ 21,000
FY 2025 Budget request	<u>\$ 4,000</u>
Increase (Decrease)	<u><u>\$ (17,000)</u></u>

The primary reason for the decrease is based upon the anticipated spending in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Building Inspection – Reimbursement

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

**Account Number:** 02-60-65-3-4333

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Pursuant to an Intergovernmental Agreement, this account is used to pay the Village of Mundelein for building inspection services. These services include building, electrical and plumbing inspections.

The Building Inspection-Reimbursement budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 110,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (110,000)</u>

The primary reason for the decrease is based upon the hiring of a Deputy Director for Community Development which will reduce the need to work with the Village of Mundelein for these services in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Fire Suppression - Reimbursement

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

**Account Number:** 02-60-65-3-4334

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This account is used pay the appropriate Fire Protection District for fire suppression reviews.

The Fire Suppression-Reimbursement budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 300
FY 2025 Budget request	\$ 300
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Telephone-Cell Phone

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

**Account Number:** 02-60-65-3-4353

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This account is used to pay for business-related usage from a Village owned cellular phone assigned to the Building Inspector/Code Enforcement Officer and payment of business-related usage from the Community Development Director's personal cellular telephone.

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

FY 2024 Budget request	\$ 1,350
FY 2025 Budget request	<u>\$ 1,704</u>
Increase (Decrease)	<u>\$ 354</u>

The primary reason for the increase is based upon the hiring of the Deputy Director for Community Development in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Publishing/Advertising

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

**Account Number:** 02-60-65-3-4355

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This account is used to pay for publications of legal notices in the local paper.

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

FY 2024 Budget request	\$ 200
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Printing/Copying

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

**Account Number:** 02-60-65-3-4357

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This account is used to pay for the printing of inspection forms, employee business cards, and other Community Development Department printing needs.

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

FY 2024 Budget request	\$ 900
FY 2025 Budget request	\$ 900
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Recapture Fee Paid

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

**Account Number:** 02-60-65-3-4360

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This account is to pay funds collected pursuant to recapture agreements.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Dues

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

**Account Number:** 02-60-65-3-4361

This account is used to pay dues for membership in the International Code Council and the American Institute of Certified Planners.

International Code Council (ICC)	\$200
Illinois Association of Code Enforcement	\$100
American Planning Association	\$400
Total	<u>\$700</u>

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

FY 2024 Budget request	\$ 700
FY 2025 Budget request	\$ 700
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Travel Expense

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

**Account Number:** 02-60-65-3-4362

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This account is to pay for business related mileage reimbursement to the Community Development Department staff, and is to be used only when the department vehicle is not available.

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

FY 2024 Budget request	\$ 150
FY 2025 Budget request	<u>\$ 150</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 including associated costs by the Community Development Department staff.

Community Development Department staff will be continuing education in their field with such course work including property maintenance, blue print reading and building department basics offered off-site.

BS&A Training - Permit Techs	\$ 1,250
Professional training - Building Inspector	\$ 1,000
Local APA Conference	\$ 2,750
Total	<u>\$ 5,000</u>

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Auto Fuel & Oil

**Priority:** 1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 02-60-65-5-4562

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This account is used to pay for fuel and oil for the Community Development Department vehicle.

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

FY 2024 Budget request	\$ 2,000
FY 2025 Budget request	\$ 3,000
Increase (Decrease)	<u>\$ 1,000</u>

The primary reason for the increase is based upon the hiring of the Deputy Director of Community Development for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 175
Uniform shirts - Code Enforcement Officer	\$ -
Additional Clothing	<u>\$ 275</u>
Total	<u><u>\$ 450</u></u>

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

FY 2024 Budget request	\$ 825
FY 2025 Budget request	<u>\$ 450</u>
Increase (Decrease)	<u><u>\$ (375)</u></u>

The primary reason for the decrease is due to the Code Enforcement Officer purchasing uniforms in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** COMMUNITY DEVELOPMENT FUND

**Department:** PLANNING, BUILDING AND ZONING

**Description:** Other Charges

**Priority:** 1.5 Prioritize a Healthy Community and Environment  
1.6 Prioritize Citizen Services

**Account Number:** 02-60-65-5-4595

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This account is used to pay for other miscellaneous expenses.

Team Building Event (All Staff)	\$400
Miscellaneous	\$600
Total	<u>\$1,000</u>

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# 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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
196,339	207,770	333,870	Special Recreation	346,040	353,040
156,721	184,661	180,374	Administration	189,184	192,917
76,837	115,358	109,520	Recreation Programs	143,950	152,050
206,400	195,242	200,990	Park Maintenance	211,427	216,034
<b>636,295</b>	<b>703,031</b>	<b>824,754</b>	<b>Total Revenues</b>	<b>890,600</b>	<b>914,041</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
57,967	222,257	230,685	Special Recreation	239,283	251,000
201,348	219,751	326,277	Administration	230,212	240,450
42,621	66,160	70,808	Recreation Programs	86,979	91,720
389,938	435,271	548,834	Park Maintenance	537,566	569,026
<b>691,875</b>	<b>943,439</b>	<b>1,176,604</b>	<b>Total Expenditures</b>	<b>1,094,040</b>	<b>1,152,197</b>

(90,000)	(90,000)	(90,000)	<b>Transfer to General Fund</b>	-	-
		-	<b>Transfer from General Fund</b>	100,000	
		-	<b>Transfer from Community Development Fund</b>	-	
<b>(145,580)</b>	<b>(330,406)</b>	<b>(441,850)</b>	<b>Net Change in Fund Balance</b>	<b>(103,439)</b>	<b>(238,156)</b>
<b>(510,267)</b>	<b>(840,673)</b>	<b>(1,282,523)</b>	<b>Fund Balance as of 12/31</b>	<b>(1,385,963)</b>	<b>(1,624,118)</b>

# 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
	2023	2024	2025	2025
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
196,339	207,770	210,870	Taxes	218,040	21,870
-	-	123,000	SRACLC Reimbursement	128,000	135,000
<b>196,339</b>	<b>207,770</b>	<b>333,870</b>	<b>Total Revenues</b>	<b>346,040</b>	<b>156,870</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
56,267	56,267	62,685	Contractual Services	71,283	76,000
-	36,967	40,000	Commodities	40,000	40,000
1,700	129,022	128,000	Capital Outlay	128,000	135,000
<b>57,967</b>	<b>222,257</b>	<b>230,685</b>	<b>Total Expenditures</b>	<b>239,283</b>	<b>251,000</b>

138,371	(14,487)	103,185	<b>Source (Use) of Cash</b>	106,757	(94,130)
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## Significant Changes

- There are no significant changes for Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>SPECIAL RECREATION</b>						
<b>REVENUES</b>						
11-70-00-1-3017	PROPERTY TAXES-SRACL	207,770	210,870	106,798	200,327	218,040
11-70-00-5-3805	SRACL REIMBURSEMENT	-	123,000	128,000	128,000	135,000
TOTAL REVENUES		207,770	333,870	234,798	328,327	346,040
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
11-70-00-3-4361	SRACL DUES	56,267	62,685	6,418	62,685	71,283
TOTAL CONTRACTUAL SERVICES		56,267	62,685	6,418	62,685	71,283
COMMODITIES						
11-70-00-5-4595	SRACL OTHER CHARGES	36,967	40,000	3,600	40,000	40,000
TOTAL COMMODITIES		36,967	40,000	3,600	40,000	40,000
CAPITAL OUTLAY						
11-70-00-8-4893	SRACL ACCESSIBILITY GRANT	129,022	128,000	38	125,000	128,000
TOTAL CAPITAL OUTLAY		129,022	128,000	38	125,000	128,000
TOTAL EXPENDITURES		222,257	230,685	10,056	227,685	239,283

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** SPECIAL RECREATION

**Description:** Property Taxes

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 11-70-00-1-3017

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This account is used to record the special recreation property tax levy.

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower. The Special Recreation levy is limited to a tax rate of \$0.04.

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

FY 2024 Budget request	\$ 210,870
FY 2025 Budget request	<u>\$ 218,040</u>
Increase (Decrease)	<u><u>\$ 7,170</u></u>

The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) which restricts the increase in the property tax rate by each year to 5% or CPI, which ever is lower. The CPI for Fiscal Year 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** SPECIAL RECREATION

**Description:** SRACLC Reimbursement

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 11-70-00-5-3805

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This account is used to record the special recreation reimbursement for eligible projects.

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

FY 2024 Budget request	\$ 123,000
FY 2025 Budget request	\$ 128,000
Increase (Decrease)	<u>\$ 5,000</u>

The projected increase is due primarily to Village Capital Projects directed towards accessibility/adaptive services provided by the village. It will be reclaimed in payment from SRACLC to the Village in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND  
**Department:** SPECIAL RECREATION  
**Description:** SRACLC Dues  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
**Account Number:** 11-70-00-3-4361

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This account is used to pay for the Village’s dues to the Special Recreation Association of Central Lake County. The Special Recreation Association of Central Lake County provides recreation programs and services to individuals with special needs and disabilities, and their families, who reside within the boundaries of Member Agency communities.

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

FY 2024 Budget request	\$ 62,685
FY 2025 Budget request	\$ 71,283
Increase (Decrease)	<u>\$ 8,598</u>

The primary reason for the increase is based upon SRACLC's calculation for member's dues and vehicle replacement program in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND  
**Department:** SPECIAL RECREATION  
**Description:** SRACLC Other Charges  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
**Account Number:** 11-70-00-5-4595

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This account will be used to fund accessibility improvements that are not listed in the Accessibility Grant.

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

FY 2024 Budget request	\$ 40,000
FY 2025 Budget request	\$ 40,000
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** SPECIAL RECREATION

**Description:** SRACLC Accessibility Grant

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces

**Account Number:** 11-70-00-8-4893

This account will be used to fund accessibility improvements funded by the SRACLC Accessibility Grant.

Playground Surface and Path Upgrades	\$ 23,000
Implement ADA Plan Compliance Measures	\$ 15,000
Renovations to Existing Playground Units	\$ 90,000
 Total	 <u>\$ 128,000</u>

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

FY 2024 Budget request	\$ 128,000
FY 2025 Budget request	\$ 128,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

# PARKS & RECREATION 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
	2023	2024	2025	2025
Full-Time	3	3	3	1.30
Part-Time	1	1	1	0.25

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
148,688	161,038	170,874	Taxes	-	-
59	9,189	4,000	Interest Income	-	-
7,974	14,435	5,500	Miscellaneous	-	-
<b>156,721</b>	<b>184,661</b>	<b>180,374</b>	<b>Total Revenues</b>	<b>-</b>	<b>-</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
135,947	152,348	256,803	Personnel Services	-	-
65,164	66,560	67,774	Contractual Services	-	-
237	843	1,700	Commodities	-	-
<b>201,348</b>	<b>219,751</b>	<b>326,277</b>	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>

(44,627)	(35,090)	(145,903)	<b>Source (Use) of Cash</b>	-	-
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## Significant Changes

- Parks and Recreation Administration expenses have been moved to the General Fund for Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ADMINISTRATION</b>						
<b>REVENUES</b>						
TAXES						
11-10-00-1-3017	PROPERTY TAXES-PARK & REC	161,038	170,874	86,527	167,456	
TOTAL TAXES		161,038	170,874	86,527	167,456	-
INTEREST INCOME						
11-10-00-6-3810	INTEREST INCOME	9,189	4,000	3,441	7,000	
TOTAL INTEREST INCOME		9,189	4,000	3,441	7,000	-
MISCELLANEOUS						
11-10-00-7-3820	FACILITY RENTAL	9,605	4,500	1,695	4,300	
11-10-00-7-3825	SECURITY FEE	4,313	1,000	(1,125)	-	
11-00-00-7-3900	REFUND SERVICE CHARGE	517	-	14	14	
TOTAL MISCELLANEOUS		14,435	5,500	584	4,314	-
TOTAL REVENUES		184,661	180,374	90,552	178,770	-
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
11-10-00-1-4010	SALARIES	127,801	217,860	93,740	187,481	
11-10-00-1-4011	SALARIES - RENTAL SECURITY	1,045	500	90	500	
11-10-00-1-4040	IMRF	13,842	21,777	9,496	18,992	
11-10-00-1-4090	FICA MATCHING	9,661	16,666	7,075	14,149	
TOTAL PERSONNEL SERVICES		152,348	256,803	110,401	221,121	-
CONTRACTUAL SERVICES						
11-10-00-3-4353	TELEPHONE-CELL PHONE	2,422	2,020	1,488	2,975	
11-10-00-3-4357	PRINTING/COPYING	5,644	6,500	4,577	5,877	
11-10-00-3-4360	PROCESSING FEES	2,413	1,750	1,622	1,810	
11-10-00-3-4361	DUES	690	2,470	1,247	2,300	
11-10-00-3-4365	PROFESSIONAL DEVELOPMENT	2,110	1,780	1,669	1,780	
11-10-00-3-4367	PRE-EMPLOYMENT SCREENING	532	504	54	486	
11-10-00-3-4377	INSURANCE ALLOCATION	52,750	52,750	29,519	52,750	
TOTAL CONTRACTUAL SERVICES		66,560	67,774	40,176	67,978	-
COMMODITIES						
11-10-00-5-4561	OFFICE SUPPLIES	50	250	448	448	
11-10-00-5-4568	EQUIPMENT SUPPLIES	-	-	-	-	
11-10-00-5-4578	UNIFORMS	-	100	80	80	
11-10-00-5-4595	OTHER CHARGES	793	1,350	533	1,150	
TOTAL COMMODITIES		843	1,700	1,061	1,678	-
TOTAL EXPENDITURES		219,751	326,277	151,638	290,777	-

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Property Taxes

**Priority:** 1.2 Prioritize Parks, Recreation and Open Space  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 11-10-00-1-3017

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This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

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

FY 2024 Budget request	\$ 170,874
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (170,874)</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 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Interest Income

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 11-10-00-6-3810

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This account is used to record the interest income received on the Parks & Recreation Fund money market account.

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

FY 2024 Budget request	\$ 4,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (4,000)</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Facility Rental

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces

**Account Number:** 11-10-00-7-3820

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This account is used to record the rental income received from facility rentals at the Village Hall Barn or the Community Room at the Aquatic Center.

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

FY 2024 Budget request	\$ 4,500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (4,500)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND  
**Department:** ADMINISTRATION  
**Description:** Security Fee  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
**Account Number:** 11-10-00-7-3825

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This account is used to record the security fee received for security personnel assigned to facility rentals at the Village Hall Barn or the community room at the Aquatic Center. Security services are provided by Village staff.

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,000)</u>

The projected increase is due primarily to Fiscal Year 2024 actuals and anticipated increase in rentals and associated fees in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Salaries

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

**Account Number:** 11-10-00-1-4010

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This account is used to pay the salaries of the employees allocated to the Parks and Recreation - Administration Department as follows:

Director of Parks & Recreation - 50%  
Assistant Director of Parks & Recreation - 10%  
Recreation Manager - 30%  
Recreation Specialist - 40%  
Summer Intern (Recreation) - 100%

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

FY 2024 Budget request	\$ 217,860
FY 2025 Budget request	\$ -
Increase (Decrease)	<u><u>\$(217,860)</u></u>

The primary reason for the decrease is based upon the elimination of the Director of Community Events position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Salaries - Rental Security

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

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

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

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (500)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** IMRF

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

**Account Number:** 11-10-00-1-4040

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

Effective January 1, 2025, the Village’s portion will be 10.03%.

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

FY 2024 Budget request	\$ 21,777
FY 2025 Budget request	\$ -
Increase (Decrease)	<u><u>\$(21,777)</u></u>

The primary reason for the decrease is based upon the elimination of the Director of Community Events position as well as Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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 2024 Budget request	\$ 16,666
FY 2025 Budget request	\$ -
Increase (Decrease)	<u><u>\$(16,666)</u></u>

The primary reason for the decrease is based upon the elimination of the Director of Community Events position.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Telephone - Cell Phone

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

**Account Number:** 11-10-00-3-4353

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This account is used for the business-related cellular telephone service for the Parks and Recreation employees.

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

FY 2024 Budget request	\$ 2,020
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (2,020)</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2025:

Summer Brochure	\$ 3,500 (Cost share with Aquatics Fund)
Postcard	\$ 4,200 (Fall, Winter/Spring, & Holiday Events)
Postage	\$ 1,500
Total	<u>\$ 9,200</u>

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

FY 2024 Budget request	\$ 6,500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (6,500)</u>

The primary reason for the increase is based upon the increase of postcard supplies for 3 mailings to \$4,200 in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Processing Fees

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

**Account Number:** 11-10-00-3-4360

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This line item is used to fund the processing fees related to the ActiveNet software.

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

FY 2024 Budget request	\$ 1,750
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,750)</u>

The primary reason for the increase is based upon projected actuals and an anticipated increase in fees for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Dues

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

**Account Number:** 11-10-00-3-4361

This line item is used to fund dues to professional organizations in the Parks and Recreation field. Memberships in professional organizations are essential as the Village expands and improves its recreational programming.

Illinois Association of Park Districts (IAPD) - Agency Fee	\$ 500
Illinois Parks & Recreation Association (IPRA) – Director of Parks & Recreation	\$ 270
Illinois Parks & Recreation Association (IPRA) - Recreation Specialist	\$ 270
Illinois Parks & Recreation Association (IPRA) - Recreation Manager	\$ 270
Pesticide Operator License Fee (paid in 2024, good for 3 years)	\$ 90
National Recreation & Parks Association (NRPA) – Director of Parks & Recreation	\$ 180
National Recreation & Parks Association (CPSI) Certification Fee (x2)	\$ 705
<b>Total</b>	<u><u>\$ 2,285</u></u>

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

FY 2024 Budget request	\$ 2,470
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ (2,470)</u></u>

The primary reason for the decrease is based upon the succession planning for the Parks & Recreation Department in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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
Recreation Manager	\$ 400
Illinois Legislative and Legal Forums	
Director of Parks & Recreation	\$ 300
Total	<u>\$ 1,100</u>

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

FY 2024 Budget request	\$ 1,780
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u>\$ (1,780)</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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>\$ 548</u>
Total	<u><u>\$ 604</u></u>

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

FY 2024 Budget request	\$ 504
FY 2025 Budget request	<u>\$ -</u>
Increase (Decrease)	<u><u>\$ (504)</u></u>

The primary reason for the increase is based upon the increase in pre-employment drug screening per person from Advocate in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Insurance Allocation

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

**Account Number:** 11-10-00-3-4377

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

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

FY 2024 Budget request	\$ 52,750
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (52,750)</u>

There is no change in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Office Supplies

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

**Account Number:** 11-10-00-5-4561

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This account is used to pay for office supplies to support all divisions of the Parks and Recreation Fund 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 2024 Budget request	\$ 250
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (250)</u>

There is no change in Fiscal Year 2025

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Equipment/Supplies

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

**Account Number:** 11-10-00-5-4568

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This account is used to pay for equipment and supplies for the Parks and Recreation Fund such as AED supplies, First Aid supplies, and Trash Cans for the Barn.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

The primary reason for the increase is based upon the addition of a new account for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** ADMINISTRATION

**Description:** Uniforms

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

**Account Number:** 11-10-00-5-4578

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This account is used to pay for Parks and Recreation Administration Employee uniform shirts for casual Fridays.

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (100)</u>

There is no change on Fiscal Year 2025

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 600
Community Activities	\$ 350
Staff Recruitment	\$ 250
	<u>\$ 1,600</u>

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

FY 2024 Budget request	\$ 1,350
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,350)</u>

The primary reason for the increase is based upon the addition for staff recruitment activity for Fiscal Year 2025.

# 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
	2023	2024	2025	2025
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 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
51,186	71,293	72,320	Youth Programs	-	-
24,869	40,422	34,600	Sports/Athletic Programs	-	-
142	299	800	Adult Programs	-	-
640	3,344	1,800	Seniors	-	-
76,837	115,358	109,520	<b>Total Revenues</b>	-	-

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
23,065	33,888	40,783	Youth Programs	-	-
17,816	29,784	26,900	Sports/Athletic Programs	-	-
23	-	225	Adult Programs	-	-
1,718	2,487	2,900	Seniors	-	-
42,621	66,160	70,808	<b>Total Expenditures</b>	-	-

34,215	49,198	38,712	<b>Source (Use) of Cash</b>	-	-
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## Significant Changes

- Recreation Program expenses have been moved to the General Fund for Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>RECREATION PROGRAMS</b>						
<b>REVENUES</b>						
YOUTH PROGRAMS						
11-20-30-4-3630	WOODCHUCKS SUMMER CAMP	60,799	64,320	75,746	77,225	
11-20-31-4-3630	ENRICHMENT/VARIETY	9,754	6,900	9,615	16,500	
11-20-33-4-3630	BABYSITTING/CPR	740	1,100	-	650	
TOTAL YOUTH PROGRAMS		71,293	72,320	85,361	94,375	-
SPORTS/ATHLETIC PROGRAMS						
11-20-41-4-3630	INTRO TO SPORTS REVENUE	9,114	8,400	11,058	13,250	
11-20-42-4-3630	SOCCER-IN HOUSE REVENUE	28,636	22,000	15,365	27,500	
11-20-43-4-3630	BASEBALL-IN HOUSE REVENUE	690	1,600	-	-	
11-20-44-4-3630	TAEKWONDO REVENUE	1,982	2,600	1,408	2,500	
TOTAL SPORTS/ATHLETIC PROGRAMS		40,422	34,600	27,831	43,250	-
ADULT PROGRAMS						
11-20-52-4-3630	FITNESS REVENUE	299	800	310	650	
TOTAL ADULT PROGRAMS		299	800	310	650	-
SENIORS						
11-20-61-4-3630	MONTHLY GATHERING REVENUE	3,344	1,800	1,170	1,570	
TOTAL SENIORS		3,344	1,800	1,170	1,570	-
TOTAL REVENUES		115,358	109,520	114,672	139,845	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
YOUTH PROGRAMS						
11-20-30-1-4010	WOODCHUCKS SALARIES	22,320	29,106	6,990	26,100	
11-20-30-1-4090	WOODCHUCKS FICA	1,708	2,227	535	1,997	
11-20-30-5-4561	WOODCHUCKS SUPPLIES	2,981	4,100	2,852	4,100	
11-20-31-5-4561	ENRICHMENT/VARIETY SUPPLIES	6,646	4,650	5,010	11,000	
11-20-33-5-4561	BABYSITTING/CPR SUPPLIES	234	700	-	300	
TOTAL YOUTH PROGRAMS		33,888	40,783	15,386	43,497	-
SPORTS/ATHLETIC PROGRAMS						
11-20-41-5-4561	INTRO TO SPORTS EXPENSE	5,936	6,300	8,197	9,938	
11-20-42-5-4561	SOCCER EXPENSE	22,028	17,250	10,582	22,500	
11-20-43-5-4561	BASEBALL EXPENSE	353	1,300	-	-	
11-20-44-5-4561	TAEKWONDO EXPENSE	1,467	2,050	1,281	1,875	
TOTAL SPORTS/ATHLETIC PROGRAMS		29,784	26,900	20,060	34,313	-
ADULT PROGRAMS						
11-20-52-5-4561	FITNESS EXPENSE	-	225	-	100	
TOTAL ADULT PROGRAMS		-	225	-	100	-
SENIORS						
11-20-61-5-4561	MONTHLY GATHERING EXPENSE	2,487	2,900	1,002	2,900	
TOTAL SENIORS		2,487	2,900	1,002	2,900	-
TOTAL EXPENDITURES		66,160	70,808	36,447	80,810	-

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

	2019	2020	2021	2022	2023	2024
Participants	160	29	137	171	203	229

**REVENUE**

Preschool Camp	\$26,000
Adventure Camp	\$28,000
Sports & More Camp	\$23,500
Counselors in Training (CIT)	\$2,500
<b>TOTAL REVENUE</b>	<b>\$80,000</b>

**EXPENSES**

Salaries	\$29,000
FICA	\$2,219
Supplies - General/Crafts/Equip./First Aid	\$2,500
Supplies - Attractions (Qty = 4)	\$2,400
Supplies - Socials (Qty = 4)	\$600
<b>TOTAL EXPENSES</b>	<b>\$36,719</b>

**Net Profit** **\$43,282**

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 programs add value to our residents and community through fun and educational programs which provide a learning experience and social opportunities. We aim to continue to grow our enrichment offerings through art, theatre, robotics, and cooking classes.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	4	1	34	62	118	155

**REVENUE**

Kids in the Kitchen / Junior Bakers / Little Explorers	\$1,200
Cricket Theater Class	\$6,000
DIY Chunky Blankets & More	\$8,000
HW at Night / Wings & Talons	\$700
<b>TOTAL REVENUE</b>	<u><u>\$15,900</u></u>

**EXPENSES**

Kids in the Kitchen / Junior Bakers / Little Explorers	\$600
Cricket Theater Class	\$4,500
DIY Chunky Blankets & More	\$6,000
HW at Night / Wings & Talons	\$300
<b>TOTAL EXPENSES</b>	<u><u>\$11,400</u></u>

**Net Profit** \$4,500

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 young 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.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	13	1	0	6	9	0

**REVENUE**

Spring Session	\$450
Summer Session	\$0
Fall Session	\$650
<b>TOTAL REVENUE</b>	<u>\$1,100</u>

**EXPENSES**

Instruction	\$0
Instructor Kit	\$100
Certifications; Books; Equipment & Supplies	\$600
<b>TOTAL EXPENSES</b>	<u>\$700</u>

**Net Profit** \$400

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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. Due to limited indoor space, classes are held cooperatively with the Mundelein Park District or Long Grove Park District.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	45	20	41	58	109	110

**REVENUE**

Sports R Us	\$2,000
5 Star Sports	\$5,000
Hot Shot Sports	\$6,800
<b>TOTAL REVENUE</b>	<u>\$13,800</u>

**EXPENSES**

Sports R Us	\$1,500
5 Star Sports	\$3,750
Hot Shot Sports	\$4,760
<b>TOTAL EXPENSES</b>	<u>\$10,010</u>

**Net Profit** \$3,790

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	126	11	110	140	183	88

REVENUE

Spring Session	\$13,000
Fall Session	\$15,000
<b>TOTAL REVENUE</b>	<u>\$28,000</u>

EXPENSES

Director	\$9,700
Coaching	\$8,600
Turf Paint	\$1,250
Uniforms	\$2,500
Equipment & Misc. Supplies	\$1,000
<b>TOTAL EXPENSES</b>	<u>\$23,050</u>

**Net Profit** \$4,950

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 Village does not offer a youth instructional baseball league at this time. Baseball programs are offered under the Intro to Sport category.

REVENUE

Fall/Winter Season	\$0
Spring Session	\$0
TOTAL REVENUE	\$0

EXPENSES

Coaching	\$0
Equipment	\$0
Uniforms	\$0
TOTAL EXPENSES	\$0

<b>Net Profit</b>	<b>\$0</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2025 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. Instruction is provided in partnership with Ong Taekwondo Academy. Classes are offered in partnership with Long Grove Park District.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Participants	37	24	17	9	13	10

**REVENUE**

Winter/Spring Session	\$1,100
Summer Session	\$300
Fall Session	\$1,100
<b>TOTAL REVENUE</b>	<u>\$2,500</u>

**EXPENSES**

Coaching	\$1,875
Equipment & Supplies	\$100
<b>TOTAL EXPENSES</b>	<u>\$1,975</u>

**Net Profit** \$525

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** RECREATION 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 fitness group, FIT4MOM uses the Community Room October through April (weather dependent) to hold their classes. We also partner with Lake Zurich Family Martial Arts to offer Self Defense workshops.

REVENUE

Fit4Mom	\$500
Martial Arts Fitness	\$300
TOTAL REVENUE	\$800

EXPENSES

Fit4Mom	\$0
Martial Arts Fitness	\$225
TOTAL EXPENSES	\$225

<b>Net Profit</b>	<b>\$575</b>
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**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** RECREATION 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	\$1,500
Luncheon Fees (November Holiday Luncheon)	\$350
TOTAL REVENUE	\$1,850

EXPENSES

Food & Beverage	\$1,800
Decorations, Gifts, Misc. Supplies	\$600
November Luncheon (HWCC)	\$500
TOTAL EXPENSES	\$2,900

<b>Net Profit</b>	<b>(\$1,050)</b>
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# PARK MAINTENANCE

## Department Purpose

The purpose of the Parks Maintenance Department is to maintain all Village parks and parks facilities, including landscape maintenance, ball field/turf maintenance, playground maintenance and playground safety inspections.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	2	2	3	3.25
Seasonal	0	1	1	0.2
Summer	0	0	0	0
• Department Head position is allocated in Parks & Rec.				

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
145,855	157,969	167,618	Property Taxes	-	-
60,545	37,273	33,372	Fees	-	-
<b>206,400</b>	<b>195,242</b>	<b>200,990</b>	<b>Total Revenues</b>	<b>-</b>	<b>-</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
246,089	290,457	377,485	Personnel Services	-	-
123,489	129,207	140,099	Contractual Services	-	-
16,410	13,959	27,750	Commodities	-	-
3,951	1,648	3,500	Capital Outlay	-	-
<b>389,938</b>	<b>435,271</b>	<b>548,834</b>	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>

(183,538)	(240,029)	(347,844)	<b>Source (Use) of Cash</b>	-	-
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## Significant Changes

- Parks Maintenance expenses have been moved to the General Fund for Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PARK MAINTENANCE</b>						
<b>REVENUES</b>						
11-40-00-1-3017	PROPERTY TAXES-PARK MAINT	157,969	167,618	84,879	169,758	
11-40-00-7-3630	FIELD LEASE REVENUE	33,117	33,372	36,913	37,100	
11-40-00-7-3890	MISCELLANEOUS INCOME	4,156	-	-	1,000	
TOTAL REVENUES		195,242	200,990	121,792	207,858	-
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
11-40-00-1-4010	SALARIES	241,916	310,694	155,550	311,099	
11-40-00-1-4011	SEASONAL SALARIES	4,427	11,200	3,101	6,202	
11-40-00-1-4020	OVERTIME	107	350	-	-	
11-40-00-1-4040	IMRF	26,157	31,473	15,757	31,515	
11-40-00-1-4090	FICA MATCHING	17,850	23,768	11,475	22,949	
TOTAL PERSONNEL SERVICES		290,457	377,485	185,883	371,765	-
<b>CONTRACTUAL SERVICES</b>						
11-40-00-3-4110	SECURITY	345	3,575	1,786	3,575	
11-40-00-3-4120	CONTRACTUAL MAINT. - VEHICLE	105	500	39	345	
11-40-00-3-4371	PUBLIC PARK UTILITIES	3,194	2,900	1,118	3,000	
11-40-00-3-4372	ISLAND MAINTENANCE	21,232	22,200	8,280	22,200	
11-40-00-3-4373	POND MAINTENANCE	2,948	3,100	2,948	3,100	
11-40-00-3-4374	WETLAND MAINTENANCE	344	1,000	-	500	
11-40-00-3-4375	LANDSCAPE MAINTENANCE	101,039	103,824	38,934	103,824	
11-40-00-3-4376	TREE REMOVAL SERVICES	-	3,000	-	2,000	
TOTAL CONTRACTUAL SERVICES		129,207	140,099	53,104	138,544	-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
COMMODITIES						
11-40-00-5-4562	AUTO FUEL & OIL	568	950	316	866	
11-40-00-5-4564	SMALL TOOLS	261	200	-	200	
11-40-00-5-4569	VEHICLE SUPPLIES	74	1,000	256	725	
11-40-00-5-4571	FIELD/TURF MAINT SUPPLIES	3,797	12,000	600	11,800	
11-40-00-5-4572	BUILD/GROUND MAINT SUPPLIES	5,281	8,500	3,210	7,900	
11-40-00-5-4573	PLAYGROUNDS MAINT SUPPLIES	2,926	3,500	1,226	3,000	
11-40-00-5-4578	UNIFORMS/SAFETY GEAR	1,052	1,600	451	1,525	
TOTAL COMMODITIES		13,959	27,750	6,059	26,016	-
CAPITAL OUTLAY						
11-40-00-8-4895	LANDSCAPE/OTHER IMPROVEMENTS	1,648	3,500	1,470	2,940	
TOTAL CAPITAL OUTLAY		1,648	3,500	1,470	2,940	-
TOTAL EXPENDITURES		435,271	548,834	246,516	539,265	-

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** PARKS MAINTENANCE

**Description:** Property Taxes - Park Maint.

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-1-3017

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This account is used to record the parks and recreation property tax levy. The Village of Hawthorn Woods is subject to the PTELL (Property Tax Extension Limitation Law) that restricts the increase in the property tax rate by each year to 5% or CPI, whichever is lower.

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

FY 2024 Budget request	\$ 167,618
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (167,618)</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 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** PARKS MAINTENANCE

**Description:** Field Lease Revenue

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-7-3630

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This account is used to record the field lease revenue from the various teams and leagues that utilize the Village’s baseball and soccer fields.

The Field Lease revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 33,372
FY 2025 Budget request	\$ -
Increase (Decrease)	<u><u>\$ (33,372)</u></u>

The primary reason for the increase is based upon an increase of 3% to the affiliate assessments in Fiscal Year 2024 and the addition of 1 field lease agreement in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS & RECREATION FUND

**Department:** PARKS MAINTENANCE

**Description:** Miscellaneous Income

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-7-3890

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This account is used to record miscellaneous revenue from Park Maintenance activities.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 – 10%
- Assistant Director of Parks & Recreation – 70%
- Superintendent - Public Works & Parks & Recreation – 30%
- Crew Leader - Fleet - 15%
- Parks Specialist III – 100%
- Parks Apprentice – 100%

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

FY 2024 Budget request	\$ 310,694
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>#####</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 employees x 2 10 weeks x 40 hours =400 x \$15.00	\$ 12,000
Seasonal employment opportunities x 2 throughout the year	\$ 1,000
	\$ 13,000

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

FY 2024 Budget request	\$ 11,200
FY 2025 Budget request	\$ -
Increase (Decrease)	\$ (11,200)

The primary reason for the increase is based upon the rise in the prevailing wage and the addition of two seasonal employment opportunities over holiday breaks for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Overtime

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

**Account Number:** 11-40-00-1-4020

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This account represents the overtime expenses of the Park Maintenance employees.

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

FY 2024 Budget request	\$ 350
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (350)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** IMRF

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

**Account Number:** 11-40-00-1-4040

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

Effective January 1, 2025, the Village’s portion will be 10.03%.

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

FY 2024 Budget request	\$ 31,473
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>#####</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position as well as Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** FICA Matching

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

**Account Number:** 11-40-00-1-4090

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

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

FY 2024 Budget request	\$ 23,768
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>#####</u>

The primary reason for the decrease is based upon the elimination of the Director of Community Engagement position in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Security

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-3-4110

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This account is used to pay for inspections of the lightning detection early warning system and additional security subscriptions for cameras installed at Village Parks.

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

FY 2024 Budget request	\$ 3,575
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (3,575)</u>

The primary reason for the increase is based upon the addition of three new ARLO Go 2 Security Cameras and the associated annual service contract in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Contractual Maintenance-Vehicles

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-3-4120

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This account is used to pay for the repairs to the Parks and Recreation vehicles by contractual vendors.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (500)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Park Public Utilities

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-3-4371

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This account is used to pay for the electric bills and sewer service bills for the pavilions at Heritage Oaks Parks (2) and Community Park (1).

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

FY 2024 Budget request	\$ 2,900
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (2,900)</u>

The primary reason for the increase is based upon an anticipated increase in utility rates in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Island 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 2024 Budget request	\$ 22,200
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (22,200)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Pond Maintenance

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

**Account Number:** 11-40-00-3-4373

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This account is used to pay for the treatment of ponds located in Heritage Oaks and Copperfield Parks by a contractual vendor. This program was implemented to monitor and maintain good water quality, institute algae control, pond maintenance and environmental preservation measures.

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

FY 2024 Budget request	\$ 3,100
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (3,100)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Wetland Maintenance

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

**Account Number:** 11-40-00-3-4374

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This account is used to pay for environmental stewardship measures on natural open space and wetland/marsh areas owed, leased, and operated by the Village of Hawthorn Woods.

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,000)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Landscape Maintenance

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

**Account Number:** 11-40-00-3-4375

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This account is used to pay for the landscape maintenance contract of all parks including weed control, mowing, and all aspects of lawn maintenance.

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

FY 2024 Budget request	\$ 103,824
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>#####</u>

The primary reason for the increase is based upon the contractual rate assessed in the agreement with Mileu Landscaping for Fiscal Year 2025. For Fiscal Year 2026, a new RFP and service agreement will be required.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Auto Fuel and Oil

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-5-4562

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This account is used to pay for fuel and oil costs associated with the two Park and Recreation vans.

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

FY 2024 Budget request	\$ 950
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (950)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Small Tools

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-5-4564

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This account is used to pay for tools needed by the Parks Maintenance Crew.

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

FY 2024 Budget request	\$ 200
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (200)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Vehicle Supplies

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 11-40-00-5-4569

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This account is used to pay for parts and materials needed by the Village Mechanic to perform routine maintenance on the two Parks and Recreation vans and Durango.

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,000)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Ball Field / Turf Maintenance Supplies

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

**Account Number:** 11-40-00-5-4571

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This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village’s ball fields. Included are purchases for all materials associated with maintaining all elements of the park system such as:

- Top dressing/over seeding
- Ball field prep
- Turf maintenance
- Ball field equipment
- Equipment purchases
- Insect control

The Ball Field/Turf Maintenance Supplies budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 12,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (12,000)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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 2024 Budget request	\$ 8,500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (8,500)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Playground Maintenance Supplies

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

**Account Number:** 11-40-00-5-4573

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This account is used to purchase all maintenance supplies and materials that are needed to maintain the Village's playground equipment. Included are purchases for all materials associated with maintaining all elements of the park system such as:

Parts for playground repairs  
Mulch and playground safety surfacing  
Inspections

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

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (3,500)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Uniforms/Safety Gear

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

**Account Number:** 11-40-00-5-4578

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This account is used to fund uniforms for the Park Maintenance employees and the purchase of T-shirts, sweatshirts, coats, boot reimbursements, safety vests, goggles, etc.

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

FY 2024 Budget request	\$ 1,600
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (1,600)</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARKS AND RECREATION FUND

**Department:** PARK MAINTENANCE

**Description:** Landscape/Other Improvements

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces

**Account Number:** 11-40-00-8-4895

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This line item is used for any capital improvements that are to be funded in the parks. Included in this account are trees, shrubs and herbaceous plant replacements as well as any improvements such as paving paths and new signs.

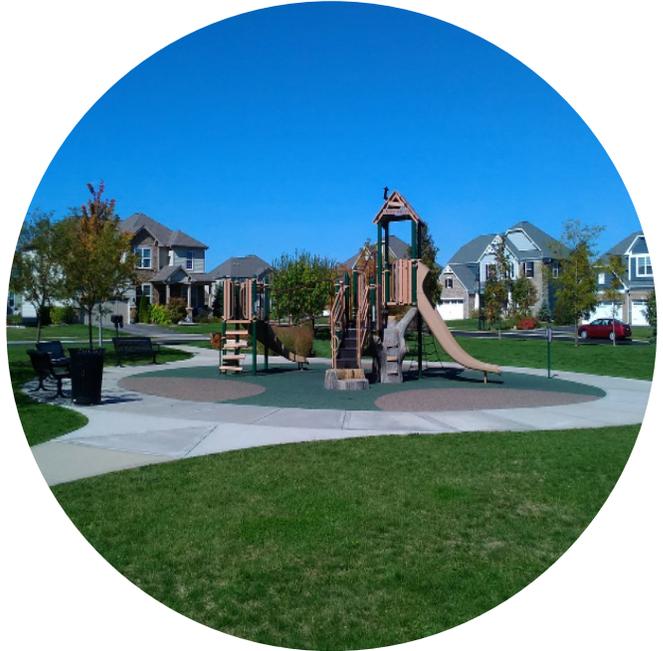
The Landscape/Other Improvements budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (3,500)</u>

There is no change for Fiscal Year 2025.



# 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
	2022	2023	2024	2025
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenue

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
20	1,621	-	Interest	100	100
47,544	21,454	-	Park Donations	-	-
450	2,430	-	Park Improvements	2,300	2,300
<b>48,014</b>	<b>25,505</b>	<b>-</b>	<b>Total Revenue</b>	<b>2,400</b>	<b>2,400</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
252	505	-	Capital Outlay	200	200
<b>252</b>	<b>505</b>	<b>-</b>	<b>Total Expenditures</b>	<b>200</b>	<b>200</b>

-                      -                      -                      **Transfer to Aquatic Debt**                      -                      -

**Transfer to Sewer Fund**                      -

47,762	25,000	-	<b>Net Change in Fund Balance</b>	2,200	2,200
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62,221	87,221	87,221	<b>Fund Balance as of 12/31</b>	89,421	91,621
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## Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>PARK DONATION FUND</b>						
<b>REVENUES</b>						
INTEREST INCOME						
10-00-00-6-3810	INTEREST INCOME	1,621	-	1,198	2,300	100
TOTAL INTEREST INCOME		1,621	-	1,198	2,300	100
PARK DONATIONS						
10-00-00-7-3830	PARK DONATIONS	21,454	-	47,148	47,148	-
TOTAL PARK DONATIONS		21,454	-	47,148	47,148	-
PARK IMPROVEMENTS						
10-10-00-3-3379	DONATIONS-MEMORIAL TREES/BENCHES	2,430	-	-	950	2,300
TOTAL PARK IMPROVEMENTS		2,430	-	-	950	2,300
TOTAL REVENUES		25,505	-	48,346	50,398	2,400
<b>EXPENDITURES</b>						
CAPITAL OUTLAY						
10-00-00-8-4894	EQUIPMENT EXPENSE	(94)	-	-	-	-
10-10-00-8-4894	PARK BENCHES & PLAQUES EXPENSE	599	-	21	80	200
TOTAL CAPITAL OUTLAY		505	-	21	80	200
NON-OPERATING EXPENDITURES						
10-00-00-9-4910	TRANSFER TO OTHER FUNDS	-	-	-	-	-
TOTAL EXPENDITURES		505	-	21	80	200

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARK DONATION FUND

**Description:** Interest Income

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability

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

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This account is used to record the interest income received on the Park Donation Fund money market account.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 100
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon the anticipated usage of the fund balance to assist with the Aquatic Center bond repayment in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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.

The Park Donation Revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARK DONATION FUND

**Description:** Donations - Memorial Trees/Benches Revenue

**Priority:** 1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 10-10-00-3-3379

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This account represents the donation revenue for memorial trees and benches.

The Donation-Memorial Trees/Benches Revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 2,300
Increase (Decrease)	<u>\$ 2,300</u>

The projected increase is primarily due to the anticipation of 2 memorial Benches and 2 Memorial Tree (all at \$575 each) in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARK DONATION FUND

**Description:** Equipment Expense

**Priority:** 1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 10-00-00-8-4894

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This account records the expenses related to equipment related to Park Benches and Plaques.

The Equipment Expense forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** PARK DONATION FUND

**Description:** Park Benches & Plaques Expense

**Priority:** 1.7 Prioritize Hawthorn Woods' Unique Village Character

**Account Number:** 10-10-00-8-4894

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This account records the expenses related to the display and presentation of memorial trees and benches for our Village parks.

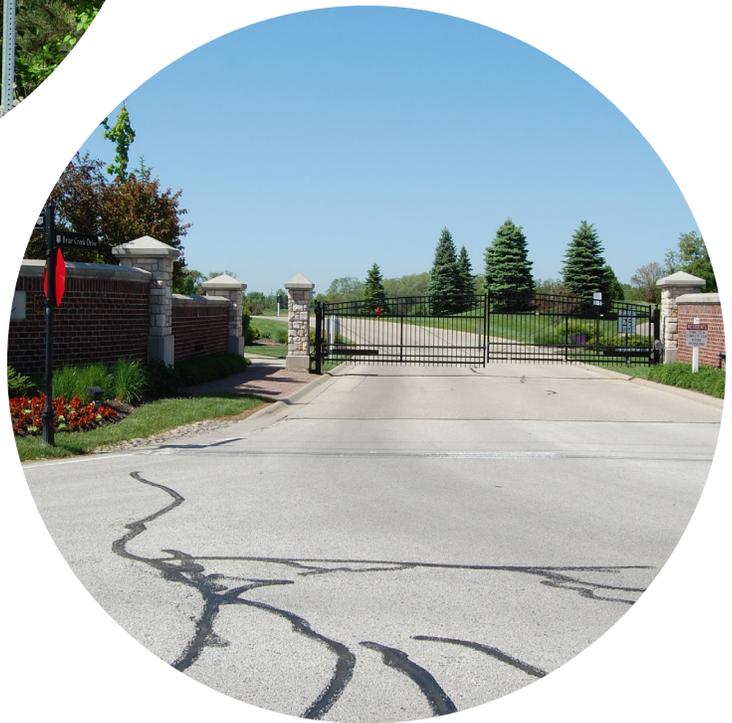
The Park Benches and Plaques Expense forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ 200</u>

The increase is due to anticipated need for 4 Memorial Plaques at \$50 each from Awards International in Fiscal Year 2025.



# 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
	2023	2024	2025	2025
Full-Time	0	0	0	3
Part-Time	0	0	0	0
• Street Maintenance positions headcount are allocated in Public Works.				

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
336,657	431,139	398,184	Taxes	409,149	409,149
175,261	-	-	Intergovernmental	-	-
448	27,915	27,000	Interest	25,000	25,000
<b>512,366</b>	<b>459,055</b>	<b>425,184</b>	<b>Total Revenues</b>	<b>434,149</b>	<b>434,149</b>

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
171,551	224,289	253,718	Personnel Services	266,781	282,788
19,181	597,906	122,500	Contractual Services	172,500	172,500
71,425	84,397	90,000	Commodities	95,000	95,000
-	-	-	Other Financing Uses	-	-
<b>262,157</b>	<b>906,593</b>	<b>466,218</b>	<b>Total Expenditures</b>	<b>534,281</b>	<b>550,288</b>

250,209	(447,539)	(41,034)	<b>Net Change in Fund Balance</b>	(100,132)	(116,139)
1,028,088	580,549	539,516	<b>Fund Balance as of 12/31</b>	439,384	323,244

## Significant Changes

- There are no significant changes in Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>MOTOR FUEL TAX FUND</b>						
<b>REVENUES</b>						
TAXES						
28-00-00-1-3097	MOTOR FUEL TAX ALLOTMENT	431,139	398,184	191,679	398,184	409,149
TOTAL TAXES		431,139	398,184	191,679	398,184	409,149
INTEREST INCOME						
28-00-00-6-3810	INTEREST INCOME	27,915	27,000	13,972	30,000	25,000
TOTAL INTEREST INCOME		27,915	27,000	13,972	30,000	25,000
TOTAL REVENUES		459,054	425,184	205,651	428,184	434,149
<b>MOTOR FUEL TAX FUND</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
28-00-00-1-4010	SALARIES	190,433	215,417	108,920	217,839	240,303
28-00-00-1-4040	IMRF	20,591	21,822	11,034	22,067	24,102
28-00-00-1-4090	FICA MATCHING	13,266	16,479	7,770	15,540	18,383
TOTAL PERSONNEL SERVICES		224,289	253,718	127,723	255,446	282,788

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>CONTRACTUAL SERVICES</b>						
28-00-00-3-4150	TRAFFIC SIGNAL MAINTENANCE	2,105	5,000	1,516	5,000	5,000
28-00-00-3-4151	STREET PATCHING	69,750	60,000	-	110,000	110,000
28-00-00-3-4152	CRACK SEALING	-	50,000	-	-	50,000
28-00-00-3-4153	PAVEMENT MARKING	-	2,500	-	2,500	2,500
28-00-00-3-4154	SCHWERMAN ROAD	-	-	-	-	-
28-00-00-3-4155	STREET SWEEPING	616	5,000	-	5,000	5,000
28-00-00-3-4156	REBUILD ILLINOIS EXPENSES	525,436	-	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>597,906</b>	<b>122,500</b>	<b>1,516</b>	<b>122,500</b>	<b>172,500</b>
<b>COMMODITIES</b>						
28-00-00-5-4571	ROAD PATCH MATERIALS	4,818	10,000	2,801	10,000	10,000
28-00-00-5-4572	SALT & DE-ICERS	70,114	70,000	70,399	73,000	70,000
28-00-00-5-4573	TRAFFIC SIGNAGE & CONTROL	9,465	10,000	1,827	10,000	10,000
28-00-00-5-4575	CONCRETE MATERIALS	-	-	-	-	5,000
<b>TOTAL COMMODITIES</b>		<b>84,397</b>	<b>90,000</b>	<b>75,026</b>	<b>93,000</b>	<b>95,000</b>
<b>TOTAL EXPENDITURES</b>		<b>906,593</b>	<b>466,218</b>	<b>204,266</b>	<b>470,946</b>	<b>550,288</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Motor Fuel Tax Allotment

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-1-3097

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This account is used to record the revenue related to funds received from the motor fuel tax and transportation renewal fund tax. In July 2019, the motor fuel tax law was amended to impose a tax rate increase. The increase was used to create the transportation renewal fund. The motor fuel and transportation renewal fund 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 and Transportation Renewal Fund allotment. Based upon the most recent IML data, the per capita Motor Fuel Tax allotment is \$22.48 and the Transportation Renewal allotment will be \$22.67. Therefore, based upon the Village's current population of 9,062, the anticipated Fiscal Year 2025 revenue is \$409,149 ( $\$22.48 \times 9,062 + (9,062 \times \$22.67)$ ).

The Motor Fuel Tax Allotment forecast changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 398,184
FY 2025 Budget request	<u>\$ 409,149</u>
Increase (Decrease)	<u>\$ 10,965</u>

The primary reason for the increase is based upon the IML forecast per capita which was increased for the Transportation Renewal Fund from \$20.50 to \$22.67 although the Motor Fuel Tax allotment decreased from \$23.44 to \$22.48 for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Rebuild Illinois Grant Revenue

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-5-3810

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

The Rebuild Illinois Grant revenue forecast changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Interest Income

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 28-00-00-6-3810

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This account is used to record the interest income received on the Motor Fuel Tax Fund money market account.

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

FY 2024 Budget request	\$ 27,000
FY 2025 Budget request	\$ 25,000
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is based upon the anticipated decrease of interest rates in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Salaries

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-1-4010

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This account is used to pay the salaries of the employees allocated to Motor Fuel Tax Fund, as follows:

Crew Leader - Streets - 75%  
Specialist III - Streets - 75%  
Specialist III - Streets - 75%  
Specialist III - Streets - 75%

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

FY 2024 Budget request	\$ 215,417
FY 2025 Budget request	\$ 226,701
Increase (Decrease)	<u>\$ 11,284</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** IMRF

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 21,822
FY 2025 Budget request	<u>\$ 22,738</u>
Increase (Decrease)	<u>\$ 916</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** FICA Matching

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-1-4090

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This account represents the employers' portion of FICA for the Motor Fuel Tax fund. The amount due is 7.65% of salaries.

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

FY 2024 Budget request	\$ 16,479
FY 2025 Budget request	\$ 17,343
Increase (Decrease)	<u>\$ 864</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Traffic Signal Maintenance

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-3-4150

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This account is used to pay for contracted services for traffic signal maintenance.

The Traffic Signal Maintenance budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Contract-Street Patching Maintenance

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-3-4151

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This account is used to pay for contracted services for street patching.

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

FY 2024 Budget request	\$ 60,000
FY 2025 Budget request	<u>\$ 110,000</u>
Increase (Decrease)	<u>\$ 50,000</u>

The primary reason for the increase is based upon the recommendation of the pavement management report to spend \$300,000 each year for routine maintenance. There is \$90,000 budgeted in the road program for maintenance and \$50,000 budgeted in crack sealing for a total of \$250,000, including the amount for street patching.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Contract-Crack Sealing Maintenance

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-3-4152

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This account is used to pay for contracted services for crack sealing.

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

FY 2024 Budget request	\$ 50,000
FY 2025 Budget request	\$ 50,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Contract- Pavement Markings

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-3-4153

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This account is used to pay for contracted services for pavement markings.

The Contract-Pavement Markings budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 2,500
FY 2025 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Contract- Street Sweeping

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-3-4155

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This account is used to pay for contracted services for street sweeping. This was a new line item in Fiscal Year 2021.

The Contract-Street Sweeping budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Road Patching Materials

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-5-4571

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This account is used to pay for asphalt materials including cold mix or hot mix.

The Road Patch Materials budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Road Salt & Liquid Deicers Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-5-4572

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This account is used to pay for commodities such as road salt and deicer supplies as needed.

The Road Salt & Liquid Deicers Supplies budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 70,000
FY 2025 Budget request	\$ 70,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Traffic Signage & Control

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-5-4573

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This account is used to pay for commodities such as traffic signs & traffic control materials.

The Traffic Signage & Control budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	<u>\$ 10,000</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** MOTOR FUEL TAX FUND

**Description:** Concrete Materials

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 28-00-00-5-4575

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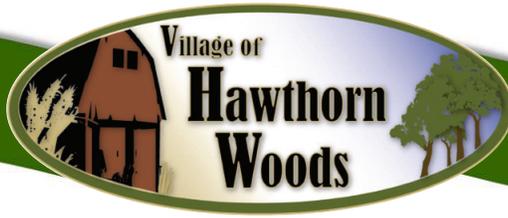
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This account is used to pay for concrete materials for sidewalk, ribbon or curb & gutter.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ 5,000</u>

The primary reason for the increase is based upon the newly added account due to the Public Works Department performing more concrete sidewalk, ribbon and curb & gutter replacement.



# ROAD PROGRAM



# ROAD PROGRAM

## Department Purpose

On June 28, 2022, the Village residents voted to create a fund that is dedicated to the maintenance and replacement of Village Roads. The residents voted to increase the limiting rate under the Property Tax Extension Limitation law to increase the property tax rate by 0.1800000%. The property tax funds were first received in Fiscal Year 2023. This fund will be used solely for the maintenance and replacement of our Village Roads.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	0
Part-Time	0	0	0	0

## Revenue

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	898,440	900,000	Taxes	930,600	962,240
-	15,545	7,500	Interest	23,000	23,000
-	913,985	907,500	<b>Total Revenue</b>	953,600	985,240

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	23,796	1,140,000	Contractual Services	780,000	853,000
-	23,796	1,140,000	<b>Total Expenditures</b>	780,000	853,000

### Excess (Deficiency) of Revenues

-	890,189	(232,500)	<b>Over Expenditures</b>	173,600	132,240
-	890,189	657,689	<b>Fund Balance as of 12/31</b>	831,289	963,529

## Significant Changes

- \$380,000 decrease in Road Projects based on the maintenance schedule in the pavement management report for Fiscal Year 2025.
- \$20,000 increase in Consultant Services based upon budgeting for both 2025 road program construction engineering and the 2026 road program design engineering.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>ROAD PROGRAM</b>						
<b>REVENUES</b>						
DONATIONS						
27-10-00-1-3017	PROPERTY TAXES - ROADS	898,440	900,000	456,040	900,000	930,600
TOTAL DONATIONS		898,440	900,000	456,040	900,000	930,600
INTEREST INCOME						
27-00-00-6-3810	INTEREST INCOME	15,545	7,500	22,874	33,507	23,000
TOTAL INTEREST INCOME		15,545	7,500	22,874	33,507	23,000
27-00-00-7-3890	MISCELLANEOUS INCOME	5,000	-	-	-	-
TOTAL MISCELLANEOUS INCOME		5,000	-	-	-	-
TOTAL REVENUES		918,985	907,500	478,914	933,507	953,600
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
27-00-00-3-4154	ROAD PROJECTS	-	1,000,000	29,947	1,484,000	620,000
27-00-00-3-4181	CONTRACTUAL MAINTENANCE	-	90,000	-	90,000	90,000
27-00-00-3-4329	CONSULTANT SERVICES	23,796	50,000	50,135	83,000	70,000
TOTAL EXPENDITURES		23,796	1,140,000	80,082	1,657,000	780,000

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** ROAD PROGRAM FUND

**Description:** Property Taxes - Roads

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 27-10-00-1-3017

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This account is used to record the road program property tax levy.

The Property Taxes - Roads budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 900,000
FY 2025 Budget request	\$ 930,600
Increase(Decrease)	<u>\$ 30,600</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 2025 is 3.4%. Due to the anticipated growth for Fiscal Year 2025, the Village will move forward with a truth in taxation hearing for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** ROAD PROGRAM FUND

**Description:** Interest Income

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 27-00-00-6-3810

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This account is used to record the interest income received on the Road Program money market account.

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

FY 2024 Budget request	\$ 7,500
FY 2025 Budget request	\$ 23,000
Increase(Decrease)	<u>\$ 15,500</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** ROAD PROGRAM FUND

**Description:** Road Projects

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 27-00-00-3-4154

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This account is to be used for road projects related to the road program. Additional details related to road projects are provided in the updated Pavement Management Report. Year 1 of Pavement Management Report is planned for 2024, as well as Indian Creek, which 80% is paid for with STP funds through Lake County Council of Mayors.

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

FY 2024 Budget request	\$ 1,000,000
FY 2025 Budget request	\$ 620,000
Increase(Decrease)	<u>\$ (380,000)</u>

The primary reason for the decrease is based upon the maintenance schedule in the pavement management report for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** ROAD PROGRAM FUND

**Description:** Contractual Maintenance

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 27-00-00-3-4181

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This account is to be used for contractual maintenance related to the road program. Additional details related to contractual maintenance are provided in the updated Pavement Management Report completed in Fiscal Year 2023.

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

FY 2024 Budget request	\$ 90,000
FY 2025 Budget request	\$ 90,000
Increase(Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** ROAD PROGRAM FUND

**Description:** Consultant Services

**Priority:** 1.4 Prioritize Modernization of Infrastructure

**Account Number:** 27-00-00-3-4329

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This account is used to pay for other professional services related to our road program, including design and construction engineering as indicated in the Village's update to the Pavement Management Report in Fiscal Year 2023.

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

FY 2024 Budget request	\$ 50,000
FY 2025 Budget request	\$ 70,000
Increase(Decrease)	<u>\$ 20,000</u>

The primary reason for the increase is based upon budgeting for both 2025 road program construction engineering and the 2026 road program design engineering.



# AQUATIC CENTER



## AQUATIC CENTER FUND

<b>Revenues</b>					
Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
262,881	257,990	261,318	Operations	253,920	256,420
1,625	1,223	1,800	Concessions	1,200	1,200
71,747	63,766	68,750	Programs	70,000	70,750
-	-	-	Maintenance	-	-
336,253	322,978	331,868	<b>Total Revenues</b>	325,120	328,370
<b>Expenditures</b>					
Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
388,689	352,510	410,481	Operations	414,091	428,791
-	-	-	Concessions	-	-
21,185	22,241	25,383	Programs	29,689	31,908
79,984	88,916	94,231	Maintenance	102,643	80,695
167,457	167,457	-	Depreciation + NPL	-	-
657,316	631,124	530,095	<b>Total Expenditures</b>	546,423	541,394
252,890	252,890	-	<b>Transfers from Other Fund:</b>	-	-
	(248,214)		<b>Transfers to Other Funds</b>	-	-
(68,173)	(303,470)	(198,227)	<b>Operating Income (Loss)</b>	(221,303)	(213,024)
1,294,771	991,302	793,075	<b>Net Assets as of 12/31</b>	571,772	358,748

### Significant Changes

- All salary line items factor in the State of Illinois minimum wage increases - effective January 1, 2025, the minimum wage will be \$15.00 per hour. The current minimum wage is \$14.00 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 2023	2024	Headcount 2025	FTE 2025
Full-Time	0	0	0	0.90
Seasonal	55	64	65	13

The Operations department of the Aquatic Center includes the daily swim operations of the facility, including season pass and daily pass fees. Expenses included in this department are lifeguard and front desk staff as well as administrative salaries.

**Revenues**

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
233,731	241,431	261,100	Fees	253,700	256,200
-	23	18	Interest	20	20
415	16,536	200	Miscellaneous	200	200
<b>234,146</b>	<b>257,990</b>	<b>261,318</b>	<b>Total Revenues</b>	<b>253,920</b>	<b>256,420</b>

**Expenditures**

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
159,272	209,180	218,391	Personnel Services	247,601	257,691
103,363	103,987	148,465	Contractual Services	122,565	125,350
31,392	39,343	43,625	Commodities	43,925	45,750
<b>294,027</b>	<b>352,510</b>	<b>410,481</b>	<b>Total Expenditures</b>	<b>414,091</b>	<b>428,791</b>

(59,881)	(94,520)	(149,163)	<b>Source (Use) of Cash</b>	(160,171)	(172,371)
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**Significant Changes**

- Season passes were increased by 3% for Fiscal Year 2025.
- The movement of the Aquatic Center Manager salary from the Manager budget to the Administration budget line.
- The addition of an Aquatic Center Supervisor to assist in daily operations of the facility when Aquatic Center Manager is not there in order to cover the approximate 90hrs the facility is open each week.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER OPERATIONS</b>						
<b>REVENUES</b>						
FEES						
40-02-00-4-3632	SEASON PASSES	124,846	140,000	112,855	113,716	120,000
40-02-00-4-3635	DAILY ADMISSIONS	94,507	95,000	41,456	102,000	104,000
40-02-00-4-3643	CERTIFICATION CLASSES	-	1,200	100	100	1,200
40-02-00-4-3644	SPECIAL EVENTS	399	400	250	400	500
40-02-00-4-3645	DAY TIME POOL RENTALS	7,734	9,000	2,447	11,100	12,000
40-02-00-4-3646	AFTER HOUR POOL RENTALS	13,945	15,500	16,545	17,100	18,500
TOTAL FEES		241,431	261,100	173,652	244,416	253,700
INTEREST INCOME						
40-02-00-6-3810	INTEREST INCOME	23	18	15	30	20
TOTAL INTEREST INCOME		23	18	15	30	20
MISCELLANEOUS INCOME						
40-00-00-7-3890	MISCELLANEOUS INCOME	16,188	-	-	-	-
40-02-00-7-3900	REFUND SERVICE CHARGE	348	200	213	410	200
40-00-00-7-3990	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
TOTAL MISCELLANEOUS INCOME		16,536	200	213	410	200
TOTAL REVENUES		257,990	261,318	173,880	244,856	253,920

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
40-02-00-1-4010	MANAGERS	61,057	59,500	25,836	60,600	40,000
40-02-00-1-4011	LIFEGUARDS	80,619	88,000	22,212	90,000	101,000
40-02-00-1-4012	CASHIER/ ATTENDANT	17,298	20,500	5,003	20,800	24,000
40-02-00-1-4018	ADMINISTRATION	29,432	31,023	15,366	31,023	66,883
40-02-00-1-4020	OVERTIME	219	1,000	-	113	1,000
40-02-00-1-4040	IMRF	6,247	3,143	3,152	6,304	6,708
40-02-00-1-4090	FICA MATCHING	14,309	15,225	5,143	15,225	18,099
TOTAL PERSONNEL SERVICES		209,180	218,391	76,712	224,065	257,691
CONTRACTUAL SERVICES						
40-02-00-3-4351	MARKETING/PRINTING/POSTAGE	4,194	4,450	4,181	4,181	4,600
40-02-00-3-4353	TELEPHONE	1,790	1,700	1,074	1,074	2,300
40-02-00-3-4360	PROCESSING FEES	11,600	13,000	7,630	13,000	16,000
40-02-00-3-4361	DUES	479	650	565	565	650
40-02-00-3-4365	PROFESSIONAL DEVELOPMENT	99	1,550	1,024	1,300	600
40-02-00-3-4367	PRE-EMPLOYMENT SCREENING	1,342	1,300	324	1,200	1,500
40-02-00-3-4371	UTILITIES	23,538	34,215	5,532	34,215	39,000
40-02-00-3-4372	SEWER SERVICE	60,571	86,000	4,615	45,000	60,000
40-02-00-3-4373	LIABILITY INSURANCE	-	5,000	-	-	-
40-02-00-3-4377	EMPLOYEE RECOGNITION	252	400	5	403	500
40-02-00-3-4390	MISCELLANEOUS	123	200	-	-	200
TOTAL CONTRACTUAL SERVICES		103,987	148,465	24,951	100,938	125,350
COMMODITIES						
40-02-00-5-4561	OFFICE SUPPLIES	1,595	1,575	558	1,075	1,800
40-02-00-5-4563	EQUIPMENT	3,122	2,500	1,013	1,013	2,500
40-02-00-5-4566	CHEMICAL SUPPLIES	28,419	31,500	12,542	22,460	32,000
40-02-00-5-4570	RESTROOM/ CLEANING SUPPLIES	1,785	2,500	1,522	2,500	3,000
40-02-00-5-4575	FIRST AID SUPPLIES	387	500	39	432	500
40-02-00-5-4576	CERTIFICATION TRAINING SUPPLIES	1,342	1,700	159	2,505	2,500
40-02-00-5-4578	UNIFORMS	2,640	2,700	1,737	2,250	2,700
40-02-00-5-4595	SPECIAL EVENTS EXPENSE	52	650	395	395	750
40-02-00-7-3895	CASH OVER/SHORT	-	-	-	-	-
TOTAL COMMODITIES		39,343	43,625	17,963	32,630	45,750
TOTAL EXPENDITURES		352,510	410,481	119,626	357,633	428,791

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Individual-Resident/Non Resident	\$76/\$100	\$78/\$103	\$83/\$109	\$87/\$114	\$89/\$117
Senior-Resident/Non-Resident	\$74/\$97	\$76/\$100	\$81/\$106	\$81/\$106	\$81/\$106
Family-2 -Resident/Non Resident	\$152/\$200	\$157/\$206	\$167/\$218	\$174/\$228	\$178/\$234
Family-3 -Resident/Non-Resident	\$228/\$300	\$235/\$309	\$249/\$328	\$261/\$342	\$267/\$351
Family-4 -Resident/Non Resident	\$268/\$350	\$276/\$361	\$293/\$383	\$307/\$400	\$314/\$410
Family-5-Resident/Non-Resident	\$308/\$400	\$317/\$412	\$336/\$437	\$353/\$458	\$361/\$469
Add Family -Resident/Non Resident	\$40/\$50	\$41/\$52	\$44/\$55	\$46/\$58	\$47/\$59

The Season Pass Revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 140,000
FY 2025 Budget request	<u>\$ 120,000</u>
Increase (Decrease)	<u><u>\$ (20,000)</u></u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Daily Admissions

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

**Account Number:** 40-02-00-4-3635

This account considers only daily admissions to the pool. The daily admission fee schedule is as follows:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Adult	\$10/\$13	\$11/\$14	\$12/\$15	\$12/\$15	\$12/\$15
Youth/Senior	\$7/\$10	\$8/\$11	\$9/\$12	\$9/\$12	\$9/\$12

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

FY 2024 Budget request	\$ 95,000
FY 2025 Budget request	<u>\$ 102,000</u>
Increase (Decrease)	<u><u>\$ 7,000</u></u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Certification Classes

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.2 Prioritize Parks, Recreation and Open Spaces  
1.6 Prioritize Citizen Services

**Account Number:** 40-02-00-4-3643

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This account records revenue from the following certification classes offered at the Aquatic Center: Lifeguarding, Jr Lifeguarding, and CPR/First Aid.

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

FY 2024 Budget request	\$ 1,200
FY 2025 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Special Events

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

**Account Number:** 40-02-00-4-3644

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This account records revenue from Special Events offered at the Aquatic Center. These events will be offered as a value added surplus to residents and season pass holders and require payment from general public walk-ins.

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

FY 2024 Budget request	\$ 400
FY 2025 Budget request	<u>\$ 400</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 outdoor space rentals only. The fees for each rental are detailed below.

	Member		Non-Member	
	Res	Non-Res	Res	Non-Res
Daytime Private Activity/Slide Pool Rental	\$147	\$177	\$157	\$188
Daytime Table Rental	\$75	\$85	\$80	\$90
<i>(add \$10 per person for table rental only)</i>				

The Day Time Pool Rentals budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 9,000
FY 2025 Budget request	<u>\$ 11,500</u>
Increase (Decrease)	<u><u>\$ 2,500</u></u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024 and the anticipated rate increase per rental by newly proposed fee structure and percentage increase.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 fees for each rental are detailed below. Pricing includes 75 guests for half the facility and 150 guests for full facility rentals.

	Member		Non-Member	
	Res	Non-Res	Res	Non-Res
<b>After Hour Activity/Slide Pool Rental</b>	\$408	\$455	\$431	\$480
<i>Additional fee of \$50 for over 75 guests up to 125</i>				
<b>After Hours Main Pool Rental</b>	\$449	\$507	\$474	\$536
<i>Additional fee of \$50 for over 75 guests up to 125</i>				
<b>After Hours Full Facility Rental</b>	\$618	\$676	\$641	\$702
<i>Additional fee of \$100 for over 150 guests up to 250</i>				

The After Hour Pool Rentals budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 15,500
FY 2025 Budget request	\$ 18,600
Increase (Decrease)	<u>\$ 3,100</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024 and the anticipated rate increase per rental by newly proposed fee structure and percentage increase.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Interest Income

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 40-02-00-6-3810

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This account is used to record the interest income received on the Aquatic Center Fund money market account.

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

FY 2024 Budget request	\$ 18
FY 2025 Budget request	\$ 20
Increase (Decrease)	<u>\$ 2</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Refund Service Charge

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 40-02-00-7-3900

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This account records revenue from the 18% 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 2024 Budget request	\$ 200
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Managers

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

**Account Number:** 40-02-00-1-4010

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This account funds the Manager salaries for the Aquatic Center staff. This includes the Lifeguard Assistant Managers and the Office Assistant Managers.

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

FY 2024 Budget request	\$ 59,500
FY 2025 Budget request	<u>\$ 38,100</u>
Increase (Decrease)	<u><u>\$ (21,400)</u></u>

The primary reason for the decrease is a combination of the increase for minimum wage and the addition of an Aquatic Center Supervisor, as well as the allocation of the Aquatic Center Manager salary being moved to the AC Administration budget line for the Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Lifeguards

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

**Account Number:** 40-02-00-1-4011

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This account funds the Lifeguard salaries for the Aquatic Center.

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

FY 2024 Budget request	\$ 88,000
FY 2025 Budget request	\$ 99,000
Increase (Decrease)	<u>\$ 11,000</u>

The primary reason for the increase is due to the scheduled increase for minimum wage for Fiscal Year 2025 and is based on the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Cashier/Attendant

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

**Account Number:** 40-02-00-1-4012

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This account funds the Cashier/ Attendant salaries for the Aquatic Center.

The Cashier/ Attendant budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 20,500
FY 2025 Budget request	\$ 23,000
Increase (Decrease)	<u>\$ 2,500</u>

The primary reason for the increase is due to the scheduled increase for minimum wage for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Administration

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability  
1.6 Prioritize Citizen Services

**Account Number:** 40-02-00-1-4018

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This account funds the Administration salaries for the Aquatic Center, as follows:

Director of Parks & Recreation - 10%  
Aquatic Center Manager - 60%  
Finance Office Manager - 20%

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

FY 2024 Budget request	\$ 31,023
FY 2025 Budget request	\$ 63,097
Increase (Decrease)	<u>\$ 32,074</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan and for the allocation of the Aquatic Center Manager to the AC Administration budget line for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime is paid for any hours worked in excess of 40 hours per week. The Aquatic Center Manager actively monitors the Overtime budget; overtime is paid only in emergency situations where minimum staffing must be maintained to ensure safe operation of the Aquatic Center.

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** IMRF

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

**Account Number:** 40-02-00-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 3,143
FY 2025 Budget request	\$ 6,329
Increase (Decrease)	<u>\$ 3,186</u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** FICA

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

**Account Number:** 40-02-00-1-4090

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

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

FY 2024 Budget request	\$ 15,225
FY 2025 Budget request	<u>\$ 17,075</u>
Increase (Decrease)	<u><u>\$ 1,850</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Marketing/Printing/Postage

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure  
1.6 Prioritize Citizen Services

**Account Number:** 40-02-00-3-4351

This line item includes postage, publishing, printing, copying and advertising for a spring mailing for season passes as well summer programs offered at the pool. It is also includes printing related to the following: employee contracts, business cards, signs, flags and other related items.

Staff Recruitment	\$ 150
Business Cards	\$ 25
Summer Brochure 12-page	\$ 2,875
Marketing Materials	\$ 75
Summer Brochure Postage	\$ 1,375
<b>Total</b>	<u><u>\$ 4,500</u></u>

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

FY 2024 Budget request	\$ 4,450
FY 2025 Budget request	\$ 4,500
Increase (Decrease)	<u><u>\$ 50</u></u>

The primary reason for the increase is due to the increased number of Job Fairs attended in the Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 the charges associated with the landline service.

Landline	\$2,200
Cell Business Phone Usage	\$0
Remote service call	\$0
Total	<u>\$2,200</u>

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

FY 2024 Budget request	\$ 1,700
FY 2025 Budget request	<u>\$ 2,200</u>
Increase (Decrease)	<u>\$ 500</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Processing Fees

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 40-02-00-3-4360

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This line item is used to fund the processing fees for credit card transactions and activity processing fees through ActiveNet, the Aquatic Center’s cloud software.

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

FY 2024 Budget request	\$ 13,000
FY 2025 Budget request	\$ 15,000
Increase (Decrease)	<u>\$ 2,000</u>

The primary reason for the increase is due to the increased credit card usage and the increased credit card fees from ActiveNet for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$ 650
FY 2025 Budget request	\$ 650
Increase (Decrease)	\$ -

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Professional Development

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

**Account Number:** 40-02-00-3-4365

This account is used to pay for professional development classes and conferences for the Aquatics Center staff. This line item includes the following continuing education opportunities:

Aquatic Center Manager Training IPRA Supervisor	\$ 300
Per Diem for IPRA Conference	\$ 80
1 Red Cross LGI/Lifeguard Instructor Certification	\$ 200
Total	<u>\$ 580</u>

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

FY 2024 Budget request	\$ 1,550
FY 2025 Budget request	<u>\$ 580</u>
Increase (Decrease)	<u>\$ (970)</u>

There primary reason for the decrease is due to the elimination of the WSIT Academy that was completed in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Pre-Employment Screening

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

**Account Number:** 40-02-00-3-4367

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This account is used to provide funding for pre-employment screening such as drug tests, physicals and background checks. All Village employees, including seasonal and summer employees are subject to a pre-employment drug screening test.

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

FY 2024 Budget request	\$ 1,300
FY 2025 Budget request	<u>\$ 1,500</u>
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is based upon the anticipated fee increase per person for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 ASCAP fee. The Village continues to receive an ordinance consideration for 42% of the Aquatic Center facility for non-enterprise municipal usage.

Electricity	\$13,000
Gas	\$24,000
ASCAP	\$435
Total	<u>\$37,435</u>

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

FY 2024 Budget request	\$ 34,215
FY 2025 Budget request	<u>\$ 37,435</u>
Increase (Decrease)	<u>\$ 3,220</u>

The primary reason for the increase is based upon the anticipated rate increase for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Sewer Service

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 40-02-00-3-4372

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This account includes the cost of the sanitary sewer service at the Aquatic Center.

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

FY 2024 Budget request	\$ 86,000
FY 2025 Budget request	\$ 60,000
Increase (Decrease)	<u>\$ (26,000)</u>

The primary reason for the decrease is based upon the anticipated rate increase in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Liability Insurance

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 40-02-00-3-4373

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This account pays for the liability and workers' compensation insurance for the Aquatic Center.

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ (5,000)</u>

The primary reason for the decrease is based upon projected actuals in Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Employee Recognition

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

**Account Number:** 40-02-00-3-4377

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This line item includes expenses for employee recognition. All Aquatic Center staff are required to attend weekly in-service training. This account provides for incentives related to excellent performance at these training sessions.

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

FY 2024 Budget request	\$ 400
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ 100</u>

The primary reason for the increase is based upon projected actuals for Fiscal Year 2024 and the continued increase in price of goods and increase in number of staff for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND  
**Department:** OPERATIONS  
**Description:** Miscellaneous Expenses  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
**Account Number:** 40-02-00-3-4390

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This line item includes miscellaneous expenses.

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

FY 2024 Budget request	\$ 200
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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, toner, water service, sunscreen for the staff, wristbands, When to Work, and Homebase subscriptions.

Office Supplies	\$ 100
Printer Toner	\$ 225
ID Printer Supplies	\$ 350
Water Service (x3)	\$ 120
Sunscreen	\$ 50
Wristbands	\$ 80
When to Work	\$ 550
Homebase	\$ 250
Total	<u>\$ 1,725</u>

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

FY 2024 Budget request	\$ 1,575
FY 2025 Budget request	\$ 1,725
Increase (Decrease)	<u>\$ 150</u>

The primary reason for the increase is due to price increase for When to Work for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Equipment

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 40-02-00-5-4563

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This line item includes equipment with a value less than \$5,000 necessary for the Aquatic Center operations. This would also include replacement of CPR Training equipment.

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

FY 2024 Budget request	\$ 2,500
FY 2025 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025. This is to allow for the purchase of Lifeguard tubes and replacement Lifesaver Rings per health department regulations.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Chemical Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 40-02-00-5-4566

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This line item includes all chemicals necessary for treating the pools at the Aquatic Center.

Chemicals included are the following:

Sodium Bicarbonate	Soda Ash
Chlorine Pulsar Tablets	Muriatic Acid
Sodium Bisulphate	Cyanuric Acid
Sunscreen Stabilizer	Testing Kits
Dry Acid - (ph. minus) PD Reagent 1 and 2	

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

FY 2024 Budget request	\$ 31,500
FY 2025 Budget request	\$ 31,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Restroom/Cleaning Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 40-02-00-5-4570

This is line item will include all expenses associated with suppling the restrooms and cleaning items necessary for the locker rooms at the Aquatic Center.

Items including the following:

Bathroom supplies	Cleaning detergents
Shower / Hand Soap	Clorox Wipes

The Restroom/Cleaning Supplies budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 2,500
FY 2025 Budget request	<u>\$ 2,500</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** First Aid Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.2 Prioritize Parks, Recreation and Open Spaces  
1.6 Prioritize Citizen Services

**Account Number:** 40-02-00-5-4575

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This line item includes all supplies necessary for first aid at the Aquatic Center.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	<u>\$ 500</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Certification Training Expense

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.2 Prioritize Parks, Recreation and Open Spaces  
1.6 Prioritize Citizen Services

**Account Number:** 40-02-00-5-4576

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This line item includes expenses related to CPR, WSI (Water Safety Instructor), and Lifeguard certification training. Items include CPR masks, CPR certification WSI instruction booklets, and lifeguard certification for staff at the Aquatic Center. As well as the purchase of an AED trainer.

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

FY 2024 Budget request	\$ 1,700
FY 2025 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ 300</u>

The primary reason for the increase is due to the anticipated number of recertification of staff, additional WSI certifications and increased Red Cross fee for all certifications for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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: (\$13)

Polo shirt

Standard uniform for lifeguards: (\$24)

Suit,

Baseball hat, bucket hat, or visor

Whistle and lanyard

T-shirt

Fanny pack

Standard uniform for front office: (\$11)

T-shirt

Whistle and lanyard

Visor

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

FY 2024 Budget request	\$ 2,700
FY 2025 Budget request	\$ 2,500
Increase (Decrease)	\$ (200)

The primary reason for the decrease is due to the projected actuals for the Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Special Events Expense

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

**Account Number:** 40-02-00-5-4595

This line item is used to fund supplies for our Special Events. The Aquatic Center will hold one special event a season and invite all residents and season pass holders to attend free as a way of saying thank you, as well as the addition of weekly mini-games/contests. Items purchased are give-a-way prizes and decorations.

Items that are included for Special Events are as follows:

Movie License	\$ 400
Games	\$ 50
Decorations	\$ 100
Weekly Games/Contests	\$ 150
Total	<u>\$ 700</u>

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

FY 2024 Budget request	\$ 650
FY 2025 Budget request	\$ 700
Increase (Decrease)	<u>\$ 50</u>

The primary reason for the increase is based upon the increased fee for the movie license for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** OPERATIONS

**Description:** Cash Over/Short

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 40-02-00-7-3895

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This account is used to record any cash over or cash short when balancing the daily cash registers at the Aquatic Center front desk.

The Cash Over/Short budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

# 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 2023	Headcount 2024	Headcount 2025	FTE 2025
Full-Time	0	0	0	0.00
Seasonal	0	0	0	0

**Revenues**

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
1,625	1,223	1,800	Fees	1,200	1,200
1,625	1,223	1,800	<b>Total Revenues</b>	1,200	1,200

**Expenditures**

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Personnel Services	-	-
-	-	-	Contractual Services	-	-
-	-	-	Commodities	-	-
-	-	-	<b>Total Expenditures</b>	-	-

1,625	1,223	1,800	<b>Source (Use) of Cash</b>	1,200	1,200
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**Significant Changes**

- The Concessions operations were closed in Fiscal Year 2021 and the Village utilizes outsourced vending machines.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER CONCESSIONS</b>						
<b>REVENUES</b>						
FEES						
40-03-00-4-3640	CONCESSION REVENUE	1,223	1,800	-	1,260	1,200
TOTAL FEES		1,223	1,800	-	1,260	1,200
TOTAL REVENUES		1,223	1,800	-	1,260	1,200
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
40-03-00-3-4360	PROCESSING FEES	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND  
**Department:** CONCESSIONS  
**Description:** Concession Revenue  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.6 Prioritize Citizen Services  
**Account Number:** 40-03-00-4-3640

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This account records the gross revenue from the Aquatic Center's vending machines. The Village discontinued the full concession stand operation in Fiscal Year 2020.

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

FY 2024 Budget request	\$ 1,800
FY 2025 Budget request	\$ 1,200
Increase (Decrease)	<u>\$ (600)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

# 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
	2023	2024	2025	2025
Full-Time	0	0	0	0.00
Seasonal	28	36	36	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
71,747	63,766	68,750	Fees	70,000	70,750
71,747	63,766	68,750	<b>Total Revenues</b>	70,000	70,750

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
20,378	21,790	23,683	Personnel Services	27,989	30,108
642	432	1,200	Contractual Services	1,200	1,300
165	19	500	Commodities	500	500
21,185	22,241	25,383	<b>Total Expenditures</b>	29,689	31,908
50,562	41,524	43,367	<b>Source (Use) of Cash</b>	40,311	38,842

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER PROGRAMS</b>						
<b>REVENUES</b>						
FEES						
40-04-00-4-3636	SWIM TEAM REVENUE	7,971	10,000	8,972	8,972	10,000
40-04-00-4-3637	SWIM LESSON REVENUE	47,190	47,000	42,347	45,948	50,000
40-04-00-4-3638	PRIVATE SWIM LESSONS	2,120	3,500	560	1,050	2,500
40-04-00-4-3639	DIVE CAMP	6,345	8,000	3,880	4,484	8,000
40-04-00-4-3642	LAP SWIM	140	250	96	104	250
TOTAL FEES		63,766	68,750	55,855	60,558	70,750
TOTAL REVENUES		63,766	68,750	55,855	60,558	70,750
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
40-04-00-1-4013	SWIM TEAM COACH	3,577	3,500	688	3,566	4,000
40-04-00-1-4015	AQUATIC SWIM/DIVE INSTRUCTORS	16,665	18,500	4,566	19,444	24,000
40-04-00-1-4016	AQUA FITNESS INSTRUCTOR	-	-	-	-	-
40-04-00-1-4090	FICA MATCHING	1,548	1,683	402	1,766	2,108
TOTAL PERSONNEL SERVICES		21,790	23,683	5,655	24,776	30,108
CONTRACTUAL SERVICES						
40-04-00-3-4342	SWIM TEAM EXPENSE	432	1,200	400	770	1,300
TOTAL CONTRACTUAL SERVICES		432	1,200	400	770	1,300
COMMODITIES						
40-04-00-7-4599	PROGRAM EXPENDITURES	19	500	326	326	500
TOTAL COMMODITIES		19	500	326	326	500
TOTAL EXPENDITURES		22,241	25,383	6,381	25,872	31,908

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Swim Team Revenue

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

**Account Number:** 40-04-00-4-3636

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This account is used to record the revenue related to the swim team.

The Swim Team Revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	<u>\$ 9,500</u>
Increase (Decrease)	<u>\$ (500)</u>

The primary reason for the decrease is due to projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Swim Lesson Revenue

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

**Account Number:** 40-04-00-4-3637

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This account is used to record the revenue related to the group swim lessons. Group swim lessons are offered five days per week, with classes being held in the morning, at night and on Saturday mornings.

The Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 47,000
FY 2025 Budget request	\$ 50,800
Increase (Decrease)	<u>\$ 3,800</u>

The primary reason for the increase is due to the projected actuals for Fiscal Year 2024 and the anticipated fee increase for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND  
**Department:** PROGRAMS  
**Description:** Private Swim Lesson Revenue  
**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.6 Prioritize Citizen Services  
**Account Number:** 40-04-00-4-3638

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This account is used to record the revenue related to the private and semi-private swim lessons.

The Private Swim Lesson Revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	\$ 2,500
Increase (Decrease)	<u>\$ (1,000)</u>

There primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Dive Camp Revenue

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

**Account Number:** 40-04-00-4-3639

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This account is used to record the revenue related to the dive camp.

The Dive Camp Revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 8,000
FY 2025 Budget request	<u>\$ 7,000</u>
Increase (Decrease)	<u>\$ (1,000)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Lap Swim / Water Fitness Revenue

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

**Account Number:** 40-04-00-4-3642

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This account records revenue from Early Morning Lap Swim offered at the Aquatic Center. The Water Fitness class is currently not being offered.

The Lap Swim / Water Fitness Revenue budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 250
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ (50)</u>

The primary reason for the decrease is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Swim Team Coach

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

**Account Number:** 40-04-00-1-4013

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This account funds the Swim Team Coaches salaries for the Aquatic Center.

The Swim Team Coach budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	\$ 3,900
Increase (Decrease)	<u>\$ 400</u>

The primary reason for the increase is due to the scheduled increase of minimum wage for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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	\$ 17,300
Swim Lesson Coordinator	\$ 2,400
Dive Instructor	\$ 1,200
Private Lesson Instructor	\$ 1,200
Total	<u>\$ 22,100</u>

The Aquatic Swim and Dive Instructors staff salaries budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 18,500
FY 2025 Budget request	\$ 22,100
Increase (Decrease)	<u>\$ 3,600</u>

The primary reason for the increase is due to the scheduled increase of minimum wage for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Aqua Fitness Instructor

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

**Account Number:** 40-04-00-1-4016

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This account funds the Aqua Fitness Instructor salaries for the Aquatic Center.

The Aqua Fitness Instructor staff salaries budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** FICA Matching

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

**Account Number:** 40-04-00-1-4090

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This account represents the employer's portion of FICA for the Aquatic Center Programs departmental employees. The amount due is 7.65% of salaries.

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

FY 2024 Budget request	\$ 1,683
FY 2025 Budget request	\$ 1,989
Increase (Decrease)	<u>\$ 306</u>

The primary reason for the increase is due to the scheduled increase of minimum wage for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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:

Northern Illinois Swim Conference Membership Fee	\$ 400
Ribbons for Swim Meets	\$ 300
T-Shirts for Coaches and Team Members	\$ 300
Swim Team Manager Software	\$ 50
Miscellaneous	\$ 150
<b>Total</b>	<u><u>\$ 1,200</u></u>

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

FY 2024 Budget request	\$ 1,200
FY 2025 Budget request	\$ 1,200
<b>Increase (Decrease)</b>	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** PROGRAMS

**Description:** Program Expenditures

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

**Account Number:** 40-04-00-7-4599

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This line item is used to fund supplies for various registrations programs held at the Aquatic Center. Supplies included are the following: swim toys and kick boards for lessons, life jackets, and flippers.

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

FY 2024 Budget request	\$ 500
FY 2025 Budget request	\$ 500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

# AQUATIC CENTER MAINTENANCE

## Department Purpose

The purpose of the Aquatic Center Maintenance Department is to maintain the Aquatic Center facility. This includes filling the pool, completing opening and closing procedures, as well as working together with the pool staff to provide a safe environment for all our patrons.

## Personnel

	Actual		Proposed	
	Headcount 2023	Headcount 2024	Headcount 2025	FTE 2025
Full-Time	0	0	0	0.60
Seasonal	0	0	0	0

## Revenues

Actual Year Year Ended 12/31/2022	Actual Year Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024	Proposed	
			2025	2026
-	-	-	-	-
-	-	-	<b>Total Revenues</b>	
			-	-

## Expenditures

Actual Year Year Ended 12/31/2022	Actual Year Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
44,407	48,356	52,116	Personnel Services	61,691	65,366
31,493	35,520	34,615	Contractual Services	33,452	7,829
4,084	5,040	7,500	Commodities	7,500	7,500
-	-	-	Capital Outlay Reserve	-	-
79,984	88,916	94,231	<b>Total Expenditures</b>	102,643	80,695
<b>(79,984)</b>	<b>(88,916)</b>	<b>(94,231)</b>	<b>Source (Use) of Cash</b>	<b>(102,643)</b>	<b>(80,695)</b>

## Significant Changes

- There are no significant changes.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER MAINTENANCE</b>						
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
40-05-00-1-4010	SALARIES	40,841	43,866	13,970	27,940	55,163
40-05-00-1-4020	OVERTIME	306	450	-	-	450
40-05-00-1-4040	IMRF	4,449	4,444	1,415	2,830	5,533
40-05-00-1-4090	FICA MATCHING	2,760	3,356	968	1,937	4,220
TOTAL PERSONNEL SERVICES		48,356	52,116	16,353	32,706	65,366
CONTRACTUAL SERVICES						
40-05-00-3-1430	CONTRACTED MAINTENANCE	3,816	1,535	1,398	1,450	1,700
40-05-00-3-4110	FACILITY SAFETY AND SECURITY	5,028	6,300	3,757	5,200	4,500
40-05-00-3-4130	EQUIPMENT RENTAL	-	100	-	-	100
40-05-00-3-4365	PROFESSIONAL DEVELOPMENT	300	305	-	610	1,529
40-05-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	13,050	26,375	26,375
TOTAL CONTRACTUAL SERVICES		35,520	34,615	18,205	33,635	7,829
COMMODITIES						
40-05-00-5-4570	MAINTENANCE SUPPLIES	5,040	7,500	3,488	6,200	7,500
TOTAL COMMODITIES		5,040	7,500	3,488	6,200	7,500
CAPITAL OUTLAY						
40-05-00-8-4899	TRANSFER TO AQUATIC DEPRECIATION	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL EXPENDITURES		88,916	94,231	38,046	72,541	80,695

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** Salaries

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

**Account Number:** 40-05-00-1-4010

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This account funds the Maintenance salaries for the Aquatic Center, as follows:

Director of Public Works/Village Engineer - 5%  
Superintendent - Public Works & Parks & Recreation - 5%  
Crew Leader - Facilities - 20%  
Specialist III - Facilities - 20%  
Assistant Director of Parks & Recreation - 10%

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

FY 2024 Budget request	\$ 43,866
FY 2025 Budget request	<u>\$ 52,041</u>
Increase (Decrease)	<u>\$ 8,175</u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** Overtime

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

**Account Number:** 40-05-00-1-4020

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This account funds the Overtime for all non-exempt staff at the Aquatic Center. Overtime is paid for any hours worked in excess of 40 hours per week. The Aquatic Center Manager actively monitors the Overtime budget; overtime is paid only in emergency situations where minimum staffing must be maintained to ensure safe operation of the Aquatic Center.

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

FY 2024 Budget request	\$ 450
FY 2025 Budget request	\$ 450
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** IMRF

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

**Account Number:** 40-05-00-1-4040

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

Effective January 1, 2025, the Village’s portion will be 10.03%.

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

FY 2024 Budget request	\$ 4,444
FY 2025 Budget request	<u>\$ 5,220</u>
Increase (Decrease)	<u><u>\$ 776</u></u>

The primary reason for the increase is a reflection of employee progression although Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** FICA

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

**Account Number:** 40-05-00-1-4090

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

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

FY 2024 Budget request	\$ 3,356
FY 2025 Budget request	<u>\$ 3,981</u>
Increase (Decrease)	<u><u>\$ 625</u></u>

The primary reason for the increase is a reflection of employee progression in the Village's approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.	\$ 445
Fire Extinguisher Maintenance - Int'l Fire	\$ 140
Sprinkler Inspection - Int'l Fire	\$ 250
Fire Alarm Inspection - Sentry Security	\$ 300
Boiler Inspection, 2yrs (completed FY 2024)	\$ -
Backflow Inspection	\$ 400
<b>Total:</b>	<u><u>\$ 1,535</u></u>

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

FY 2024 Budget request	\$ 1,535
FY 2025 Budget request	\$ 1,535
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 - Flock	\$ -
Sentry Security (Burglar System/Fire Panel)	\$ 1,045
FSS Technologies (Radio Lease/Fire Alarm)	\$ 885
Strike Guard Lightning System	\$ 1,000
Illumination/Strobe - Alarm Conditions	\$ 970
Alarm Service Calls (estimate 2 @ \$200)	\$ 400
<b>Total</b>	<b><u>\$ 4,300</u></b>

The Facility Safety and Security budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 6,300
FY 2025 Budget request	<u>\$ 4,300</u>
Increase (Decrease)	<u>\$ (2,000)</u>

The primary reason for the decrease is the removal of the Flock Security Cameras for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** Equipment Rental

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 40-05-00-3-4130

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This account includes the following items:

Scaffolding Rental (cleaning ceiling fans & light bulbs)	\$ 100
Total	<u>\$ 100</u>

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

FY 2024 Budget request	\$ 100
FY 2025 Budget request	<u>\$ 100</u>
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 (3)	<u>\$ 1,142</u>
Total	<u><u>\$ 1,142</u></u>

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

FY 2024 Budget request	\$ 305
FY 2025 Budget request	<u>\$ 1,142</u>
Increase (Decrease)	<u><u>\$ 837</u></u>

The primary reason for the increase is the increase in certification pricing to \$330 each. As well as, we anticipate that the Director of Community Engagement will need to recertify and two new certifications will be required for personnel in Buildings and Facilities for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** Insurance Allocation

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

**Account Number:** 40-05-00-3-4377

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

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

FY 2024 Budget request	\$ 26,375
FY 2025 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** Maintenance Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 40-05-00-5-4570

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This line item includes all supplies necessary for maintenance of the Aquatic Center. Supplies include general maintenance, pool repair, bathroom cleaning, locker room, outside grounds and small parking lot repairs.

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

FY 2024 Budget request	\$ 7,500
FY 2025 Budget request	\$ 7,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER FUND

**Department:** MAINTENANCE

**Description:** Transfer to Aquatic Depreciation Fund

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 40-05-00-8-4899

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This allocation to capital replacement reserve in the Aquatic Center Depreciation Fund is required by the bond covenants.

The Transfer to Aquatic Depreciation Fund budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change in Fiscal Year 2025.

# 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 2023	Headcount 2024	Headcount 2025	FTE 2025
Full-Time	0	0	0	0
Seasonal	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
45	1,580	1,100	Interest	900	1,100
-	-	-	Capital Reserve	-	-
45	1,580	1,100	<b>Total Revenues</b>	900	1,100

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
3,480	18,380	39,650	Improvements	31,850	30,750
3,480	18,380	39,650	<b>Total Expenditures</b>	31,850	30,750

(3,434)	(16,800)	(38,550)	<b>Change in Net Assets</b>	(30,950)	(29,650)
92,912	76,112	37,562	<b>Net Assets as of 12/31</b>	6,612	(23,038)

## Significant Changes

- \$10,000 increase in Improvements is based upon the costs related to painting the Activity Feature side panel and painting the slides in Fiscal Year 2025.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>AQUATIC CENTER DEPRECIATION FUND</b>						
<b>REVENUES</b>						
INTEREST INCOME						
41-00-00-6-3810	INTEREST INCOME	1,580	1,100	902	1,100	900
TOTAL INTEREST INCOME		1,580	1,100	902	1,100	900
MISCELLANEOUS						
41-00-00-7-4899	CAPITAL REPLACEMENT RESERVE	-	-	-	-	-
TOTAL MISCELLANEOUS		-	-	-	-	-
TOTAL REVENUES		1,580	1,100	902	1,100	900
<b>EXPENDITURES</b>						
CAPITAL OUTLAY						
41-00-00-8-4893	SOFTWARE	-	-	-	-	200
41-00-00-8-4894	MECHANICAL EQUIPMENT	-	8,500	1,094	7,500	8,800
41-00-00-8-4895	CAPITAL IMPROVEMENTS	17,494	26,150	1,271	22,000	16,750
41-00-00-8-4896	AQUATIC CENTER FURNITURE	886	5,000	2,373	4,100	6,100
41-00-00-9-4910	INTERFUND TRANSFER	-	-	-	-	-
TOTAL CAPITAL OUTLAY		18,380	39,650	4,738	33,600	31,850
TOTAL EXPENDITURES		18,380	39,650	4,738	33,600	31,850

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER DEPRECIATION FUND

**Description:** Interest Income

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.3 Prioritize Strong Fiscal Sustainability

**Account Number:** 41-00-00-6-3810

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

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

FY 2024 Budget request	\$ 1,100
FY 2025 Budget request	\$ 900
Increase (Decrease)	<u>\$ (200)</u>

The primary reason for the decrease is based upon the anticipated decrease of interest rates in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER DEPRECIATION FUND

**Description:** Capital Replacement Reserve

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 41-00-00-7-4899

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This allocation to capital replacement reserve is required by the bond covenants.

The Capital Replacement Reserve budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER DEPRECIATION FUND

**Description:** Software

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure/Technology

**Account Number:** 41-00-00-8-4893

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This account is used to improve the efficiency of the Aquatic Center through Technology. In 2025, we will need to replace a computer monitor in the Lifeguard Office.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ 200
Increase (Decrease)	<u>\$ 200</u>

The primary reason for the increase is due to replacing one computer monitor for the Lifeguard Office for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER DEPRECIATION FUND

**Description:** Mechanical Equipment

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces  
1.4 Prioritize Modernization of Infrastructure/Technology

**Account Number:** 41-00-00-8-4894

This account is used to record the mechanical equipment purchases for the Aquatic Center. The following are improvements planned for Fiscal Year 2025.

Chlorinator Replacement x 2	\$ 6,500
General Servicing of 1 Pump/ Activity Pool	<u>\$ 2,300</u>
Total	<u><u>\$ 8,800</u></u>

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

FY 2024 Budget request	\$ 8,500
FY 2025 Budget request	<u>\$ 8,800</u>
Increase (Decrease)	<u><u>\$ 300</u></u>

The primary reason for the increase is the scheduled maintenance and replacement of various mechanical apparatus regarding both the Lap pool and Activity pool systems in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 records the requested and needed physical improvements to the Aquatic Center to maintain efficiency and structural good appearance.

Activity Feature Side Panel	\$ 1,000
Painting Activity Pool	\$ 2,500
Parking Lot Resealing	\$ 6,600
Replace Diving Board Hardware	\$ 650
Replace 1 Diving Board	<u>\$ 6,000</u>
Total	<u><u>\$ 16,750</u></u>

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

FY 2024 Budget request	\$ 26,150
FY 2025 Budget request	<u>\$ 16,750</u>
Increase (Decrease)	<u><u>\$ (9,400)</u></u>

The primary reason for the decrease is based upon the repairs scheduled for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** AQUATIC CENTER DEPRECIATION FUND

**Description:** Aquatic Center Furniture

**Priority:** 1.2 Prioritize Parks, Recreation and Open Spaces

**Account Number:** 41-00-00-8-4896

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This account is used to record the purchase of new furniture at the Aquatic Center. The following purchases are planned for Fiscal Year 2025:

Funbrellas X2	\$ 3,500
Table Plexiglass Tops x 10	<u>\$ 2,600</u>
Total	<u><u>\$ 6,100</u></u>

The Aquatic Center Furniture budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	<u>\$ 6,100</u>
Increase (Decrease)	<u><u>\$ 1,100</u></u>

The primary reason for the increase is due to the scheduled items listed for replacement for Fiscal Year 2025. The items under furniture vary from year to year and are based upon the needs to improve efficiency and appearance of the Aquatic Center and to promote customer satisfaction.

# AQUATIC CENTER DEBT FUND

## Department Purpose

The Aquatic Center Debt Fund records all activities related to re-payment of the 2021 Aquatic Center Revenue bonds.

## Personnel

	Actual		Proposed	
	Headcount		Headcount	FTE
	2023	2024	2025	2025
Full-Time	0	0	0	0
Seasonal	0	0	0	0

## Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
19	2	2	Interest	10	10
19	2	2	<b>Total Revenues</b>	10	10

## Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
803	-	-	Contractual Services	-	-
1,615,540	-	-	Debt Service	-	-
1,616,343	-	-	<b>Total Expenditures</b>	-	-
1,565,540		10,400	<b>Transfer from General</b>	253,249	
50,000		243,330	<b>Transfer from Park Donation</b>		
(783)	2	253,732	<b>Change in Net Assets</b>	253,259	10
3,925	3,927	257,659	<b>Net Assets as of 12/31</b>	253,259	253,269

## Significant Changes

•In Fiscal Year 2021, the Village issued \$1,103,000 Revenue Refunding Bonds (Aquatic Center Project), Series 2021 to refund \$1,360,000 of the Revenue Bonds (Aquatic Center Project), Series 2011. As a result, there were taxable bonds created so the Village could repay the funds borrowed from the Sewer Fund.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 6 MONTHS		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	ACTUAL		
<b>2011 AQUATIC CENTER BOND AND INTEREST FUND</b>						
<b>REVENUES</b>						
INTEREST INCOME						
43-00-00-6-3810	INTEREST INCOME	2	2	17	17	10
TOTAL INTEREST INCOME		2	2	17	17	10
TOTAL REVENUES		2	2	17	17	10
<b>EXPENDITURES</b>						
CONTRACTUAL SERVICES						
43-00-00-3-4329	OTHER PROFESSIONAL SERVICES	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		-	-	-	-	-
DEBT SERVICE						
43-00-00-7-4737	PRINCIPAL	-	-	-	-	-
43-00-00-7-4738	INTEREST EXPENSE	-	-	-	-	-
TOTAL DEBT SERVICE		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** **AQUATIC CENTER DEBT**

**Description:** **Interest Income**

**Account Number:** **43-00-00-6-3810**

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This account is the amount of revenue generated from interest earnings on the Aquatic Center Debt checking account.

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

FY 2024 Budget request	\$ 2
FY 2025 Budget request	\$ 10
Increase (Decrease)	<u>\$ 8</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** **AQUATIC CENTER DEBT**

**Description:** **Other Professional Services**

**Account Number:** **43-00-00-3-4329**

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This account is used to record the paying agent and administrative fees for the annual bond payments.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ -</u>
Increase(Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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 2024 Budget request	\$	-
FY 2025 Budget request	\$	-
Increase (Decrease)	\$	-

In Fiscal Year 2021, the Village borrowed \$1,103,000 from the Sewer Fund to pay the remaining Aquatic Center Revenue Bond debt and issued "Taxable Refunding Revenue Bonds (Aquatic Center Project), Series 2021." The newly issued bonds are payable on December 30. Below are the amounts and bearing interest for each year.

Year Ending December 31	Principal	Interest	Total
2025	\$ 30,000	\$ 270	\$ 30,270
2026	\$ 221,000	\$ 1,989	\$ 222,989
2027	\$ 115,000	\$ 1,035	\$ 116,035
	<u>\$ 366,000</u>	<u>\$ 3,294</u>	<u>\$ 369,294</u>



# 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
	2023	2024	2025	2025
Full-Time	0	0	0	1.30
Part-Time	0	0	0	0

### Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
748,183	270,370	278,000	Fees	252,000	240,000
11,402	42,934	25,000	Interest Income	45,000	45,000
<b>759,585</b>	<b>313,304</b>	<b>303,000</b>	<b>Total Revenues</b>	<b>297,000</b>	<b>285,000</b>

### Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
159,833	165,344	186,858	Personnel Services	171,296	181,573
180,350	220,156	181,775	Contractual Services	251,775	239,775
2,480	632	7,000	Commodities	7,000	7,000
201,885	13,750	66,500	Capital Outlay	72,400	41,500
58,027	58,027	-	Depreciation + NPL	-	-
<b>602,575</b>	<b>457,909</b>	<b>442,133</b>	<b>Total Expenditures</b>	<b>502,471</b>	<b>469,848</b>

124,399

**Transfer from Park Donations**

123,815

**Transfer from General Fund**

169,000

157,010	(144,605)	109,081	Net Change in Fund Balance	(36,471)	(184,848)
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3,398,159	3,253,554	3,362,635	<b>Fund Balance as of 12/31</b>	3,326,164	3,141,316
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### Significant Changes

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>SEWER FUND</b>						
<b>REVENUES</b>						
FEES						
12-00-00-4-3790	SEWER USER REVENUE	244,370	230,000	107,905	230,000	240,000
12-00-00-4-3793	CONNECTION FEE-HW	26,000	48,000	-	48,000	12,000
12-00-00-4-3794	CONNECTION FEE-LZ	-	-	-	-	-
12-00-00-4-3795	CONNECTION FEE-LC	-	-	-	-	-
12-00-00-4-3796	ADMIN RESERVE FEE-LZ	-	-	-	-	-
12-00-00-4-3797	ADVANCE USER FEE-LZ	-	-	-	-	-
TOTAL FEES		270,370	278,000	107,905	278,000	252,000
INTEREST INCOME						
12-00-00-6-3810	INTEREST INCOME	42,934	25,000	31,380	51,000	45,000
TOTAL INTEREST INCOME		42,934	25,000	31,380	51,000	45,000
TOTAL REVENUES		313,304	303,000	139,285	329,000	285,000
<b>EXPENDITURES</b>						
PERSONNEL SERVICES						
12-00-00-1-4010	SALARIES	141,040	158,650	69,412	138,824	145,437
12-00-00-1-4040	IMRF	14,927	16,071	7,031	14,062	14,733
12-00-00-1-4090	FICA MATCHING	9,377	12,137	5,073	10,146	11,126
TOTAL PERSONNEL SERVICES		165,344	186,858	81,516	163,031	171,296

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2023 ACTUAL	2024		2025 REQUESTED BUDGET	2026 ESTIMATE
			BUDGETED	6 MONTHS ACTUAL		
<b>CONTRACTUAL SERVICES</b>						
12-00-00-3-4180	SEWER EXPENSE-LZ & LC FEE	172,135	120,000	75,216	185,000	190,000
12-00-00-3-4181	CONTRACTUAL MAINTENANCE	17,853	18,400	12,808	18,400	18,400
12-00-00-3-4371	UTILITIES	3,792	5,000	1,761	5,000	5,000
12-00-00-3-4372	SEWER RATE STUDY	-	12,000	-	12,000	12,000
12-00-00-3-4373	ENGINEERING STANDARDS	-	-	-	-	-
12-00-00-3-4377	INSURANCE ALLOCATION	26,375	26,375	13,050	26,375	26,375
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>220,156</b>	<b>181,775</b>	<b>102,835</b>	<b>246,775</b>	<b>239,775</b>
<b>COMMODITIES</b>						
12-00-00-5-4573	SANITARY SEWER SUPPLIES	400	5,000	50	5,000	5,000
12-00-00-5-4574	VEHICLE/EQUIPMENT SUPPLIES	232	2,000	1,520	2,000	2,000
<b>TOTAL COMMODITIES</b>		<b>632</b>	<b>7,000</b>	<b>1,570</b>	<b>7,000</b>	<b>7,000</b>
<b>CAPITAL OUTLAY</b>						
12-00-00-8-4600	ENGINEERING	-	1,000	-	1,000	1,000
12-00-00-8-4891	PUMP REPLACEMENT	-	30,000	-	-	30,900
12-00-00-8-4892	MANHOLE REHABILITATION	-	10,000	-	-	10,000
12-00-00-8-4893	SEWER LINING	-	22,000	-	-	22,000
12-00-00-8-4894	EQUIPMENT	13,750	-	-	-	5,000
12-00-00-8-4895	OTHER IMPROVEMENTS	-	3,500	28,184	33,000	3,500
12-00-00-8-4896	CONNECTION FEES PAID-LZ	-	-	-	-	-
12-00-00-8-4898	CONNECTION FEES PAID-LC	-	-	-	-	-
12-00-00-8-4899	ADMIN RESERVE FEE PAID-LZ	-	-	-	-	-
12-00-00-8-4900	ADVANCE USER FEE PAID-LZ	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>13,750</b>	<b>66,500</b>	<b>28,184</b>	<b>34,000</b>	<b>72,400</b>
<b>TOTAL EXPENDITURES</b>		<b>399,882</b>	<b>442,133</b>	<b>214,104</b>	<b>450,806</b>	<b>469,848</b>

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Sewer Revenue

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-4-3790

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This account is used to record the revenue received from the sewer service provided to the users connected to the Midlothian Road and School sewer. The Village of Hawthorn Woods began charging sewer user fees specifically for the Village system in 2016. The users currently connected to the sewer system include: the Aquatic Center, the homes in the Stonebridge and Villas at the Commons subdivisions, and Community Unit School District 95 Schools Spencer Loomis and Middle School North.

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

FY 2024 Budget request	\$230,000
FY 2025 Budget request	<u>\$240,000</u>
Increase (Decrease)	<u>\$ 10,000</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

Hawthorn Trails South (2 homes @ \$6,000)	\$ 12,000
Total	<u>\$ 12,000</u>

The Connection Fee Revenue forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ 48,000
FY 2025 Budget request	<u>\$ 12,000</u>
Increase (Decrease)	<u>\$ (36,000)</u>

The primary reason for the decrease relates to the change in anticipated building activity in Fiscal Year 2025, as compared to Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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.

The Connection Fee Revenue - Lake Zurich forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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

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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.

The Connection Fee Revenue - Lake County forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Admin. Reservation Fee - Lake Zurich

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-4-3794

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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.

The Admin. Reservation Fee- Lake Zurich forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Advance User Fee - Lake Zurich

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-4-3794

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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.

The Advance User Fee - Lake Zurich forecast changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Interest Income

**Priority:** 1.3 Prioritize Strong Fiscal Sustainability  
1.4 Prioritize Modernization of Infrastructure

**Account Number:** 12-00-00-6-3810

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This account is used to record the interest income received on the Sewer Fund money market account.

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

FY 2024 Budget request	\$ 25,000
FY 2025 Budget request	\$ 45,000
Increase (Decrease)	<u>\$ 20,000</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Salaries

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-1-4010

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This account is used to pay the salaries of the employees allocated to the Sewer Fund, as follows:

Chief Operating Officer - 15%  
Director of Public Works - 15%  
Superintendent - Public Works & Parks & Recreation - 15%  
Crew Leader - Facilities - 20%  
Specialist III - Facilities - 20%  
Specialist III - Streets & Utilities - 25%  
Finance Manager - 10%  
Communications Specialist - 10%

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

FY 2024 Budget request	\$ 158,650
FY 2025 Budget request	<u>\$ 145,437</u>
Increase (Decrease)	<u><u>\$ (13,213)</u></u>

The primary reason for the decrease is a reflection of employee salary allocations in the approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** IMRF

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-1-4040

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

Effective January 1, 2025, the Village's portion will be 10.03%.

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

FY 2024 Budget request	\$ 16,071
FY 2025 Budget request	\$ 14,733
Increase (Decrease)	<u>\$ (1,338)</u>

The primary reason for the decrease is based upon the Village's IMRF percentage is decreasing from 10.13% to 10.03%, effective January 1, 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** FICA Matching

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-1-4090

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

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

FY 2024 Budget request	\$ 12,137
FY 2025 Budget request	<u>\$ 11,126</u>
Increase (Decrease)	<u><u>\$ (1,011)</u></u>

The primary reason for the decrease is a reflection of employee salary allocations in the approved compensation plan for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Sewer Expense LZ & LC Fee

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-3-4180

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This account is used to pay Lake Zurich and Lake County sewer fees for the Village's Midlothian Road Sewer System.

The Sewer Expense LZ & LC Fee budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ 120,000
FY 2025 Budget request	\$ 190,000
Increase (Decrease)	<u>\$ 70,000</u>

The primary reason for the increase is based upon the projected actuals for Fiscal Year 2024.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Contractual Maintenance

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-3-4181

This account is used to pay for external repairs as related to the lift stations, forcemain and sanitary sewer, as follows:

Sewer Maintenance	\$ 10,400
Consultant	<u>\$ 8,000</u>
	<u><u>\$ 18,400</u></u>

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

FY 2024 Budget request	\$ 18,400
FY 2025 Budget request	<u>\$ 18,400</u>
Increase (Decrease)	<u><u>\$ -</u></u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Public Utilities

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-3-4371

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This account is used to pay for the electricity charges related to the operation of both the Kruger Road and School lift station.

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Sewer Rate Study

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-3-4372

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This account was used in 2015 to pay for a sewer rate study conducted by an independent engineering firm. The sewer rate study was last updated in 2019; and an update to the sewer rate study will be needed in 2024.

The Sewer Rate Study budget request changed from the prior year budget, as follows

FY 2024 Budget request	\$ 12,000
FY 2025 Budget request	\$ 12,000
Increase (Decrease)	<u>\$ -</u>

The primary reason for the decrease is based upon the sewer rate study being completed in Fiscal Year 2024.

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**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Insurance Allocation

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-3-4377

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

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

FY 2024 Budget request	\$ 26,375
FY 2025 Budget request	\$ 26,375
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Sanitary Sewer Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-5-4573

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This account is used to pay for commodities purchases related to sanitary sewer projects and maintenance.

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

FY 2024 Budget request	\$ 5,000
FY 2025 Budget request	\$ 5,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Vehicle/Equipment Supplies

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-5-4574

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This account is used to pay for commodities purchases related to supplies for the sewer truck, Vac truck and other sewer equipment.

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

FY 2024 Budget request	\$ 2,000
FY 2025 Budget request	\$ 2,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Engineering Services

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4600

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This account is used to pay for engineering services for related to sewer infrastructure.

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

FY 2024 Budget request	\$ 1,000
FY 2025 Budget request	\$ 1,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Pump Replacement

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4891

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The account is used to plan for the replacement of pumps for the Kruger Road and School lift stations. There are two pumps in each lift station and these pumps have a useful life of 8 to 15 years.

FY 2024 Budget request	\$ 30,000
FY 2025 Budget request	\$ 30,900
Increase (Decrease)	<u>\$ 900</u>

The primary reason for the increase is based upon the increase of price for the replacement pump in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Manhole Rehabilitation

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4892

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This account is used to pay for manhole rehabilitation to eliminate inflow and infiltration to the sanitary sewer.

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

FY 2024 Budget request	\$ 10,000
FY 2025 Budget request	\$ 10,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Sewer Lining

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4893

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This account is used to pay for the lining of portions of the sanitary sewer system to eliminate inflow and infiltration to the sanitary sewer system.

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

FY 2024 Budget request	\$ 22,000
FY 2025 Budget request	\$ 22,000
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Equipment

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4894

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This account is used to pay for sewer equipment.

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

FY 2024 Budget request	\$ -
FY 2025 Budget request	<u>\$ 5,000</u>
Increase (Decrease)	<u><u>\$ 5,000</u></u>

The primary reason for the increase is based upon equipment expected to be purchased in Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Other Improvements

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4895

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This account is used to pay for other improvements as related to the lift stations and sanitary sewer system.

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

FY 2024 Budget request	\$ 3,500
FY 2025 Budget request	\$ 3,500
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Connection Fees Paid - Lake Zurich

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4896

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This account is used to pay Lake Zurich connection fees as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake Zurich. The revenue received is recorded in account number 12-00-00-4-3794 - Connection Fee Revenue - Lake Zurich.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Connection Fees Paid - Lake County

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4898

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This account is used to pay Lake County connection fees as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake County. The revenue received is recorded in account number 12-00-00-4-3795 - Connection Fee Revenue - Lake County.

The Connection Fees Paid budget request changed from the prior year budget, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 BUDGET PROPOSAL  
SUPPLEMENTAL NARRATIVE**

**Fund:** SEWER FUND

**Description:** Admin. Reservation Fee Paid - Lake Zurich

**Priority:** 1.1 Prioritize a Safe and Secure Community  
1.4 Prioritize Modernization of Infrastructure  
1.5 Prioritize a Healthy Community and Environment

**Account Number:** 12-00-00-8-4899

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This account is used to pay Lake Zurich admin. reservation fee as new users connect to the Village's sanitary sewer system. These fees are collected on the building permit and are a pass through to Lake Zurich. The revenue received is recorded in account number 12-00-00-4-3796 - Admin. Reservation Fee Revenue - Lake Zurich.

The Admin. Reservation Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.

**MAINTENANCE AND OPERATIONS BUDGET  
2025 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.

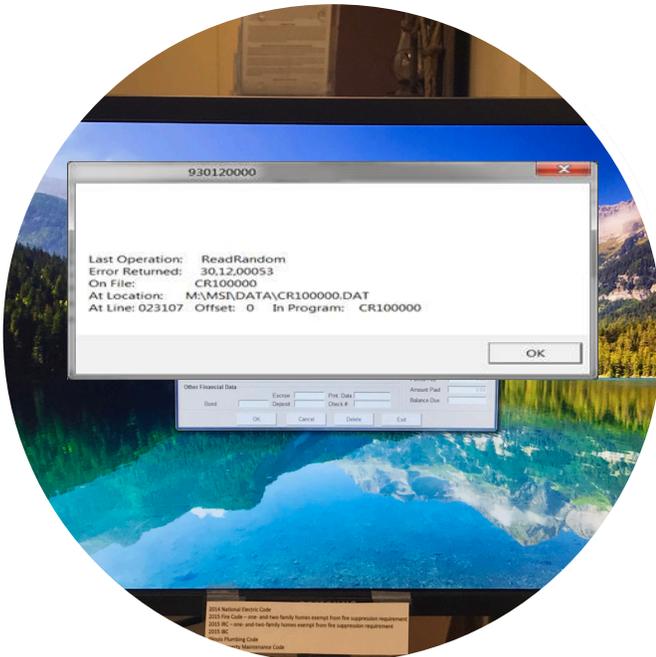
The Advance User Fee Paid - Lake Zurich budget request changed from the prior year, as follows:

FY 2024 Budget request	\$ -
FY 2025 Budget request	\$ -
Increase (Decrease)	<u>\$ -</u>

There is no change for Fiscal Year 2025.



# CAPITAL IMPROVEMENT FUND



## CAPITAL IMPROVEMENT FUND

### Revenues

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
-	-	-	Insurance Reimbursement	-	-
37,801	25,000	-	Intergovernmental	-	-
45	3,051	3,000	Interest	3,000	3,000
-	63,632	-	Donations	-	-
37,846	91,683	3,000	<b>Total Revenues</b>	3,000	3,000

### Expenditures

Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
				2025	2026
85,775	502,610	179,750	Capital Outlay	433,598	1,582,769
85,775	502,610	179,750	<b>Total Expenditures</b>	433,598	1,582,769
15,000	330,000	60,000	<b>Transfer from General Fund</b>	1,561,500	-
-	-	-	<b>Transfer from Community Dev</b>		-
(32,929)	(80,927)	(116,750)	<b>Net Change in Fund Balance</b>	1,130,902	(1,579,769)
142,699	86,772	(29,978)	<b>Fund Balance as of 12/31</b>	1,100,924	(478,845)
			<b>Assigned - Roads</b>	-	-
			<b>Assigned - Equipment Replace</b>	-	-
			<b>Assigned - ADA Projects</b>	-	-
			<b>Assigned - Bike Path Grant</b>	-	-
			<b>Assigned - Flood Remediation</b>	-	-
			<b>Assigned - Future Matching Grants</b>	-	-
			<b>Available Fund Balance</b>	1,100,924	(478,845)

### 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	2025	2026	2027	2028	2029
<b>Available Funding Sources:</b>						
Interest Income		\$ 3,000	\$ 3,000	\$ 50	\$ 50	\$ 50
Transfer from Other Funds		\$ 1,561,500	\$ -	\$ -	\$ -	\$ -
Available Fund Balance		\$ (29,978)	\$ 1,100,924	\$ -	\$ -	\$ -
Total Available Funding		\$ 1,534,522	\$ 1,103,924	\$ 50	\$ 50	\$ 50

**Capital Expenditures Needed:**

**ADMINISTRATION DEPARTMENT:**

Special Census	CIP		\$ 134,000			
	<b>Totals</b>	\$ -	\$ 134,000	\$ -	\$ -	\$ -

**PLANNING, BUILDING & ZONING DEPARTMENT:**

Office Expansion	Community Dev		\$ 28,000			
Comprehensive Plan Update	CIP		\$ 60,000	\$ 60,000		
	<b>Totals</b>	\$ -	\$ 88,000	\$ 60,000	\$ -	\$ -

**FINANCE DEPARTMENT:**

None						
	<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Improvement Plan

Project	Fund	2025	2026	2027	2028	2029
<b>MUNICIPAL BUILDINGS</b>						
Village Hall Cedar Siding Replacement	CIP	\$ 150,000	\$ 108,000			
Aquatic Center Generator	CIP		\$ 89,858			
PW Parking Lot Improvement	CIP					\$ 217,410
PW Building Expansion	CIP			\$ 568,112		
Village Hall Door Replacement	CIP		\$ 12,603	\$ 14,566		
Village Hall Flooring Replacement	CIP		\$ 36,177	\$ 17,505		
Public Works Roof Replacement	CIP		\$ 318,270			
Public Works Gate North	CIP		\$ 22,289			
Public Works Shop Mezzanine	CIP		\$ 13,001			
<b>Totals</b>		<b>\$ 150,000</b>	<b>\$ 600,198</b>	<b>\$ 600,183</b>	<b>\$ -</b>	<b>\$ 217,410</b>

**POLICE DEPARTMENT:**

Vehicle Replacement	CIP/Police Fund	\$ 125,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Radar Trailer Replacement	CIP		\$ 25,000			
Police Body Cameras	CIP	\$ 20,500	\$ 20,500	\$ 20,600	\$ 20,700	\$ 20,800
Ballistic Vests and Rifle Plates	Grants					\$ 12,000
Ballistic Shields	Police Fund	\$ 7,000				
<b>Totals</b>		<b>\$ 152,500</b>	<b>\$ 105,500</b>	<b>\$ 80,600</b>	<b>\$ 80,700</b>	<b>\$ 92,800</b>

Capital Improvement Plan

Project	Fund	2025	2026	2027	2028	2029
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**PUBLIC WORKS:**

Trucks	CIP	\$ 150,000	\$ 220,000	\$ 50,000	\$ 223,040	
Enloader	CIP		\$ 140,000			
Dump Trailer	CIP		\$ 15,000			
Hot Box	CIP	\$ 15,000				
Sweeper Brush	CIP	\$ 10,100				
<b>Totals</b>		<b>\$ 175,100</b>	<b>\$ 375,000</b>	<b>\$ 50,000</b>	<b>\$ 223,040</b>	<b>\$ -</b>

**PARKS:**

Indian Creek Nature Preserve	Grants	5,300	\$ 7,500	\$ -	\$ -	\$ -
Village Hall ADA Ramp Replacement	Special Rec			\$ 152,670		
ADA Compliance Plan Implementation	Special Rec	\$ 128,000				
Heritage Oaks Park	CIP	\$ 5,000	\$ 5,000	\$ 5,000		
Parks Equipment	CIP	\$ 13,000	\$ 42,000	\$ 13,000		
Tennis Court Repair	CIP		\$ 22,000			
Laminate 72" Round Tables	CIP		\$ 5,000			
Metal Park Picnic Tables	Special Rec	\$ 5,000	\$ 5,000	\$ 5,000		
Bridlewoods & Highview Parks Parking Lots	Special Rec	\$ 17,500	\$ 17,500			
<b>Totals</b>		<b>\$ 173,800</b>	<b>\$ 104,000</b>	<b>\$ 175,670</b>	<b>\$ -</b>	<b>\$ -</b>

Capital Improvement Plan

Project	Fund	2025	2026	2027	2028	2029
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**ROADS, DRAINAGE, & RIGHT OF WAYS:**

2023 Road Program	Road Program	\$ 620,000	\$ 668,000	\$ 1,131,000	\$ 423,000	\$ 769,000
Road Program - Routine Maintenance	Road Program	\$ 90,000	\$ 90,000	\$ 300,000	\$ 300,000	\$ 300,000
Indian Creek Road Project (LCCOM funded)	Road Program	\$ 143,519				
Owens Road Patching - (Comm Proj funded)	Road Program	\$ 60,000				
Acorn Drive Project (LCCOM funded)	Road Program	\$ 35,500	\$ 70,800			
Sign replacement plan	Motor Fuel Tax	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Crack sealing program	Motor Fuel Tax	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Street patching	Motor Fuel Tax	\$ 110,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Storm Sewer Replacement	CIP		\$ 291,748	\$ 463,295		
Culvert Replacement	Road Program		\$ 56,963	\$ 463,295		
Choker Bridge Wall Replacement	CIP		\$ 26,523	\$ 716,163		\$ 135,000
<b>Totals</b>		<b>\$ 1,119,019</b>	<b>\$ 1,324,033</b>	<b>\$ 3,193,753</b>	<b>\$ 843,000</b>	<b>\$ 1,324,000</b>

**TECHNOLOGY**

Copier Leasing	CIP	\$ 12,000	\$ 12,000			
Computer Replacement	CIP	\$ 57,998	\$ 46,000			
AC AV Upgrade	CIP		\$ 10,000			
BS&A Upgrade	CIP	\$ 85,000				
<b>Totals</b>		<b>\$ 154,998</b>	<b>\$ 68,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**SEWER:**

Pump Replacement	Sewer	\$ 30,900				
<b>Totals</b>		<b>\$ 30,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Summary**

	CIP	\$ 433,598	\$ 1,582,769	\$ 1,873,241	\$ 243,740	\$ 373,210
	Grants	\$ 155,300	\$ 115,500	\$ -	\$ -	\$ 12,000
	Special Rec	\$ 150,500	\$ 17,500	\$ 152,670	\$ -	\$ -
	Motor Fuel Tax	\$ 170,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
	Road Program	\$ 949,019	\$ 814,963	\$ 1,894,295	\$ 723,000	\$ 1,069,000
	Police Fund	\$ 67,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
	Community Dev	\$ -	\$ 88,000	\$ 60,000	\$ -	\$ -
	Sewer	\$ 30,900	\$ -	\$ -	\$ -	\$ -
<b>Capital Improvement Plan Total Expenditures</b>		<b>\$ 1,956,317</b>	<b>\$ 2,798,731</b>	<b>\$ 4,160,206</b>	<b>\$ 1,146,740</b>	<b>\$ 1,634,210</b>
<b>Grand Total - 5 Year Capital Plan</b>						<b>\$ 11,696,204</b>
<b>Capital Improvement Plan Fund</b>						
<b>Excess (Deficiency) of Funding Sources Over Capital Expenditures</b>		<b>\$ 1,100,924</b>	<b>\$ (478,845)</b>	<b>\$ (1,873,191)</b>	<b>\$ (243,690)</b>	<b>\$ (373,160)</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Economic Development

**Description:** File Scanning

**Account Number:** 90-60-00-8-4890

2024 - Scanning of house files  
 2025 - Scanning of house files

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 22,500				\$ 22,500
Equipment		\$ 5,500				\$ 5,500
Contingency						
<b>Subtotal</b>		<b>\$ 28,000</b>				<b>\$ 28,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Building Department

**Description:** Comprehensive Plan Update

**Account Number:**

Update to the overall Comprehensive Plan for the Village. The last update was 2014 and numerous items are outdated.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services		\$ 60,000	\$ 60,000			\$ 120,000
Construction						
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 60,000</b>	<b>\$ 60,000</b>			<b>\$ 120,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Furnace & AC Replacement

**Account Number:** 90-45-00-8-4890



2025 - Future furnace and Air Conditioner for Village Hall barn.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment						
Contingency						
Subtotal						

# 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



2025 - Replace cedar siding on Village Hall/Police Department.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 150,000					\$ 150,000
<b>Construction</b>						
<b>Equipment</b>		\$ 108,000				\$ 108,000
<b>Contingency</b>						
<b>Subtotal</b>	\$ 150,000	\$ 108,000				\$ 258,000

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Aquatic Center Generator

**Account Number:** 90-45-00-8-4890



2026 - 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 \$150,000 for the generators. Additionally, to install two generators, the gas main to the building would have to be upgraded. The \$150,000 doesn't include the cost to upgrade the gas main to the building.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 89,858				\$ 89,858
Contingency						
<b>Subtotal</b>		<b>\$ 89,858</b>				<b>\$ 89,858</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Public Works Parking Lot

**Account Number:** 90-45-00-8-4890



2029 - Expand and replace Public Works parking lot, including engineering. The Village's Pavement Management Report programs this improvement in Fiscal Year 2037.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services					\$ 28,358	\$ 28,358
Construction					\$ 189,052	\$ 189,052
Equipment						
Contingency						
<b>Subtotal</b>					<b>\$ 217,410</b>	<b>\$ 217,410</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Public Works Building Expansion

**Account Number:** 90-45-00-8-4890



2027 - Expand Public Works building.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction			\$ 568,112			\$ 568,112
Equipment						
Contingency						
<b>Subtotal</b>			<b>\$ 568,112</b>			<b>\$ 568,112</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative



**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Village Hall/Police Department Door Replacement

**Account Number:** 90-45-00-8-4890

**Replace Interior Village Hall/Police Department Doors**

- 2026 - Lobby to Barn Double Doors (\$12,603)
- 2027 - Building Department Lobby (\$3,245)
- 2027 - Police Department Garage to building (\$3,852)
- 2027 - Village Hall Lobby Restrooms (\$7469)

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 12,603	\$ 14,566			\$ 27,169
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 12,603</b>	<b>\$ 14,566</b>			<b>\$ 27,169</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Village Hall Flooring Replacement

**Account Number:** 90-45-00-8-4890



2026 - Replace second floor carpet. Work to be performed by a contractor.

2027 - Replace building department carpet. Work to be performed by a contractor.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 36,177	\$ 17,505			\$ 53,682
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 36,177</b>	<b>\$ 17,505</b>			<b>\$ 53,682</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Public Works Roof Replacement

**Account Number:** 90-45-00-8-4890



2026 - Replace the roof on the Public Works building. It has been leaking for many years and cannot be repaired.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 318,270				\$ 318,270
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 318,270</b>				<b>\$ 318,270</b>

# 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



2026 - 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	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 22,289				\$ 22,289
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 22,289</b>				<b>\$ 22,289</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Shop Mezzanine w/ Stairs

**Account Number:** 90-45-00-8-4890



2026 - 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	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 13,001				\$ 13,001
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 13,001</b>				<b>\$ 13,001</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Police Department

**Description:** Vehicle Replacement

**Account Number:** 90-20-00-8-4890



Purchase of new squad cars.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 125,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 365,000
Contingency						
<b>Subtotal</b>	<b>\$ 125,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 365,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Police Department

**Description:** Radar Trailer Replacement

**Account Number:** 90-20-00-8-4890



Residential speeding is a common complaint in Hawthorn Woods. The radar trailer is used to raise awareness and promote travel at safe speeds.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 25,000				\$ 25,000
Contingency						
<b>Subtotal</b>		<b>\$ 25,000</b>				<b>\$ 25,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** 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.

<b>5 Year Projected Expenditures</b>							
Expense Category	2025	2026	2027	2028	2029	TOTAL	
Land							
Professional Services							
Construction							
Equipment	\$ 20,500	\$ 20,500	\$ 20,600	\$ 20,700	\$ 20,800	\$	103,100
Contingency							
<b>Subtotal</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>	<b>\$ 20,600</b>	<b>\$ 20,700</b>	<b>\$ 20,800</b>	<b>\$</b>	<b>103,100</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative



**Fund:** Capital Improvement Plan

**Department:** Police Department

**Description:** Ballistic Vests and Rifle Plates

**Account Number:** 90-20-00-8-4890

Ballistic Vests need to be replaced every 5 years per the manufacturer. We have 10 vests due for replacement in 2024. We will submit for 50% reimbursement through the Patrick Leahy Bulletproof Vest Partnership. We will also be purchasing rifle plates to provide our officers with the highest level of protection during an active shooter event.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment					\$ 12,000	\$ 12,000
Contingency						
<b>Subtotal</b>					<b>\$ 12,000</b>	<b>\$ 12,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Police Department

**Description:** Ballistic Shield

**Account Number:** 90-20-00-8-4890



The Police Department currently has 2 ballistic shields. We need one more shield to ensure every officer on duty has a ballistic shield in their squad car.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 7,000					\$ 7,000
Contingency						
<b>Subtotal</b>	<b>\$ 7,000</b>					<b>\$ 7,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Public Works

**Description:** Trucks

**Account Number:** 90-40-00-8-4890



2025 - Purchase a used 1 ton utility dump truck (\$50,000)

2026 - Purchase a 2-ton truck (\$220,000) to replace Truck 821.

2027 - Purchase a pick up truck (\$50,000) to replace 10.

2028 - Purchase a 1 ton utility dump truck (\$173,040) to replace used 1-ton truck and a pick up truck (\$50,000) to expand fleet.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>						
<b>Equipment</b>	\$ 150,000	\$ 220,000	\$ 50,000	\$ 223,040		\$ 643,040
<b>Contingency</b>						
<b>Subtotal</b>	\$ 150,000	\$ 220,000	\$ 50,000	\$ 223,040		\$ 643,040

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Public Works

**Description:** Enloader (replacement)

**Account Number:** 90-40-00-8-4890



2026 - Replace existing endloader with a used enloader. Estimated replacement useful life is 12 years and it will be 20 years old at time of recommended replacement. Purchasing a used enloader reduces the estimated cost of purchase from \$219,000 to \$140,000.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 140,000				\$ 140,000
Contingency						
<b>Subtotal</b>		<b>\$ 140,000</b>				<b>\$ 140,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Public Works

**Description:** Dump Trailer

**Account Number:** 90-40-00-8-4890



2025 - Purchase a dump trailer that provides Public Works/Parks with another needed trailer and also provides the ability to use the trailer to dump material from the trailer increasing efficiency of the department.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 15,000				\$ 15,000
Contingency						
<b>Subtotal</b>		<b>\$ 15,000</b>				<b>\$ 15,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Public Works

**Description:** Hot Box

**Account Number:** 90-40-00-8-4890



2025 - Purchase a hot box to allow the public works team to keep asphalt hot for days in order to optimize patching and make the patching process safer for employees.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 15,000					\$ 15,000
Contingency						
<b>Subtotal</b>	<b>\$ 15,000</b>					<b>\$ 15,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Public Works  
**Description:** Sweeper Gutter Brush  
**Account Number:** 90-40-00-8-4890



2025 - Purchase sweeper gutter brush to be mounted onto skid steer and used to brush stones and sediment off or Village roads. This will assist the Village in meeting NPDES requirements for protecting waterways. It will also be used to sweep the bike paths in Village parks and Village parking lots.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 10,100					\$ 10,100
Contingency						
<b>Subtotal</b>	<b>\$ 10,100</b>					<b>\$ 10,100</b>

# VILLAGE OF HAWTHORN WOODS

## Supplemental Narrative



**Fund:** Capital Improvement Plan

**Department:** Parks

**Description:** Indian Creek Nature Preserve

**Account Number:** 90-11-00-8-4890

To fund improvements to clear Buckthorn and remove debris from the Preserve Ravines and implement Phase III of the Site Trail System to the North and Indian Creek Road.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land (Trees &amp; Plantings)</b>						\$ -
<b>Professional Services</b>	\$ 2,500	\$ 3,500				\$ 6,000
<b>Construction (Boardwalks)</b>	\$ 1,000	\$ 3,500				\$ 4,500
<b>Equipment</b>	\$ 1,800	\$ 500				\$ 2,300
<b>Contingency</b>						\$ -
<b>Subtotal</b>	\$ 5,300	\$ 7,500	\$ -	\$ -	\$ -	\$ 12,800

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative



**Fund:** Capital Improvement Plan

**Department:** Municipal Buildings

**Description:** Village Hall ADA Ramp Replacement

**Account Number:** 90-11-00-8-4890

2025 - Replace and re-design Village Hall ADA ramp.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services			\$ 15,268			\$ 15,268
Construction			\$ 137,402			\$ 137,402
Equipment						
Contingency						
<b>Subtotal</b>			<b>\$ 152,670</b>			<b>\$ 152,670</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Parks

**Description:** ADA Compliance Plan

**Account Number:** 90-11-00-8-4890



We would utilize these funds to complete projects set out in the Villages' Accessibility Audit adopted in December of 2014.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 15,000					\$ 15,000
<b>Construction</b>	\$ 27,000					\$ 27,000
<b>Equipment</b>	\$ 86,000					\$ 86,000
<b>Contingency</b>						
<b>Subtotal</b>	\$ 128,000					\$ 128,000

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Parks

**Description:** Heritage Oaks Park

**Account Number:** 90-11-00-8-4890

**2025 - Tuck pointing protective stone retaining wall on both the North and South sides of the Park.  
Additional, we propose to work on the water fountains and irrigation systems to make them fully operational**

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>	\$ 5,000	\$ 5,000	\$ 5,000			\$ 15,000
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 5,000	\$ 5,000	\$ 5,000			\$ 15,000

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative



**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Equipment Replacement  
**Account Number:** 90-11-00-8-4890

2025 - Toro Track Dingo with Front Claw Attachment (Used)  
 2026 - John Deere 50G Mini Excavator  
 2027 - Purchase of a used Toro 2040(Zero Turn) Field Groomer. It will result in the appearance and durability of our Athletic Fields, reduce man-hours needed for maintenance, allow flexibility to use only one staff, freeing others to accomplish multiple operational tasks, fuel consumption, and need to rent larger equipment resulting in direct savings to the Village.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 13,000	\$ 42,000	\$ 13,000			\$ 68,000
Contingency						
<b>Subtotal</b>	<b>\$ 13,000</b>	<b>\$ 42,000</b>	<b>\$ 13,000</b>			<b>\$ 68,000</b>

## CAPITAL BUDGET PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Tennis Court Repairs  
**Account Number:** 90-11-00-8-4890



2026 - Resurface and repair 2 tennis courts at Highview Park

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 22,000				\$ 22,000
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 22,000</b>				<b>\$ 22,000</b>

## CAPITAL BUDGET PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Parks  
**Description:** Laminate 72" in. Rd. Tables (10)  
**Account Number:** 90-11-00-8-4890



Purchase 15 Round Tables to Reaplace Exiting Rectanle Units( (They will be Kept for Events and Programs as Needed)

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 5,000				\$ 5,000
Contingency						
<b>Subtotal</b>		<b>\$ 5,000</b>				<b>\$ 5,000</b>

# CAPITAL BUDGET PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Parks

**Description:** Metal Park Picnic Tables

**Account Number:** 90-11-00-8-4890



2026 Replace 8 Picnic tables through out Park System

2025 Replace 8 Picnic tables through out Park System

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>						
<b>Equipment</b>	\$ 5,000	\$ 5,000	\$ 5,000			\$ 15,000
<b>Contingency</b>						
<b>Subtotal</b>	\$ 5,000	\$ 5,000	\$ 5,000			\$ 15,000

# CAPITAL BUDGET PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Parks

**Description:** Upgrade of Parking Lots at Bridlewoods and Highview Parks

**Account Number:** 90-11-00-8-4890



5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>						
<b>Construction</b>	\$ 15,000	\$ 15,000				\$ 30,000
<b>Equipment</b>	\$ 2,500	\$ 2,500				\$ 5,000
<b>Contingency</b>						
<b>Subtotal</b>	\$ 17,500	\$ 17,500				\$ 35,000

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Road Program (resurfacing/ribbons)

**Account Number:** 27-00-00-3-4154



2025 - 2029 - The road referendum will provide approximately \$900,000 of funding per year starting in Fiscal Year 2023. \$200,000 to \$300,000 is planned for routine maintenance, although most of the routine maintenance will be funded through MFT for the first few years.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 66,429	\$ 71,571	\$ 121,179	\$ 45,321	\$ 82,393	\$ 386,893
<b>Construction</b>	\$ 553,571	\$ 596,429	\$ 1,009,821	\$ 377,679	\$ 686,607	\$ 3,224,107
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 620,000	\$ 668,000	\$ 1,131,000	\$ 423,000	\$ 769,000	\$ 3,611,000

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Road Program (routine maintenance)

**Account Number:** 27-00-00-3-4181



2025 - 2029 - The road referendum will provide approximately \$900,000 of funding per year of which approximately 80% will be used for capital road projects and 20% will be used for road maintenance. We recommend \$200,000 of funding in 2024 through 2026 with \$300,000 recommended each year after that. We will pay for the first few years of maintenance with MFT funds.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction	\$ 90,000	\$ 90,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,080,000
Equipment						
Contingency						
<b>Subtotal</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,080,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Indian Creek Road Project (LCCOM funded)

**Account Number:** 90-27-00-8-4890



Indian Creek Road is classified as a Federal Aid Urban (FAU) route and is included in the Lake County Council of Mayors (LCCOM) STP program for year 2024, which makes this project eligible for 80% funding. Due to a delay with easement acquisition for the Indian Creek culvert replacement and the new completion date, the resurfacing project will be delayed until 2025. The bids came in at \$369,518.57, \$29,518.57 above the engineer's estimate. The Village is in the process of asking LCCOM to increase funding to cover this overage. The delay of the project from 2024 to 2025 will increase the cost by an additional \$12,000. The Village pays 100% of construction engineering upfront (\$34,000) and IDOT pays 100% of construction with the Village reimbursing the Village's share of 20%. There is an additional cost to the Village of \$12,000 that is not funded by LCCOM due to anticipated increase in cost. The total cost of construction of the project is expected to be \$381,520. STP funds will fund 80% of the engineer's estimate of \$340,000 or \$272,000 with the Village's costs noted below.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 34,000					\$ 34,000
<b>Construction</b>	\$ 109,519					\$ 109,519
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 143,519					\$ 143,519

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Owens Road patching - (FY2025 Community Project Funding)

**Account Number:** 90-28-00-8-4890



Owens Road is under the jurisdiction of both the Village and Fremont Township. Fremont Township took the lead to apply for funding to rehabilitate Owens Road with the Village as a co-applicant. The request for funding was \$1.09 million for the Village's portion by itself. The Township is hearing word that the amount awarded will likely be less than \$100,000. If grant funding is awarded, we propose it being used to perform patches in the worst parts of Owens Road, which is estimated to cost approximately \$60,000. We suggest that the Village prepare for a 50/50 split. Thereby, if awarded the grant, we would expect to receive \$30,000 grant funding. The grant funding is expected to be available in August or September of 2025.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction	\$ 60,000					\$ 60,000
Equipment						
Contingency						
<b>Subtotal</b>	<b>\$ 60,000</b>					<b>\$ 60,000</b>

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Acorn Drive Project (LCCOM funded)

**Account Number:** 90-28-00-8-4890



Acorn Drive from Old McHenry Road to Bruce Circle North to Brierwoods into Lake Zurich is included for recommendation to be funded with STP funds through the Lake County Council of Mayors in 2026 with mostly a grind and overlay and a portion expected to be full depth HMA surface removal & replacement with 80% or the costs being paid for with STP funds. Requested funding is \$312,600 with the Village's portion expected to be \$77,900.

The Village pays 100% of design and construction engineering upfront (\$35,500) with IDOT reimbursing the Village 80% (\$28,400) and IDOT pay 100% of construction with the Village reimbursing IDOT the Village's share of 20% (\$70,800).

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 35,500					\$ 35,500
<b>Construction</b>		\$ 70,800				\$ 70,800
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>	\$ 35,500	\$ 70,800				\$ 106,300

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative



**Fund:** Motor Fuel Tax

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Sign Replacement & Control

**Account Number:** 28-00-00-5-4573

Purchase and installation of various signs, barricades, cones and other traffic control devices.

<b>5 Year Projected Expenditures</b>							
Expense Category	2025	2026	2027	2028	2029	TOTAL	
Land							
Professional Services							
Construction							
Equipment	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Contingency							
<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>					

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Motor Fuel Tax

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Crack Sealing Program

**Account Number:** 28-00-00-3-4152



Utilize MFT funds for crack sealing until the Village collects enough new road funding for future maintenance.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Equipment						
Contingency						
<b>Subtotal</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>				

# 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



Utilize MFT funds for pavement patching until the Village collects enough new road funding for future maintenance.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction	\$ 110,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 350,000
Equipment						
Contingency						
<b>Subtotal</b>	<b>\$ 110,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 350,000</b>

# CAPITAL IMPROVEMENT PROJECT

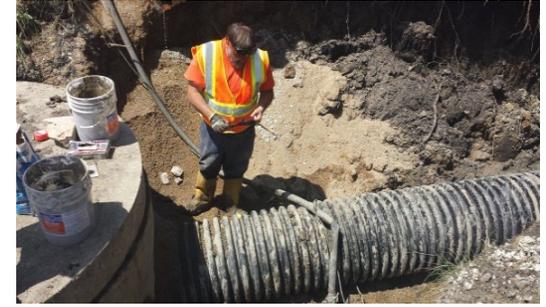
## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Storm Sewer Replacement

**Account Number:** 90-28-00-8-4890



2026 - Pheasant Run Storm Sewer - concrete pipe failing at the joints.  
 2027 - Lakeview Storm - corrugated metal pipe, rusting and deteriorating, causing sink holes to form.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>		\$ 26,523	\$ 42,118			\$ 68,640
<b>Construction</b>		\$ 265,225	\$ 421,177			\$ 686,402
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 291,748	\$ 463,295			\$ 755,043

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Misc. Culvert Replacement

**Account Number:** 27-00-00-3-4154



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.

2027 - Elm Drive (four 52" x 36" culverts)

2029 - Mooregate Trail (18 inch culvert)

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>		\$ 56,963	\$ 56,963		\$ 20,000	\$ 133,925
<b>Construction</b>			\$ 659,200		\$ 115,000	\$ 774,200
<b>Equipment</b>						
<b>Contingency</b>						
<b>Subtotal</b>		\$ 56,963	\$ 716,163		\$ 135,000	\$ 908,125

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Roads, Drainage, & Rights of Ways

**Description:** Choker Wall Replacement (x 6)

**Account Number:** 90-28-00-8-4890



The walls of the 3 choker bridges are deteriorating. There are two walls per choker bridge for a total of six walls that need to be repaired and tuck pointed with a capstone installed. The three bridges are Deer Point, Darlington (north) and North Trail.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction		\$ 26,523				\$ 26,523
Equipment						
Contingency						
<b>Subtotal</b>		<b>\$ 26,523</b>				<b>\$ 26,523</b>

# VILLAGE OF HAWTHORN WOODS

## Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Technology  
**Description:** Printer Leasing  
**Account Number:** 90-17-00-8-4890



The Village is leasing three new copiers and paying for maintenance on one copier and the KIP plotter. The Village pays a monthly fee for these items.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 12,000	\$ 12,000				\$ 24,000
Contingency						
<b>Subtotal</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>				<b>\$ 24,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan  
**Department:** Technology  
**Description:** Computer Replacement  
**Account Number:** 90-17-00-8-4890



This project provides for the replacement of all employee computers.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 20,748	\$ 16,000				\$ 36,748
<b>Construction</b>						
<b>Equipment</b>	\$ 37,250	\$ 30,000				\$ 67,250
<b>Contingency</b>						
<b>Subtotal</b>	\$ 57,998	\$ 46,000				\$ 103,998

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Technology

**Description:** Aquatic Center AV System Upgrade

**Account Number:** 90-17-00-8-4890



This project provides for upgrades to the Aquatic Center AV system.

<b>5 Year Projected Expenditures</b>						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment		\$ 10,000				\$ 10,000
Contingency						
<b>Subtotal</b>		<b>\$ 10,000</b>				<b>\$ 10,000</b>

# CAPITAL IMPROVEMENT PROJECT

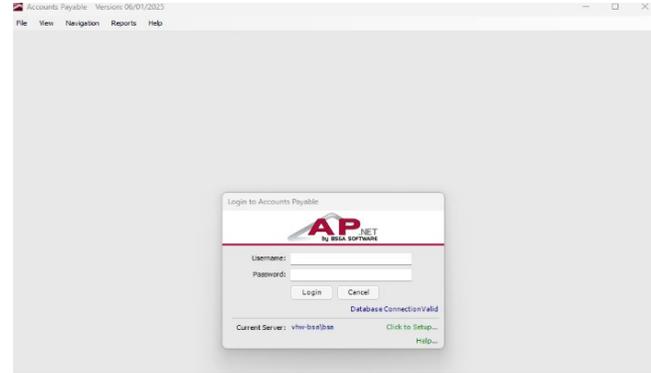
## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Technology

**Description:** BS&A Upgrade

**Account Number:** 90-17-00-8-4890



**This project provides for upgrades to the BS&A Financial System.**

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
<b>Land</b>						
<b>Professional Services</b>	\$ 85,000					
<b>Construction</b>						
<b>Equipment</b>						\$ -
<b>Contingency</b>						
<b>Subtotal</b>	\$ 85,000					\$ 85,000

# CAPITAL IMPROVEMENT PROJECT

## Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Administration

**Description:** Special Census

**Account Number:** 90-17-00-8-4890



Due to the continued and anticipated housing/population growth in the Village, a Special Census is included in the CIP. The Special Census will provide additional per capita funds from the State of Illinois.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services		\$ 134,000				\$ 134,000
Construction						
Equipment						\$ -
Contingency						
<b>Subtotal</b>		<b>\$ 134,000</b>				<b>\$ 134,000</b>

## CAPITAL IMPROVEMENT PROJECT Supplemental Narrative

**Fund:** Capital Improvement Plan

**Department:** Sewer

**Description:** Pump Replacement

**Account Number:** 12-00-00-8-4891

2025 - Replace one of the pumps at the School lift station.

5 Year Projected Expenditures						
Expense Category	2025	2026	2027	2028	2029	TOTAL
Land						
Professional Services						
Construction						
Equipment	\$ 30,900					\$ 30,900
Contingency						
<b>Subtotal</b>	<b>\$ 30,900</b>					<b>\$ 30,900</b>

**Municipal Building Equipment Inventory**

Location/Description	Type	Year	Manufacturer
<b>Community Park</b>			
Water Heater	10 Gallon	2013	Rheem
Well Pump	5HP	2016	Franklin Electric
Well Pump Variable Frequency Drive	Aquavar Solo2	2016	Goulds
<b>Heritage Oaks Baseball Pavilion</b>			
Water Heater	30 Gallon Water Heater	2014	Rheem
<b>Heritage Oaks Soccer Pavilion</b>			
Water Heater	30 Gallon Water Heater	2014	Rheem
Irrigation Pressure Pump	Irrigation Pressure Pump Motor	2006	Baldor-Reliance
<b>Aquatic Center</b>			
<i>Furnaces and Air Conditioners</i>			
Furnace #1 (Pump Room)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #2 (Com. Rm Supply Rm.)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #3 (Com. Rm Supply Rm.)	91%AFUE Nat Gas Furnace	2007	TempStar
Furnace #4 (East com. Rm. Closet)	91%AFUE Nat Gas Furnace	2007	TempStar
Men's Locker Room Heater	5kw electric space heater	2007	Dayton
Women's Locker Room Heater	5kw electric space heater	2007	Dayton
Mechanical Room Heater	5kw electric space heater	2007	Dayton
Pump Room Heater	84% AFUE Furnace	2007	Reznor
Air Conditioner #1	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #2	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #3	R410a AC Unit - 5 Ton	2007	TempStar
Air Conditioner #4	R410a AC Unit - 4 Ton	2007	TempStar
Pump Room Heater	93% AFUE Nat Gas Furnace	2013	Carrier
<b>Pool Heaters</b>			
Activity Pool Heater		2013	Raypak
Lap Pool Heater		2013	Raypak
<b>Water Heaters</b>			
Water Heater (Com. Rm.)	Tall Electric Water Heater - 40 Gallon	2016	Rheem
Shower Water Heater	Ultra HE DV Nat Gas Water Heater	2007	Lochinvar
Circulator Pump	1hp Circulating Pump	2017	Taco

**Municipal Building Equipment Inventory**

Location/Description	Type	Year	Manufacturer
<b>Aquatic Center - Continued</b>			
<i>Variable Frequency Drives</i>			
Speed Slide VFD	Variable Frequency Drive	2010	Danfoss
Flume Slide VFD	Variable Frequency Drive	2010	Danfoss
Feature VFD	Variable Frequency Drive	2010	Danfoss
Activity Pool VFD	Variable Frequency Drive	2010	Danfoss
Lap Pool VFD	Variable Frequency Drive	2010	Danfoss

**Municipal Building Equipment Inventory**

Location/Description	Type	Year	Manufacturer
<b>Pool Pumps</b>			
Speed slide	3ph 10hp cont. duty motor	2019	Baldor
Flume Slide	3ph 15hp cont. duty motor	2018	Baldor
Activity Feature	3ph 20hp cont. duty motor	2017	Baldor
Activity Pool	3ph 15hp cont. duty motor	2016	Baldor
Lap Pool	3ph 15hp cont. duty motor	2015	Baldor
<i>Lift Pumps</i>			
Pump 1	3hp Clear Water Lift Pump	Jul-05	Ebara
Pump 2	3hp Clear Water Lift Pump	2020	Ebara
<b>Village Hall</b>			
Furnaces and Air Conditioners			
Booking Room (PD) Furnace	80% AFUE Nat. Gas Furnace	2020	Armstrong Air
PD Office Furnace 1st floor	80% AFUE Nat. Gas Furnace	2019	Armstrong Air
PD Back Office Furnace (2nd Floor)	91% AFUE Nat. Gas Furnace	2019	Armstrong Air
Mayors Office Furnace	80% AFUE Nat. Gas Furnace	2018	Armstrong Air
Village Hall Front Office Furnace	80% AFUE Nat. Gas Furnace	2018	Armstrong Air
West Barn Furnace	95.5% AFUE Nat. Gas Furnace	Nov-12	Payne
East Barn Furnace	91% AFUE Nat. Gas Furnace	2019	Armstrong Air
West Barn Air Conditioner	R22 AC Unit	2019	Armstrong Air
East Barn Air Conditioner	R22 AC Unit	2019	Armstrong Air
Village Hall Front Office Air Conditioner	R22 AC Unit	2018	Armstrong Air
Mayors Office Air Conditioner	R22 AC Unit	2018	Armstrong Air

**Municipal Building Equipment Inventory**

Location/Description	Type	Year	Manufacturer
PD Front Office Air Conditioner	R22 AC Unit	2018	Armstrong Air
PD Upstairs Air Conditioner	R22 AC Unit	2019	Armstrong Air
<i>PD Booking Room Air Conditioner</i>	R22 AC Unit	2020	Armstrong Air
PD Rear Air Conditioner	R22 AC Unit	2019	Ducane
Village Hall Office Furnace	110,000 BTU 9.5 AFUE Furnace	2014	Armstrong Air
Village Hall Upstairs Air Conditioner	R410 AC Unit - 4 Tons	2014	Armstrong Air

**Municipal Building Equipment Inventory**

Location/Description	Type	Year	Manufacturer
PD Upstairs Water Heater (2nd Floor)	Direct Vent Nat. Gas	2013	State Select
PD Downstairs Bathroom/Kitchen	Electric Point of Use	1990	A.O. Smith
Village Hall Front Office Water Heater	Natural Gas Water Heater	2010	State Select
Generator-Village Hall Side	Nat. Gas 20KW Generator	2013	Generac
Generator-PD Side	Nat. Gas 60kw Generator	2013	Generac

**Kruger Road Lift Station**

Lift Station Backup Generator	100kw Diesel Generator	2010	Caterpillar
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**Public Works**

North Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
South Garage Heater	80%AFUE Nat. Gas Furnace	1992	Reznor
Office Furnace	80%AFUE Nat. Gas Furnace	1991	York
Office Air Conditioner	R22 AC unit	1991	York
Water Heater	Natural Gas Water Heater	1991	Rheem
Salt Brine Circulation Pump	Circulator Pump - 2HP	2019	Goulds Water Tech
Well Pump	1.5 HP	1992	Franklin Electric

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
<b><u>POLICE DEPARTMENT</u></b>						
SQUAD #300	2019	FORD POLICE INTERCEPTOR	\$34,000	2026	7	\$4,857.14
SQUAD#301	2015	FORD POLICE INTERCEPTOR	\$36,000	2019	4	9000
SQUAD #302	2020	FORD POLICE INTERCEPTOR	\$36,000	2024	4	9000
SQUAD #303	2020	FORD POLICE INTERCEPTOR	\$36,000	2024	4	9000
SQUAD #304	2017	DODGE CHARGER	\$36,000	2021	4	9000
SQUAD #305	2018	FORD POLICE INTERCEPTOR	\$36,000	2022	4	9000
SQUAD #306	2018	FORD POLICE INTERCEPTOR	\$36,000	2022	4	9000
HUMVEE	1987	FORD-MILITARY	\$10,000			
WACKER NEUSON LTNG LIGHT TOWER			\$25,000			
<b><u>PUBLIC WORKS</u></b>						
PW #812	1999	INTERNATIONAL DT 4900 2 TON	\$ 140,000	2011	12	\$ 11,667
PW#2 CAR	2008	CROWN VIC.	\$ 25,000	2015	7	\$ 3,571
PW #819	2006	FORD F-350 4X4 DUALY 4 DOOR	\$ 45,000	2013	7	\$ 6,429
PW #821	2008	INTERNATIONAL 7400 2 TON	\$ 140,000	2020	12	\$ 11,667
PW #811	2008	FORD S-D F-550 1 TON 4X4	\$ 90,000	2015	7	\$ 12,857
PW #804	2010	FORD F-250 3/4 TON 4X4	\$ 35,000	2017	7	\$ 5,000
PW #10	2012	FORD F-250 3/4 TON 4X4	\$ 35,000	2019	7	\$ 5,000
PW #1 ADMIN CAR	2010	FORD EXPEDITION	\$ 45,000	2017	7	\$ 6,429
PW #22	2014	INTERNATIONAL 7400 2 TON	\$ 140,000	2026	12	\$ 11,667
PW #18	2012	INTERNATIONAL 7400 2 TON	\$ 140,000	2024	12	\$ 11,667
PW #3 CAR	2004	CHEVY BLAZER	\$ 30,000	2011	7	\$ 4,286
PW #16	2016	INTERNATIONAL 1.5 TON	\$ 110,000	2023	7	\$ 15,714
PW #5	2018	INTERNATIONAL 7400 2 TON	\$ 160,000	2030	12	\$ 13,333
PW#19 SEWER UTILITY	2019	FORD F550 1-TON	\$ 89,000	2026	7	\$ 12,714
PW #14	2021	INTERNATIONAL 7400 2 TON	\$ 165,000	2033	12	\$ 13,750

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
<b>POLICE DEPARTMENT</b>						
PW END LOADER	2005	CASE 521	\$ 150,000	2017	12	\$ 12,500
PW BACKHOE	1992	CASE 580 SUPER K	\$ 110,000	2004	12	\$ 9,167
PW VACTOR	1997	INTERNATIONAL VACTOR				
PW TRACTOR	1988	FORD 7108	\$ 55,000	2000	12	\$ 4,583
PW SKID STEERER	2012	BOBCAT S650	\$ 35,000	2024	12	\$ 2,917
PW SMALL UTILITY	2010	TORO WORKMAN MD	\$ 15,000	2017	7	\$ 2,143
PW LARGE UTILITY	2010	TORO WORKMAN 3200	\$ 27,000	2017	7	\$ 3,857
PW GREEN TRAILER	N/A	N/A	\$ 4,000	2015	12	\$ 333
PW RED TRAILER	N/A	N/A	\$ 4,000	2016	7	\$ 571
PW BLUE TRAILER	N/A	N/A	\$ 4,000	2017	12	\$ 333
PW BLACK TRAILER	2010	BIG LUG	\$ 7,500	2022	12	\$ 625
BIG TEX TRAILER	2016	BIG TEX	\$ 5,500	2028	12	\$ 458
PW ROLLER	2008	WACKER RD 12A	\$ 16,000	2020	12	\$ 1,333
PW LIGHT TOWER	2006	TEREX AL4000	\$ 25,000	2018	12	\$ 2,083
PW WOOD CHIPPER	2004	VERMEER BC1800XL	\$ 85,000	2016	12	\$ 7,083
PW LARGE MOWER	2010	TORO 4000D	\$ 60,000	2017	7	\$ 8,571
PW SMALL MOWER	2010	TORO 3280	\$ 30,000	2017	7	\$ 4,286
PW BUNTON MOWER	2000	BZT2000	\$ 12,000	2007	7	\$ 1,714
PW EXMARK MOWER	2014	LAZER Z	\$ 7,400	2021	7	\$ 1,057
PW WALK BEHIND MOWER	2010	KAWASAKI FS481V	\$ 4,000	2017	7	\$ 571
PW TOP DRESSER	2010	TORO 2500	\$ 12,000	2022	12	\$ 1,000
PW AIR COMPRESSOR	2003	INGERSOLL RAND 185	\$ 17,000	2015	12	\$ 1,417
PW AIR RAIDER	2014	RYAN 544317A	\$ 3,000	2021	7	\$ 429
EXMARK MOWER	2019	LAZER Z	\$ 9,900	2026	7	\$ 1,414
VEHICLE LIFT		MOHAWK	\$ 15,000			
SEWER VIDEO TRAILER	2003	WELLS CARGO	\$ 35,000			

Village Vehicle and Equipment Replacement Schedule

<u>Vehicle/Equipment</u>	<u>Year</u>	<u>Make and Model</u>	<u>Est. New Replacement Cost</u>	<u>Est. Replacement Year</u>	<u>Est. Replacement Useful Life</u>	<u>Annual Replacement Saving Required</u>
<b>POLICE DEPARTMENT</b>						
<b>COMMUNITY DEV. DEPT.</b>						
BD SUV	2013	DODGE DURANGO	\$ 35,000	2020	7	\$ 5,000
<b>PARKS DEPT.</b>						
PARKS DEPT. VAN	2002	FORD E-350 VAN	\$ 30,000	2009	7	\$ 4,286
PARKS DEPT. VAN	1995	FORD E-350 VAN	\$ 30,000	2002	7	\$ -
PARKS DEPT. SUV	2006	FORD EXPLORER	\$ 30,000	2013	7	\$ 4,286
<b>ADMINISTRATION DEPT.</b>						

ANNUAL VEHICLE & EQUIPMENT REPLACEMENT COST

**\$ 227,769**



# RESERVE FUND



## RESERVE FUND

Actual Fiscal Year Ended 12/31/2020	Actual Fiscal Year Ended 12/31/2021	Actual Fiscal Year Ended 12/31/2022	Actual Fiscal Year Ended 12/31/2023	Budget Fiscal Year Ended 12/31/2024		Proposed	
						2025	2026
-	-	-	-	-	Transfer from General Fund	-	-
-	-	-	-	-	Transfer from Community Dev	-	-
-	-	-	-	-	<b>Total Cash Transfers</b>	-	-
2,484,926	2,799,662	4,761,451	5,145,585	5,246,130	<b>General Fund Bal. @ 12/31</b>	3,551,561	3,478,352
58%	65%	101%	103%	99%	<b>% of Next Year's Budget</b>	55%	54%

### 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 50% or approximately 6 months of the next years' operating budget in reserves. The projected fund balance at the end of Fiscal Year 2025 is 100%. 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 50% of the following year's expenditure budget.