



Village of Hanover Park Administration

Municipal Building
2121 Lake Street
Hanover Park, IL 60133-4398

630-823-5600
FAX 630-823-5786
www.hpil.org

PRESIDENT
RODNEY S. CRAIG

VILLAGE CLERK
EIRA CORRAL

TRUSTEES
WILLIAM CANNON
JAMES KEMPER
JENNI KONSTANZER
JON KUNKEL
RICK ROBERTS
EDWARD J. ZIMEL, JR.

VILLAGE MANAGER
JULIANA A. MALLER

VILLAGE OF HANOVER PARK

VILLAGE BOARD REGULAR WORKSHOP MEETING Municipal Building: 2121 W. Lake Street Hanover Park, IL 60133

Thursday, February 20, 2014
6:00 p.m.

AGENDA

1. CALL TO ORDER-ROLL CALL
2. ACCEPTANCE OF AGENDA
3. REGULAR BOARD MEETING AGENDA ITEM REVIEW
4. DISCUSSION ITEMS
 - a. Fiscal Year 2014B Budget Discussion
 - b. Electric Utility Tax
 - c. Village President Expenses
 - d. Purchase of Two Dump Trucks
5. STAFF UPDATES
 - a. Hanover Square Update
6. NEW BUSINESS
7. ADJOURNMENT



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director

SUBJECT: Fiscal Year 2014B Proposed Budget

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 20, 2014 – Board Workshop

Executive Summary

Review the proposed Fiscal Year 2014B Annual Budget and give direction to bring proposed budget to the March 20, 2014 Village Board Meeting for Approval.

Discussion

Staff presented a proposed Fiscal Year 2014B Annual Budget for review to the Finance Committee at their January 27, 2014 meeting. Review of the entire budget process and the steps staff took to present a balanced budget were discussed and reviewed by the Committee. Revisions were made and reviewed by the full Board on December 18, 2013 and February 6, 2014. Staff supports the Finance Committee's recommended Budget, as the Budget remains balanced.

As part of the budget process last year, staff worked with Village Manager Maller and the Village Board to reduce General Fund budgeted expenditures by \$1,135,548. For the 8-month proposed Fiscal Year 2014B Budget, an additional \$67,275 was reduced in addition to the \$222,000 cut by the Finance Committee in Capital costs and \$22,500 reduced by the Village Board at the February 6th Board Workshop. Significant expenditures within the proposed budget include providing sufficient funding for Police and Firefighter Pensions, Capital Projects and Vehicle Replacements. General Fund proposed Fiscal Year 2014B Budgeted expenditures total \$21,333,936.

Revenues for the 8-month proposed Fiscal Year Budget remain relatively stagnant in the General Fund except for Sales Tax, Home Rule Sales Tax and Income Tax. General Fund proposed Fiscal Year 2014B Revenues total \$21,363,923. Income Tax revenue projections have increased showing signs that more people are working and/or earning more. Sales and Home Rule Sales Budgeted Revenues are estimated to include a 1-2% increase over the past 4 year average. These increases are reflected in the proposed Fiscal Year 2014B Budget.

Agreement Name: _____

Executed By: _____ Board Workshop - 2/20/14

The Fiscal Year 2014 Budget included the use of \$202,995 of General Fund Reserves to balance the budget. Due to slight revenue increases and individual department expenditure reductions, the reserves are not projected to be used. In addition, Fiscal Year 2014 is projected to have a surplus of \$217,657, which is a total savings of \$420,652. Fiscal Year 2014B Proposed Budget also shows a surplus of \$29,987. These surpluses will be added to the General Fund reserves to maintain its 25% minimum reserve policy.

The Water & Sewer Fund Budgeted Revenues are \$7,854,983 for Fiscal Year 2014B. Revenues show a slight increase compared to May through December, 2013 primarily due to anticipated water rate increases. Budgeted expenditures for the Water & Sewer Fund total \$9,331,214. The Water & Sewer Fund, after reducing expenditures for depreciated assets, shows a \$608,231 deficit. This is mainly due to the timing of capital projects and the JAWA fixed costs. Fund balance in the amount of \$1,476,231 will be used to balance this fund.

Other Funds to highlight are the Road & Bridge Fund, Motor Fuel Tax Fund and the General Obligation Bond Funds. These funds are utilizing fund reserves for each fund to balance. Road & Bridge and Motor Fuel Tax Funds are using fund reserves for planned special projects and street resurfacing. Road & Bridge also has a reduction in revenues due to the timing of property tax receipts in the shortened budget year. The General Obligation Bonds Funds for the 2010, 2010A and 2011 Bonds are experiencing a revenue shortfall also due to the timing of receipt of the 2013 Property Tax levy. 100% of the principal and interest payments are made during Fiscal Year 2014B, but only a portion of the revenue is received. During 2015, the revenue will match the costs of the bond payments.

Attached are budget details for all Village Funds, including additional breakdowns of Revenue and Expenditures for the General Fund. A presentation will be given at the February 20, 2014 meeting.

A motion has been placed on the February 20 Board Agenda, to make the tentative Fiscal Year 2014B Annual Budget available for public inspection and publish the Public Notice.

Recommended Action

Move to direct staff to proceed with completion of the Fiscal Year 2014B Annual Budget document and include on March 20, 2014 Village Board Meeting Agenda for final approval.

Attachments: All Funds Budget Summary, Budget Detail by Fund

Budgeted Item:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Budgeted Amount:	\$			
Actual Cost:	\$			
Account Number:				

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary - Total by Fund
 Fiscal Year Ending December 31, 2014

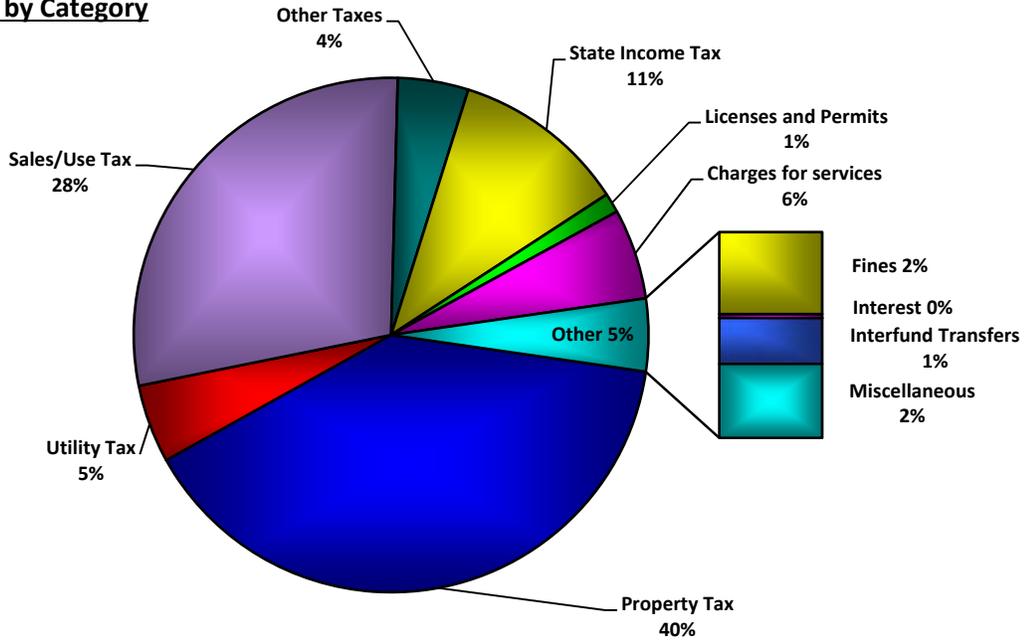
Fund	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources					
General	\$ 30,301,117	\$ 27,151,332	\$ 29,754,222	\$ 30,063,719	\$ 21,363,923
Special Revenue Funds					
Road and Bridge	138,170	158,925	171,512	186,903	191,500
Motor Fuel Tax	1,159,787	1,121,567	1,801,611	920,801	1,395,700
SSA #3	480	19,812	44,500	21,182	15,634
SSA #4	30,999	38,479	29,885	30,819	23,115
SSA #5	175,423	313,505	385,000	277,258	274,406
TIF #2	865,692	-	-	-	-
TIF #3	973,305	1,731,523	1,885,000	1,228,679	1,406,148
TIF #4	247,230	104	61,500	100	27,000
	<u>3,591,086</u>	<u>3,383,915</u>	<u>4,379,008</u>	<u>2,665,742</u>	<u>3,333,503</u>
Debt Service Funds					
TIF Debt Service	-	-	-	-	-
SSA Debt Service	-	-	-	-	-
2001 General Obligation Bonds	382,677	-	-	-	-
2002 General Obligation Bond	1,003,616	-	-	-	-
2010 General Obligation Bonds	613,150	829,995	795,610	810,432	794,632
2010A General Obligation Bonds	375,100	194,805	349,538	361,500	398,741
2011 General Obligation Bonds	7,516,917	630,447	641,513	671,776	641,941
	<u>9,891,460</u>	<u>1,655,247</u>	<u>1,786,661</u>	<u>1,843,708</u>	<u>1,835,314</u>
Capital Projects Funds					
SSA #6	123,522	75,511	101,207	77,866	38,948
General Capital Projects	1,453,523	733,476	1,812,825	1,757,825	975,280
Municipal Building Fund	1,269,636	424	-	-	-
	<u>2,846,681</u>	<u>809,411</u>	<u>1,914,032</u>	<u>1,835,691</u>	<u>1,014,228</u>
Enterprise Funds					
Water and Sewer	8,965,493	10,883,236	12,123,132	10,972,470	9,331,214
Commuter Parking Lot	328,852	317,668	412,323	304,102	319,170
Hanover Square	3,036,916	748,292	750,000	721,650	983,185
	<u>12,331,261</u>	<u>11,949,196</u>	<u>13,285,455</u>	<u>11,998,222</u>	<u>10,633,569</u>
Internal Service Fund					
Central Equipment	335,654	971,859	1,169,707	970,118	1,201,390
Employee Benefits	1,020,792	-	-	-	-
	<u>1,356,446</u>	<u>971,859</u>	<u>1,169,707</u>	<u>970,118</u>	<u>1,201,390</u>
Trust and Agency Funds					
Police Pension	2,222,360	4,305,358	3,457,839	4,024,394	2,668,496
Fire Pension	1,173,151	2,281,055	1,942,279	1,880,121	992,279
	<u>3,395,511</u>	<u>6,586,413</u>	<u>5,400,118</u>	<u>5,904,515</u>	<u>3,660,775</u>
Total Revenues	<u>\$ 63,713,562</u>	<u>\$ 52,507,373</u>	<u>\$ 57,689,203</u>	<u>\$ 55,281,715</u>	<u>\$ 43,042,702</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary - Total by Fund
 Fiscal Year Ending December 31, 2014

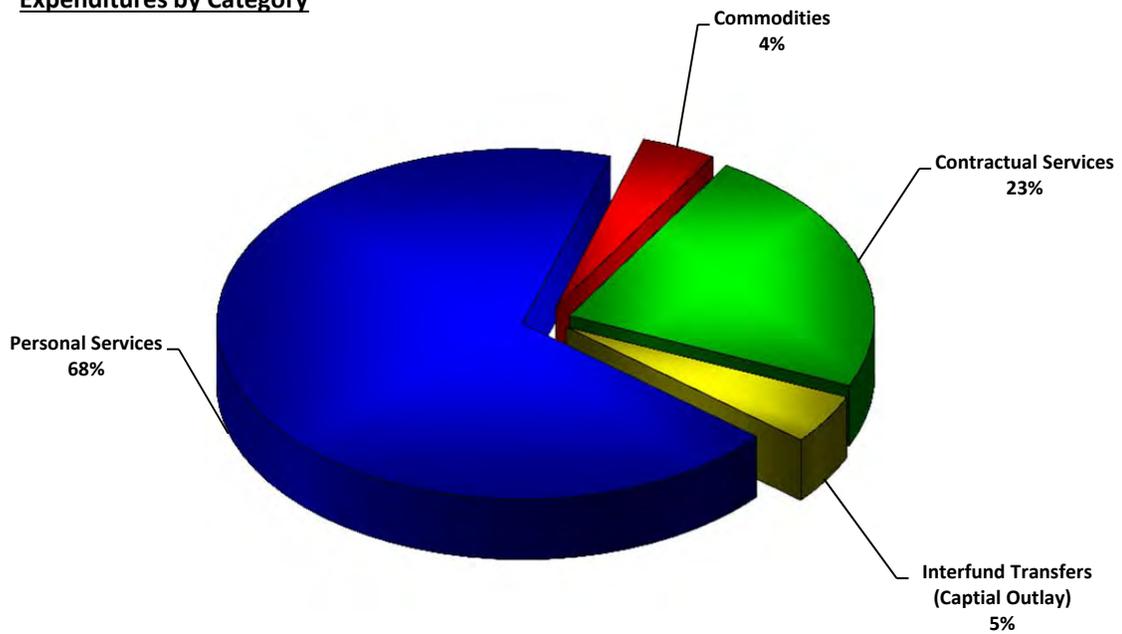
Fund	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses					
General	\$ 29,231,302	\$ 27,019,833	\$ 29,754,222	\$ 29,846,062	\$ 21,333,936
Special Revenue Funds					
Road and Bridge	61,552	104,133	140,000	157,790	191,500
Motor Fuel Tax	1,481,830	1,929,255	1,801,611	1,595,717	1,395,700
SSA #4	23,900	24,139	29,800	29,800	18,000
SSA #5	83,464	527,917	385,000	277,141	272,800
TIF #2	4,842,337	359,879	-	-	-
TIF #3	3,147,760	666,979	1,885,000	1,886,790	1,406,148
TIF #4	412,959	47,210	61,500	25,850	22,000
TIF #5	-	13,364	-	8,000	-
	<u>10,069,181</u>	<u>3,688,633</u>	<u>4,347,411</u>	<u>4,025,588</u>	<u>3,320,963</u>
Debt Service Funds					
2001 General Obligation Bonds	534,592	-	-	-	-
2002 General Obligation Bond	683,100	-	-	-	-
2010 General Obligation Bonds	515,788	795,788	795,610	795,888	794,191
2010A General Obligation Bonds	298,985	299,816	349,538	349,816	398,741
2011 General Obligation Bonds	7,401,394	640,025	641,513	641,441	641,941
	<u>9,433,859</u>	<u>1,735,629</u>	<u>1,786,661</u>	<u>1,787,145</u>	<u>1,834,873</u>
Capital Projects Funds					
SSA #6	-	68,128	101,207	69,200	31,675
General Capital Projects	1,402,935	837,195	1,812,825	1,887,825	975,280
Municipal Building Fund	11,573,456	446,648	-	-	-
	<u>12,976,391</u>	<u>1,351,971</u>	<u>1,914,032</u>	<u>1,957,025</u>	<u>1,006,955</u>
Enterprise Funds					
Water and Sewer	8,602,352	9,291,601	12,123,132	11,451,755	9,331,214
Commuter Parking Lot	309,015	280,838	412,323	395,012	283,479
Hanover Square	104,675	694,737	750,000	860,143	983,185
	<u>9,016,042</u>	<u>10,267,176</u>	<u>13,285,455</u>	<u>12,706,910</u>	<u>10,597,878</u>
Internal Service Fund					
Central Equipment	460,374	1,123,474	1,169,707	1,141,707	361,707
Employee Benefits	1,528,619	-	-	-	-
	<u>1,988,993</u>	<u>1,123,474</u>	<u>1,169,707</u>	<u>1,141,707</u>	<u>361,707</u>
Trust and Agency Funds					
Police Pension	1,678,086	1,612,349	1,892,182	2,152,248	1,260,821
Fire Pension	662,550	802,814	1,110,105	885,084	610,378
	<u>2,340,636</u>	<u>2,415,163</u>	<u>3,002,287</u>	<u>3,037,332</u>	<u>1,871,199</u>
Total Expenditures	<u>\$ 75,056,404</u>	<u>\$ 47,601,879</u>	<u>\$ 55,259,775</u>	<u>\$ 54,501,769</u>	<u>\$ 40,327,511</u>

GENERAL FUND Fiscal Year 2014B Budget

Revenues by Category



Expenditures by Category



VILLAGE OF HANOVER PARK, ILLINOIS
General Fund Budget Summary

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Dept Request
Revenues and Other Financing Sources						
Property Taxes	\$ 8,773,790	\$ 9,981,877	\$ 9,442,081	\$ 10,230,972	\$ 10,230,972	\$ 8,466,174
TIF Rebate	-	674,316	-	-	-	-
Utility Taxes	1,750,085	1,730,990	1,621,854	1,690,293	1,669,279	1,051,283
Sales and Use Tax	7,006,937	6,882,095	6,789,103	9,049,979	9,162,981	6,107,585
Other Taxes	4,734,003	4,899,446	5,388,126	4,818,269	5,051,519	3,286,538
Total Taxes	22,264,815	24,168,724	23,241,164	25,789,513	26,114,751	18,911,580
Licenses and Permits	510,154	441,036	481,837	412,321	557,483	262,809
Charges for Services	1,690,639	1,835,899	1,908,114	1,800,946	1,884,408	1,215,070
Fines and Forfeits	512,934	640,015	660,603	627,060	561,932	388,910
Investment Income	56,471	32,641	92,279	31,344	24,309	18,359
Miscellaneous	520,331	513,765	514,413	492,864	558,657	350,234
Interfund Transfers	639,973	2,719,071	274,594	397,179	362,179	216,961
Other	-	-	1	-	-	-
Other	-	-	-	202,995	-	-
Total Revenues	26,195,317	30,351,151	27,173,005	29,754,222	30,063,719	21,363,923
Expenditures and Other Financing Uses						
Personal Services	18,927,297	20,371,689	19,578,026	20,860,223	20,630,231	14,620,367
Commodities	928,784	1,114,188	1,157,721	1,231,687	1,190,541	843,448
Contractual Services	4,832,463	5,050,896	5,638,116	6,431,237	6,719,721	4,894,841
Total Operating Costs	24,688,544	26,536,773	26,373,863	28,523,147	28,540,493	20,358,656
Transfers	-	1,714,287	-	-	-	-
Capital Outlay	579,317	980,242	645,970	1,231,075	1,305,569	975,280
Total Expenditures/Expenses	25,267,861	29,231,302	27,019,833	29,754,222	29,846,062	21,333,936
Net Change in Fund Balance	927,456	1,119,849	153,172	-	217,657	29,987
Fund Balance, Beginning of Year	7,743,966	8,896,967	10,016,816		10,016,816	10,234,473
Fund Balance, End of Year	\$ 8,671,422	\$ 10,016,816	\$ 10,169,988		\$ 10,234,473	\$ 10,264,460
Unrestricted Fund Balance	\$ 7,831,351	\$ 7,773,523	\$ 8,473,882		\$ 8,538,366	\$ 8,568,353
% of fund balance / next years budgeted expenditures	30.71%	26.13%	28.48%		26.93%	27.02%

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 9,981,877	\$ 9,442,081	\$ 10,230,972	\$ 10,230,972	\$ 8,466,174
311.02-00	Personal Prop Replacement	81,079	80,386	85,015	85,015	47,890
311.03-00	TIF Rebates	674,316	-	-	-	-
312.01-00	Simp Telecommunications	1,120,588	982,864	1,073,992	1,031,032	649,550
312.02-00	Natural Gas Tax	182,461	203,930	144,228	203,940	87,197
312.03-00	Electric Tax	427,941	435,060	472,073	434,307	314,536
313.01-00	Sales Tax	4,803,807	4,729,737	5,273,623	5,273,623	3,394,223
313.03-00	Home Rule Sales Tax	2,078,288	2,059,366	3,199,166	3,255,209	2,213,542
313.02-00	Use Tax	550,219	605,067	577,190	634,149	499,820
313.04-00	Real Estate Transfer Tax	-	203,400	277,366	244,676	176,174
313.05-00	Hotel/Motel Tax	35,281	36,686	36,720	45,138	32,369
314.01-00	Food & Beverage Tax	1,086,568	1,018,775	1,077,544	994,701	683,160
314.06-00	Video Gaming Tax	-	-	-	10,000	7,000
315.01-00	State Income Tax	3,096,265	3,422,147	3,341,624	3,671,989	2,339,945
Total Taxes		24,118,690	23,219,499	25,789,513	26,114,751	18,911,580
321.01-00	Business Licenses	78,290	87,509	94,516	94,516	11,000
321.02-00	Liquor Licenses	45,652	50,688	47,455	63,674	63,674
321.03-00	Contractor Licenses	32,810	35,470	25,199	25,199	25,885
321.04-00	Vendor/Solicitor Licenses	220	370	263	263	200
321.06-00	Animal Licenses	1,240	980	500	500	400
321.07-00	Penalties on Licenses	11,194	9,295	10,363	10,363	6,500
321.08-00	Multi-Family Licenses	91,800	91,025	87,225	81,450	58,150
321.09-00	Single Family Rental Licenses	70,300	73,450	67,800	77,000	51,300
322.01-00	Building Permits-Cook	43,665	64,949	31,000	99,207	25,000
322.02-00	Building Permits-DuPage	60,720	63,115	43,000	90,311	17,000
322.03-00	Sign Permits	5,145	4,986	5,000	4,000	2,700
322.04-00	Video Gaming Terminals	-	-	-	11,000	1,000
Total Licenses and Permits		441,036	481,837	412,321	557,483	262,809
323.01-00	Solid Waste Franchise Fee	113,691	117,142	116,032	118,031	83,103
323.02-00	Building Reinspect Fee	1,190	1,875	1,500	2,350	1,600
323.03-00	Inspection Fees-Misc	905	300	-	700	-
323.05-00	Plan Review-Comm Devel	14,116	22,493	15,000	45,705	10,000
323.07-00	Cable Franchise Fee	356,995	380,445	363,494	377,428	282,090
323.12-00	Ambulance Fees	636,533	608,450	640,000	640,000	395,000
323.12-01	Non-911 Ambulance Fees	609	-	1,500	200	200
323.13-00	CPR Fees	2,555	2,755	3,500	2,500	1,500
323.14-00	Vehicle Impoundment Fees	679,500	769,500	650,000	687,000	433,333
323.16-00	ADT Administrative Fee	5,170	3,929	3,000	5,634	4,200
323.17-00	Public Safety Appl Fee	7,220	520	5,920	4,760	3,944
323.18-00	Child Safety Seat Install	-	205	1,000	100	100
323.19-00	Elevator Inspection Fee	-	500	-	-	-
Total Charges for Services		1,835,899	1,908,114	1,800,946	1,884,408	1,215,070
351.01-00	Traffic Fines-Cook	114,847	135,298	120,000	114,272	80,000
351.02-00	Traffic Fines-DuPage	34,763	40,788	38,000	37,012	25,333
351.03-00	Ordinance Violations	260,810	273,559	271,000	242,579	178,860
351.04-00	Warning Tickets	550	470	210	136	150
351.05-00	Police False Alarm Fines	4,775	4,575	4,500	4,550	3,000
351.06-00	DUI Fines	39,543	25,538	2,850	1,400	1,900
351.07-00	Fire False Alarm Fines	4,050	4,425	6,000	5,000	4,000
351.08-00	Traffic Court Supervision	49,343	28,682	40,000	40,000	-
351.09-00	Fines-Red Light Cameras	129,404	145,743	142,000	114,733	94,667
351.10-00	Kennel Fees	1,930	1,525	2,500	2,250	1,000
Total Fines and Forfeits		640,015	660,603	627,060	561,932	388,910

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources (Continued)						
361.00-00	Interest on Investments	31,428	91,658	31,344	24,109	18,309
362.00-00	Net Change in Fair Value	1,213	614	-	200	50
Total Investment Income		32,641	92,272	31,344	24,309	18,359
363.00-00	Printed Materials	5,770	5,862	7,000	4,640	3,094
364.00-00	Rental Income	279,631	303,991	321,900	315,463	239,906
367.00-00	Drug Forfeiture	-	1,000	3,800	3,800	5,000
380.03-00	Reimb Exp-ILEOT Board	11,262	2,855	9,000	9,000	6,000
380.04-00	Reimb Exp-Property Damage	-	303	-	-	-
380.06-00	Reimb Exp-Police Programs	18,952	-	600	50,600	600
380.07-00	Reimb Exp-Fire	36,128	24,377	15,000	11,500	5,300
380.09-00	Reimb Exp-Miscellaneous	15,598	80,984	16,000	30,083	12,000
380.12-00	Reimb Exp-COPS Fast	-	-	-	-	-
380.13-00	Law Enforcement Block Grant	-	-	-	-	-
380.15-00	IL EMA Disaster Grant	9,204	569	-	-	-
380.17-00	DuPage Cty Mowing Reimb	14,959	14,959	15,000	14,959	14,959
380.18-00	FEMA Grant	-	-	-	-	-
380.19-00	Legislator Initiative	-	-	-	-	-
380.26-00	ILEAS Reimbursement	3,437	855	-	2,188	-
380.27-00	Hazardous Materials	3,428	17,315	5,000	5,000	3,300
380.28-00	OJP Bullet Proof Vest Grant	6,375	1,818	3,660	3,600	2,440
389.03-00	Miscellaneous Income	104,232	57,443	93,764	98,284	51,100
389.07-00	Corporate Partnership Prog	4,700	2,050	2,050	9,500	6,500
389.08-00	Loan Repay- DuPage M&M	89	32	90	40	35
389.10-00	Sister Cities Committee	-	-	-	-	-
389.11-00	Volume Cap Fees	-	-	-	-	-
Total Miscellaneous		513,765	514,413	492,864	558,657	350,234
391.16-00	Trans from SSA #6	-	-	64,207	64,207	26,675
391.37-00	Transfer from TIF #4	-	-	35,000	-	-
391.40-00	Transfer from 2001 G.O.D.S.	81,239	-	-	-	-
391.43-00	From TIF #2 DS	-	-	-	-	-
391.50-00	Transfer from Water and Sewer	-	274,594	297,972	297,972	190,286
391.65-00	Transfer from Comp Abs	1,109,213	-	-	-	-
391.66-00	Transfer from Employee Benefits	1,528,619	-	-	-	-
Total Interfund Transfers		2,719,071	274,594	397,179	362,179	216,961
399.00-00	Use of Fund Balance	-	-	202,995	-	-
Total Other		-	-	202,995	-	-
Total Revenues and Other Financing Sources		\$ 30,301,117	\$ 27,151,332	\$ 29,754,222	\$ 30,063,719	\$ 21,363,923

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 11,932,714	\$ 11,566,020	\$ 12,037,985	\$ 11,732,661	\$ 8,243,814
1-12	Salaries-Part Time	685,003	630,120	718,674	698,890	520,677
1-21	Overtime Compensation	992,243	802,837	917,972	1,029,414	648,807
1-22	Court Appearances	170,971	188,545	177,000	177,000	118,001
1-23	Holiday Pay	147,927	151,279	154,600	149,600	117,567
1-26	Compensation Adjustment	8,449	8,089	7,200	7,200	5,562
1-27	Language Proficiency	20,060	21,024	21,500	18,850	21,500
1-28	On-Call Premium Pay	7,416	8,386	11,254	10,774	6,881
1-29	Employee Incentive	29,953	17,587	26,950	26,950	20,819
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	689,435	595,876	704,303	701,185	452,050
1-42	Social Security	832,209	820,937	885,363	880,360	624,614
1-43	Police/Fire Pension	2,367,961	2,473,003	2,645,283	2,645,283	1,989,927
1-44	Employee Insurance	2,362,225	2,187,627	2,438,920	2,440,731	1,742,052
1-45	Special Pension	32,061	27,657	29,839	31,118	27,881
1-46	Unempl Compensation	93,062	79,039	83,380	80,215	80,215
Total Personal Services		20,371,689	19,578,026	20,860,223	20,630,231	14,620,367
2-11	Office Supplies	107,995	124,028	111,495	105,654	65,416
2-13	Memberships/ Subscriptions	93,210	96,350	99,170	97,723	86,986
2-14	Books/Publications/Maps	11,214	12,723	15,784	12,020	11,518
2-21	Gasoline & Lube	311,622	357,094	412,795	411,795	274,523
2-22	Auto Parts & Accessories	121,604	110,861	120,000	120,000	80,000
2-23	Communication Parts	5,583	11,690	10,150	9,350	7,917
2-25	Ammunition	-	-	2,000	2,000	2,000
2-26	Bulk Chemicals	4,123	3,789	5,450	4,722	3,635
2-27	Materials & Supplies	214,968	197,421	235,445	218,208	143,994
2-28	Cleaning Supplies	31,446	23,633	26,975	25,474	17,300
2-29	Part & Access-Non Auto	46,039	42,010	48,500	42,500	29,940
2-31	Uniforms	74,551	72,572	75,325	74,281	56,283
2-33	Safety & Protective Equip	17,180	19,383	17,674	15,795	13,708
2-34	Small Tools	28,228	24,324	18,300	17,470	17,935
2-35	Evidence	3,623	5,149	5,000	5,000	3,333
2-36	Photo Supplies	1,097	1,261	1,675	1,675	1,100
2-90	Employee Recognition	39,873	36,077	22,824	22,824	24,240
2-91	CERT Training	-	-	-	-	-
2-99	Miscellaneous Expense	1,832	19,356	3,125	4,050	3,620
Total Commodities		1,114,188	1,157,721	1,231,687	1,190,541	843,448
3-11	Telephone	139,300	171,078	195,320	195,226	144,768
3-12	Postage	45,969	48,113	46,735	44,611	33,811
3-13	Light & Power	-	1,026	1,100	1,417	1,058
3-14	Natural Gas	5,654	17,693	20,000	25,559	10,040
3-17	Tax Incentive Payments	2,010,071	1,862,942	2,196,105	2,192,284	1,335,487
3-21	Liability Insurance Program	455,033	346,818	584,310	594,598	363,528
3-31	M & R- Auto Equipment	47,292	63,609	51,500	51,500	34,400
3-32	M & R- Office Equipment	6,801	7,496	8,150	7,310	2,059
3-33	M & R- Comm Equipment	1,291	224	3,575	3,575	3,901
3-34	M & R- Buildings	73,294	53,998	64,700	66,200	42,200
3-35	M & R- Streets & Bridges	219,774	254,380	237,471	287,471	181,871
3-36	Maintenance Agreements	272,616	369,726	403,118	406,777	439,030
3-37	M & R- Other Equipment	25,679	47,458	17,075	17,113	12,925
3-38	Maintenance-Forestry	106,833	139,726	193,076	193,076	86,000

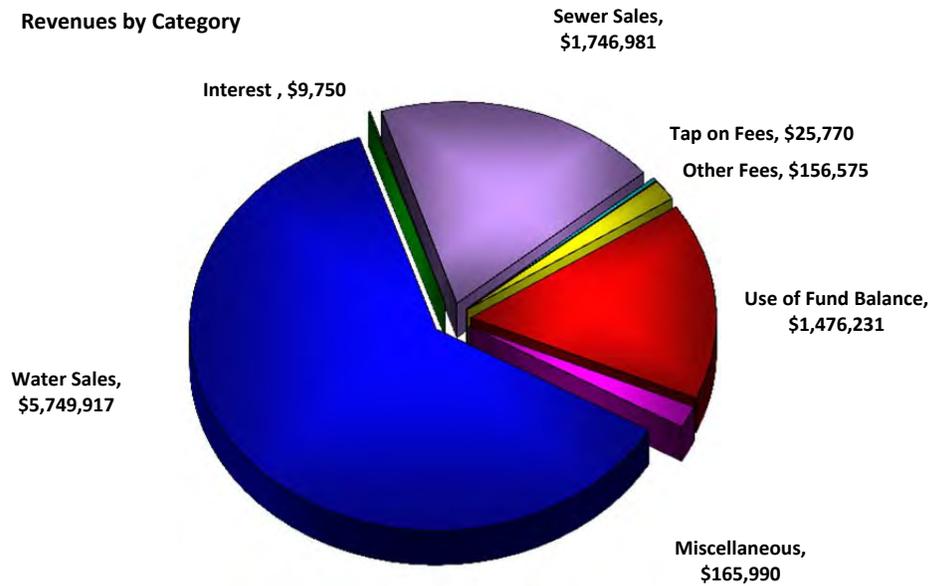
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

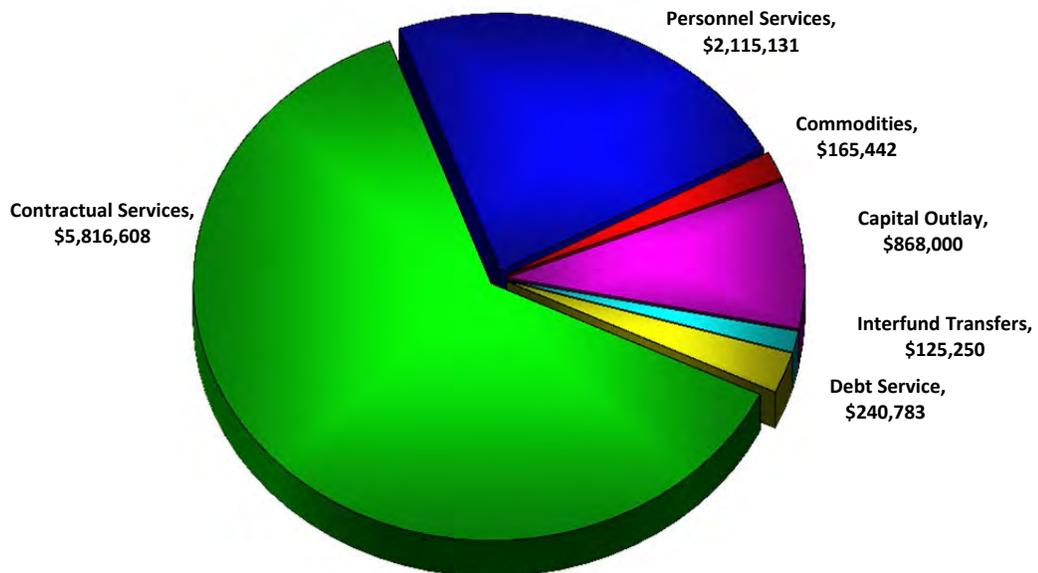
Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (continued)						
3-39	M & R- Accident Claims	4,060	4,928	5,000	5,000	1,000
3-51	Equipment Rentals	625,886	684,591	722,889	720,401	544,767
3-52	Vehicle Maint & Replace	46,120	618,423	702,441	689,280	907,148
3-53	Furn & Equipment Replace	20,000	20,000	20,000	26,958	13,336
3-54	AS/400 Computer	-	-	-	-	-
3-56	Fence Escrow	37,837	-	-	-	-
3-61	Consulting Services	217,992	145,865	141,061	180,436	98,976
3-62	Legal Services	274,331	278,471	277,900	306,212	226,408
3-63	Auditing Services	34,615	20,878	24,384	24,384	24,234
3-64	Engineering Services	10,058	25,125	2,500	2,500	2,500
3-65	Medical Examinations	17,682	17,729	27,644	27,644	25,000
3-67	Legal Publications	8,332	7,358	11,000	11,000	7,330
3-68	Uniform Rentals	3,038	3,366	3,120	3,120	2,145
3-69	Testing Services	1,531	1,533	1,700	1,700	-
3-70	Binding & Printing	24,752	40,027	43,450	35,028	24,250
3-71	Schools/Conf/Meetings	163,153	177,410	215,938	197,385	182,704
3-72	Transportation	33,103	35,753	37,975	39,774	28,409
3-73	Elected Officials Initiative	14,179	13,238	14,000	14,000	14,500
3-78	Fire Corp	1,418	1,334	3,760	750	1,000
3-83	Shelter Inc	3,000	3,000	3,000	3,000	3,000
3-85	Miscellaneous Programs	14,040	12,030	12,000	12,000	13,700
3-86	Court Supervision Expense	-	50,000	40,000	40,000	-
3-87	PACE Bus Service	20,373	15,680	19,000	15,680	10,456
3-88	Pk Dist Youth Programs	4,000	4,000	4,000	4,000	3,000
3-89	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000
3-90	Local Law Enf Block Grant	-	-	-	-	-
3-91	Special Events	41,241	50,596	48,740	45,178	38,643
3-92	Drug Forfeiture	3,000	1,000	3,800	3,800	5,000
3-94	DUI Expense	172	797	2,850	2,850	1,900
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-96	Collection Service	-	-	-	-	-
3-98	Contingency	-	700	-	200,000	10,000
3-99	Miscellaneous Expense	14,376	16,997	17,850	17,924	11,357
Total Contractual Services		5,050,896	5,638,116	6,431,237	6,719,721	4,894,841
Total Operating Expenditures		26,536,773	26,373,863	28,523,147	28,540,493	20,358,656
12-31	Transfer to Gen Capital	980,242	645,970	1,231,075	1,305,569	975,280
12-37	Transfer to T.I.F.#4	-	-	-	-	-
12-39	Transfer to Municipal Building	1,109,213	-	-	-	-
12-45	Transfer to 2002 G.O. Debt Service	605,074	-	-	-	-
Total Interfund Transfers		2,694,529	645,970	1,231,075	1,305,569	975,280
13-11	Land	-	-	-	-	-
13-21	Buildings	-	-	-	-	-
13-22	Improvements other than Bldgs	-	-	-	-	-
13-43	Other Equipment	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-
Total Other Expenditures		2,694,529	645,970	1,231,075	1,305,569	975,280
Total Expenditures and Other Financing Uses		\$ 29,231,302	\$ 27,019,833	\$ 29,754,222	\$ 29,846,062	\$ 21,333,936
Revenues over (under) expenditures		\$ 1,069,815	\$ 131,499	\$ -	\$ 217,657	\$ 29,987

WATER & SEWER FUND Fiscal Year 2014B Budget

Revenues by Category



Expenditures by Category



VILLAGE OF HANOVER PARK, ILLINOIS
Budget Summary by Account
Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
321.07-00	Penalties on Licenses	\$ 2,020	\$ 1,780	\$ 1,800	\$ 1,800	\$ 900
321.10-00	Wastewater Discharge	3,000	-	-	-	500
Total Licenses and Permits		5,020	1,780	1,800	1,800	1,400
344.01-00	Water Sales-Cook Cty	2,692,382	3,599,634	3,955,499	3,955,499	2,890,227
344.02-00	Water Sales-DuPage Cty	2,724,100	3,408,131	3,913,707	3,913,707	2,859,690
345.01-00	Sewer Sales-Cook Cty	865,098	819,154	843,017	826,435	544,524
345.02-00	Sewer Sales-DuPage Cty	1,918,188	1,865,960	2,014,490	1,831,618	1,202,457
346.00-00	Water Penalties	186,407	191,280	192,300	192,300	155,175
347.01-00	Water Tap-On Fees-Cook	26,984	39,195	14,167	14,167	13,015
347.02-00	Water Tap-On Fees-DuPage	79,259	-	-	-	-
348.01-00	Sewer Tap-On Fees-Cook	26,445	40,262	13,884	13,884	12,755
348.02-00	Sewer Tap-On Fees-DuPage	72,817	-	-	-	-
349.01-00	Water Meters-Cook Cty	4,995	7,424	1,560	1,560	1,300
349.02-00	Water Meters-DuPage Cty	1,309	372	-	-	-
Total Charges for Services		8,597,984	9,971,412	10,948,624	10,749,170	7,679,143
361.00-00	Interest on Investments	8,577	10,295	13,000	13,000	9,750
362.00-00	Net Change in Fair Value	317	-	-	-	-
368.00-00	Declared IPBC Dividend	-	-	-	-	-
Total Investment Income		8,894	10,295	13,000	13,000	9,750
380.04-00	Reimb Exp-Property Damage	2,570	284	4,000	4,000	250
380.09-00	Reimb Exp-Miscellaneous	907	29,282	2,500	2,500	1,500
389.03-00	Miscellaneous Income	25,152	61,306	22,000	22,000	11,940
389.09-00	Leachate Treatment Rev	261,556	175,595	180,000	180,000	151,000
Total Miscellaneous		290,185	266,467	208,500	208,500	164,690
392.02-00	(Loss) - Sale of Capital Assets	(38,695)	-	-	-	-
392.04-00	Capital Contributions	102,105	-	-	-	-
399.00-00	Use of Fund Balance	-	-	951,208	-	608,231
Total Other		63,410	633,282	951,208	-	608,231
Total Revenues and Other Financing Sources		\$ 8,965,493	\$ 10,883,236	\$ 12,123,132	\$ 10,972,470	\$ 8,463,214
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 1,746,092	\$ 1,760,425	\$ 2,019,627	\$ 2,019,627	\$ 1,316,602
1-12	Salaries-Part Time	24,909	40,149	49,250	51,728	51,958
1-21	Overtime Compensation	115,107	122,288	97,069	103,984	79,990
1-27	Language Proficiency	-	-	-	-	-
1-28	On-Call Premium Pay	23,568	21,977	24,102	24,102	15,460
1-41	State Retirement	300,061	274,148	340,327	340,327	208,312
1-42	Social Security	142,877	145,317	173,370	173,370	118,148
1-44	Employee Insurance	373,393	364,334	416,538	416,538	295,264
1-45	Special Pension	8,035	8,479	8,816	8,816	6,091
1-46	Unempl Compensation	6,231	4,160	4,222	4,222	3,166
1-50	OPEB	9,785	4,938	24,600	24,600	20,140
Total Personal Services		2,750,058	2,746,215	3,157,921	3,167,314	2,115,131

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Summary by Account
Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
2-11	Office Supplies	2,129	3,088	3,950	2,975	2,420
2-13	Memberships/ Subscriptions	12,160	12,105	10,750	14,029	12,839
2-14	Books/Publications/Maps	416	416	645	636	100
2-21	Gasoline & Lube	51,918	-	-	-	500
2-26	Bulk Chemicals	7,110	8,976	20,945	11,850	14,955
2-27	Materials & Supplies	108,019	80,471	109,882	103,262	85,417
2-28	Cleaning Supplies	1,979	1,279	2,404	2,120	1,885
2-29	Part & Access-Non Auto	104	69	7,400	4,100	27,300
2-31	Uniforms	5,827	2,322	4,050	3,853	3,220
2-33	Safety & Protective Equip	7,928	8,689	7,433	5,218	5,151
2-34	Small Tools	1,966	3,817	2,595	1,610	2,255
2-36	Photo Supplies	-	-	100	70	-
2-37	Resale Merchandise	5,182	5,400	12,434	9,400	9,400
2-99	Miscellaneous Expense	-	-	-	-	-
Total Commodities		204,738	126,632	182,588	159,123	165,442
3-11	Telephone	52,007	54,896	71,714	71,514	76,984
3-12	Postage	33,876	36,210	39,530	39,330	28,113
3-13	Electricity	231,471	168,204	235,711	193,718	149,171
3-14	Natural Gas	21,381	8,627	9,222	8,651	5,239
3-21	Liability Insurance Program	292,330	101,346	266,930	266,930	168,199
3-32	M & R- Office Equipment	-	-	50	50	-
3-33	M & R- Comm Equipment	-	-	310	310	-
3-34	M & R- Buildings	24,112	20,817	47,695	24,000	30,595
3-35	M & R- Streets & Bridges	4,728	6,079	13,000	20,870	67,000
3-36	Maintenance Agreements	51,846	50,473	70,893	70,893	66,610
3-37	M & R- Other Equipment	8,876	1,430	19,360	10,050	16,285
3-41	M & R- Sewage Treat Plant	81,687	75,556	85,500	85,500	59,500
3-42	M & R- Sewer Lines	10,820	8,918	22,000	44,240	16,000
3-43	M & R- Wells	(3,778)	23,316	10,500	10,500	10,500
3-44	M & R- Water Mains	1,455	27,554	13,500	13,500	12,000
3-45	M & R- Water Tanks	5,159	148,696	137,000	118,395	11,330
3-46	M & R- Water Meters	699	-	2,000	2,000	500
3-51	Equipment Rentals	197,329	108,744	158,956	156,427	157,626
3-52	Vehicle Maint & Replace	238,000	549,187	537,628	537,628	472,028
3-61	Consulting Services	7,240	-	23,000	20,000	-
3-63	Auditing Services	16,891	10,824	12,548	12,548	12,941
3-64	Engineering Services	30,167	84,472	304,000	215,000	244,000
3-65	Medical Examinations	-	-	300	300	300
3-68	Uniform Rental	-	2,880	3,000	3,000	2,000
3-69	Testing Services	22,517	25,704	29,150	29,850	24,206
3-70	Binding & Printing	22,971	23,032	23,408	34,100	23,400
3-71	Schools, Conf, Meetings	1,745	4,194	7,000	4,200	6,515
3-72	Transportation	52	495	210	190	210
3-82	JAWA-Fixed Cost	660,565	813,186	947,932	958,848	767,080
3-89	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500
3-93	Depreciation	877,463	912,294	965,917	965,917	1,014,213
3-96	Collection Services	921	37	900	100	750
3-97	JAWA-Operating Costs	2,254,256	2,770,346	2,762,931	2,762,931	2,337,505
3-99	Miscellaneous Expense	22,972	27,380	26,550	26,550	18,308
Total Contractual Services		5,187,258	6,082,397	6,865,845	6,725,540	5,816,608
Total Operating Expenditures		8,142,054	8,955,244	10,206,354	10,051,977	8,097,181

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Summary by Account
Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
11-18	Principal-IEPA Loan	-	-	322,309	322,309	216,326
11-21	Interest-IEPA Loan	55,759	49,576	41,719	41,719	24,457
Total Debt Service		<u>55,759</u>	<u>49,576</u>	<u>364,028</u>	<u>364,028</u>	<u>240,783</u>
12-31	Transfer to General Capital	194,194	40,824	546,750	546,750	125,250
Total Interfund Transfers		<u>194,194</u>	<u>40,824</u>	<u>546,750</u>	<u>546,750</u>	<u>125,250</u>
13-21	Buildings	-	-	17,000	-	50,000
13-22	Impr Other Than Buildings	-	-	12,000	12,000	-
13-31	Office Equipment	3,300	-	-	-	-
13-43	Other Equipment	-	69,208	50,000	50,000	65,000
13-61	Sewage Treatment Plant	48,858	24,743	75,000	75,000	-
13-62	Sewer Lines	103,970	73,909	240,000	140,000	240,000
13-72	Water Mains	54,217	78,097	600,000	200,000	500,000
13-73	Water Wells	-	-	12,000	12,000	13,000
Total Capital Outlay		<u>210,345</u>	<u>245,957</u>	<u>1,006,000</u>	<u>489,000</u>	<u>868,000</u>
Total Other Expenditures		<u>460,298</u>	<u>336,357</u>	<u>1,916,778</u>	<u>1,399,778</u>	<u>1,234,033</u>
Total Expenditures and Other Financing Uses		<u>\$ 8,602,352</u>	<u>\$ 9,291,601</u>	<u>\$ 12,123,132</u>	<u>\$ 11,451,755</u>	<u>\$ 9,331,214</u>
Revenues over (under) expenditures error check		<u>\$ 363,141</u>	<u>\$ 1,591,635</u>	<u>\$ -</u>	<u>\$ (479,285)</u>	<u>\$ (868,000)</u>
Less: Capital Outlay					<u>\$ 489,000</u>	<u>\$ 868,000</u>
Revenues over (under) expenditures w/o Capital Outlay					<u>\$ 9,715</u>	<u>\$ -</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 010 - Road and Bridge Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.02-00	Personal Property Replacem	\$ 2,332	\$ 2,378	\$ 2,987	\$ 2,987	\$ 1,716
311.03-00	TIF Rebates	13,060	-	-	-	-
311.04-00	Township Tax Levy	120,404	122,058	102,425	119,460	88,460
Total Taxes		<u>135,796</u>	<u>124,436</u>	<u>105,412</u>	<u>122,447</u>	<u>90,176</u>
361.00-00	Interest on Investments	3,926	2,763	3,100	2,056	1,880
362.00-00	Net Change in Fair Value	(1,552)	228	600	-	-
Total Investment Income		<u>2,374</u>	<u>2,991</u>	<u>3,700</u>	<u>2,056</u>	<u>1,880</u>
380.02-00	Reimbursed Exp	-	-	62,400	62,400	-
380.09-00	Reimbursed Exp - Misc	-	-	-	-	-
380.16-00	IDOT Reimbursement	-	31,498	-	-	-
380.37-00	Energy Efficiency Grant	-	-	-	-	-
Total Miscellaneous		<u>-</u>	<u>31,498</u>	<u>62,400</u>	<u>62,400</u>	<u>-</u>
399.00-00	Use of Fund Balance	-	-	-	-	99,444
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>99,444</u>
Total Revenues and Other Financing Sources		<u>\$ 138,170</u>	<u>\$ 158,925</u>	<u>\$ 171,512</u>	<u>\$ 186,903</u>	<u>\$ 191,500</u>
Expenditures and Other Financing Uses						
3-64	Engineering Services	\$ 46,534	\$ 50,698	\$ 88,000	\$ 115,790	\$ 167,500
Total Contractual Services		<u>46,534</u>	<u>50,698</u>	<u>88,000</u>	<u>115,790</u>	<u>167,500</u>
Total Operating Expenditures		<u>46,534</u>	<u>50,698</u>	<u>88,000</u>	<u>115,790</u>	<u>167,500</u>
13-22	Impr Other Than Buildings	15,018	53,435	52,000	42,000	24,000
Total Capital Outlay		<u>15,018</u>	<u>53,435</u>	<u>52,000</u>	<u>42,000</u>	<u>24,000</u>
Total Other Expenditures		<u>15,018</u>	<u>53,435</u>	<u>52,000</u>	<u>42,000</u>	<u>24,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 61,552</u>	<u>\$ 104,133</u>	<u>\$ 140,000</u>	<u>\$ 157,790</u>	<u>\$ 191,500</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 011 - Motor Fuel Tax Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
314.03-00	Motor Fuel Tax	\$ 1,117,988	\$ 1,083,565	\$ 915,149	\$ 915,149	\$ 676,394
Total Taxes		1,117,988	1,083,565	915,149	915,149	676,394
361.00-00	Interest on Investments	6,593	6,801	7,000	4,602	2,301
362.00-00	Gain on Sale of Investments	720	-	2,000	-	-
Total Investment Income		7,313	6,801	9,000	4,602	2,301
380.02-00	Reimbursed Expenditures	4,960	-	-	-	-
380.11-00	Reimb Exp-MFT	29,526	31,201	-	1,050	-
380.11-00	Miscellaneous Income	-	-	-	-	-
Total Miscellaneous Revenue		34,486	31,201	-	1,050	-
399.00-00	Use of Fund Balance	-	-	877,462	-	717,005
Total Other		-	-	877,462	-	717,005
Total Revenues and Other Financing Sources		\$ 1,159,787	\$ 1,121,567	\$ 1,801,611	\$ 920,801	\$ 1,395,700
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 109,004	\$ 110,618	\$ 97,205	\$ 97,205	\$ 34,466
1-21	Overtime Compensation	37	26	-	106	-
1-41	State Retirement	16,904	15,750	15,654	15,654	5,310
1-42	Social Security	8,064	8,285	7,544	7,544	2,745
1-44	Employee Insurance	(1,721)	43,220	27,515	27,515	10,862
Total Personal Services		132,296	177,907	147,918	148,024	53,383
2-27	Materials and Supplies	147,471	134,233	160,000	160,000	6,000
Total Commodities		147,471	134,233	160,000	160,000	6,000
3-15	Street Lighting	52,537	54,110	67,565	67,565	67,565
3-35	M&R-Streets and Bridges	263,553	312,625	335,000	335,000	294,000
3-36	Maintenance Agreements	16,360	22,479	31,128	31,128	20,752
3-37	M&R-Other Equipment	558	220	4,000	4,000	4,000
Total Contractual Services		333,008	389,434	437,693	437,693	386,317
Total Operating Expenditures		612,775	701,574	745,611	745,717	445,700
13-22	Impr Other Than Buildings	869,055	1,227,681	1,056,000	850,000	950,000
Total Capital Outlay		869,055	1,227,681	1,056,000	850,000	950,000
Total Other Expenditures		869,055	1,227,681	1,056,000	850,000	950,000
Total Expenditures and Other Financing Uses		\$ 1,481,830	\$ 1,929,255	\$ 1,801,611	\$ 1,595,717	\$ 1,395,700

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 013 - Special Service Area #3 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 365	\$ 19,640	\$ 20,400	\$ 21,012	\$ 10,506
Total Taxes		<u>365</u>	<u>19,640</u>	<u>20,400</u>	<u>21,012</u>	<u>10,506</u>
361.00-00	Interest on Investments	115	172	25	170	128
Total Investment Income		<u>115</u>	<u>172</u>	<u>25</u>	<u>170</u>	<u>128</u>
399.00-00	Use of Fund Balance	-	-	24,075	-	5,000
Total Other		<u>-</u>	<u>-</u>	<u>24,075</u>	<u>-</u>	<u>5,000</u>
Total Revenues and Other Financing Sources		<u>\$ 480</u>	<u>\$ 19,812</u>	<u>\$ 44,500</u>	<u>\$ 21,182</u>	<u>\$ 15,634</u>
Expenditures and Other Financing Uses						
3-51	Equipment Rentals	\$ 15,035	\$ 15,757	\$ 24,500	\$ 24,500	\$ 14,815
Total Contractual Services		<u>15,035</u>	<u>15,757</u>	<u>24,500</u>	<u>24,500</u>	<u>14,815</u>
Total Operating Expenditures		<u>15,035</u>	<u>15,757</u>	<u>24,500</u>	<u>24,500</u>	<u>14,815</u>
12-01	Transfer to General	344	-	-	-	-
Total Interfund Transfers		<u>344</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
13-22	Impr Other Than Buildings	-	-	20,000	20,000	-
Total Capital Outlay		<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 15,379</u>	<u>\$ 15,757</u>	<u>\$ 44,500</u>	<u>\$ 44,500</u>	<u>\$ 14,815</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 014 - Special Service Area #4 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 30,908	\$ 38,351	\$ 29,800	\$ 30,694	\$ 23,021
Total Taxes		<u>30,908</u>	<u>38,351</u>	<u>29,800</u>	<u>30,694</u>	<u>23,021</u>
361.00-00	Interest on Investments	95	128	85	125	94
Total Investment Income		<u>95</u>	<u>128</u>	<u>85</u>	<u>125</u>	<u>94</u>
399.00-00	Use of Fund Balance	-	-	-	-	-
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 30,999</u>	<u>\$ 38,479</u>	<u>\$ 29,885</u>	<u>\$ 30,819</u>	<u>\$ 23,115</u>

Expenditures and Other Financing Uses

3-51	Equipment Rentals	\$ 23,900	\$ 24,139	\$ 29,800	\$ 29,800	\$ 18,000
Total Contractual Services		<u>23,900</u>	<u>24,139</u>	<u>29,800</u>	<u>29,800</u>	<u>18,000</u>
Total Operating Expenditures		<u>23,900</u>	<u>24,139</u>	<u>29,800</u>	<u>29,800</u>	<u>18,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 23,900</u>	<u>\$ 24,139</u>	<u>\$ 29,800</u>	<u>\$ 29,800</u>	<u>\$ 18,000</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 035 - Special Service Area #5

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 174,898	\$ 312,599	\$ 313,820	\$ 277,132	\$ 274,305
Total Taxes		<u>174,898</u>	<u>312,599</u>	<u>313,820</u>	<u>277,132</u>	<u>274,305</u>
361.00-00	Interest on Investments	574	906	200	126	101
362.00-00	Net Change in Fair Value	(49)	-	-	-	-
Total Investment Income		<u>525</u>	<u>906</u>	<u>200</u>	<u>126</u>	<u>101</u>
380.09-00	Reimb Exp - Miscellaneous	-	-	-	-	-
Total Miscellaneous		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
399.00-00	Use of Fund Balance	-	-	70,980	-	-
Total Other		<u>-</u>	<u>-</u>	<u>70,980</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 175,423</u>	<u>\$ 313,505</u>	<u>\$ 385,000</u>	<u>\$ 277,258</u>	<u>\$ 274,406</u>
Expenditures and Other Financing Uses						
3-12	Postage	\$ -	\$ -	\$ -	\$ 58	\$ -
3-51	Equipment Rentals	83,335	89,031	85,000	84,883	72,800
3-62	Legal Services	129	452	-	-	-
Total Contractual Services		<u>83,464</u>	<u>89,483</u>	<u>85,000</u>	<u>84,941</u>	<u>72,800</u>
Total Operating Expenditures		<u>83,464</u>	<u>89,483</u>	<u>85,000</u>	<u>84,941</u>	<u>72,800</u>
13-22	Improvements other than Buildings	-	438,434	300,000	192,200	200,000
Total Capital Outlay		<u>-</u>	<u>438,434</u>	<u>300,000</u>	<u>192,200</u>	<u>200,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 83,464</u>	<u>\$ 527,917</u>	<u>\$ 385,000</u>	<u>\$ 277,141</u>	<u>\$ 272,800</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 016 - Special Service Area #6 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 123,472	\$ 75,367	\$ 77,013	\$ 77,783	\$ 38,892
Total Taxes		<u>123,472</u>	<u>75,367</u>	<u>77,013</u>	<u>77,783</u>	<u>38,892</u>
361.00-00	Interest on Investments	50	144	100	83	56
362.00-00	Net Change in Fair Value	-	-	-	-	-
Total Investment Income		<u>50</u>	<u>144</u>	<u>100</u>	<u>83</u>	<u>56</u>
399.00-00	Use of Fund Balance	-	-	24,094	-	-
Total Other		<u>-</u>	<u>-</u>	<u>24,094</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 123,522</u>	<u>\$ 75,511</u>	<u>\$ 101,207</u>	<u>\$ 77,866</u>	<u>\$ 38,948</u>
Expenditures and Other Financing Uses						
3-51	Equipment Rentals	\$ -	\$ -	\$ 37,000	\$ 5,000	\$ 5,000
3-62	Legal Services	-	151	-	-	-
Total Contractual Services		<u>-</u>	<u>151</u>	<u>37,000</u>	<u>5,000</u>	<u>5,000</u>
12-01	Transfer to General	-	67,977	64,207	64,200	26,675
Total Interfund Transfers		<u>-</u>	<u>67,977</u>	<u>64,207</u>	<u>64,200</u>	<u>26,675</u>
Total Expenditures and Other Financing Uses		<u>\$ -</u>	<u>\$ 68,128</u>	<u>\$ 101,207</u>	<u>\$ 69,200</u>	<u>\$ 31,675</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 033 - Tax Increment Finance District # 3 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ 967,250	\$ 1,730,410	\$ 1,350,000	\$ 1,226,984	\$ 625,762
Total Taxes		<u>967,250</u>	<u>1,730,410</u>	<u>1,350,000</u>	<u>1,226,984</u>	<u>625,762</u>
361.00-00	Interest on Investments	3,764	1,113	750	1,695	1,356
362.00-00	Net Change in Fair Value	2,291	-	-	-	-
Total Investment Income		<u>6,055</u>	<u>1,113</u>	<u>750</u>	<u>1,695</u>	<u>1,356</u>
399.00-00	Use of Fund Balance	-	-	534,250	-	779,030
Total Other		<u>-</u>	<u>-</u>	<u>534,250</u>	<u>-</u>	<u>779,030</u>
Total Revenues and Other Financing Sources		<u>\$ 973,305</u>	<u>\$ 1,731,523</u>	<u>\$ 1,885,000</u>	<u>\$ 1,228,679</u>	<u>\$ 1,406,148</u>
Expenditures and Other Financing Uses						
1-11	Salaries	\$ 19,693	\$ 54,970	\$ -	\$ -	\$ -
1-21	Overtime Compensation	5,518	19,042	-	-	-
1-41	State Retirement	3,171	10,470	-	-	-
1-42	Social Security	1,895	5,538	-	-	-
1-44	Employee Insurance	4,458	12,389	-	-	-
Total Personal Services		<u>34,735</u>	<u>102,409</u>	<u>-</u>	<u>-</u>	<u>-</u>
3-16	Property Taxes	2,081	7,919	-	-	-
3-61	Consulting Services	232,835	77,554	100,000	90,000	90,000
3-62	Legal Services	25,524	8,586	15,000	15,000	15,000
3-64	Engineering Services	17,824	432	30,000	15,000	30,000
3-79	TIF Redevelopment Agreements	34,761	349,128	240,000	240,000	99,948
Total Contractual Services		<u>313,025</u>	<u>443,619</u>	<u>385,000</u>	<u>360,000</u>	<u>234,948</u>
Total Operating Expenditures		<u>347,760</u>	<u>546,028</u>	<u>385,000</u>	<u>360,000</u>	<u>234,948</u>
12-01	Transfer out	2,800,000	-	-	-	-
Total Interfund Transfers		<u>2,800,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
13-11	Land	-	58,240	-	1,885	-
13-21	Buildings	-	7,061	1,500,000	24,905	1,161,200
13-22	Impr Other Than Buildings	-	55,650	-	1,500,000	10,000
Total Capital Outlay		<u>-</u>	<u>120,951</u>	<u>1,500,000</u>	<u>1,526,790</u>	<u>1,171,200</u>
Total Expenditures and Other Financing Uses		<u>\$ 3,147,760</u>	<u>\$ 666,979</u>	<u>\$ 1,885,000</u>	<u>\$ 1,886,790</u>	<u>\$ 1,406,148</u>

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Detail By Fund
Fiscal Year Ending December 31, 2014

Fund 037 - Tax Increment Finance District # 4 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ 246,760	\$ -	\$ 45,000	\$ -	\$ -
Total Taxes		<u>246,760</u>	<u>-</u>	<u>45,000</u>	<u>-</u>	<u>-</u>
361.00-00	Interest on Investments	272	104	100	100	47
362.00-00	Net Change in Fair Value	198	-	-	-	-
Total Investment Income		<u>470</u>	<u>104</u>	<u>100</u>	<u>100</u>	<u>47</u>
380.09.-00	Reimbursed Exp-Miscellaneous	-	-	-	-	-
Total Miscellaneous		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
399.00-00	Use of Fund Balance	-	-	16,400	-	26,953
Total Other		<u>-</u>	<u>-</u>	<u>16,400</u>	<u>-</u>	<u>26,953</u>
Total Revenues and Other Financing Sources		<u>\$ 247,230</u>	<u>\$ 104</u>	<u>\$ 61,500</u>	<u>\$ 100</u>	<u>\$ 27,000</u>
Expenditures and Other Financing Uses						
3-16	Property Taxes	\$ 39,818	\$ -	\$ -	\$ -	\$ -
3-61	Consulting Services	127,314	38,906	3,500	14,350	6,000
3-62	Legal Services	2,025	3,655	500	11,000	11,000
3-79	Redevelopment Agreements	243,456	1	22,500	-	-
Total Contractual Services		<u>412,613</u>	<u>42,562</u>	<u>26,500</u>	<u>25,350</u>	<u>17,000</u>
Total Operating Expenditures		<u>412,613</u>	<u>42,562</u>	<u>26,500</u>	<u>25,350</u>	<u>17,000</u>
12-01	Transfer to General	-	-	35,000	-	-
Total Interfund Transfers		<u>-</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>
13-11	Land	346	4,648	-	500	5,000
13-22	Improvements other than Buildings	-	-	-	-	-
Total Capital Outlay		<u>346</u>	<u>4,648</u>	<u>-</u>	<u>500</u>	<u>5,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 412,959</u>	<u>\$ 47,210</u>	<u>\$ 61,500</u>	<u>\$ 25,850</u>	<u>\$ 22,000</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 038 - Tax Increment Finance District # 5 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Total Taxes		-	-	-	-	-
361.00-00	Interest on Investments	-	-	-	-	-
362.00-00	Net Change in Fair Value	-	-	-	-	-
Total Investment Income		-	-	-	-	-
Total Revenues and Other Financing Sources		\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures and Other Financing Uses						
3-16	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
3-61	Consulting Services	-	-	-	-	-
3-62	Legal Services	-	13,364	-	8,000	-
Total Contractual Services		-	13,364	-	8,000	-
Total Operating Expenditures		-	13,364	-	8,000	-
13-11	Building Improvements	-	-	-	-	-
13-22	Improvements other than Buildings	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-
Total Expenditures and Other Financing Uses		\$ -	\$ 13,364	\$ -	\$ 8,000	\$ -

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary By Account
 Fiscal Year Ending December 31, 2014

Fund 031- General Capital Projects Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 2,661	\$ 563	\$ -	\$ -	-
362.00-00	Net Change in Fair Value	(2,409)	228	-	-	-
Total Investment Income		<u>252</u>	<u>791</u>	<u>-</u>	<u>-</u>	<u>-</u>
364.00-00	Rental Income	-	-	-	-	-
380.09-00	Reimb Expenditures - Misc	220,298	3,331	-	-	-
380.18-00	FEMA Grant	-	-	-	-	-
389.03-00	Miscellaneous Revenue	700	10,000	-	-	-
389.12-00	Veteran's Memorial	-	12,560	-	-	-
389.13-00	Other Memorials	-	-	-	-	-
Total Miscellaneous Revenue		<u>220,998</u>	<u>25,891</u>	<u>-</u>	<u>-</u>	<u>-</u>
391.01-00	General Fund	1,038,079	665,970	1,211,075	1,211,075	850,030
391.50-00	Water/Sewer Fund	194,194	40,824	546,750	546,750	125,250
Total Interfund Transfers		<u>1,232,273</u>	<u>706,794</u>	<u>1,757,825</u>	<u>1,757,825</u>	<u>975,280</u>
399.00-00	Use of Fund Balance	-	-	55,000	-	-
Total Other		<u>-</u>	<u>-</u>	<u>55,000</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 1,453,523</u>	<u>\$ 733,476</u>	<u>\$ 1,812,825</u>	<u>\$ 1,757,825</u>	<u>\$ 975,280</u>
Expenditures and Other Financing Uses						
13-11	Land	-	-	-	-	-
13-21	Buildings	75,895	180,842	130,000	205,000	245,000
13-22	Impr Other Than Buildings	288,302	317,562	118,000	118,000	263,000
13-31	Office Equipment	771,544	193,867	1,488,825	1,488,825	174,000
13-43	Other Equipment	267,194	144,924	76,000	76,000	293,280
Total Capital Outlay		<u>1,402,935</u>	<u>837,195</u>	<u>1,812,825</u>	<u>1,887,825</u>	<u>975,280</u>
Total Expenditures and Other Financing Uses		<u>\$ 1,402,935</u>	<u>\$ 837,195</u>	<u>\$ 1,812,825</u>	<u>\$ 1,887,825</u>	<u>\$ 975,280</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 046 - General Obligation Bond Series of 2011 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 384,097	\$ 630,201	\$ 641,013	\$ 671,476	\$ 574,500
Total Taxes		<u>384,097</u>	<u>630,201</u>	<u>641,013</u>	<u>671,476</u>	<u>574,500</u>
361.00-00	Interest on Investments	45	246	500	300	200
Total Investment Income		<u>45</u>	<u>246</u>	<u>500</u>	<u>300</u>	<u>200</u>
393.95-00	G. O. Bonds	7,030,000	-	-	-	-
393.96-00	Premium on Bonds	102,775	-	-	-	-
399.00-00	Use of Fund Balance	-	-	-	-	67,241
Total Other		<u>7,132,775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>67,241</u>
Total Revenues and Other Financing Sources		<u>\$ 7,516,917</u>	<u>\$ 630,447</u>	<u>\$ 641,513</u>	<u>\$ 671,776</u>	<u>\$ 641,941</u>
Expenditures and Other Financing Uses						
3-99	Miscellaneous Expense	\$ 122,920	\$ 428	\$ 500	\$ 428	\$ 428
Total Contractual Services		<u>122,920</u>	<u>428</u>	<u>500</u>	<u>428</u>	<u>428</u>
Total Operating Expenditures		<u>122,920</u>	<u>428</u>	<u>500</u>	<u>428</u>	<u>428</u>
11-03	Principal G.O. Bonds	-	450,000	475,000	475,000	485,000
11-04	Interest G.O. Bonds	278,474	189,597	166,013	166,013	156,513
Total Debt Service		<u>278,474</u>	<u>639,597</u>	<u>641,013</u>	<u>641,013</u>	<u>641,513</u>
14-00	Transfer to Escrow	7,000,000	-	-	-	-
Total Other Financial Uses		<u>7,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Expenditures		<u>7,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 7,401,394</u>	<u>\$ 640,025</u>	<u>\$ 641,513</u>	<u>\$ 641,441</u>	<u>\$ 641,941</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 047 - General Obligation Bond Series of 2010 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 432,676	\$ 649,448	\$ 616,636	\$ 645,941	\$ 575,100
Total Taxes		<u>432,676</u>	<u>649,448</u>	<u>616,636</u>	<u>645,941</u>	<u>575,100</u>
361.00-00	Interest on Investments	189	258	400	114	201
362.00-00	Net Change in Fair Value	(4)	-	-	-	-
Total Investment Income		<u>185</u>	<u>258</u>	<u>400</u>	<u>114</u>	<u>201</u>
380.38-00	BAB Federal Subsidy	180,289	180,289	178,574	164,377	162,131
Total Miscellaneous		<u>180,289</u>	<u>180,289</u>	<u>178,574</u>	<u>164,377</u>	<u>162,131</u>
399.00-00	Use of Fund Balance	-	-	-	-	57,200
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>57,200</u>
Total Revenues		<u>\$ 613,150</u>	<u>\$ 829,995</u>	<u>\$ 795,610</u>	<u>\$ 810,432</u>	<u>\$ 794,632</u>
Expenditures and Other Financing Uses						
3-99	Miscellaneous Expense	\$ 678	\$ 678	\$ 400	\$ 678	\$ 678
Total Contractual Services		<u>678</u>	<u>678</u>	<u>400</u>	<u>678</u>	<u>678</u>
Total Operating Expenditures		<u>678</u>	<u>678</u>	<u>400</u>	<u>678</u>	<u>678</u>
11-29	Principal-G.O. 2010 Bonds	-	280,000	285,000	285,000	290,000
11-30	Interest-G.O. 2010 Bonds	515,110	515,110	510,210	510,210	503,513
Total Debt Service		<u>515,110</u>	<u>795,110</u>	<u>795,210</u>	<u>795,210</u>	<u>793,513</u>
Total Other Expenditures		<u>515,110</u>	<u>795,110</u>	<u>795,210</u>	<u>795,210</u>	<u>793,513</u>
Total Expenditures		<u>\$ 515,788</u>	<u>\$ 795,788</u>	<u>\$ 795,610</u>	<u>\$ 795,888</u>	<u>\$ 794,191</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 048 - General Obligation Bond Series of 2010A Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 270,418	\$ 90,021	\$ 244,440	\$ 256,662	\$ 102,210
Total Taxes		<u>270,418</u>	<u>90,021</u>	<u>244,440</u>	<u>256,662</u>	<u>102,210</u>
361.00-00	Interest on Investments	287	86	140	140	160
362.00-00	Net Change in Fair Value	(12)	-	-	-	-
Total Investment Income		<u>275</u>	<u>86</u>	<u>140</u>	<u>140</u>	<u>160</u>
380.38-00	BAB Federal Subsidy	104,407	104,698	104,698	104,698	95,976
Total Miscellaneous		<u>104,407</u>	<u>104,698</u>	<u>104,698</u>	<u>104,698</u>	<u>95,976</u>
399.00-00	Use of Fund Balance	-	-	260	-	200,395
Total Other		<u>-</u>	<u>-</u>	<u>260</u>	<u>-</u>	<u>200,395</u>
Total Revenues		<u>\$ 375,100</u>	<u>\$ 194,805</u>	<u>\$ 349,538</u>	<u>\$ 361,500</u>	<u>\$ 398,741</u>

Expenditures and Other Financing Uses

3-99	Miscellaneous Expense	\$ 678	\$ 678	\$ 400	\$ 678	\$ 678
Total Contractual Services		<u>678</u>	<u>678</u>	<u>400</u>	<u>678</u>	<u>678</u>
11-29	Principle-G.O. 2010A Bonds	-	-	50,000	50,000	100,000
11-30	Interest-G.O. 2010A Bonds	298,307	299,138	299,138	299,138	298,063
Total Debt Service		<u>298,307</u>	<u>299,138</u>	<u>349,138</u>	<u>349,138</u>	<u>398,063</u>
Total Expenditures		<u>\$ 298,985</u>	<u>\$ 299,816</u>	<u>\$ 349,538</u>	<u>\$ 349,816</u>	<u>\$ 398,741</u>

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Detail by Fund
Fiscal Year Ending December 31, 2014

Fund 051 - Municipal Commuter Lot Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
321.07-00	Penalties on Licenses	\$ 20	\$ -	\$ 20	\$ 20	\$ -
323.09-00	Parking Lot Meter Fees	132,119	128,472	127,228	127,228	104,417
323.10-00	Parking Lot Permit Fees	196,610	188,973	176,704	176,704	214,603
Total Charges for Services		<u>328,749</u>	<u>317,445</u>	<u>303,952</u>	<u>303,952</u>	<u>319,020</u>
361.00-00	Interest on Investments	107	223	150	150	150
Total Investment Income		<u>103</u>	<u>223</u>	<u>150</u>	<u>150</u>	<u>150</u>
399.00-00	Use of Fund Balance	-	-	108,221	-	-
Total Other		<u>-</u>	<u>-</u>	<u>108,221</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 328,852</u>	<u>\$ 317,668</u>	<u>\$ 412,323</u>	<u>\$ 304,102</u>	<u>\$ 319,170</u>
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 109,095	\$ 112,739	\$ 120,224	\$ 120,224	\$ 80,406
1-12	Salaries-Part Time	-	-	-	-	-
1-21	Overtime Compensation	5,364	6,696	-	62	-
1-28	On-Call Premium Pay	89	3	-	-	-
1-41	State Retirement	18,187	17,125	19,292	19,292	12,075
1-42	Social Security	8,482	8,869	9,297	9,297	6,251
1-44	Employee Insurance	12,072	1,081	28,898	28,898	19,597
Total Personal Services		<u>153,289</u>	<u>146,513</u>	<u>177,711</u>	<u>177,773</u>	<u>118,329</u>
2-11	Office Supplies	1,355	1,446	1,394	1,400	1,394
2-26	Bulk Chemicals	2,580	-	5,000	5,000	1,250
2-27	Materials & Supplies	-	5,650	5,650	5,650	5,650
2-28	Cleaning Supplies	-	867	900	900	900
2-34	Small Tools	-	-	-	-	-
2-99	Miscellaneous Expense	-	-	-	-	-
Total Commodities		<u>3,935</u>	<u>7,963</u>	<u>12,944</u>	<u>12,950</u>	<u>9,194</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 051 - Municipal Commuter Lot Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
3-12	Postage	216	223	300	250	300
3-13	Electricity	14,268	14,166	13,809	12,067	9,440
3-14	Natural Gas	2,166	1,789	2,523	1,936	549
3-21	Liability Insurance Program	18,659	6,078	17,221	17,221	10,852
3-34	M & R- Buildings	1,170	5,335	5,000	5,000	5,000
3-35	M & R- Streets & Bridges	52,070	38,635	44,360	44,360	21,360
3-36	Maintenance Agreements	15,851	12,180	12,180	12,180	12,180
3-55	Real Property Rental	775	775	775	775	775
3-93	Depreciation	43,656	43,656	47,000	47,000	47,000
3-99	Miscellaneous Expense	2,960	3,525	3,500	3,500	3,500
Total Contractual Services		<u>151,791</u>	<u>126,362</u>	<u>146,668</u>	<u>144,289</u>	<u>110,956</u>
Total Operating Expenditures		<u>309,015</u>	<u>280,838</u>	<u>337,323</u>	<u>335,012</u>	<u>238,479</u>
13-21	Buildings	-	-	-	-	-
13-22	Improvements Other Than Buildings	-	-	75,000	60,000	45,000
Total Capital Outlay		<u>-</u>	<u>-</u>	<u>75,000</u>	<u>60,000</u>	<u>45,000</u>
Total Other Expenditures		<u>-</u>	<u>-</u>	<u>75,000</u>	<u>60,000</u>	<u>45,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 309,015</u>	<u>\$ 280,838</u>	<u>\$ 412,323</u>	<u>\$ 395,012</u>	<u>\$ 283,479</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 052 - Hanover Square Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Investment Income	\$ -	\$ 308	\$ -	\$ 300	\$ 200
Total Investment Income		-	308	-	300	200
385.00-00	Rental Income	226,746	635,531	670,000	630,000	416,424
385.01-00	Common Area Maintenance	9,920	33,563	40,000	42,500	28,336
385.04-00	Late Fee Revenue	250	575	1,000	350	233
Total Rental Income		236,916	669,669	711,000	672,850	444,993
380.04-00	Reimb Expnd - Property Damage	-	22,665	39,000	48,500	32,336
392.04-00	Capital Contributions	-	55,650	-	-	-
Total Other Expenditures		-	78,315	39,000	48,500	32,336
391.33-00	Transfer from TIF #3	2,800,000	-	-	-	505,656
Total Interfund Transfers		2,800,000	-	-	-	505,656
Total Revenues and Other Financing Sources		\$ 3,036,916	\$ 748,292	\$ 750,000	\$ 721,650	\$ 983,185
Expenditures and Other Financing Uses						
3-13	Utilities - Electricity	\$ 12,351	\$ 30,228	\$ 30,550	\$ 30,950	\$ 20,634
3-16	Property Taxes	-	423,230	355,000	392,268	261,528
3-34	M&R Building	41,318	69,160	58,600	169,025	141,279
3-36	Maintenance Agreements	38,063	83,950	71,450	66,600	44,402
3-61	Consulting Services	-	63,215	143,750	99,900	72,604
3-64	Professional Services	12,700	33	-	-	100
2-11	Office Supplies	229	133	-	-	100
3-93	Depreciation	-	18,877	18,092	18,092	13,334
3-99	Miscellaneous Expense	14	12	-	21	21
Total Operating Services		104,675	688,838	677,442	776,856	554,002
13-21	Buildings	-	5,899	72,558	83,287	429,183
Total Capital Outlay		-	5,899	72,558	83,287	429,183
Total Expenditures and Other Financing Uses		\$ 104,675	\$ 694,737	\$ 750,000	\$ 860,143	\$ 983,185

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 061 - Central Equipment Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 23,850	\$ 20,886	\$ 23,850	\$ 23,850	\$ 12,500
362.00-00	Net Change in Fair Value	4,171	388	4,171	4,171	-
Total Investment Income		<u>28,021</u>	<u>21,274</u>	<u>28,021</u>	<u>28,021</u>	<u>12,500</u>
391.01-00	General Fund	46,120	618,423	702,441	702,441	907,148
391.50-00	Water & Sewer Fund	238,000	274,593	239,656	239,656	281,742
Total Interfund Transfers		<u>284,120</u>	<u>893,016</u>	<u>942,097</u>	<u>942,097</u>	<u>1,188,890</u>
392.01-00	Gain-Sale of Capital Assets	23,513	7,569	-	-	-
392.02-00	Loss-Sale of Capital Assets	-	-	-	-	-
393.90-00	Capital Contributions	-	50,000	-	-	-
399.00-00	Use of Fund Balance	-	-	199,589	-	-
Total Other		<u>23,513</u>	<u>57,569</u>	<u>199,589</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 335,654</u>	<u>\$ 971,859</u>	<u>\$ 1,169,707</u>	<u>\$ 970,118</u>	<u>\$ 1,201,390</u>
Expenditures and Other Financing Uses						
3-93	Depreciation	\$ 437,422	\$ 473,367	\$ -	\$ -	\$ -
Total Contractual Services		<u>437,422</u>	<u>473,367</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures		<u>437,422</u>	<u>473,367</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-03	Installment Note Payment	-	-	49,707	49,707	49,707
Total Debt Service		<u>-</u>	<u>-</u>	<u>49,707</u>	<u>49,707</u>	<u>49,707</u>
13-41	Automobiles	-	-	130,000	90,000	32,000
13-42	Trucks	-	-	968,000	980,000	82,000
13-43	Other Equipment	22,952	16,825	22,000	22,000	198,000
13-50	Capital Contribution	-	633,282	-	-	-
Total Capital Outlay		<u>22,952</u>	<u>650,107</u>	<u>1,120,000</u>	<u>1,092,000</u>	<u>312,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 460,374</u>	<u>\$ 1,123,474</u>	<u>\$ 1,169,707</u>	<u>\$ 1,141,707</u>	<u>\$ 361,707</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 070 - Police Pension Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 556,523	\$ 582,425	\$ 350,000	\$ 430,201	\$ 320,000
362.00-00	Net Change in Fair Value	(411,986)	1,589,277	910,000	1,396,354	930,903
Total Investment Income		<u>144,537</u>	<u>2,171,702</u>	<u>1,260,000</u>	<u>1,826,555</u>	<u>1,250,903</u>
365.70-00	Police Pension Contributions	515,151	475,746	468,156	468,156	309,716
365.80-00	Repayment of Refunds	-	-	-	-	-
389.03-00	Miscellaneous	354	204	-	-	-
Total Miscellaneous		<u>515,505</u>	<u>475,950</u>	<u>468,156</u>	<u>468,156</u>	<u>309,716</u>
391.01-00	Employer Contribution/General Fund	1,562,318	1,657,706	1,729,683	1,729,683	1,107,877
Total Interfund Transfers		<u>1,562,318</u>	<u>1,657,706</u>	<u>1,729,683</u>	<u>1,729,683</u>	<u>1,107,877</u>
Total Revenues and Other Financing Sources		<u>\$ 2,222,360</u>	<u>\$ 4,305,358</u>	<u>\$ 3,457,839</u>	<u>\$ 4,024,394</u>	<u>\$ 2,668,496</u>
Expenditures and Other Financing Uses						
1-03	Refunds	\$ 79,100	\$ 27,240	\$ -	\$ 145,522	\$ 72,761
1-43	Police Pension	1,502,692	1,520,930	1,799,932	1,799,932	1,134,000
1-69	Portability Transfer	13,686	-	-	122,846	-
Total Personal Services		<u>1,595,478</u>	<u>1,548,170</u>	<u>1,799,932</u>	<u>2,068,300</u>	<u>1,206,761</u>
2-13	Membership & Subscription	258	775	1,000	775	775
Total Commodities		<u>258</u>	<u>775</u>	<u>1,000</u>	<u>775</u>	<u>775</u>
3-61	Consulting Services	15,650	11,995	28,500	28,500	12,160
3-62	Legal Services	6,300	2,613	4,500	2,900	1,800
3-63	Auditing Services	-	-	-	-	-
3-65	Medical Examinations	-	-	500	500	500
3-66	Investment Expense	55,720	43,037	50,000	49,400	37,050
3-71	Schools, Conf, Meetings	875	1,475	2,500	1,711	1,610
3-72	Transportation	-	189	250	162	165
3-99	Miscellaneous Expense	3,805	4,095	5,000	-	-
Total Contractual Services		<u>82,350</u>	<u>63,404</u>	<u>91,250</u>	<u>83,173</u>	<u>53,285</u>
Total Operating Expenditures		<u>1,678,086</u>	<u>1,612,349</u>	<u>1,892,182</u>	<u>2,152,248</u>	<u>1,260,821</u>
Total Expenditures and Other Financing Uses		<u>\$ 1,678,086</u>	<u>\$ 1,612,349</u>	<u>\$ 1,892,182</u>	<u>\$ 2,152,248</u>	<u>\$ 1,260,821</u>

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Detail by Fund
Fiscal Year Ending December 31, 2014

Fund 071 - Fire Pension Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 222,355	\$ 325,340	\$ 249,000	\$ 214,962	\$ 143,308
362.00-00	Gain on Sale of Investments	(116,882)	862,347	506,227	506,227	-
Total Investment Income		<u>105,473</u>	<u>1,187,687</u>	<u>755,227</u>	<u>721,189</u>	<u>143,308</u>
365.71-00	Fire Pension Contributions	262,035	278,071	271,451	243,331	177,530
389.03-00	Miscellaneous Income	-	-	-	-	-
Total Miscellaneous		<u>262,035</u>	<u>278,071</u>	<u>271,451</u>	<u>243,331</u>	<u>177,530</u>
391.01-00	Employer Contribution/General Fund	805,643	815,297	915,601	915,601	671,441
Total Interfund Transfers		<u>805,643</u>	<u>815,297</u>	<u>915,601</u>	<u>915,601</u>	<u>671,441</u>
Total Revenues and Other Financing Sources		<u>\$ 1,173,151</u>	<u>\$ 2,281,055</u>	<u>\$ 1,942,279</u>	<u>\$ 1,880,121</u>	<u>\$ 992,279</u>
Expenditures and Other Financing Uses						
1-43	Fire Pension	\$ 610,625	\$ 750,437	\$ 1,049,422	\$ 818,200	\$ 561,968
Total Personal Services		<u>610,625</u>	<u>750,437</u>	<u>1,049,422</u>	<u>818,200</u>	<u>561,968</u>
2-13	Membership & Subscription	775	-	2,333	1,000	500
Total Commodities		<u>775</u>	<u>-</u>	<u>2,333</u>	<u>1,000</u>	<u>500</u>
3-61	Consulting Services	34,012	11,900	15,800	15,800	14,260
3-62	Legal Services	4,814	8,275	8,000	10,100	5,950
3-63	Auditing Services	-	-	-	-	-
3-65	Medical Examinations	4,075	1,830	750	6,940	750
3-66	Investment Expense	6,560	26,894	28,000	28,000	22,950
3-71	Schools, Conf, Meetings	1,689	417	2,000	2,000	1,000
3-72	Transportation	-	517	1,000	500	500
3-99	Miscellaneous Expense	-	2,544	2,800	2,544	2,500
Total Contractual Services		<u>51,150</u>	<u>52,377</u>	<u>58,350</u>	<u>65,884</u>	<u>47,910</u>
Total Expenditures and Other Financing Uses		<u>\$ 662,550</u>	<u>\$ 802,814</u>	<u>\$ 1,110,105</u>	<u>\$ 885,084</u>	<u>\$ 610,378</u>



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director

SUBJECT: Electric Utility Tax

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 6, 2014 – Board Workshop

Executive Summary

Move to proceed in amending the Ordinance establishing the Municipal Electric Utility Tax in the Village of Hanover Park, Illinois.

Discussion

At the January 27, 2014 Finance Committee Meeting, Staff presented a draft budget including the Fiscal Year 2014 projections, Fiscal Year 2014B budget estimates and Calendar Year 2015 budget estimates. Due to spending reductions and open positions not yet filled, the Fiscal Year 2014 projections are not utilizing the budgeted fund reserves of \$202,995 and are currently showing a positive outcome of \$217,657. The total amount of surplus will be added into the General Fund reserves. The drafted Fiscal Year 2014B budget also shows a minimal positive outcome due to expenditure cuts, and because it is an eight month budget, several timing differences in revenues and expenditures occur. More revenues are received in the months of May through December than costs are expended allowing for a balanced budget in 2014B. Staff also prepared and provided the Finance Committee with a high level draft of the Calendar Year 2015 Budget Projections. The Calendar Year 2015 Budget projections are showing a deficit of over \$600,000 even after projections of a 4.99% property tax increase. Staff's concern is the large deficit still needs another revenue source if the Village wishes to keep the same levels of service.

Staff presented the Finance Committee with the option of increasing the Village's Electric Utility Tax. The Village's Electric Utility Tax is significantly less than the amount allowed by the State of Illinois. The tax rates are about one-third of what the Village is able to charge. Currently, the Village is the lowest of the communities that have an electric utility tax.

The projected additional revenues the Village would receive, if increased to the maximum allowed, will allow the Village to help offset the deficit to balance the Calendar Year 2015 Budget, to incorporate visions of the strategic plan and also provide some relief to the General Fund. The Strategic Plan discussions included creating an Information Technology Fund, increasing the funding for Capital Projects and Central Equipment

Agreement Name: _____

Executed By: _____ **Board Workshop - 2/20/14**

Funds and beginning to have General Fund Revenues provide additional funding to the Road & Bridge Fund. These uses are recommended if the Board approves proceeding with increasing the Electric Utility Tax.

The Finance Committee requested additional information from ComEd, including the effect on the average residential and average commercial account, and if it is possible to have different rate structures for the different customer types.

Staff reached out to ComEd for answers to the Committee's requests. Setting different rate structures cannot be done for different customer types. The increases and rates are set by tiers of usage and would apply to all customer types. A typical single family home averages approximately 750 kWh per month. Using the 750 kWh per month and the maximum tax rate of \$0.00628, the average monthly municipal tax billed to a single family home residential customer would be \$4.71/month. This includes a 3% administrative fee that ComEd collects for administering and collecting the tax. The revenue received to the Village would be \$4.58/month. The current revenue received at 750 kWh is \$1.89/month, an increase of \$2.69/month.

Staff is seeking direction on whether or not to proceed to change the Electric Utility Tax rate, including amending the current ordinance.

Recommended Action

Move to proceed in amending the Ordinance establishing the Municipal Electric Utility Tax in the Village of Hanover Park, Illinois.

Attachments: Utility Tax Summary

Budgeted Item:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Budgeted Amount:	\$		
Actual Cost:	\$		
Account Number:			

Utility Tax Summary - Increase to the State Maximum

Proposed Utility Rate Increase		142% To the State Maximum					Annual	
	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	Increase in	
	Actual	Actual	Budget	Actual	Budget	Projected	Revenue	
312.03-00	Electric Tax	441,848	427,941	467,399	435,060	472,073	434,307	670,344

	Rate per kwh (All Amounts are in cents)									
	2,000	48,000	50,000	400,000	500,000	2,000,000	2,000,000	5,000,000	10,000,000	20,000,000
State Limit	0.610	0.400	0.360	0.350	0.340	0.320	0.315	0.310	0.305	0.300
HP Current Rate	0.252	0.165	0.149	0.144	0.140	0.132	0.130	0.128	0.126	0.124
Mount Prospect	0.351	0.236	0.212	0.185	0.184	0.132	0.120	0.105	0.095	0.080
Palatine	0.427	0.280	0.252	0.245	0.238	0.224	0.221	0.217	0.214	0.210
Streamwood	0.449	0.295	0.265	0.258	0.250	0.236	0.232	0.228	0.225	0.221
West Chicago	0.555	0.384	0.383	0.323	0.238	0.237	0.005	0.004	0.003	0.002
Hoffman Estates	0.561	0.368	0.331	0.322	0.313	0.294	0.290	0.285	0.281	0.276
Carol Stream	0.564	0.386	0.383	0.320	0.319	0.273	0.250	0.230	0.210	0.190
Roselle	0.566	0.332	0.265	0.264	0.220	0.200	0.180	0.150	0.110	0.080
HP Proposed Rate	0.610	0.400	0.360	0.350	0.340	0.320	0.315	0.310	0.305	0.300
Wheaton	0.610	0.400	0.360	0.350	0.340	0.320	0.315	0.310	0.305	0.300
Elgin	0.610	0.400	0.360	0.350	0.340	0.320	0.315	0.310	0.305	0.300

Note: Schaumburg, Bartlett and Bloomingdale do not have an electric tax

Residential Commercial



TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager

SUBJECT: Village President's Travel Expenses – U.S. Conference of Mayors Meeting

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 20, 2014 – Board Workshop

Executive Summary

Mayor Craig will be attending the 82nd Annual Conference of Mayors meeting, which takes place in Dallas, Texas from June 20-23, 2014. He has indicated that he intends on driving to Dallas rather than flying, and has requested reimbursement of mileage, parking and toll expenses.

Discussion

The Mayor would like to drive his personal vehicle to the conference rather than fly, and is requesting reimbursement for his mileage, parking and toll expenses to and from the conference location.

He would be reimbursed expenses based on the Village of Hanover Park policy in the Employee Handbook - #509 – Business Travel Expenses (policy attached). Although the attached policy pertains to employees, in the past, this policy has been applied to Elected Officials also.

Per the policy, reimbursement for use of your private vehicle shall be at the rate established by the U.S. General Services Administration, plus any toll charges, if the round-trip does not exceed 250 miles or is within the State of Illinois. When you choose to drive your own vehicle on a longer trip, reimbursement shall be limited to the fare for air travel, or the current rate per mile, whichever is lower.

The estimated mileage for the Mayor to drive from Hanover Park to Dallas, Texas is approximately 1,850 miles. At the established rate of \$0.56 per mile, driving his personal vehicle would cost approximately \$665.00 more in transportation costs if he were to drive versus fly (anticipated cost of airfare is \$371). Additionally, after factoring in parking fees versus taxi fees to/from the hotel to the airport, plus tolls and a one-day rental vehicle for an off-site meeting, the total difference in cost would be \$655. Based on the policy, the Village would allow \$371.00 to be reimbursed for this trip, plus the additional taxi fees and car rental, for a total of \$541. Attached you will find a copy of the airfare cost as of February 6, 2014.

Agreement Name:

Executed By:

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Below is the cost breakdown of expenses for the conference:

	<u>Cost of Flying</u>	<u>Cost of Driving</u>
Airfare	\$371 (includes luggage fees)	\$0
Mileage	\$0	\$1,036
Trans. To Hotel	\$120	\$0
Parking	\$0	\$140 (5 nights @ \$28)
Tolls	\$0	\$20 (estimated)
Rental Car	\$50	\$0
Hotel	\$900	\$900
Per Diem	\$400	\$400
Registration	<u>\$700</u>	<u>\$700</u>
Total	\$2,541	\$3,196

Recommended Action

Provide direction on how much of these expenses are to be reimbursed to the Village President.

Attachments: Business Travel Expenses Policy
Airfare Quote

Budgeted Item:	<u> X </u> Yes	<u> </u> No
Budgeted Amount:	\$2,400	
Actual Cost:	\$3,196	
Account Number:	001-0110-411-03.71	
	001-0110-411-03.72	

Village of Hanover Park

Employee Handbook



509 Business Travel Expenses

Effective Date: 03/01/2011

Revision Date:

The Village will reimburse you for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by your Department Head. Once your travel plans have been approved, you are responsible for making your own travel arrangements.

Attendance at authorized or required professional conferences, seminars, technical meetings and/or training programs will be considered part of your normal duties and will be counted as hours worked. You may request authorization to attend such an event at Village expense if it has been approved in the budget for the appropriate fiscal year. Otherwise, the Village Manager must approve attendance at conferences or other such events not included in the budget.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives and subject to the provisions listed below will be reimbursed by the Village.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi or limousine fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of conference hotel accommodations or standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, subject to the limitations described below.
- Tips not exceeding 15% of the total cost of a meal or transportation.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for one personal telephone call each day.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

If you are involved in an accident while traveling on Village business, you must promptly report the incident to your immediate supervisor. Vehicles owned, leased, or rented by the Village may not be used for personal use without prior approval.

Adoption of Rates

The rates contained in the most recent Department of the Treasury, Internal Revenue Service

Village of Hanover Park

Employee Handbook



Publication 1542 Per Diem Rates shall be the maximum rate allowed for reimbursement of per diem for meals and incidental expenses. Mileage reimbursement rates shall be the maximum allowed for privately owned vehicles under the U. S. General Services Administration, Travel and Transportation Management Policy Division. Travel expenses shall only be reimbursed when in compliance with this Rule and the current Travel Expense Reimbursement Policy.

Transportation

You should use vehicles from the Village fleet whenever possible for local travel while on official Village business. When a vehicle from the Village fleet is not available, you may use your own private vehicle for travel on Village business.

Reimbursement for use of your private vehicle shall be at the rate established above, plus any toll charges, if the round-trip does not exceed 250 miles or is within the State of Illinois. When you choose to drive your vehicle on a longer trip, reimbursement shall be limited to the fare for air travel, or the current rate per mile, whichever is lower. In such cases, no reimbursement shall be made for any hotel, meal or other expenses incurred *en route*, or for parking charges at the destination.

When two or more employees travel in the same private vehicle, reimbursement shall be made only to the owner of the vehicle.

Meal Allowance

You may be reimbursed for actual expenses incurred for lunch while you are away from the Village on official business during a normal work day before and after the lunch period, including attendance at meetings, training seminars, or required court appearances.

Reimbursement for meals shall be based on the actual costs of the meal plus a gratuity of not more than 15% of the cost of the meal. Receipts will be required for reimbursement of meal costs. However, no meal reimbursement shall be more than the following proportionate share of the meals and incidental expense rate adopted above: breakfast at 20%, lunch at 27%, and dinner at 53%, plus gratuity.

Per Diem

A *per diem* meal and incidental expense reimbursement is available when an overnight stay is required which shall be based on the meal and incidental expense rate adopted above. Receipts are not required for per diem expenditures.

Cash advances to cover reasonable anticipated expenses may be made to you after travel has been approved. You should submit a written request to your supervisor when travel advances are needed.

When travel is completed, you should submit a completed travel expense report within 30 days. Reports should be accompanied by receipts for all individual expenses, except those covered by your *per diem*. (See Appendix 509-A, Travel Expense Report.)

You should contact your supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any

Village of Hanover Park

Employee Handbook



other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by you, are grounds for disciplinary action, up to and including termination of employment.



Plan Travel

Travel Information

AAdvantage



- Find Flights
- Choose Flights
- Travelers
- Trip Options
- Select Seats
- Review & Pay
- Finish

Chicago to Dallas/ Fort Worth
 1 Adult
 Thursday June 19, 2014 – Tuesday June 24, 2014

Flight	Depart	Arrive
American Airlines 2325 	Chicago (ORD) June 19, 2014 12:55 PM Travel Time : 2 h 30 m Cabin Class : Economy Seat : unassigned	Dallas/ Fort Worth (DFW) June 19, 2014 03:25 PM Booking Code : N Plane Type : M80
American Airlines 2303 	Dallas/ Fort Worth (DFW) June 24, 2014 11:25 AM Travel Time : 2 h 15 m Cabin Class : Economy Seat : unassigned	Chicago (ORD) June 24, 2014 01:40 PM Booking Code : N Plane Type : M80

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- In order to comply with federal security regulations, we may provide government agencies access to data you disclose to us.
- If you choose to pay using a U.K.-billed credit card or U.K.-billed PayPal account, a processing fee of £4.50 per ticket may apply. Payments with debit cards are exempt from this fee.
- Optional Services and Carrier Charges include, but are not limited to, items such as checked or carry-on baggage, seat selection and seat upgrades.

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Please enter all passenger names as they appear on the passenger's government-issued photo identification. [More Details](#)
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*Required

Passenger 1

First Name*	Passenger Type*	Date of Birth*		
<input type="text"/>	Adult (16-64)	Month	Day	Year
Middle Name	Program	Gender*		
<input type="text"/>	AAdvantage	*Gender		

Reference Number Known Traveler

Your Trip Price:
\$321.00 USD
[Baggage and Optional Charges](#)

Fare Amount
 Adult
 1 × \$299.00 USD \$299.00 USD

Taxes & Carrier Imposed Fees
 Adult
 1 × \$22.00 USD \$22.00 USD

Taxes and carrier imposed fees included. [Price details](#)

Flight Subtotal
\$321.00 USD

Your Trip Price:
\$321.00 USD
[Baggage and Optional Charges](#)

Your Trip Price: \$321.00 USD
 Statement Credit: **-\$100.00 USD**
\$221.00 USD



TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Howard A. Killian, Director of Engineering and Public Works

SUBJECT: Purchase of Two Dump Trucks

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 20, 2014 – Board Workshop

Executive Summary

Fleet Services is requesting the purchase of two 1-ton dump trucks to replace a 2001 Ford F-550 used by the Forestry Division and a 2003 Chevrolet Topkick used by the Street Division.

Discussion

The Village can take advantage of the Northwest Municipal Conference Bid on Ford heavy duty trucks for the purchase of these units. The FY14 Budget includes \$76,000 for the replacement of the Forestry truck and \$72,000 for the replacement of the Street truck. We recommend the Village Board take advantage of this proposal.

<u>Vendor</u>	<u>Item</u>	<u>Amount</u>
Currie Motors, Frankfort, IL	2014 Ford F-450 with Dump Body, Plow & Spreader	\$ 69,180
	2014 Ford F-550 with Dump Body, Plow & Spreader	<u>\$ 82,435</u>
Total for Both Vehicles		\$151,615

Four squad cars were budgeted to be purchased in FY'14. However, the Board only authorized the purchase of two squads. Therefore, the remaining \$3,615 will come from savings realized from not purchasing the remaining two squad cars.

The Forestry unit is utilized for snow and ice control in the Commuter Lot and Village facilities. The Street unit is a heavier unit with a diesel engine to handle plow routes for snow and ice control. These units are equipped with the capability to utilize de-icing liquids to improve their effectiveness.

Agreement Name: _____

The two units coming out of service are no longer able to handle the rigors of these large snows. Both units have broken down several times this year due to corrosion or metal fatigue.

Recommended Action

Motion to establish a purchase order to Currie Motors of Frankfort, Illinois for the purchase of two Ford dump trucks in an amount not to exceed \$151,615 and authorize the Village Manager to execute the necessary documents.

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$ 76,000 – Forestry	
	\$ <u>72,000</u> – Streets	
Total	\$148,000	
Actual Cost:	\$ 69,180 – Forestry	
	\$ <u>82,535</u> – Streets	
Total	\$151,615	
Account Number:	061-6110-485-13.42	