

AGENDA  
COMMITTEE OF THE WHOLE  
March 14, 2017  
2200 Harnish Drive  
Village Board Room  
- AGENDA -  
7:30 P.M.

Trustee Glogowski – Chairperson  
Trustee Steigert  
Trustee Smith  
Trustee Spella  
Trustee Sosine  
Trustee Dianis  
President Schmitt

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation** (*Persons wishing to address the Committee on an item on this agenda must register with the Chair prior to roll call.*)
3. **Community Development**
4. **General Administration**
  - A. Consider a Resolution Designating Depositories for Funds and other Public Monies in the Custody of the Village of Algonquin
  - B. Review Proposed 2017-2018 General Fund Budget
  - C. Review Proposed 2017-2018 Budget for Remaining Fund Items:
    1. Development Fund
    2. Village Construction Fund
    3. Downtown TIF Fund
    4. Police Pension Fund
    5. Special Service Area #1 Fund
    6. Debt Service Fund
5. **Public Works & Safety**
  - A. Consider an Agreement with Strand Associates for Phase 1 & 2 Design Engineering Services for the Gaslight Drive Roadway Rehab IMS
  - B. Consider and Agreement with HR Green for Phase 1 & 2 Design Engineering Services for the Scott, Souwanas, & Schuett Roadway Rehab IMS
6. **Executive Session**
7. **Other Business**
8. **Adjournment**



**VILLAGE OF ALGONQUIN**  
*GENERAL SERVICES ADMINISTRATION*

**– M E M O R A N D U M –**

DATE: March 9, 2017

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager

SUBJECT: *Authorizing Financial Institutions as Designated Depositories*

---

As part of its treasury management activities, the Village maintains several bank and investment accounts at multiple financial institutions. The Village Board, from time to time, shall designate depositories in which the funds and moneys belonging to the Village, in the custody of the Village Treasurer, and also all moneys collected by the Village, shall be kept. Attached is a Resolution listing the eight (8) banks and financial institutions the Village is actively engaged with.

**Recommendation**

Staff recommends that the Committee of the Whole forward this item to the Village Board for approval by Resolution at their meeting on March 21, 2017.

RESOLUTION NO. 2017-R-\_\_\_\_\_

**DESIGNATION OF DEPOSITORIES FOR FUNDS AND OTHER PUBLIC MONIES  
IN THE CUSTODY OF THE VILLAGE OF ALGONQUIN**

**WHEREAS**, the investment of municipal funds is governed by the Public Funds Investment Act, 30 ILCS 235; and

**WHEREAS**, the Village of Algonquin ("Village") has established an investment policy to further guide investment activities to achieve safety, liquidity, and yield-rate of annual return; and

**WHEREAS**, Public Funds Investment Act calls for the designation of depositories for fund and other public monies in the custody of the Village and sets certain requirements to be followed by financial institutions so designated; and

**WHEREAS**, the Village Treasurer requests the President and Board of Trustees to designate banks or other financial institutions, including brokered investments, in which the funds and monies of the Village may be deposited.

**NOW, THEREFORE BE IT RESOLVED**, by the President and Board of Trustees of the Village of Algonquin, Kane and McHenry Counties, Illinois that the following named banks and other financial institutions are hereby designated as depositories for fund and other public monies in the custody of the Village:

- ALGONQUIN STATE BANK, N.A.
- BANK OF NEW YORK MELLON CORPORATION
- CHARLES SCHWAB CORPORATION
- HOME STATE BANCORP, INC
- ILLINOIS FUNDS
- ILLINOIS METROPOLITAN INVESTMENT FUND
- ILLINOIS NATIONAL BANCORP, INC.
- JP MORGAN CHASE BANK, N.A.



**BE IT FURTHER RESOLVED**, before any funds are deposited into any of the designated depositories, a copy of the aforesaid financial statements of the depository will be placed on file.

**PASSED AND APPROVED**, by the President and Board of Trustees for the Village of Algonquin this \_\_\_\_ day of \_\_\_\_ 2017.

Aye:

Nay:

Absent:

Abstain:

(SEAL)

APPROVED:

\_\_\_\_\_  
John C. Schmitt, Village President

ATTEST: \_\_\_\_\_  
Gerald S. Kautz, Village Clerk



**VILLAGE OF ALGONQUIN  
MEMORANDUM**

DATE: March 6, 2017  
TO: Committee of the Whole  
FROM: Tim Schloneger, Village Manager  
**SUBJECT: Proposed Budget – 2017/2018 General Fund**

---

**GENERAL FUND BUDGET OVERVIEW**

The annual budget is a financial statement of the goals and objectives for the Village during the fiscal year. These goals and objectives have been assessed and reconfirmed over the past year regarding the delivery of basic Village services. The General Fund budget maintains conservative projections of revenues and expenditures and attempts to address the concerns for maintaining service delivery identified by elected officials, Village staff, and citizens of this community in our current economic environment. The budget for the General Fund followed a “constraint budgeting” process to ensure maintenance of existing services while enhancing budget goals by each department and division in the allocation of the limited revenues for the Village. In other words, it is the overriding principle of the budget to deliver outstanding service to our citizens at a reasonable price without drawing down the Village’s working capital, assuming no additional tax burden on our residents. This principle is difficult with relatively flat year-to-year revenue, but still possible because of the financial planning that the Village Board has followed over the past decade. A reduction in property taxes is reflected in the General Fund budget; and, through strong fiscal policies and constraint, the 2017-2018 General Fund budget is balanced.

Attached is the proposed General Fund budget for Fiscal Year 2017-2018. This General Fund budget is balanced with a 2% decrease in revenues and expenditures as compared to the budget for the current 2016-2017 fiscal year. Income tax revenue is projected to decrease 13% based on current projections and the assumption that the state pays all 12 monthly income tax installments under the current funding model. Sales tax revenue projections show an increase of 1.3% based on sales growth. Real estate taxes are the second largest revenue category after sales taxes and are levied lower than year 2008 levels.

The budget maintains a balanced position, drawing down on specific restricted funds for one-time capital purchases, but without dipping into the General Fund cash reserves. Above all, no significant reduction in services to our residents is anticipated in the 2017-2018 fiscal year budget, and the Village’s cash position remains solid.

## FISCAL YEAR 2017-2018

### GUIDING PRINCIPLES

The Guiding Principles were established as part of the 2005-2006 budget year process and are renewed each year. These principles are the core guidelines to ensure stability in meeting the mission of our organization, especially when our ability to provide necessary public services is challenged by unstable or declining revenue. The Village aims to focus its time and resources in accomplishing the following objectives:

#### Customer Service

##### ***Maintain and/or Enhance Customer Service and Citizen Satisfaction***

- In order to provide the most efficient and effective services to residents, staff should continually evaluate operations. Increase the consistent focus on customer service through efficiency studies, training of front-line staff, and evaluating roles and responsibilities.
- Employee satisfaction, growth, and development foster positive customer service. This is accomplished through many vehicles, including training and evaluating roles/responsibilities.
- Implement mechanisms for promoting effective internal and external communication.

#### Economic Development

##### ***Continue to Promote and Foster Economic Development***

- Economic development is instrumental in offering residents a community in which they can live, work, and play; creating jobs and bringing visitors to our community; and providing revenue to fund needed capital projects and other operational programs.
- Allocate the necessary resources to the continued development of the Village's economy, focusing on the Algonquin Corporate Campus, downtown, the Route 62 east corridor, and the mining operations.

#### Infrastructure

##### ***Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents***

- Providing adequate infrastructure throughout the Village is pertinent in order to ensure safe roadways, functional water and sewer systems, and top-notch park facilities for residents, businesses, and visitors.
- Continue to develop and implement multi-year plans, including neighborhood capital improvements.
- Continue to develop and refine the Village's transportation network in order to provide accessibility and mobility via the Village's roadway and trail systems.

#### Fiscal Management

##### ***Assess All Viable Options to Increase/Maintain the Village's Revenue Base***

- Explore grants, operational efficiencies, and additional economic development opportunities.
- Obtain additional dedicated revenue sources for funding capital projects.
- Evaluate projects and personnel functions to find opportunities for cost savings.

## Public Safety

### ***Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff***

- Emphasize and focus on public safety, emergency planning, and homeland security as a priority in our daily operations.
- As the number of commercial establishments level off or are reduced in the Village, and the needs of the citizenry fluctuate, differing resources must be allocated to these important government functions.

## Conservation

### ***Continue to Promote and Develop Programs with a Conservation Focus***

- Promoting and adhering to a conservation mindset and lifestyle have been priorities for the Village over the past several years. Conservation is imperative in order to protect and conserve natural resources such as groundwater, wetlands, and natural water bodies.
- Promote and enforce the Village's water conservation program, and continue to work with other governments and agencies to address issues of water quality and quantity on a regional basis.
- Continue to promote the Village's recycling program through educational materials and other programs.

In addition to maintenance and advancement of services provided to our citizens, this proposed General Fund budget is on course to maintain at least a six-month cash reserve within the next fiscal year provided the state of Illinois lives up to its obligation to allocate the municipal share of the state income tax.

\*\*\*\*\*

### **GENERAL FUND ANTICIPATED REVENUE (\$19,290,000)**

There are many sources of revenue needed to fund the General Fund budget. Some of the revenue accounts are predictable based on past trends, while many other revenues are dependent on activities that have been more difficult to predict during the financial recovery and ongoing state fiscal crisis. This section of the memo will address larger revenue categories and those revenue accounts involving various assumptions and deviations from the current fiscal year budget.

**SALES TAX - \$7,700,000** - Commercial and retail growth remains modest in Algonquin as in the entire Chicago region. Sales tax has been trending upward slowly and is estimated to increase 1.3%. Projected sales tax contributes approximately 40% of the total anticipated revenue for the General Fund and is the largest revenue source in the General Fund.

Sales tax is an elastic revenue source, paid largely by nonresidents who purchase goods from businesses within the Village. These purchases can fluctuate based on competition from adjacent communities and external economic forces from year to year and should not be completely relied on as the ever-increasing revenue source. The timing of new commercial uses, closing of businesses, and predicting resulting sales taxes to be generated by these new or closing businesses, and sometimes competing businesses, make sales tax less predictable as a revenue source.

**INCOME TAX - \$3,360,000** – Income taxes received by the state are based on the census of population and overall income tax collected by the state. Recent trends show income tax decreasing from last fiscal year (absent any allocation changes from the state). Income tax revenue consists of approximately 17% of the total revenue for the General Fund.

COMMUNITY DEVELOPMENT FEES - \$420,000 - The revenue from building permits, platting fees, and annexation may fluctuate based on the economy and the extent of building activity. The modest pace of residential building permits and commercial development trends are starting to relax, indicating a slow climb in new building permits. Based on this anticipated pace of building activity, a 6% reduction from the current budget in overall Community Development Fees is projected. Community Development Fees account for just over 2% of the General Fund revenue in this budget.

POLICE AND COURT FINES - \$341,000 – This series of revenue accounts makes up the payments from fines, prosecution fees, and forfeited funds related to police and court activities, plus any reimbursement for police training. The traffic light enforcement program has ended after successfully changing driver behavior, and the municipal court is also decreasing revenue. Court and traffic fines account for approximately 1.75% of all General Fund revenues.

FRANCHISE FEES - \$655,000 – These items cover revenues provided to the Village by utility companies for use of the public rights of way through franchise agreements. This revenue accounts for approximately 3.4% of the revenue in the General Fund.

REAL ESTATE TAXES - \$5,990,000 - The real estate tax revenues include the distribution of the real estate taxes as levied. The real estate tax revenue contributes approximately 31% to the General Fund budget and is the second largest source of revenue next to sales tax. Consistent with the policy of the Board to keep Village property taxes down, the Village's levy was decreased below year 2008 levels.

GRANTS AND DONATIONS - \$118,000 - These line items recognize the revenue anticipated under the traffic grant programs. The funds available for grants and donations make up approximately 0.6% of the General Fund revenues.

INTEREST - \$100,600 - These revenue line items include interest received from the various investment institutions utilized by the Village. While working capital is stable, interest rates can fluctuate throughout the year and are showing a trend to be generally lower. Interest income accounts for less than 0.5% of the General Fund revenue.

OTHER REVENUE - \$605,400 - Sixteen other smaller revenue sources account for the balance of the total revenue stream for the General Fund. A transfer from the Hotel Tax Fund helps to supplement the General Fund for advisory services provided by the McHenry and Metro West Councils of Governments. Overall, the other revenue accounts make up approximately 3.1% of the General Fund revenue.

VEHICLE REPLACEMENT FUND – The Village has established a Vehicle Replacement Fund to help plan and finance replacement of these capital assets. This year's budget proposes using \$117,000 to replace a large Public Works truck. With this purchase, the Vehicle Replacement Fund will have only minimal funds remaining at April 30, 2018.

INSURANCE FUND – The Village is proposing drawing down \$213,000 from the restricted Insurance Fund to pay for Workmen's Comp and Liability Insurance premiums.

\*\*\*\*\*

## **GENERAL FUND EXPENDITURES - PERSONNEL**

Administration, Police, Community Development, and Public Works are separate departments funded by the General Fund. Public Works has two distinct divisions of responsibility covered under the General Fund: (1) General Services (previously Streets Division and Parks and Forestry Division) and (2) Public Works Administration. *Note:* The Water and Sewer Divisions are also under the Public Works Department, but these two divisions are classified under the Water and Sewer Operating Fund which is considered a separate, freestanding Enterprise Fund. The Vehicle and Building Maintenance Service Funds are administered through the Public Works Department as internal service funds and derive their revenue as an expenditure from each department based on the vehicle, equipment, and building needs of each department.

The General Fund budget suggests very modest salary increases for current personnel. In April, the Village Board will be considering whether there will be any increases to the merit compensation plan for noncontract employees, which is examined annually. The merit plan provides that the department heads, with the advice and consent of the Village Manager, review all nonunion employees for possible merit increases. Each department establishes a merit pool, so the proposed raises can reflect job performance rather than automatic, across-the-board pay increases. For budget purposes, an approximate 2.5% merit pool increase is recommended at this time. Implementation of the merit compensation plan, as established by the Committee of the Whole and the Village Board by ordinance, will serve as a guide to the appropriate merit pool increases for the employees during the 2017-2018 fiscal year.

\*\*\*\*\*

**GENERAL SERVICES ADMINISTRATION – PERSONNEL (\$1,406,000)** The General Services Administration Department (GSA) includes the Manager's Office, Finance, Human Resources, Water Billing, Information Technology, Recreation, and GIS technology. Staff within the General Services Administration Department would be maintained at 16 full-time employees under this budget proposal. Personnel costs for GSA are essentially flat compared to last year.

<b>GENERAL SERVICES ADMINISTRATION</b>	
<b>FULL-TIME PERSONNEL BY PROGRAM RESPONSIBILITY</b>	
Village Manager	2
Finance	7
IT/GIS	4
Recreation	1
Human Resources	<u>2</u>
<b>Total</b>	<b>16</b>

## **GENERAL SERVICES ADMINISTRATION - CONTRACTUAL SERVICES (\$238,500)**

The expenditures under the contractual services category are proposed to be decreased from last year to reflect recent trends.

## **GENERAL SERVICES ADMINISTRATION - SUPPLIES AND MATERIALS - (\$27,500) AND MAINTENANCE (\$158,500)**



Items under Supplies and Materials are budgeted generally flat from the current budget. Dated computers and printers are proposed for replacement under Item 43333. The line item for Building Services (44423) (as in all departments) focuses on the level of attention needed at the Ganek Municipal Center and Historic Village Hall for the purpose of maintenance, which is increasing with aging facilities. The Internal Services Fund will bill each department the labor and materials needed to maintain each department. Vehicle Maintenance (44420) and Building Services (44423) are classified through a separate Internal Service Fund, which is noted on the budget work sheets with an "S" for Service Fund.

#### **GENERAL SERVICES ADMINISTRATION - CAPITAL EXPENDITURES (\$0)**

No funds are allocated this year for capital expenditures.

#### **GENERAL SERVICES ADMINISTRATION - TRANSFERS (\$0) AND OTHER CHARGES (\$294,500)**

ACCOUNT 47701 RECREATION PROGRAMS - \$ 250,000 - The costs associated with the special event and recreation programs planned for the fiscal year are identified in this line item. The most popular events and recreational sessions remain on the schedule for the year, and some less popular events have been eliminated. Recreation programming revenue has been adjusted to reflect the related program expenditures. If all of the programs are successful, revenues generated from the events will cover most, but not all, of these proposed expenditures.

ACCOUNT 47750 HISTORIC COMMISSION - \$2,500 – The expenditures proposed by the Historic Commission are for photographic services, duplication, copying, and reprinting, as well as other supplies and equipment for office use and seminars.

#### **GENERAL SERVICES ADMINISTRATION DEPARTMENT SUMMARY (\$2,125,000)**

The General Services Administration Department accounts for 11% of the budget, with a proposed 4.4% decrease of expenditures from the previous budget year. The department will continue to focus on public communication tools, information technology, and GIS technology for improved information and communication opportunities.

\*\*\*\*\*

#### **POLICE DEPARTMENT – PERSONNEL (\$8,096,000)**

Personnel salaries and benefits in the Police Department make up 83.7% of the department's expenditures, including the Village's significant contribution to the Police Pension Fund. Most of the sworn officers and civilian personnel are covered under collective bargaining contracts. The department has 44 sworn officers and a total of 52 full-time employees.

#### **POLICE DEPARTMENT - CONTRACTUAL SERVICES (\$802,000), SUPPLIES AND MATERIALS (\$194,000), AND MAINTENANCE (\$370,300)**

The Police Department line items under the categories of Contractual Services, Supplies and Materials, and Maintenance are decreased from the current fiscal year. Dispatch Services for SEECOM is the largest line item under contractual services (\$600,000). Line item Traffic Light Enforcement (42300) has been reduced to \$0 as the red light camera program was eliminated after successfully changing driver behavior. Fuel usage (43340) for police vehicles (\$80,000) is the largest line item under Supplies and Materials. IT Equipment (43333) includes computers scheduled for replacement.

**POLICE DEPARTMENT - CAPITAL EXPENDITURES (\$102,500)**

ACCOUNT 43335 VEHICLES AND EQUIPMENT - \$79,300 – The budget proposes purchasing two Ford Interceptor SUVs.

ACCOUNT 45590 CAPITAL PURCHASES - \$0 – There are no capital purchases that exceed the \$40,000 threshold required for this line item.

ACCOUNT 45593 CAPITAL IMPROVEMENTS - \$0 – No money is allocated this year for capital improvements.

ACCOUNT 45597 CAPITAL LEASE PURCHASE - \$23,200 – This covers the fifth of a five-year lease purchase of a complete digital camera recording system in all police patrol vehicles.

**POLICE DEPARTMENT - OTHER CHARGES (\$105,200)**

ACCOUNT 47720 POLICE COMMISSION - \$3,900 – This line item reflects expenses for the promotion and discipline of police officers and funding for a sergeant promotional exam, if needed.

ACCOUNT 47730 EMERGENCY SERVICE DISASTER - \$8,000 - This item covers some of the current staff time devoted to the county agency of “ESDA.”

ACCOUNT 47760 UNIFORMS - \$50,000 - This line item is pursuant to the current union contract for the uniform allowances and for new and replacement bulletproof vests for officers.

**POLICE DEPARTMENT SUMMARY (\$9,670,000)** As the agency responsible for providing front-line public safety services to Village residents, the Police Department is by far the largest department of the Village, making up 50% of the General Fund budget. Personnel alone within this department accounts for more than 83.7% of the department's total budget. All expenditures are necessary to meet the public service goals identified in certain guiding principles noted earlier in this memo.

\*\*\*\*\*

**COMMUNITY DEVELOPMENT DEPARTMENT – PERSONNEL (\$1,211,500)**

This department of the Village includes the services of building permit review, code enforcement, property maintenance, economic development, downtown revitalization, public art, and planning and zoning coordination. The budget for the Community Development Department is based on expected implementation of various departmental program goals. One less personnel position is proposed which decreases the staffing level to 11 employees.

**COMMUNITY DEVELOPMENT DEPARTMENT - CONTRACTUAL SERVICES, (\$146,000),  
SUPPLIES AND MATERIALS (\$21,000), AND MAINTENANCE (\$57,000)**

ACCOUNT 42234 PROFESSIONAL SERVICES - \$110,000 - This item is used to pay for outside professional service contracts. Included are funds to hire an economic development specialist to recruit developers and businesses to the Corporate Campus, retail corridors and the downtown. Other services anticipated are consultants in specialized areas of planning, elevator inspections, grass-cutting services (for violations of property maintenance codes), and other possible outside inspection services, if needed, for larger

commercial projects and/or summer peak building permit review. Other expenditures in all categories are decreasing accordingly due to less building activity.

ACCOUNT 43362 PUBLIC ART - \$5,000 - This line item covers expenses for the Public Art Program. The costs will cover all-weather signs adjacent to the sculptures and other expenses necessary to set up the public art displays. *Note:* Public art impact fees could also be collected and placed in the General Fund to cover a portion of these expenses if there is some new development. Funds are recommended in this account to act as a stipend to artists who may agree to loan the Village an outdoor sculpture for display.

#### **COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENTS (\$0) AND OTHER CHARGES (\$60,500)**

ACCOUNT 43335 VEHICLES & EQUIPMENT - \$0 – No money is allocated.

ACCOUNT 45593 CAPITAL IMPROVEMENTS - \$0 – No money is allocated.

ACCOUNT 47710 ECONOMIC DEVELOPMENT - \$60,500 - This item covers the continued implementation of the Downtown Planning Study, Retail Marketing, Business Park Marketing, and the Business Retention Program recommended by the Algonquin Economic Development Commission. The priority in FY 17/18 is the first year of a four year funding commitment for the establishment of a formal Downtown Main Street Program, which will be entirely privately funded within 4 years.

#### **COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY (\$1,496,000)**

This department accounts for about 7.8% of the General Fund budget and is responsible for economic development programs, processing of every development plan proposed and every building permit of this growing Village, including enforcement of property maintenance codes. The revenue directly from community development-related matters consists of \$420,000, or approximately 2.1% of the General Fund budget revenues. The Village needs to maintain a highly professional level of service in the department since its efforts will be measured by the quality of the developments in the future of the Village.

\*\*\*\*\*

#### **PUBLIC WORKS DEPARTMENT - PUBLIC WORKS ADMINISTRATION**

The organization of the Public Works Department utilizes the division of Public Works Administration to efficiently allocate the time and responsibilities of the Public Works Director and his staff who assist all departments of the Village. The positions that are involved with building and vehicle maintenance cross over to multiple divisions within Public Works, multiple departments of the Village, and multiple funds within the budget. Public Works Administration also manages General Services (formerly Streets Division and Parks and Forestry Division), all of which are funded through the General Fund, as well as the separate Enterprise Fund of the Water and Sewer Operating Divisions. Public Works Administration is budgeted at a 3.7% decrease from last fiscal year due to the elimination of the graduate intern position.

#### **PUBLIC WORKS ADMINISTRATION – PERSONNEL (\$277,700)**

Four full-time positions are covered by the Public Works Administration Division.

#### **PUBLIC WORKS ADMINISTRATION - CONTRACTUAL SERVICES (\$16,300) SUPPLIES AND MATERIALS (\$17,700) AND MAINTENANCE (\$55,600)**

The line items for Public Works Administration under contractual services and supplies and materials reflect only those services needed for the Public Works Administration Division. Likewise, the maintenance line items are only for the Public Works Administration's share of buildings, grounds and vehicle maintenance.

**PUBLIC WORKS ADMINISTRATION - CAPITAL EXPENDITURES (\$0)**

There are no capital items budgeted this year.

**PUBLIC WORKS ADMINISTRATION – TRANSFERS (\$625,000) AND OTHER CHARGES (\$8,700)**

The transfer satisfies the next installment to the bond issue and reflects the most recent debt refinancing. Under Other Charges, travel and training and uniform costs have been reduced to reflect constraint expenditures needed to keep costs down this fiscal year.

\*\*\*\*\*

**GENERAL SERVICES – PERSONNEL (\$2,263,200)**

The staff of General Services (formerly Streets Division and Parks and Forestry Division) is proposed with no new full-time personnel. The number of full-time employees within General Services is at 26.

For winter months, snowplow routes are established for snow and ice removal on the 124 miles of streets, bike trails, and municipal parking lots. Likewise, during the spring, summer, and fall seasons, patching, maintenance, street sweeping, and striping must all be performed by the staff of General Services.

General Services covers the expenses needed for the maintenance of parks and municipal properties. Park maintenance costs are expanding greatly due to the commitment by the Village Board to acquire parkland and to enhance maintenance and improvements to community parks. The expenditures accurately represent the Village's cost of additional parklands and increased responsibilities to maintain the tree stock within the public areas and tree loss caused by the emerald ash borer infestation. Likewise, tree preservation, tree replacement, and grounds maintenance are increasingly important to the Village and the overall quality of facilities serving the public.

**GENERAL SERVICES - CONTRACTUAL SERVICES (\$703,000) AND SUPPLIES AND MATERIALS (\$273,000)**

Contractual accounts cover utility costs such as power for streetlights, fuel costs, mosquito control, aquatic weed control and landscape maintenance. Supplies and Materials also include those items needed for street repairs such as asphalt, stone, signs, landscape restoration, etc.

ACCOUNT 42212 ELECTRIC - \$375,200 - This account recognizes the cost of power for all the streetlights throughout the Village for the year.

ACCOUNT 42234 PROFESSIONAL SERVICES - \$274,350 - This line item is used to pay for subscription costs for the Automatic Vehicle Location System. In addition, it includes money to pay for IEPA storm water permit fees, JULIE locate service, weather command services, broadleaf weed control, mosquito control, aquatic weed control and rough turf mowing. Outsourcing of maintenance of naturalized detention areas and landscape medians in rights of way has caused additional expenditures in this line item.

ACCOUNT 43309 MATERIALS - \$47,750 - This line item is for in-house projects which utilize materials such as stone, asphalt, paint, mulch and seed. In addition, drainage problems continually need to be addressed throughout the Village and require materials such as pipe, manhole parts, gravel, and various types of stone.

ACCOUNT 43320 TOOLS, EQUIPMENT AND SUPPLIES - \$27,600— This account covers the costs for the day-to-day tools and supplies. Funds are provided for typical hand tools, concrete saw parts, tree trimming supplies, and equipment for playground repairs.

ACCOUNT 43360 PARK UPGRADES - \$90,250 - Major items include the replacement of various bike paths in the Village, drinking fountain replacements, and the repair/replacement of a failed backstop. Monies are also provided to install security lighting at Wood Park and for roof replacements on a few facilities. Monies are also provided for the relining of the fountain at Cornish Park.

ACCOUNT 43366 SIGN PROGRAM - \$24,500 - The expenses under this item include the purchase of posts and signs for public rights of way. With the use of the computerized sign-making equipment, Public Works staff can make and customize signs for the Village. The materials for sign blanks and the backing materials are included in this expenditure.

#### **GENERAL SERVICES - MAINTENANCE (\$884,700)**

ACCOUNT 44402 TREE PLANTING - \$54,300 - Expenses under this item include seasonal plant displays, as well as replacement plants and trees on public properties, including parkway trees. Finally, this line item provides for the 50/50 parkway tree program. The allocated funds will not completely satisfy the current waiting list of tree replacements due to the emerald ash borer infestation. The 50/50 tree program only covers the situation where a property owner wants an additional parkway tree. Any existing parkway tree that dies will be replaced 100% by the Village.

ACCOUNT 44420 VEHICLE MAINTENANCE - \$287,000 - This item covers maintenance of all machinery and apparatus that are driven or towed, including trucks, vans, tractors, cars, riding mowers, or anything mounted to those pieces such as snowplows or salt spreaders.

ACCOUNT 44421 EQUIPMENT MAINTENANCE - \$269,000 - The equipment maintenance line item represents expenses that are preformed or coordinated through Internal Services.

ACCOUNT 44423 BUILDING MAINTENANCE - \$180,500 – The building services maintenance line item represents expenses that are preformed or coordinated through Internal Services.

ACCOUNT 44425 OPEN SPACE MAINTENANCE - \$0 – This account covers the ongoing costs needed to keep the wetland detention basins and native planted open space under Village control in their pristine condition.

ACCOUNT 44427 CURB AND SIDEWALK PROGRAM - \$3,200 - This item includes funding for sidewalk inspection, ADA compliance and repair for damaged sidewalks. Additional curb and sidewalk material costs are covered under the MFT Fund to reduce these expenditures in the General Fund.

ACCOUNT 44428 STREET MAINTENANCE- \$40,000 – This item includes crack filling for road surface preservation and thermoplastic roadway striping.

ACCOUNT 44429 STREET LIGHT MAINTENANCE - \$12,000 - This line item covers the in-house maintenance of the Village-owned streetlights, poles, and fixtures.

ACCOUNT 44430 TRAFFIC SIGNAL MAINTENANCE - \$25,500 - These are set costs for the Village's share of existing traffic signals shared with IDOT.

ACCOUNT 44431 STORM SEWER MAINTENANCE - \$11,700 – This provides for Pipe & Manhole Parts for the utilities team.

**GENERAL SERVICES - CAPITAL EXPENDITURES (\$222,500)**

Expenditures include various equipment and a new chassis for truck #622.

**GENERAL SERVICES – TRANSFERS (\$145,000) AND OTHER CHARGES (\$40,600)**

This line item is primarily used for uniform and safety items along with a modest amount budgeted for training.

ACCOUNT 48005 TRANSFER TO POOL - \$145,000 - This item includes the funds necessary to cover the balance of expenditures for the Lions-Armstrong Memorial Pool not covered by pool revenues. The transfer amount is more than the current fiscal year due to increased maintenance costs.

ACCOUNT 47740 TRAVEL TRAINING & DUES - \$21,100 AND ACCOUNT 47760 UNIFORM & SAFETY - \$19,500 these items are critical to personnel for strategic planning, training, safety equipment, and procedures for the correct and safe operation of equipment.

\*\*\*\*\*

**PUBLIC WORKS DEPARTMENT SUMMARY (\$5,533,000)**

The divisions of the Public Works Department covered in the General Fund—

1) Public Works Administration, 2) General Services—together make up 28.6% of the General Fund Budget, 5.2% and 23.4%, respectively.

Unlike the Police Department where personnel costs consist of 83.7% of the department's budget, the expenditures for these divisions of Public Works usually require more capital investment of materials and equipment to assist in the physical improvement of streets and parks, including the upkeep and maintenance of the Village's public infrastructure, such as public buildings, grounds, and municipal vehicles. The budget for these divisions includes a decrease in the number employees and is committed to the continued increased efficiency and high quality of maintenance as performed over the past several years with the purchase of strategic equipment to assist existing personnel with efficient execution of their responsibilities.

\*\*\*\*\*

**MULTI-DEPARTMENTAL EXPENDITURES (\$796,000)**

Multi-Departmental expenses are those that cross over to all departments and divisions of the Village. The professional services for employee assistance and computer network improvements are included in the Multi-Departmental expenses. Multiple major

computer software improvements (\$250,200) that cross over to all departments are covered in Account 43333. The annual insurance premium for the General Fund is in Account 42236 (\$513,000). Additionally, \$20,000 is budgeted for an employee wellness initiatives and Village-wide training.

\*\*\*\*\*

#### **GENERAL FUND BUDGET SUMMARY**

The General Fund is the major operating fund for the Village, and it has retained a sound financial base. Maintaining the six-month cash reserve that is essential to the solid financial operation of any Village will be maintained in this fiscal year by full implementation of this proposed budget and maintained revenue projections. Staff feels this proposed budget attempts to implement many of the goals established by the Village Board. The quality of the development and services in the Village is accomplished by all employees and elected officials involved with the decision-making process. The projected expenditures outlined in this General Fund not only maintain the current service delivery level to all of our residents but hopefully go further to accomplish goals of improved quality standards desired and expected in this village. The projected revenues and expenditures are conservative, yet realistic, and the implementation of the budget is results-based for effective and efficient services for our residents

Improving municipal services by budgeting for outcomes is a commitment that has been made in recent budgets, and it is hoped that elected officials and the public can recognize the progress made in serving the public interest over the past years through careful implementation of the Village's budget. This progress and momentum are being built on in this proposed budget so that the Village can provide yet a higher level of service in future years.

## General Fund

## Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Budget
<b>Sales Tax</b>								
01000500	31010	Sales Tax	\$ 7,026,334.24	\$ 7,423,642.33	\$ 7,635,489.68	\$ 3,724,209.00	\$ 7,600,000.00	\$ 7,700,000.00
<b>Subtotal</b>			\$ 7,026,334.24	\$ 7,423,642.33	\$ 7,635,489.68	\$ 3,724,209.00	\$ 7,600,000.00	\$ 7,700,000.00
<b>Income Tax</b>								
01000500	31020	Income Tax	\$ 3,389,969.12	\$ 3,688,589.93	\$ 3,899,246.37	\$ 1,872,219.00	\$ 3,800,000.00	\$ 3,300,000.00
01000500	31590	State Replacement Tax – Twp.	6,128.21	6,788.94	7,494.03	1,492.09	6,000.00	6,000.00
01000500	31591	State Replacement Tax – State	56,394.40	55,023.16	49,004.17	28,108.21	54,000.00	54,000.00
<b>Subtotal</b>			\$ 3,452,491.73	\$ 3,750,402.03	\$ 3,955,744.57	\$ 1,901,819.30	\$ 3,860,000.00	\$ 3,360,000.00
<b>Community Development Fees</b>								
01000100	32070	Planning/Zoning/Annex.	\$ 8,201.00	\$ 7,055.00	\$ 10,363.40	\$ 3,680.00	\$ 7,000.00	\$ 8,000.00
01000100	32100	Building Permits	235,782.75	420,517.64	646,197.26	258,794.84	400,000.00	360,000.00
01000100	32101	Site Development Fee	2,475.00	1,100.00	2,000.00	990.00	1,000.00	1,000.00
01000100	32102	Public Art Impact Fee	-	1,898.00	5,615.85	895.00	1,000.00	1,000.00
01000100	34105	Platting Fees	2,080.00	9,680.00	9,326.00	-	2,000.00	5,000.00
01000100	32110	Outsourced Services Fees	-	-	36,825.90	18,243.65	20,000.00	25,000.00
01000100	35012	Building Permit Fines	10,733.00	29,672.75	28,600.60	13,710.00	15,000.00	20,000.00
<b>Subtotal</b>			\$ 259,271.75	\$ 469,923.39	\$ 738,929.01	\$ 296,313.49	\$ 446,000.00	\$ 420,000.00
<b>Police/Court Fines</b>								
01000200	34020	Police Accident Reports	\$ 4,504.00	\$ 5,032.00	\$ 4,297.00	\$ 1,690.00	\$ 4,500.00	\$ 4,000.00
01000200	34022	Alarm Lines	103,096.15	85,411.15	-	-	-	-
01000200	34025	Police Training Reimbursement	2,378.00	2,639.00	589.86	-	1,000.00	1,000.00
01000200	34018	Truck Weight Permit	6,475.00	5,975.00	3,850.00	4,475.00	6,000.00	5,500.00
01000200	35050	Police Fines	9,032.47	14,750.22	5,835.95	2,697.50	10,000.00	10,000.00
01000200	35053	Municipal Court - Police Fines	84,820.25	87,626.37	71,717.34	34,544.62	80,000.00	75,000.00
01000200	35060	County-DUI Fines	10,317.00	11,425.00	10,694.60	4,135.00	9,000.00	10,000.00
01000200	35062	County Court Fines	202,639.84	186,740.55	175,114.43	79,294.04	175,000.00	160,000.00
01000200	35063	County Drug Fines	570.50	3,106.25	2,221.25	606.25	1,000.00	1,000.00
01000200	35064	County Prosecution Fees	17,451.00	18,991.00	15,014.00	7,853.61	17,000.00	17,000.00
01000200	35065	County Vehicle Fines	8,821.00	10,608.22	9,847.89	5,058.99	10,000.00	10,000.00
01000200	35066	County Electronic Citation Fee	1,593.60	1,658.77	1,328.00	686.00	1,500.00	1,500.00
01000200	35067	County Warrant Execution	793.00	1,190.00	1,190.00	560.00	1,000.00	1,000.00
01000200	35085	Towing & Storage	38,720.00	34,733.60	38,677.00	22,972.00	30,000.00	35,000.00
01000200	35090	Traffic Light Enforcement	339,299.69	262,612.13	150,398.18	34,620.81	-	-
01000100	35095	Municipal Court	7,235.00	15,050.00	11,937.00	4,405.00	10,000.00	10,000.00
<b>Subtotal</b>			\$ 837,746.50	\$ 747,549.26	\$ 502,712.50	\$ 203,598.82	\$ 356,000.00	\$ 341,000.00
<b>Franchise &amp; Telecommunication Fees</b>								
01000500	31180	Cable Franchise	\$ 475,276.24	\$ 511,685.68	\$ 546,473.59	\$ 305,516.58	\$ 520,000.00	\$ 530,000.00
01000500	31190	Telecommunications Tax	146,062.99	147,410.77	127,844.18	63,501.33	130,000.00	125,000.00
<b>Subtotal</b>			\$ 621,339.23	\$ 659,096.45	\$ 674,317.77	\$ 369,017.91	\$ 650,000.00	\$ 655,000.00
<b>Real Estate Taxes</b>								
01000500	31500	Real Estate Tax General	\$ 1,001,783.67	\$ 1,027,418.73	\$ 1,068,578.37	\$ 775,998.73	\$ 664,000.00	\$ -
01000500	31510	Real Estate Tax Police	1,698,020.83	1,685,843.91	1,753,027.71	1,751,568.74	1,757,000.00	2,430,000.00
01000500	31520	Real Estate Tax IMRF	420,750.76	417,731.09	434,016.95	408,569.08	400,000.00	400,000.00
01000500	31530	Real Estate Tax R&B	384,059.20	392,652.82	395,264.87	389,540.26	390,000.00	390,000.00
01000500	31550	Real Estate School Crossing	19,036.61	18,895.64	18,958.79	18,222.66	18,000.00	15,000.00
01000500	31560	Real Estate Tax - Insurance	691,231.81	497,299.78	299,322.79	442,407.66	500,000.00	300,000.00
01000500	31570	Real Estate Tax FICA	631,124.96	626,597.64	651,525.78	577,164.00	550,000.00	550,000.00
01000500	31575	Real Estate Tax ESDA	5,011.81	4,972.13	5,983.28	5,266.42	5,000.00	5,000.00
01000500	31580	Real Estate Tax Police Pension	1,023,823.86	1,172,634.97	1,237,199.60	1,664,030.25	1,837,000.00	1,900,000.00
<b>Subtotal</b>			\$ 5,874,843.51	\$ 5,844,046.71	\$ 5,863,878.14	\$ 6,032,767.80	\$ 6,121,000.00	\$ 5,990,000.00
<b>Donations</b>								
01001100	33025	Donations - Recreation	\$ 2,702.34	\$ 2,856.41	\$ 2,099.80	\$ 1,724.30	\$ 3,000.00	\$ 3,000.00
01000100	33030	Donations-Operating-General Govt.	46,319.69	196,626.15	61,310.87	29,202.58	25,000.00	30,000.00
01000200	33031	Donations-Operating-Public Safety	30,122.90	26,962.78	21,326.94	9,820.47	17,000.00	20,000.00
01000300	33032	Donations-Operating-Public Works	20,594.68	7,950.70	7,365.23	8,387.83	25,000.00	10,000.00
01000100	33100	Donation-Makeup Tax	62,634.11	54,606.10	49,043.65	28,753.26	55,000.00	55,000.00
<b>Subtotal</b>			\$ 162,373.72	\$ 289,002.14	\$ 141,146.49	\$ 77,888.44	\$ 125,000.00	\$ 118,000.00
<b>Grants</b>								
01000100	33230	Grants-Operating Gen. Gov.	\$ 3,718.72	\$ 2,261.73	\$ -	\$ -	\$ -	\$ -
01000200	33231	Grants-Operating Public Safety	37,243.65	23,842.35	3,333.78	16,712.52	-	-
01000300	33232	Grants-Operating Public Works	65,626.99	-	-	-	-	-
<b>Subtotal</b>			\$ 106,589.36	\$ 26,104.08	\$ 3,333.78	\$ 16,712.52	\$ -	\$ -
<b>Interest</b>								
01000500	36001	Interest	\$ 7,562.98	\$ 7,820.77	\$ 178.30	\$ 229.24	\$ 500.00	\$ 500.00
01000500	36002	Interest - Insurance	93.61	25.22	44.42	52.90	500.00	100.00
01000500	36020	Interest - LGIP	17,783.03	16,581.22	21,029.55	17,797.05	15,000.00	25,000.00
01000500	36050	Investment Income - Fixed Income	31,857.02	21,837.53	64,736.91	38,797.05	70,000.00	75,000.00
<b>Subtotal</b>			\$ 57,296.64	\$ 46,264.74	\$ 85,989.18	\$ 56,876.24	\$ 86,000.00	\$ 100,600.00



## General Fund

## Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Budget
Other								
01000100	32080	Liquor Licenses	\$ 113,968.50	\$ 119,079.25	\$ 117,894.50	\$ 126,440.00	\$ 115,000.00	\$ 116,000.00
01000100	32085	Licenses	58,047.96	50,359.94	59,322.00	7,634.37	50,000.00	55,000.00
01000100	33008	Intergovernmental - General Government	42,048.52	8,675.00	22,906.00	8,932.00	7,500.00	15,000.00
01000200	33010	Intergovernmental - Police	107,940.31	102,737.33	105,540.71	49,130.85	105,000.00	105,000.00
01000100	34010	Historical Commission	200.00	225.00	360.37	750.00	400.00	400.00
01000100	34012	Reports/Maps/Ordinances	3,110.90	631.00	595.50	354.00	1,500.00	500.00
01000100	34100	Rental Income	91,357.49	123,248.84	86,457.79	51,974.76	53,000.00	38,000.00
01000100	34101	Maintenance Fee	2,842.00	1,404.00	2,181.00	2,332.00	1,500.00	2,500.00
01000300	34102	Park Usage	16,424.50	4,745.75	11,738.25	7,082.75	12,500.00	12,000.00
01000300	34108	Snow Plowing Fees	-	-	-	-	-	-
01000300	34230	Signage Billings	5,449.04	248.50	264.00	252.00	500.00	400.00
01000100	34410	Recreation Programs	85,898.60	95,048.18	96,105.34	65,087.56	100,000.00	190,000.00
01000100	34720	Administrative Fees	39.90	80.00	40.00	-	-	-
01000200	35080	Forfeited Funds	19,502.83	5,200.52	5,243.20	339.97	5,000.00	5,000.00
01000100	37100	Restitution - General Government	-	-	-	-	-	-
01000200	37100	Restitution - Public Safety	1,000.00	422.80	3,439.56	105.00	4,000.00	500.00
01000300	37100	Restitution - Public Works	5,763.47	2,161.92	18,308.59	14,909.43	-	5,000.00
01000500	37110	Insurance Claims	4,500.55	6,855.50	260,524.48	36,767.89	-	-
01000500	37900	Miscellaneous Revenue	125.98	225.25	461.26	75.00	100.00	100.00
01000501	37901	Miscellaneous Revenue - Insurance	-	-	-	-	-	-
01000500	37902	IPBC - Change in Term	-	-	8,077.00	-	-	-
01000100	37905	Sale of Surplus Property	87,657.00	71,126.36	24,919.68	25,550.49	20,000.00	25,000.00
01000500	38016	Transfer from Special Revenue-Hotel	45,000.00	45,000.00	35,000.00	35,000.00	35,000.00	35,000.00
Subtotal			\$ 690,877.55	\$ 637,475.14	\$ 859,379.23	\$ 432,718.07	\$ 511,000.00	\$ 605,400.00
General Fund Total			\$ 19,089,164.23	\$ 19,893,506.27	\$ 20,460,920.35	\$ 13,111,921.59	\$ 19,755,000.00	\$ 19,290,000.00
Restricted Fund Account Reductions								
Vehicle Replacement Fund							\$ 229,000.00	\$ 117,000.00
Insurance								\$ 213,000.00
FY 17/18 Total							\$ 19,984,000.00	\$ 19,620,000.00

# General Services Administration Department

---

## Service Area Description

The General Services Administration Department (GSA) administers several functions of Village operations including the Village Manager's Office, Finance, Human Resources, Information Systems, Geographic Information Systems (GIS), Recreation, and Office of Adjudication.

The Village Manager's Office provides management services, budgeting, legislative support, and communications to elected officials, staff, and the general public in order to carry out the policy direction as set by the Village Board.



*The General Services Administration Department performs its operations at the Ganek Municipal Center.*

The Finance Division provides water billing, accounts payable, payroll, and financial reporting services to residents, staff, and the general public in order to provide financial services and fiscal responsibility.

The Human Resources Division provides recruitment, benefits administration, and risk management services to Village staff in order to attract, retain, and develop a high quality public workforce.

The Innovation and Technology Division provides technology services to Village staff in order to streamline department services with the use of technology to aid in the deliverance of better services to residents.

The Geographic Information Systems Division provides data collection and maintenance, map production, and system development and support to Village staff and the general public in order to support the planning and management of Village resources and enhance decision-making processes.

The Recreation Division provides recreation and leisure opportunities to the community in order to promote a spirit of community and to enhance quality of life for Village residents.

The Office of Adjudication provides for the adjudication of municipal ordinance violations to the general public in order to expedite prosecutions, reduce expenses, and allow the circuit court to focus on the more serious offenses.

The General Services Administration Department supports the Village of Algonquin's mission by:

- Enhancing Customer Service and Citizen Satisfaction.
- Promoting Economic Development.
- Maintaining the Village's Infrastructure and Upholding a High Quality of Life for Residents.
- Maintaining the Village's Revenue Base.
- Maintaining the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff.
- Promoting Programs with a Conservation Focus.

## Personnel Summary

One (1) vacant Principal Secretary position will not be filled in FY 17/18. The Information Systems Division has been reclassified to Innovation and Technology Division to reflect a wider range of responsibilities within Village operations and technology. Accordingly, the following positions have been reclassified: Information Systems Director to Chief Innovation Officer; GIS Coordinator to Innovation Coordinator; GIS Analyst to Innovation Analyst; and Information Systems Technician to Innovation and Technology Officer I. The Recreation Coordinator has been promoted to Recreation Superintendent to reflect additional responsibilities in this service area. A Principal Assistant has been promoted to Human Resources Generalist to reflect additional responsibilities in this service area.

Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Village Manager	1.0	1.0	1.0	1.0	1.0	-
Assistant Village Manager	-	1.0	1.0	1.0	1.0	-
Finance Director	1.0	1.0	-	-	-	-
Human Resources Director	1.0	1.0	1.0	1.0	1.0	-
Information Systems Director	1.0	1.0	1.0	1.0	-	▼ 1.0
Chief Innovation Officer	-	-	-	-	1.0	▲ 1.0
Assistant to the Village Manager	1.0	-	-	-	-	-
Comptroller	-	-	1.0	1.0	1.0	-
Assistant Finance Director	1.0	1.0	-	-	-	-
Senior Accountant			1.0	1.0	1.0	-
Accountant	1.0	1.0	-	-	-	-
Executive Secretary	1.0	1.0	1.0	1.0	1.0	-
Recreation Superintendent	-	-	-	-	1.0	▲ 1.0
Recreation Coordinator	1.0	1.0	1.0	1.0	-	▼ 1.0
GIS Coordinator	1.0	1.0	1.0	1.0	-	▼ 1.0
Innovation Coordinator	-	-	-	-	1.0	▲ 1.0
GIS Analyst	-	-	1.0	1.0	-	▼ 1.0
Innovation Analyst	-	-	-	-	1.0	▲ 1.0
Principal Assistant	3.0	3.0	3.0	2.0	1.0	▼ 1.0
Human Resources Generalist	-	-	-	-	1.0	▲ 1.0
Principal Secretary				1.0	-	▼ 1.0
Utility Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Information Systems Technician	1.0	1.0	1.0	1.0	-	▼ 1.0
Innovation and Technology Officer I	-	-	-	-	1.0	▲ 1.0
Account Clerk/Receptionist	3.0	3.0	2.0	2.0	2.0	-
Recreation Assistant	-	-	0.5	0.5	0.5	-
Intern	0.5	0.75	0.5	0.5	0.5	-
<b>Total Full-Time Equivalent Positions</b>	<b>18.5</b>	<b>18.75</b>	<b>18.0</b>	<b>18.0</b>	<b>17.0</b>	<b>▼ 1.0</b>
<i>Full-Time Employees</i>	<i>18</i>	<i>18</i>	<i>17</i>	<i>17</i>	<i>16</i>	<b>▼ 1</b>
<i>Part-Time Employees</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	-

## FY 16/17 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 16/17 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### **Complete**

- Develop and distribute 2016 Annual Report and Calendar to all Village residents.

- Administer the 2016 Algonquin Community Survey.
- Distribute 12 Algonquin e-News e-mail newsletters to subscribers on a monthly basis.
- Distribute four (4) newsletters (The Algonquin Citizen) to residents along with their water bills.
- Hold nine (9) summer concerts at Riverfront Park to attract visitors to the downtown area.
- Hold the third annual Harvest Hustle 5K event.
- Digitize liquor license records and provide for online submittal for 2017 process.
- Launch upgraded website (www.algonquin.org) with responsive web design to accommodate growing mobile sessions.
- Install LTE/4G Verizon expansion at the Ganek Municipal Center (upper and lower level).
- Implement a File Transfer Protocol (FTP) site for vendors to streamline purchasing by January 2017.
- Maintain Village's Standard and Poor's bond rating of AAA.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Obtain the International City/County Management Association's (ICMA) Center for Performance Measurement Certificate of Achievement.
- Continue working regionally on cooperative purchasing agreements for commodities and materials.
- Continue development of various employee wellness initiatives.
- Implement Governmental Accounting Standards Board statements No. 68.
- Implement recommendations of the Comprehensive Water and Sewer Rate and Fee Study in November 2016.
- Hold one (1) recycling and document shredding event.
- Revise internal control procedures in accordance with recommendations from Village Auditor.
- Complete conversion of microwave mobile communication system for Police Department.
- Represent Village on McHenry County Solid Waste Advisory Committee.
- Formalize Petty Cash Policy with adoption by Village Board.
- Receive FAA approval for use of drone technology and license staff to operate.



#### **Near Completion**

- Continue to work with Kane County for the construction of the Longmeadow Parkway corridor.
- Continue dialogue with McHenry County regarding the Randall Road Improvements Study.
- Upgrade and refine payroll and time keeping software for Police Department.
- Upgrade utility billing software to MUNIS UBCIS, which provides for future payment integration.
- Implement and integrate Kronos Leave Module to improve timekeeping management.
- Implement a new purchasing card program with cash back rewards.
- Outsource collections activities including components of Local Debt Recovery Program.



#### **Not Complete**

- Integrate MUNIS ERP modules (Maplink and Tyler Content Management System) into daily workflow processes.
- Complete Long Range Financial Plan for a five-year period.

### **FY 17/18 Objectives**

#### **Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction**

- Develop and distribute 2017 Annual Report and Calendar to all Village residents.
- Administer the 2017 Algonquin Community Survey.
- Integrate MUNIS ERP modules (Maplink and Tyler Content Management System) into daily workflow processes.
- Distribute 12 Algonquin e-News e-mail newsletters to subscribers on a monthly basis.
- Distribute four (4) newsletters (The Algonquin Citizen) to residents along with their water bills.

- Complete scheduling, time keeping, and payroll software integration and implementation for Police Department.
- Complete on-site assessment and implementation of Human Resources module in MUNIS ERP system.

*Guiding Principle #2: Continue to Promote and Foster Economic Development*

- Hold nine (9) summer concerts at Riverfront Park to attract visitors to the downtown area.
- Hold the third annual Harvest Hustle 5K event.
- Continue to develop, distribute, and market new brand/tag for Algonquin Recreation.
- Redevelop spring special events to revitalize and draw more residents.
- Continue working with schools in Algonquin to expand recreation offerings throughout the year.
- Work with businesses in the downtown area to help provide new events or program space for Village activities.

*Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents*

- Continue to work with Kane County for the construction of the Longmeadow Parkway corridor.
- Continue dialogue with McHenry County regarding the Randall Road Improvements Study.

*Guiding Principle #4: Assess All Viable Options to Increase/Maintain the Village's Revenue Base*

- Maintain Village's Standard and Poor's bond rating of AAA.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Obtain the International City/County Management Association's (ICMA) Center for Performance Measurement Certificate of Achievement.
- Continue working regionally on cooperative purchasing agreements for commodities and materials.
- Continue development of various employee wellness initiatives.
- Upgrade utility billing software to MUNIS UBCIS, which provides for future payment integration.
- Implementation of MUNIS Citizen Self-Service online customer portal.
- Evaluate existing merchant service providers and select vendor to consolidate and provide online payment services.

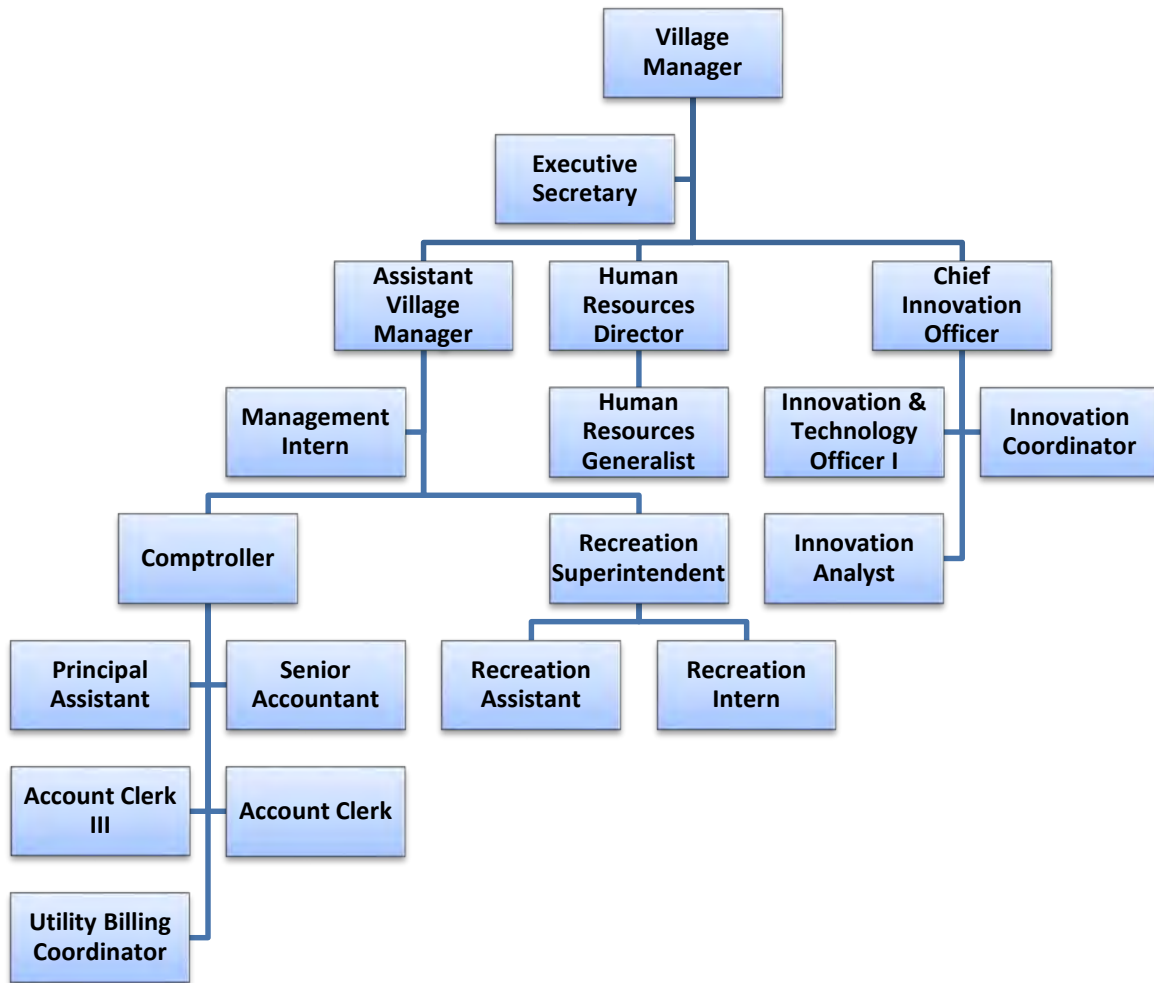
*Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff*

- Complete employee engagement survey.

*Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus*

- Hold one (1) recycling and document shredding event.
- Represent Village on McHenry County Solid Waste Advisory Committee.

## Department Organizational Chart



## Performance Measures

The FY 17/18 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process, not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal/external communication.	Increase the number of <i>Algonquin e-News</i> subscribers	844	1,231	1,500	1,459	1,650
	Increase the number of unique visitors/users per day to <a href="http://www.algonquin.org">www.algonquin.org</a>	N/A <sup>2</sup>	339	350	321	325
	Increase the number of visits/sessions per day to <a href="http://www.algonquin.org">www.algonquin.org</a>	N/A <sup>2</sup>	551	575	535	550
	Maximize Excellent to Good rating for website ( <a href="http://www.algonquin.org">www.algonquin.org</a> ) <sup>1</sup>	81.2%	78.9%	80%	81.9%	82%
Evaluate operations to provide the most efficient and effective customer service.	Meet or exceed number of days to respond to a FOIA request	1.93	TBD	2	TBD	TBD
	Resolve Information Systems Help Desk tickets within 8 hours	85.1%	79.1%	80%	TBD	TBD
	Resolve Information Systems Help Desk tickets within 3 days	95.1%	92.7%	95%	TBD	TBD

Notes: <sup>1</sup> – Rating is based on the Annual Community Survey. Survey was first administered in 2012.  
<sup>2</sup> – Due to web server upgrade in 2013-2014, complete year statistics are unavailable.

Guiding Principle #4: Assess All Viable Options to Increase/Maintain the Village's Revenue Base						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain high standard of fiscal reporting and accuracy.	Maintain and/or increase S&P Bond Rating	AAA	AAA	AAA	AAA	AAA
	Obtain GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes
	Obtain GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Ensure prudent financial management of Village operations.	Administrative Adjudication fine collection rate <sup>1</sup>	38%	TBD	50%	TBD	TBD
	Minimize costs per water billing transaction	\$0.34	\$0.38	\$0.36	\$0.38	\$0.38
Operate Village in most cost-effective manner.	Maximize percentage of payments made using ACH	27.0%	26.6%	28%	29.2%	30%

Notes: <sup>1</sup> – This rate is continuously changing due to referral to collections and payments received directly by the Village. The figure will be adjusted for the next reporting period.

Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Promote Village recycling program to encourage recycling.	Increase Waste Diversion Rate (Diversion by recycling)	45%	45.4%	45%	42.5%	43%
	Maximize Excellent to Good rating for recycling <sup>1</sup>	87.7%	86.1%	85%	87.2%	89%
Notes: <sup>1</sup> – Rating is based on the Annual Community Survey. Survey was first administered in 2012.						



**General Services Administration Department**

## Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2 YTD	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
Personnel										
01100100	41103	IMRF	\$ 112,318.57	\$ 118,977.09	\$ 102,834.70	\$ 51,942.77	\$ 117,000.00	\$ 115,500.00	\$ 115,500.00	\$ -
01100100	41104	FICA	80,609.07	81,634.42	70,838.52	36,542.10	80,200.00	80,300.00	80,500.00	-
01100100	41105	Unemployment Tax	1,053.46	1,478.79	1,461.38	217.87	2,400.00	2,600.00	3,000.00	-
01100100	41106	Health Insurance	160,307.37	169,753.94	147,370.57	76,296.65	156,600.00	158,500.00	158,500.00	-
01100100	41110	Salaries	1,047,186.21	1,078,293.45	915,365.68	475,324.81	970,000.00	971,000.00	971,000.00	-
01100100	41113	Salary - Recreation Instructors	7,738.36	9,100.73	13,390.02	5,924.90	12,000.00	15,000.00	15,000.00	-
01100100	41130	Salary - Elected Officials	57,000.00	57,000.00	57,000.00	28,500.00	57,000.00	57,000.00	57,000.00	-
01100100	41140	Overtime	971.47	586.64	1,181.22	540.25	6,000.00	5,100.00	5,500.00	-
Subtotal			\$ 1,467,184.51	\$ 1,516,825.06	\$ 1,309,442.09	\$ 675,289.35	\$ 1,401,200.00	\$ 1,405,000.00	\$ 1,406,000.00	\$ -
Contractual Services										
01100100	42210	Telephone	\$ 24,081.96	\$ 16,595.75	\$ 17,946.29	\$ 7,556.65	\$ 16,100.00	\$ 16,700.00	\$ 16,700.00	\$ -
01100100	42211	Natural Gas	1,444.40	1,875.01	640.12	-	1,800.00	1,500.00	1,500.00	-
01100100	42228	Investment Management	9,087.06	12,652.74	6,201.98	2,052.00	10,000.00	5,000.00	5,000.00	-
01100100	42230	Legal Services	97,010.48	150,792.62	81,783.15	17,452.08	100,000.00	80,000.00	80,000.00	-
01100100	42231	Audit Services	25,926.00	41,608.25	31,234.12	18,476.00	44,700.00	29,000.00	29,000.00	-
01100100	42234	Professional Services	27,475.77	21,167.37	24,415.51	17,942.53	58,500.00	66,000.00	66,000.00	-
01100100	42242	Publications	3,318.04	1,864.70	2,458.80	948.94	2,700.00	2,600.00	2,600.00	-
01100100	42243	Printing & Advertising	4,872.93	3,785.72	5,590.14	3,056.63	6,500.00	6,500.00	6,500.00	-
01100100	42245	Village Communications	12,192.18	12,216.17	12,247.57	3,237.77	16,000.00	16,000.00	16,000.00	-
01100100	42260	Physicals & Screenings	-	-	-	60.00	-	-	500.00	-
01100100	42272	Lease Payments	5,671.00	5,964.00	6,030.69	2,820.80	6,200.00	6,200.00	6,200.00	-
01100100	42305	Municipal Court	7,950.00	8,079.27	6,169.50	2,440.00	8,500.00	8,500.00	8,500.00	-
Subtotal			\$ 219,029.82	\$ 276,601.60	\$ 194,717.87	\$ 76,043.40	\$ 271,000.00	\$ 238,000.00	\$ 238,500.00	\$ -
Supplies & Materials										
01100100	43308	Office Supplies	\$ 7,595.59	\$ 5,959.31	\$ 5,932.74	\$ 2,369.78	\$ 9,500.00	\$ 8,500.00	\$ 8,500.00	\$ -
01100100	43317	Postage	8,739.02	7,872.55	7,585.01	5,156.44	10,000.00	10,000.00	10,000.00	-
01100100	43320	Tools, Equipment & Supplies	4,496.25	407.18	18.43	-	500.00	500.00	500.00	-
01100100	43332	Office Furniture & Equipment	8,375.06	10,074.71	18,510.48	-	1,100.00	-	-	-
01100100	43333	IT Equipment	-	-	-	3,878.00	11,000.00	8,000.00	8,000.00	-
01100100	43340	Fuel	964.09	689.54	462.54	322.21	1,000.00	500.00	500.00	-
Subtotal			\$ 30,170.01	\$ 25,003.29	\$ 32,509.20	\$ 11,726.43	\$ 33,100.00	\$ 27,500.00	\$ 27,500.00	\$ -
Maintenance										
01100100	44420	Vehicle Maintenance (S)	\$ 2,697.54	\$ 3,088.78	\$ 2,146.89	\$ 3,032.71	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ -
01100100	44423	Building Services (S)	107,247.57	139,438.98	132,175.17	74,726.03	137,000.00	150,000.00	150,000.00	-
01100100	44426	Office Equipment Maintenance	4,190.93	3,689.15	3,753.13	1,985.80	4,900.00	4,500.00	4,500.00	-
Subtotal			\$ 114,136.04	\$ 146,216.91	\$ 138,075.19	\$ 79,744.54	\$ 146,900.00	\$ 158,500.00	\$ 158,500.00	\$ -
Capital Expenditures										
01100100	45595	Land Acquisition	\$ 64,447.68	\$ 27,313.08	\$ -	\$ 29,200.00	\$ -	\$ -	\$ -	\$ -
01100100	45593	Capital Improvements	-	-	24,051.79	-	75,000.00	-	-	-
Subtotal			\$ 64,447.68	\$ 27,313.08	\$ 24,051.79	\$ 29,200.00	\$ 75,000.00	\$ -	\$ -	\$ -
Other Charges										
01101100	47701	Recreation Programs	\$ 106,810.02	\$ 104,453.70	\$ 116,456.64	\$ 58,704.34	\$ 254,200.00	\$ 249,950.00	\$ 250,000.00	\$ -
01100100	47740	Travel/Training/Dues	29,443.64	24,246.76	19,813.96	9,999.30	34,000.00	37,500.00	37,500.00	-
01100100	47741	Elected Officials - Expenses	390.00	416.03	573.29	493.95	500.00	500.00	500.00	-
01100100	47743	Environmental Programs	335.59	-	-	394.00	600.00	500.00	500.00	-
01100100	47745	President's Expenses	590.74	382.21	259.50	228.88	1,000.00	1,000.00	1,000.00	-
01100100	47750	Historic Commission	1,623.50	4,402.70	1,463.89	404.21	2,700.00	2,500.00	2,500.00	-
01100100	47760	Uniforms & Safety Items	-	-	-	-	2,000.00	2,000.00	2,000.00	-
01100100	47765	Sales Tax Rebate Expense	-	-	97,988.16	-	-	-	-	-
01100100	47790	Interest Expense	-	-	-	213.90	-	250.00	500.00	-
Subtotal			\$ 139,193.49	\$ 133,901.40	\$ 236,555.44	\$ 70,438.58	\$ 295,000.00	\$ 294,200.00	\$ 294,500.00	\$ -
General Services Administration Total			\$ 2,034,161.55	\$ 2,125,861.34	\$ 1,935,351.58	\$ 942,442.30	\$ 2,222,200.00	\$ 2,123,200.00	\$ 2,125,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.										

# Police Department

## Service Area Description

The Algonquin Police Department provides professional and ethical law enforcement to our residents, businesses, and visitors, promoting a proactive approach to reducing crime, improving quality of life, and making our community safe.

The Police Department supports the Village of Algonquin's mission by:

- Maintain and/or Enhance Customer Service and Citizen Satisfaction.
- Maintaining the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff.



*The Algonquin Police Department had  
17,663 service calls in 2016*

## Personnel Summary

No new personnel are proposed for the FY 17/18 budget. A vacant Crossing Guard position will not be filled with budgeted hours being added to existing staff.

Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Chief	1.0	1.0	1.0	1.0	1.0	-
Deputy Chief	2.0	2.0	2.0	2.0	2.0	-
Technical Services Manager	1.0	1.0	1.0	1.0	1.0	-
Sergeant	7.0	7.0	6.0	5.0	5.0	-
Detective Sergeant	1.0	1.0	1.0	1.0	1.0	-
Officer	38.0	38.0	36.0	35.0	35.0	-
Secretary	2.0	2.0	2.0	1.0	1.0	-
Records Clerk	3.0	3.0	3.0	3.0	3.0	-
Community Service Officer	4.0	4.0	4.0	3.0	3.0	-
Crossing Guard	1.0	1.0	1.0	1.0	1.0	-
<b>Total Full-Time Equivalent Positions</b>	<b>60.0</b>	<b>60.0</b>	<b>57.0</b>	<b>53.0</b>	<b>53.0</b>	<b>-</b>
<i>Full-Time Employees</i>	<i>59</i>	<i>59</i>	<i>56</i>	<i>52</i>	<i>52</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>3</i>	<i>▼ 1</i>

## FY 16/17 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 16/17 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### Complete

- Expand our social networking to include daily updates and real time notification.
- Increase foot and bike patrol in commercial, park and community events.
- Held National Night Out event in partnership with several local agencies.



### **Near Completion**

- Implement STARCOM radios for supervisors to enhance connectivity and communication beyond our current capabilities.



### **Not Complete**

- Create a career development plan for all employees.
- Utilize community-policing standard of assigning individual officers to village parks.
- Utilize the community-policing standard of assigning officer to dedicated areas/businesses

## **FY 17/18 Objectives**

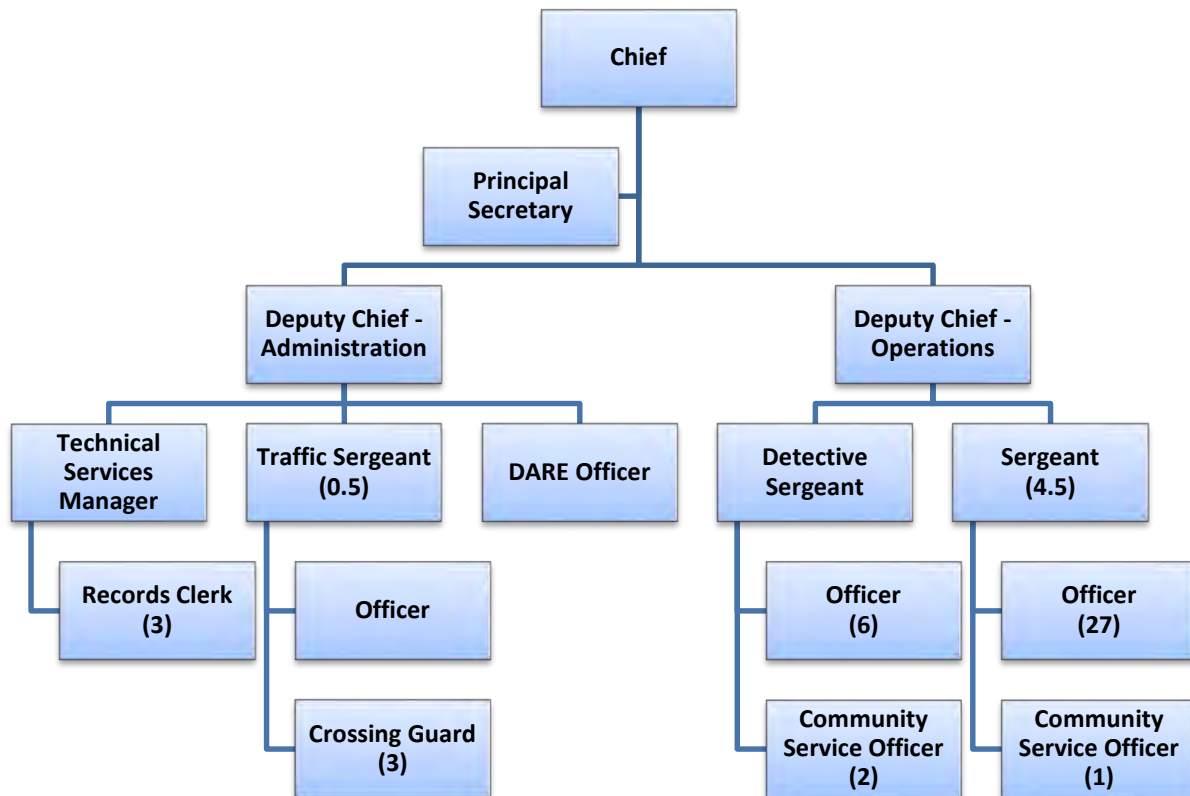
### **Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction**

- Build on community relations with educational programs offered to residents.
- Utilize community-policing standard of assigning individual officers to village parks.
- Utilize community-policing standard of assigning officers to dedicated areas/businesses.
- Actively participate in 2017 National Night Out by holding local event.

### **Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff**

- Create a policy manual that is legally defensible and is based on best policing practices (Lexipol).
- Provide ongoing training to current employees regarding policies.
- Increased involvement with McHenry County Mental Health program.
- Increase involvement with local schools regarding emergency response.
- Create career development plans for all employees.

## Department Organizational Chart



## Performance Measures

The FY 17/18 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process, not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

**Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare Through a Well-Trained and Dedicated Staff**

Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Change driving behavior of motorists who disobey traffic control devices at all controlled intersections.	Crashes at controlled intersections	40	67	50	75	50
	Crashes at red light camera-enforced intersections	12	24	15	21	15
Promote a community oriented policing philosophy working in partnership with the community.	Algonquin Police Facebook Page Likes	N/A	901	1,800	2,080	3,000
	Maximize the Excellent to Good rating for overall Police services	85.2%	88.5%	90.0%	90.5%	90.0%
Enforce traffic regulations to facilitate the smooth flow of vehicular and pedestrian traffic throughout the Village.	Traffic Accident Fatalities	3	0	0	2	0
	Hit and Run Traffic Accidents: Property Damage	55	60	Output	55	Output
	Hit and Run Traffic Accidents: Personal Injury	2	4	Output	5	Output
	Traffic Accidents: Property Damage	515	501	Output	443	Output
	Traffic Accidents: Personal Injury	102	89	Output	119	Output
	Traffic Accidents: Occurring on Private Property	161	142	Output	115	Output
Protect the safety and welfare of the public.	Part I Crimes <sup>1</sup>	462	539	Output	365	Output
	Part II Crimes <sup>2</sup>	2,151	1,128	Output	1,250	Output
	Service and Activity Calls	14,647	15,185	Output	17,663	Output

---

Notes:

<sup>1</sup> – Includes homicide, rape/sexual assault, robbery, aggravated battery, burglary, motor vehicle theft, theft, and arson.

<sup>2</sup> – Includes battery, assault, deceptive practices, criminal damage/trespass, sex offenses, offenses involving children, liquor/drug offenses, serious motor vehicle offenses, and disorderly conduct.

Police Department

## Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 16/17	FY 17/18	FY 17/18	FY 17/18
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Personnel										
01200200	41103	IMRF	\$ 60,009.72	\$ 62,579.45	\$ 52,791.11	\$ 27,386.83	\$ 60,000.00	\$ 63,000.00	\$ 63,000.00	\$ -
01200200	41104	FICA	377,294.14	378,574.04	357,630.72	181,592.29	388,000.00	396,000.00	392,000.00	-
01200200	41105	Unemployment Tax	4,084.93	5,452.70	5,839.48	165.93	6,500.00	6,500.00	6,500.00	-
01200200	41106	Health Insurance	639,149.02	631,224.48	610,211.71	307,232.74	630,000.00	612,000.00	645,000.00	-
01200200	41110	Salaries	551,335.72	570,207.26	471,049.65	247,614.03	504,000.00	530,000.00	530,000.00	-
01200200	41120	Salary-Sworn Officers	4,234,524.18	4,339,049.91	4,166,839.83	2,107,346.06	4,220,000.00	4,292,000.00	4,292,000.00	-
01200200	41122	Salary - Crossing Guards	16,850.00	17,203.13	10,992.27	7,706.25	17,500.00	17,500.00	17,500.00	-
01200200	41140	Overtime	283,549.78	247,939.63	198,248.62	101,553.77	305,000.00	250,000.00	250,000.00	-
01200200	41102	Pension Contribution Expense	1,025,000.00	1,179,000.00	1,240,000.00	1,664,030.25	1,837,000.00	1,900,000.00	1,900,000.00	-
Subtotal			\$ 7,191,797.49	\$ 7,431,230.60	\$ 7,113,603.39	\$ 4,644,628.15	\$ 7,968,000.00	\$ 8,067,000.00	\$ 8,096,000.00	\$ -
Contractual Services										
01200200	42210	Telephone	\$ 51,740.82	\$ 28,677.31	\$ 28,272.03	\$ 13,024.27	\$ 26,600.00	\$ 27,745.00	\$ 27,775.00	\$ -
01200200	42211	Natural Gas	1,300.23	2,001.26	617.32	-	2,000.00	2,000.00	2,000.00	-
01200200	42212	Electric	473.51	155.47	463.78	158.13	500.00	600.00	600.00	-
01200200	42215	Repeater Lines	61,961.35	113,547.58	75,469.83	27,199.82	61,000.00	53,000.00	53,000.00	-
01200201	42225	Bank Processing Fee	-	-	10.52	60.17	-	200.00	200.00	-
01200200	42230	Legal Services	77,083.16	85,070.53	77,606.19	28,283.84	80,000.00	81,500.00	81,500.00	-
01200200	42234	Professional Services	7,474.79	3,511.31	13,022.01	13,330.51	28,400.00	18,650.00	18,650.00	-
01200200	42242	Publications	1,532.92	1,793.24	986.94	86.06	1,200.00	1,350.00	1,350.00	-
01200200	42243	Printing & Advertising	2,228.94	1,910.47	2,881.78	723.85	7,000.00	5,500.00	5,500.00	-
01200200	42250	SEECOM	573,358.84	559,926.84	558,906.84	289,775.50	580,000.00	600,000.00	600,000.00	-
01200200	42260	Physical Exams	-	-	30.00	-	-	-	-	-
01200200	42270	Equipment Rental	7,382.83	5,452.77	6,755.54	1,556.50	7,200.00	7,215.00	7,225.00	-
01200201	42272	Lease Payments	1,854.00	1,854.00	3,817.73	2,136.00	4,500.00	4,500.00	4,200.00	-
01200200	42300	Traffic Light Enforcement	171,228.53	199,731.13	184,856.31	918.36	-	-	-	-
Subtotal			\$ 957,619.92	\$ 1,003,631.91	\$ 953,696.82	\$ 377,253.01	\$ 798,400.00	\$ 802,260.00	\$ 802,000.00	\$ -
Supplies & Materials										
01200200	43308	Office Supplies	\$ 8,151.49	\$ 10,255.56	\$ 9,037.17	\$ 3,300.67	\$ 11,400.00	\$ 10,500.00	\$ 10,500.00	\$ -
01200200	43309	Materials	20,291.28	23,567.14	31,407.02	3,528.24	42,300.00	31,800.00	32,000.00	-
01200200	43317	Postage	2,692.64	3,024.59	3,096.30	1,411.83	3,200.00	3,200.00	3,200.00	-
01200200	43320	Tools, Equipment & Supplies	17,486.50	4,298.46	34,874.39	2,439.19	30,400.00	12,650.00	12,800.00	-
01200200	43332	Office Furniture & Equipment	51,412.33	10,660.86	11,565.38	-	38,000.00	2,000.00	12,000.00	-
01200200	43333	IT Equipment	-	-	-	46,332.15	65,200.00	34,900.00	35,000.00	-
01200200	43340	Fuel	102,613.56	85,535.33	62,751.54	37,560.38	103,000.00	80,000.00	80,000.00	-
01200200	43364	D.A.R.E./Community Programs	14.38	1,332.18	8,349.50	1,454.11	12,000.00	8,500.00	8,500.00	-
Subtotal			\$ 202,662.18	\$ 138,674.12	\$ 161,081.30	\$ 96,026.57	\$ 305,500.00	\$ 183,550.00	\$ 194,000.00	\$ -
Maintenance										
01200200	44420	Vehicle Maintenance(S)	\$ 152,896.56	\$ 163,002.25	\$ 137,618.91	\$ 59,344.85	\$ 150,000.00	\$ 167,000.00	\$ 167,000.00	\$ -
01200200	44421	Equipment Maintenance (S)	17,059.34	12,540.14	12,538.74	11,502.55	16,000.00	16,000.00	16,000.00	-
01200200	44422	Radio Maintenance	3,438.95	3,265.00	3,227.72	81.07	7,600.00	5,000.00	5,000.00	-
01200200	44423	Building Services(S)	139,052.56	131,278.21	182,831.07	82,242.07	154,000.00	172,000.00	172,000.00	-
01200200	44426	Office Equipment Maintenance	10,928.81	7,493.01	9,535.00	6,310.85	10,200.00	10,275.00	10,300.00	-
Subtotal			\$ 323,376.22	\$ 315,578.61	\$ 345,751.44	\$ 159,481.39	\$ 337,800.00	\$ 370,275.00	\$ 370,300.00	\$ -
Capital Expenditures										
01200200	43335	Vehicles & Equipment	\$ 49,594.00	\$ 137,950.20	\$ 206,256.45	\$ -	\$ -	\$ -	\$ 79,300.00	\$ -
01200200	45590	Capital Purchase	106,264.87	-	-	-	-	-	-	-
01200200	45593	Capital Improvements	-	-	41,896.67	-	125,000.00	-	-	-
01200200	45597	Capital Lease Payments	14,615.18	19,757.11	20,825.25	10,831.00	22,000.00	23,200.00	23,200.00	-
Subtotal			\$ 170,474.05	\$ 157,707.31	\$ 268,978.37	\$ 10,831.00	\$ 147,000.00	\$ 23,200.00	\$ 102,500.00	\$ -
Other Charges										
01200200	47720	Board of Police Commissioners	\$ -	\$ 9,893.50	\$ 1,246.73	\$ 326.89	\$ 2,200.00	\$ 3,900.00	\$ 3,900.00	\$ -
01200200	47730	Emergency Service Disaster	7,512.88	7,553.78	7,112.16	3,501.65	8,000.00	8,000.00	8,000.00	-
01200200	47740	Travel/Training/Dues	21,652.04	24,261.56	28,741.29	12,552.01	40,000.00	40,000.00	40,000.00	-
01200200	47760	Uniforms & Safety Items	32,908.73	45,308.48	46,467.14	13,120.70	52,300.00	50,000.00	50,000.00	-
01200200	47770	Investigations	624.29	754.88	684.11	-	2,000.00	2,000.00	2,000.00	-
01200600	47790	Interest Expense	3,474.82	4,362.89	3,294.75	1,228.90	2,600.00	1,000.00	1,300.00	-
Subtotal			\$ 66,172.76	\$ 92,135.09	\$ 87,546.18	\$ 30,730.15	\$ 107,100.00	\$ 104,900.00	\$ 105,200.00	\$ -
Police Total			\$ 8,912,102.62	\$ 9,138,957.64	\$ 8,930,657.50	\$ 5,318,950.27	\$ 9,663,800.00	\$ 9,551,185.00	\$ 9,670,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.										

# Community Development Department

## Service Area Description

The Community Development Department provides Planning, Zoning, Development, Plan Review, Inspections and Code Enforcement services to citizens in order to develop and maintain a safe, secure, and attractive community.

The Community Development Department supports the Village of Algonquin's mission by:

- Enhancing Customer Service and Citizen Satisfaction.
- Promoting Economic Development.
- Maintaining the Village's Infrastructure and Upholding a High Quality of Life for Residents.
- Maintaining the Village's Revenue Base.
- Maintaining the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff.
- Promoting Programs with a Conservation Focus.



*The Community Development Department strives to provide and maintain high quality development that enhances the quality of life in our village.*

## Personnel Summary

No new personnel are budgeted for FY 17/18. A vacant Permit Clerk position will not be filled.

Personnel Summary	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Community Development Director	1.0	1.0	1.0	1.0	1.0	-
Building Commissioner	1.0	1.0	1.0	1.0	1.0	-
Assistant Building Commissioner	1.0	1.0	1.0	1.0	1.0	-
Building Inspector	2.0	2.0	2.0	2.0	2.0	-
Plumbing Inspector	1.0	1.0	1.0	1.0	1.0	-
Electrical Inspector	1.0	1.0	1.0	1.0	1.0	-
Senior Planner	2.0	2.0	2.0	2.0	2.0	-
Property Maintenance Inspector	1.0	1.0	1.0	1.0	1.0	-
Secretary II/Permit Clerk	2.0	2.0	2.0	2.0	1.0	▼ 1
<b>Total Full-Time Equivalent Positions</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>11.0</b>	<b>▼ 1</b>
<i>Full-Time Employees</i>	<i>12</i>	<i>12</i>	<i>12</i>	<i>12</i>	<i>11</i>	<b>▼ 1</b>
<i>Part-Time Employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	-

## FY 16/17 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 16/17 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### **Complete**

- Maintain inspector and planner certifications
- Complete 5 days of thorough training and implementation to take full advantage of the power of MUNIS



### **Near Completion**

Complete implementing payment options via credit cards and other alternatives; consider effecting online permit applications Consider online permit applications and inspection scheduling  
 Implement taking permit applications online  
 Implement next step of East Algonquin Road Corridor Plan  
 Continue to implement the Downtown Study Recommendations including creating an SSA and a Main Street style business strategy  
 Work closely with Public Works on timing and implementation of the Downtown Streetscaping  
 Continue to market the Algonquin Corporate Campus  
 Market the Block 1 redevelopment site (southeast corner of Algonquin Rd and Main St)  
 Work with relevant property owners to develop 3 or 4 scenarios on key redevelopment sites in the East Algonquin Road Corridor  
 Continue to implement the Downtown Study, East Algonquin Road and Fox River Study recommendations  
 Expand development and carefully consider infrastructure investments that will lead to improved tax base  
 Continue to expand services that generate alternate revenues  
 Train a broader number of staff in counter service and permit intake, processing, and issuance  
 Implement the Fox River Plan, continue to implement code requirements that support the Woods Creek Watershed and various other conservation plans



### **Not Complete**

Begin implementing the Economic Development Strategy

## **FY 17/18 Objectives**

### **Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction**

- Complete on-line permitting implementation
- Complete online cash register and credit card payment options
- Consider online inspection scheduling and begin learning how to accomplish that goal
- Continue maintaining high responsiveness to citizen requests

### **Guiding Principle #2: Continue to Promote and Foster Economic Development**

- Market the Algonquin Corporate Campus with the goal of attracting at least 1 large new user in FYE2018
- Begin strategically marketing retail sites, particularly at ICSC conferences
- Begin implementing the Economic Development Strategy
- Market Main Street redevelopment projects and sites
- Implement next step of East Algonquin Road Corridor Plan, after working with relevant property owners to develop 3 or 4 scenarios on key redevelopment sites, strategize developing sites

### **Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents**

- Work closely with Public Works on timing and implementation of the Downtown Streetscaping

### **Guiding Principle #4: Assess All Viable Options to Increase/Maintain the Village's Revenue Base**

- Continue to implement the Downtown Study Recommendations including creating an SSA and a Main Street style business strategy

### **Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff**

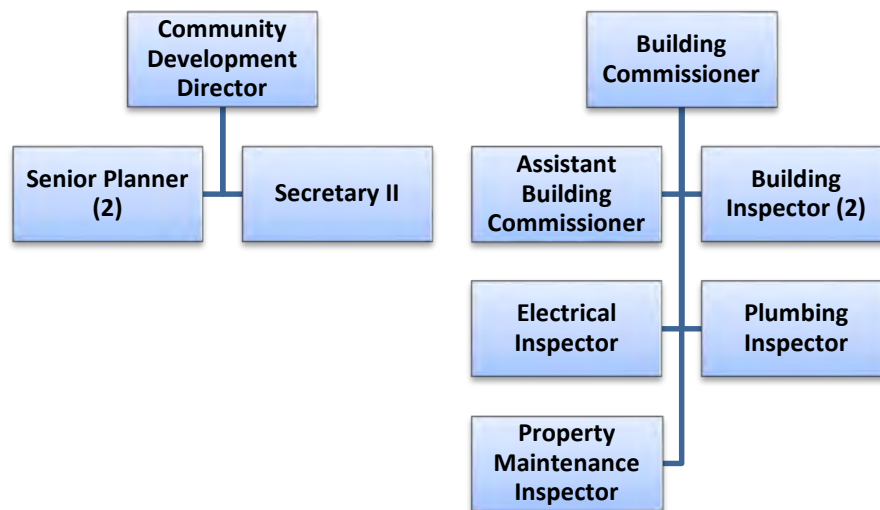
- Continue fully funding Staff travel, training and dues line item. Adopt and implement updated building codes.



**Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus**

- Implement the Fox River Plan, continue to implement code requirements that support the Woods Creek Watershed and various other conservation plans

**Department Organizational Chart**



**Performance Measures**

The FY 17/18 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process, not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

<b>Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction</b>						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal and external communication.	Maximize the % of property maintenance violations resolved without court action	94.8%	96.8%	95%	97.0%	TBD
	<i>Business Connection</i> Newsletters Sent	4	3	4	TBD	TBD
	Perform monthly staff visits with businesses	5.58	4.42	Output	TBD	Output
Maintain a high level of quality, consistency, and reliability in building and property maintenance inspections.	Maximize the Excellent to Good rating for ease and efficiency of obtaining permits	74.9%	73.9%	80%	75.6%	TBD

Guiding Principle #2: Continue to Promote and Foster Economic Development						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Create jobs and bring visitors to our community.	Maximize the amount of new commercial space opened (square feet)	69,754	26,994	Output	TBD	Output
	Commercial Occupancy Permits Issued	75	24	Output	TBD	Output
	Maintain Employment Rate above Kane and McHenry Counties <sup>1</sup>	95.5	95.2%	95.0%	94.7%	TBD
Notes: <sup>1</sup> – Data provided by the Illinois Department of Employment Security, Local Area Unemployment Statistics. Target for 2014 is based on the actual employment rates for Kane and McHenry Counties in 2014.						

Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare Through a Well-Trained and Dedicated Staff						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain a high level of quality, consistency, and reliability in building and property maintenance inspections.	Building Inspections	5,661	6,340	Output	TBD	Output
	Property Maintenance Inspections	4,401	4,543	Output	TBD	Output
	Residential Occupancy Permits Issued	52	23	Output	TBD	Output

## Community Development Department

## Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2 YTD	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
<b>Personnel</b>										
01300100	41103	IMRF	\$ 96,124.00	\$ 100,800.57	\$ 104,002.03	\$ 52,814.89	\$ 111,000.00	\$ 108,000.00	\$ 108,000.00	\$ -
01300100	41104	FICA	64,658.90	67,487.29	68,678.22	35,185.14	73,000.00	71,000.00	71,000.00	-
01300100	41105	Unemployment Tax	920.95	1,171.76	1,321.92	-	1,500.00	1,500.00	1,500.00	-
01300100	41106	Health Insurance	124,200.42	112,251.30	106,598.96	53,099.56	111,000.00	108,000.00	108,000.00	-
01300100	41110	Salaries	861,085.93	899,000.15	917,160.34	468,162.60	944,000.00	918,000.00	918,000.00	-
01300100	41132	Salary - Planning/Zoning	1,760.00	1,510.00	1,290.00	325.00	2,000.00	2,000.00	2,000.00	-
01300100	41140	Overtime	5.33	11.67	822.37	2,180.04	3,000.00	3,000.00	3,000.00	-
<b>Subtotal</b>			\$ 1,148,755.53	\$ 1,182,232.74	\$ 1,199,873.84	\$ 611,767.23	\$ 1,245,500.00	\$ 1,211,500.00	\$ 1,211,500.00	\$ -
<b>Contractual Services</b>										
01300100	42210	Telephone	\$ 11,667.51	\$ 10,112.02	\$ 10,795.17	\$ 4,880.51	\$ 9,950.00	\$ 10,300.00	\$ 10,400.00	\$ -
01300100	42211	Natural Gas	468.08	569.67	175.73	-	1,000.00	1,000.00	1,000.00	-
01300100	42230	Legal Services	40,677.24	(66,804.13)	(6,253.45)	3,362.50	23,000.00	20,000.00	20,000.00	-
01300100	42234	Professional Services	26,284.93	34,216.04	66,747.17	17,483.89	66,000.00	60,000.00	110,000.00	-
01300100	42242	Publications	636.40	1,818.17	207.05	-	2,400.00	1,200.00	1,200.00	-
01300100	42243	Printing & Advertising	1,932.83	2,343.46	1,147.91	804.99	2,000.00	1,000.00	1,000.00	-
01300100	42272	Lease Payments	-	1,533.53	2,129.42	1,106.41	2,250.00	2,400.00	2,400.00	-
<b>Subtotal</b>			\$ 81,666.99	\$ (16,211.24)	\$ 74,949.00	\$ 27,638.30	\$ 106,600.00	\$ 95,900.00	\$ 146,000.00	\$ -
<b>Supplies &amp; Materials</b>										
01300100	43308	Office Supplies	\$ 1,826.70	\$ 2,303.36	\$ 2,203.19	\$ 481.97	\$ 3,200.00	\$ 3,200.00	\$ 3,300.00	\$ -
01300100	43317	Postage	1,884.72	2,130.54	1,819.27	809.26	3,000.00	1,500.00	1,500.00	-
01300100	43320	Tools, Equipment & Supplies	324.18	212.71	55.04	-	500.00	300.00	300.00	-
01300100	43332	Office Furniture & Equipment	3,697.55	6,999.05	4,827.98	2,653.00	3,500.00	-	-	-
01300100	43333	IT Equipment	-	-	-	3,944.73	8,900.00	2,900.00	2,900.00	-
01300100	43340	Fuel	10,683.08	10,010.19	7,496.55	4,405.02	11,000.00	8,000.00	8,000.00	-
01300100	43362	Public Art	4,188.96	16,930.95	5,742.96	5,273.23	6,000.00	5,000.00	5,000.00	-
<b>Subtotal</b>			\$ 22,605.19	\$ 38,586.80	\$ 22,144.99	\$ 17,567.21	\$ 36,100.00	\$ 20,900.00	\$ 21,000.00	\$ -
<b>Maintenance</b>										
01300100	44420	Vehicle Maintenance (S)	\$ 12,521.51	\$ 18,565.77	\$ 17,488.75	\$ 14,736.07	\$ 16,000.00	\$ 19,000.00	\$ 19,000.00	\$ -
01300100	44423	Building Services (S)	25,982.37	23,064.88	36,114.43	17,010.93	31,000.00	35,000.00	35,000.00	-
01300100	44426	Office Equipment Maintenance	1,828.03	700.00	2,345.57	1,426.04	2,900.00	2,900.00	3,000.00	-
<b>Subtotal</b>			\$ 40,331.91	\$ 42,330.65	\$ 55,948.75	\$ 33,173.04	\$ 49,900.00	\$ 56,900.00	\$ 57,000.00	\$ -
<b>Capital Expenditure</b>										
01300100	43335	Vehicles & Equipment	\$ -	\$ -		\$ 15,771.00	\$ 22,000.00	\$ -	\$ -	\$ -
01300100	45593	Capital Improvements	-	-	11,637.96	-	50,000.00	-	-	-
<b>Subtotal</b>			\$ -	\$ -	\$ 11,637.96	\$ 15,771.00	\$ 72,000.00	\$ -	\$ -	\$ -
<b>Other Charges</b>										
01300100	47710	Economic Development	\$ 31,450.88	\$ (11,179.20)	\$ 1,009.25	\$ 136.69	\$ 9,000.00	\$ 2,330.00	\$ 52,430.00	\$ -
01300100	47740	Travel/Training/Dues	9,788.28	9,540.78	10,199.05	2,685.00	10,090.00	7,260.00	7,260.00	-
01300100	47760	Uniforms & Safety Items	-	1,022.00	166.62	192.00	3,600.00	600.00	600.00	-
01300600	47790	Interest Expense	-	301.58	317.39	117.03	210.00	210.00	210.00	-
<b>Subtotal</b>			\$ 41,239.16	\$ (314.84)	\$ 11,692.31	\$ 3,130.72	\$ 22,900.00	\$ 10,400.00	\$ 60,500.00	\$ -
<b>Community Development Total</b>			\$ 1,334,598.78	\$ 1,246,624.11	\$ 1,376,246.85	\$ 709,047.50	\$ 1,533,000.00	\$ 1,395,600.00	\$ 1,496,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										

## Public Works Department - Administration Division

### Service Area Description

The Administration Division of the Public Works Department provides overall direction to the department and management of the operating divisions to ensure that residents and customers are receiving adequate and reliable Public Works services.



*The Public Works Department performs its operations at the Public Works Facility*

The Administration Division of the Public Works Department supports the Village of Algonquin's mission by:

- Enhancing Customer Service and Citizen Satisfaction.
- Maintaining the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff.
- Promoting Programs with a Conservation Focus.

### Personnel Summary

No new personnel are budgeted for FY 17/18.

Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Public Works Director	1.0	1.0	1.0	1.0	1.0	-
Assistant Public Works Director	1.0	1.0	1.0	1.0	1.0	-
Project Manager	1.0	1.0	1.0	1.0	1.0	-
GIS Analyst	1.0	1.0	-	-	-	-
Maintenance Worker I	1.0	1.0	-	-	-	-
Secretary I	1.0	1.0	1.0	1.0	1.0	-
<b>Total Full-Time Equivalent Positions</b>	<b>6.0</b>	<b>6.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>-</b>
<i>Full-Time Employees</i>	<i>6</i>	<i>6</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>-</i>

### FY 16/17 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 16/17 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.




#### **Complete**

- Continue to manage and provide guidance to all operating divisions of the Public Works Department to ensure citizen satisfaction.
  - Continue to key in on core services and make those better while holding the line on budgets.
  - Implement CityWorks and use data to guide management decisions
  - Mandatory OSHA and safety training will continue to be provided.
- Continue Stormwater public education and provide yearly reports to the IEPA on our NPDES Phase 2 permit
- Public Works Director to attend APWA International Congress and MAPSI Management Training



#### **Near Completion**

- N/A

 **Not Complete**  
- N/A

## FY 17/18 Objectives

### Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction

- Continue to manage and provide guidance to all operating divisions of the Public Works Department to ensure citizen satisfaction.
- Continue to key in on core services and make those better while holding the line on budgets.
- Continue to use CityWorks data to analyze costs and make efficiency improvements in the Department.

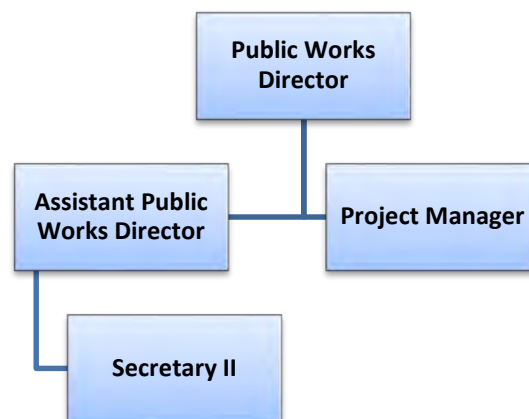
### Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- Public Works Director to attend APWA International Congress

### Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus

- Continue to promote stormwater awareness and establish guidelines for maintenance of natural areas.

## Department Organizational Chart



## Performance Measures

The FY 17/18 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process, not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

**Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents**

Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Provide oversight for all major maintenance and construction projects.	Public Works Project Engineering Reviews	8	6	<b>Output</b>	<b>12</b>	Output
	Private Developer Engineering Reviews	6	5	<b>Output</b>	<b>6</b>	Output
	Site Development Permits Issued	5	7	<b>Output</b>	<b>5</b>	Output



## Public Works Department – General Services Division

### Service Area Description

The General Services Division provides the development and maintenance of all park and open space parcels within the Village as well as safe and clean roads, and an appealing view of right of ways, open spaces, wetlands, and woodlands.

The General Services Division of Public Works Department supports the Village of Algonquin's mission by:

- Maintaining and/or Enhancing Customer Service and Citizen Satisfaction.
- Maintaining the Village's Infrastructure and Upholding a High Quality of Life for Residents.
- Maintaining the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff
- Continuing to Promote and Develop Programs with a Conservation Focus.



*Public Works staff grinds a stump from a parkway tree in a residential area*

### Personnel Summary

No new personnel are budgeted for this fiscal year. One (1) vacant Maintenance Worker I position will not be filled. One (1) Maintenance Worker II position was transferred from the General Services Division to the Building Services Division.

Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
General Services Superintendent	1.0	1.0	1.0	1.0	1.0	-
Streets Supervisor	2.0	2.0	1.0	1.0	1.0	-
Parks and Forestry Supervisor	1.0	1.0	1.0	1.0	1.0	
Maintenance Worker II	5.0	5.0	6.0	6.0	5.0	▼ 1.0
Maintenance Worker I <sup>1</sup>	18.0	18.0	18.0	17.0	16.0	▼ 1.0
Seasonal	1.5	1.5	2.0	2.0	2.0	
<b>Total Full-Time Equivalent Positions</b>	<b>29.5</b>	<b>29.5</b>	<b>29.0</b>	<b>28.0</b>	<b>26.0</b>	<b>▼ 2.0</b>
<i>Full-Time Employees</i>	<i>28</i>	<i>28</i>	<i>27</i>	<i>26</i>	<i>24</i>	<b>▼ 2.0</b>
<i>Part-Time Employees</i>	<i>6</i>	<i>6</i>	<i>8</i>	<i>8</i>	<i>8</i>	-

1 – One (1) Maintenance Worker I is assigned to Utilities, but is reflected in the PW-General Services budget.

### FY 16/17 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 16/17 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



#### **Complete**

- Continue to utilize Cityworks and See Click Fix to provide good customer service and assessment of current practices and expenses
- Evolve the melding of roadway, park, and utility long term planning



- Reduce task costs by assessing Cityworks data and making appropriate practical and financial adjustments
- Effectively schedule and utilize the training budget to provide required and desired training to all teams
- Continue to foster the production of the tree nursery
- Continue to provide aggressive maintenance to our storm water natural recharge areas



#### **Near Completion**

- Continue to expand the park system recycling program



#### **Not Complete**

- N/A

### **FY 17/18 Objectives**

*Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction*

- Continue to find ways to provide excellent service given resource reductions.

*Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents*

- Continue to assess and propose projects that alleviate costs associated to infrastructure degradation.

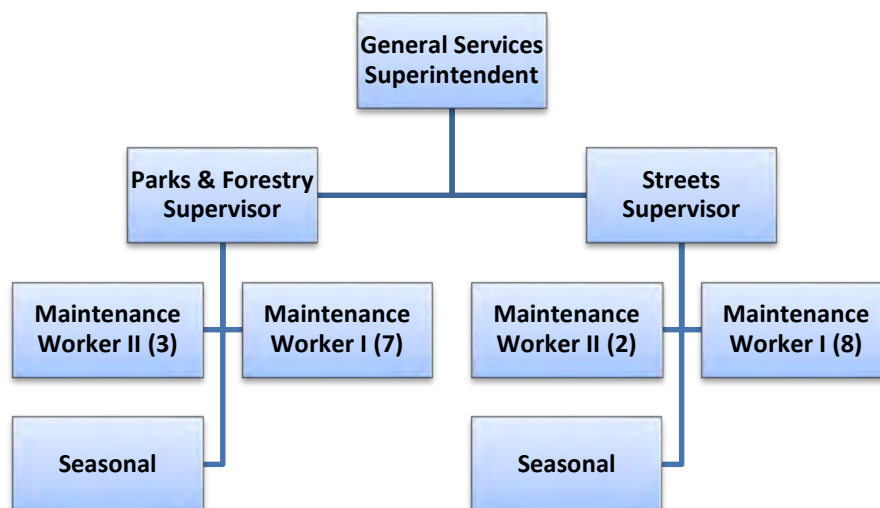
*Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff*

- Continue to support training opportunities and staff development.

*Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus*

- Continue to evolve a park-wide recycling program.

### **Department Organizational Chart**



\*One Maintenance Worker I is assigned to Utilities and is not reflected in organization chart.

## Performance Measures

The FY 17/18 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process, not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

Public Works General Services Division – Streets Statistics					
	2012	2013	2014	2015	2016
Sidewalk Concrete Poured (feet <sup>2</sup> )	6,180	7,060	N/A*	7,300	8,400
Curb Concrete Poured (linear feet)	417	161	N/A*	260	372
Asphalt Used (tons)	2,210	2,641	N/A*	1,448	1,999
Road Striping Completed (miles)	2	2	N/A*	9.5	9.25
Split-Rail Fence Installed (linear feet)	100	50	N/A*	50	48
Snow Fence Installed (linear feet)	11,000	11,000	N/A*	11,000	11,000

\*Data is not accessible due to new asset management software change over.

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain a highly trained and capable staff for operations.	ISA Certified Arborists	8	8	8	7	8

Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain parkway trees and urban forests as a community resource.	Tree Replacements	0	221	450	373	400
	Trees Pruned	N/A*	4,200	5,000	2,281	5,000
	Parkway Trees Maintained	20,964	21,092	Output	21,424	Output
Maintain high quality Village parks for residents, businesses, and visitors.	Park Sites Maintained	21	21	Output	21	Output
	Open Space/Detention Area Maintained (Acres)	666.5	666.5	Output	666.5	Output
	Developed Park Area Maintained (Acres)	154.5	154.5	Output	154.5	Output
Provide adequate infrastructure throughout the Village.	Street Light Work Orders	N/A*	N/A*	Output	55	Output
	Other Work Orders	N/A*	N/A*	Output	1965	Output
	Potholes Repaired	N/A*	N/A*	Output	N/A	Output

Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Preserve and enhance Village's tree resources.	Obtain Tree City USA Award	Yes	Yes	Yes	Yes	Yes

## Public Works - General Services Division

## Expenditures

			FY 13/14 Actual <sup>1</sup>	FY 14/15 Actual <sup>1</sup>	FY 15/16 Actual	FY 16/17 Q2 YTD	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
<b>Personnel</b>										
01500300	41103	IMRF	\$ 196,298.17	\$ 194,081.09	\$ 180,919.78	\$ 89,118.10	\$ 196,000.00	\$ 195,000.00	\$ 189,000.00	\$ -
01500300	41104	FICA	134,460.98	131,684.57	122,333.04	62,004.44	133,000.00	131,000.00	127,000.00	-
01500300	41105	Unemployment Tax	2,195.52	2,751.81	3,003.88	381.04	3,200.00	3,200.00	3,200.00	-
01500300	41106	Health Insurance	317,425.90	302,605.95	296,392.24	144,308.39	300,000.00	298,000.00	289,000.00	-
01500300	41110	Salaries	1,653,604.86	1,679,593.95	1,583,688.81	817,461.80	1,662,000.00	1,635,000.00	1,590,000.00	-
01500300	41140	Overtime	141,688.74	88,082.27	60,134.71	14,100.31	65,000.00	65,000.00	65,000.00	-
<b>Subtotal</b>			\$ 2,445,674.17	\$ 2,398,799.64	\$ 2,246,472.46	\$ 1,127,374.08	\$ 2,359,200.00	\$ 2,327,200.00	\$ 2,263,200.00	\$ -
<b>Contractual Services</b>										
01500300	42210	Telephone	\$ 20,144.58	\$ 16,110.17	\$ 15,812.21	\$ 9,665.82	\$ 21,500.00	\$ 20,330.00	\$ 20,400.00	\$ -
01500300	42211	Natural Gas	1,850.97	3,344.19	891.54	-	3,050.00	1,850.00	1,850.00	-
01500300	42212	Electric	342,631.63	443,822.46	379,477.54	134,414.14	385,200.00	375,200.00	375,200.00	-
01500300	42230	Legal Services	1,076.25	562.08	-	1,006.25	2,000.00	2,000.00	2,000.00	-
01500300	42232	Engineering Services	6,081.54	1,736.62	7,144.75	1,404.00	6,300.00	3,600.00	3,600.00	-
01500300	42234	Professional Services	83,677.90	75,069.48	206,128.20	178,411.02	207,200.00	274,350.00	274,350.00	-
01500300	42243	Printing & Advertising	487.42	309.71	670.52	97.70	700.00	1,300.00	1,300.00	-
01500300	42253	Community Events	1,050.00	1,423.00	1,050.00	-	1,500.00	1,500.00	1,500.00	-
01500300	42260	Physicals & Screenings	185.75	-	1,110.00	420.00	1,900.00	1,800.00	1,800.00	-
01500300	42264	Snow Removal	2,279.84	1,083.00	7,399.24	-	2,000.00	2,000.00	2,000.00	-
01500300	42270	Equipment Rental	3,551.74	5,663.42	1,845.74	1,011.75	4,000.00	4,000.00	19,000.00	-
01500300	42272	Lease Payments	-	-	-	-	650.00	-	-	-
<b>Subtotal</b>			\$ 463,017.62	\$ 549,124.13	\$ 621,529.74	\$ 326,430.68	\$ 636,000.00	\$ 687,930.00	\$ 703,000.00	\$ -
<b>Supplies &amp; Materials</b>										
01500300	43308	Office Supplies	\$ 800.00	\$ 729.27	\$ 406.31	\$ 105.01	\$ 500.00	\$ 380.00	\$ 500.00	\$ -
01500300	43309	Materials	37,691.96	51,858.38	44,117.21	29,927.38	54,500.00	47,750.00	47,750.00	-
01500300	43317	Postage	-	51.19	94.32	-	100.00	100.00	100.00	-
01500300	43320	Tools, Equipment & Supplies	30,796.09	20,751.57	37,355.85	18,632.60	34,900.00	27,600.00	27,600.00	-
01500300	43332	Office Furniture & Equipment	3,872.26	6,497.03	29,641.53	-	-	-	-	-
01500300	43333	IT Equipment	-	-	-	17,225.50	35,100.00	14,250.00	14,300.00	-
01500300	43340	Fuel	152,898.14	93,298.95	62,088.08	27,849.47	115,000.00	68,000.00	68,000.00	-
01500300	43360	Park Upgrades	81,381.62	-	29,010.18	11,568.00	121,300.00	16,750.00	90,250.00	-
01500300	43366	Sign Program	10,206.81	8,564.31	14,846.85	14,061.57	18,600.00	24,500.00	24,500.00	-
<b>Subtotal</b>			\$ 317,646.88	\$ 181,750.70	\$ 217,560.33	\$ 119,369.53	\$ 380,000.00	\$ 199,330.00	\$ 273,000.00	\$ -
<b>Maintenance</b>										
01500300	44402	Tree Planting	\$ 36,644.59	\$ 4,424.21	\$ 77,429.72	\$ 4,627.14	\$ 28,000.00	\$ 37,700.00	\$ 54,300.00	\$ -
01500300	44403	Tree Trimming/Removal	-	-	-	-	1,500.00	-	-	-
01500300	44420	Vehicle Maintenance (S)	323,386.28	278,962.04	215,277.57	82,177.92	255,000.00	287,000.00	287,000.00	-
01500300	44421	Equipment Maintenance (S)	217,206.14	243,996.29	252,142.85	141,020.80	271,500.00	269,000.00	269,000.00	-
01500300	44423	Building Maintenance (S)	142,485.69	108,286.69	166,180.97	79,659.86	153,000.00	180,500.00	180,500.00	-
01500300	44425	Open Space Maintenance	15,000.00	13,920.00	14,900.00	5,215.00	15,000.00	-	-	-
01500300	44426	Office Equipment Maintenance	840.70	1,007.20	699.99	593.54	700.00	1,500.00	1,500.00	-
01500300	44427	Curb & Sidewalk Program	-	3,219.18	11,729.55	49.04	13,000.00	3,200.00	3,200.00	-
01500300	44428	Street Maintenance	3,295.35	-	21,781.10	28,230.78	32,000.00	40,000.00	40,000.00	-
01500300	44429	Street Light Maintenance	6,490.36	1,679.97	5,506.62	2,266.52	18,400.00	12,000.00	12,000.00	-
01500300	44430	Traffic Signal Maintenance	18,970.26	21,153.43	23,671.58	1,204.00	26,700.00	25,500.00	25,500.00	-
01500300	44431	Storm Sewer Maintenance	-	-	8,798.15	1,490.57	35,700.00	11,700.00	11,700.00	-
<b>Subtotal</b>			\$ 764,319.37	\$ 676,649.01	\$ 798,118.10	\$ 346,535.17	\$ 850,500.00	\$ 868,100.00	\$ 884,700.00	\$ -

## Public Works - General Services Division

## Expenditures

<b>Capital Expenditures</b>										
01500300	43335	Vehicles & Equipment	\$ 86,592.00	\$ 28,821.00	\$ 31,240.33	\$ 19,769.80	\$ 24,500.00	\$ 7,000.00	\$ 42,500.00	\$ -
01500300	45590	Capital Purchase	152,913.00	374,760.72	251,017.34	-	255,000.00	-	180,000.00	-
<b>Subtotal</b>			<b>\$ 239,505.00</b>	<b>\$ 403,581.72</b>	<b>\$ 282,257.67</b>	<b>\$ 19,769.80</b>	<b>\$ 279,500.00</b>	<b>\$ 7,000.00</b>	<b>\$ 222,500.00</b>	<b>\$ -</b>
<b>Transfers</b>										
01500500	48005	Transfer to Pool	\$ 82,900.00	\$ 115,608.63	\$ 87,486.88	\$ 46,142.80	\$ 130,800.00	\$ 100,000.00	\$ 145,000.00	
<b>Subtotal</b>			<b>\$ 82,900.00</b>	<b>\$ 115,608.63</b>	<b>\$ 87,486.88</b>	<b>\$ 46,142.80</b>	<b>\$ 130,800.00</b>	<b>\$ 100,000.00</b>	<b>\$ 145,000.00</b>	<b>\$ -</b>
<b>Other Charges</b>										
01500300	47740	Travel/Training/Dues	\$ 11,681.86	\$ 11,246.60	\$ 16,004.53	\$ 7,452.53	\$ 23,500.00	\$ 21,085.00	\$ 21,100.00	\$ -
01500300	47760	Uniforms & Safety Items	14,450.53	13,427.22	14,485.21	5,241.48	15,400.00	19,450.00	19,500.00	-
01500600	47790	Interest Expense	-	-	-	-	100.00	-	-	-
<b>Subtotal</b>			<b>\$ 26,132.39</b>	<b>\$ 24,673.82</b>	<b>\$ 30,489.74</b>	<b>\$ 12,694.01</b>	<b>\$ 39,000.00</b>	<b>\$ 40,535.00</b>	<b>\$ 40,600.00</b>	<b>\$ -</b>
<b>General Services Total</b>			<b>\$ 4,339,195.43</b>	<b>\$ 4,350,187.65</b>	<b>\$ 4,283,914.92</b>	<b>\$ 1,998,316.07</b>	<b>\$ 4,675,000.00</b>	<b>\$ 4,230,095.00</b>	<b>\$ 4,532,000.00</b>	<b>\$ -</b>
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.										
1 - The first year of operation for the General Services Division in FY 15/16, which merged the Streets Division and Parks & Forestry Division. Historical values are shown for illustrative purposes.										

# Multidepartmental

# Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
01900100	42234	Professional Services	\$ 1,811.16	\$ 3,805.40	\$ 8,800.00	\$ 10,076.00	\$ 68,700.00	\$ 12,800.00	\$ 12,800.00	\$ -
01900100	42236	Insurance	524,792.73	500,801.37	479,809.58	477,136.54	500,000.00	513,000.00	513,000.00	
01900100	43333	Computer Network	134,574.35	168,597.56	178,903.65	186,470.75	260,300.00	248,200.00	250,200.00	-
01900100	45590	Capital Purchase	71,512.05	95,622.15	14,418.83	22,288.22	40,000.00	-	-	-
01900300	45593	Capital Improvement	-	-	143,490.00	126,094.00	-	-	-	-
01900100	47740	Travel, Training, & Dues	-	4,347.56	7,551.78	16,859.55	20,000.00	20,000.00	20,000.00	-
<b>Multidepartmental Total</b>			<b>\$ 732,690.29</b>	<b>\$ 773,174.04</b>	<b>\$ 832,973.84</b>	<b>\$ 838,925.06</b>	<b>\$ 889,000.00</b>	<b>\$ 794,000.00</b>	<b>\$ 796,000.00</b>	<b>\$ -</b>
<sup>1</sup> - Includes funding for EAP program and for Hepatitis & Flu Shots. The remaining amounts are budgeted in Fund 07.										



**VILLAGE OF ALGONQUIN**  
*GENERAL SERVICES ADMINISTRATION*

**– M E M O R A N D U M –**

DATE: March 9, 2017

TO: Committee of the Whole

FROM: Michael Kumbera, Assistant Village Manager

SUBJECT: *FY 17/18 Budget: Other Funds*

---

Attached are the proposed budgets for the following funds which will complete the Fiscal Year 2017-2018 Budget review:

- Development Fund
- Village Construction Fund
- Downtown TIF Fund
- Police Pension Fund
- Special Service Area #1 Fund (Riverside Plaza)
- Debt Fund

**DEVELOPMENT FUND**

This fund accommodates line items for the Hotel Tax and Cul de Sac categories which are described below:

Hotel Tax revenues result from taxes on hotel room billings pursuant to the municipal ordinance. The budget for revenues includes hotel tax receipts of \$50,000 and investment income of \$800. Budgeted expenditures are \$48,000 including \$13,000 for regional marketing and a transfer to the General Fund of \$35,000.

Cul-De-Sac revenues of \$2,200 are interest only due to the lack of new subdivision development in the village. Expenditures of \$40,000 are for contract snow plowing in certain cul-de-sacs. The increased level of expense reflects a continued level of service that includes an additional pass by the contractor during the snow event as well as after snow has ceased. Due to the imbalance of revenues and expenditures (sluggish development rate and increased level of service), this fund cannot be sustained over the long-term and service delivery will require a different source of revenue (new or existing).

Pursuant to comments made by our Village auditing firm, school donation impact fees from development are held in a fiduciary capacity by the Village. Therefore, these items will no longer be presented as a revenue/expense in the budget, only shown on our balance sheet.

Further, in FY 16/17, the entire balance of the Community Development Assistance Program was transferred to the Street Improvement Fund and no further activity with this program is expected.

### **VILLAGE CONSTRUCTION**

The Village Construction Fund is used to account for construction costs of municipal buildings other than those used in the waterworks and wastewater utility. Due to some modest residential development activity, \$8,000 of donations are budgeted for Municipal Facility Fees. Additional revenues include interest income of \$100. There are no proposed expenses in FY 17/18.

### **DOWNTOWN TIF FUND**

The Village approved a tax increment financing (TIF) district in fall of 2014 for the downtown Algonquin area. The Downtown TIF Fund accounts for the revenues and expenditures related to this redevelopment project area. Revenues are budgeted conservatively and include real estate tax receipts of \$160,000 and interest income of \$25. Proposed expenditures are budgeted at \$160,000.

Detailed expenditures for redevelopment activities are reflected in the appropriate fund that is advancing the funding. A year-end journal entry is performed to present these expenses in the Downtown TIF Fund.

### **POLICE PENSION**

Budgeted revenues for the Police Pension Fund total \$3,835,500 including employee contributions of \$421,000, investment income of \$1,503,000 and employer contributions of \$1,900,000 as recommended by an independent actuarial valuation. An additional \$11,500 is budgeted for prior year contributions and interest payments by officers purchasing service time for military/prior service.

Expenditures for retiree benefits/employee contribution refunds are \$1,170,000 and administration expenses of \$137,500 for total expenditures of \$1,307,500. Currently, there are three (3) annuitants on disability and thirteen (13) on retirement.

### **SPECIAL SERVICE AREA #1 FUND**

Pursuant to Ordinance 2012-O-38, the owner of Riverside Plaza agreed to reimburse the Village for Streetscape Construction Special Services provided adjacent to the property located at 1 N. Main St. Special Service Area (SSA) #1 was established by Ordinance 2013-O-10 and provides that the Village may levy an amount not to exceed \$70,000 annually from the date of the establishment of the SSA, for five consecutive or more years until the Village is fully reimbursed \$350,000.

Revenues are budgeted at \$70,000 for the amount levied by the Village in 2016. There are no proposed expenditures for FY 17/18.

### **DEBT FUND**

The Village has two (2) remaining bond series that require debt service. One of those bonds is related to the Water and Sewer Utility as follows:



- Series 2013 refunded Series 2005A which partially financed the Phase 6 expansion of the Sewer Treatment Plant. This Bond Series will be retired in 2025. Debt service for that bond will be retired using the Water & Sewer Operating Fund budget.

The remaining bonds pertain to construction of the Public Works Facility as follows:

- Series 2014A refinanced Series 2005B which was an advance refunding of Series 2002B which also partially funded the construction and equipping of the Public Works Facility. Series 2014A will be retired in 2020.

The debt service on the Public Works facilities is the only debt service expense addressed here.

### **DEBT SERVICE**

The Debt Service Fund is used for the payment of principal and interest related to the 2014A bond issue.

The budgeted revenues of \$628,500 include a transfer of \$625,000 from the General Fund and investment income of \$3,500. Debt service expenditures include \$565,000 for reduction of principal, \$42,000 for payment of interest, and \$2,000 for bond fees or total expenditures of \$609,000.

c:       Tim Schloneger, Village Manager  
          Susan Skillman, Comptroller

## Development Fund

## Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
<b>School Donation</b>										
16180100	47761	School Impact Fees	\$ -	\$ -	\$ 304,276.65	\$ -	\$ 90,000.00	\$ -	\$ -	
<b>Subtotal</b>			\$ -	\$ -	\$ 304,276.65	\$ -	\$ 90,000.00	\$ -	\$ -	\$ -
<b>Cul de Sac</b>										
16230300	42264	Snow Removal	\$ 59,415.00	\$ 32,950.00	\$ 24,251.09	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	
<b>Subtotal</b>			\$ 59,415.00	\$ 32,950.00	\$ 24,251.09	\$ -	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -
<b>Hotel Tax</b>										
16260100	42252	Regional/Marketing	\$ 10,819.00	\$ 11,476.67	\$ 11,916.54	\$ 12,211.57	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	
16260500	48001	Transfer to General Fund	45,000.00	45,000.00	35,000.00	-	35,000.00	35,000.00	35,000.00	
16230500	48001	Transfer to Street Improvement	-	-	-	299,800.58	-	-	-	
<b>Subtotal</b>			\$ 55,819.00	\$ 56,476.67	\$ 46,916.54	\$ 312,012.15	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ -
<b>Special Revenue Fund Total</b>			\$ 115,234.00	\$ 89,426.67	\$ 375,444.28	\$ 312,012.15	\$ 178,000.00	\$ 88,000.00	\$ 88,000.00	\$ -

# Development Fund

# Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Q2	FY 17/18 Budget
<b>Taxes</b>								
16000500	31496	Hotel Tax Receipts	\$ 47,153.32	\$ 46,416.07	\$ 45,508.62	\$ 50,000.00	\$ 23,729.92	\$ 50,000.00
<b>Subtotal</b>			\$ 47,153.32	\$ 46,416.07	\$ 45,508.62	\$ 50,000.00	\$ 23,729.92	\$ 50,000.00
<b>Donations and Grants</b>								
16000100	33142	Donations - District 300	\$ -	\$ -	\$ 23,440.00	\$ 40,000.00	\$ (5,860.00)	\$ -
16000100	33143	Donations - District 158	11,538.00	116,184.00	105,879.00	50,000.00	(28,701.00)	-
<b>Subtotal</b>			\$ 11,538.00	\$ 116,184.00	\$ 129,319.00	\$ 90,000.00	\$ (34,561.00)	\$ -
<b>Charges for Services</b>								
16000300	34106	Cul de Sac Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Investment Income</b>								
16000500	36005	Interest - CDAP Block Grant	\$ 119.75	\$ 119.84	\$ 120.08	\$ 150.00	\$ 58.99	\$ -
16000500	36010	Interest - School Donation - 300	32.54	31.91	27.30	50.00	(3.71)	-
16000500	36011	Interest - School Donation - 158	30.81	62.84	90.56	50.00	(24.68)	-
16000500	36015	Interest - Cul de Sac	2,488.11	1,636.48	1,315.56	1,500.00	1,218.92	2,200.00
16000500	36016	Interest - Hotel Tax	805.05	573.99	452.80	750.00	368.27	800.00
<b>Subtotal</b>			\$ 3,476.26	\$ 2,425.06	\$ 2,006.30	\$ 2,500.00	\$ 1,617.79	\$ 3,000.00
<b>Development Fund Total</b>			\$ 62,167.58	\$ 165,025.13	\$ 176,833.92	\$ 142,500.00	\$ (9,213.29)	\$ 53,000.00

# Village Construction Fund

# Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Budget
24000500	36001	Interest	\$ 4,357.00	\$ 4,843.14	\$ 27.46	\$ 12.18	\$ 25.00	\$ 25.00
24000500	36020	Interest - Investment Pools	78.76	56.82	47.65	46.08	75.00	75.00
24000100	33050	Donations - Capital - Gen. Gov.	5,071.25	109,528.75	6,400.00	5,100.00	4,000.00	8,000.00
Village Construction Fund Total			\$ 9,507.01	\$ 114,428.71	\$ 6,475.11	\$ 5,158.26	\$ 4,100.00	\$ 8,100.00

Village Construction Fund

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 16/17	FY 17/18	FY 17/18	FY 17/18
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
24900100	42234	Professional Services	\$ -	\$ -		\$ -	\$ 50,000.00	\$ -	\$ -	
24900100	43335	Vehicles & Equipment	-	-	14,772.68	-	-	-	-	
24900100	45593	Capital Improvements	11,803.75	-		-	-	-	-	
Village Construction Fund Total			\$ 11,803.75	\$ -	\$ 14,772.68	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
Note: Restricted reserves are used for budgeted expenditures.										

# Downtown TIF Fund

# Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
32900100	42230	Legal Services	\$ -	\$ 83,904.13	\$ 13,472.20	\$ -	\$ 10,000.00	\$ -	\$ -	
32900100	42232	Engineering/Design Services	-	-	207,410.50	-	40,000.00	60,000.00	60,000.00	
32900100	42234	Professional Services	-	64,519.06	-	-	40,000.00	-	-	
32900100	43317	Postage	-	-	23.07	-	-	-	-	
32900100	43370	Infrastructure Maintenance	-	-	20,909.33	-	-	-	-	
32900100	45595	Land Acquisition	-	131,043.44	325,637.16	-	-	-	-	
32900100	45593	Capital Improvements	-	-	-	-	-	100,000.00	100,000.00	
32900100	47710	Economic Development	-	-	5,550.00	-	-	-	-	
32900100	48001	Transfer to General Fund	-	-	-	-	-	-	-	
Downtown TIF Fund Total			\$ -	\$ 279,466.63	\$ 573,002.26	\$ -	\$ 90,000.00	\$ 160,000.00	\$ 160,000.00	\$ -

Downtown TIF Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 16/17 Q2	FY 17/18 Budget
32000100	33050	Donations-Capital-General Govt.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32000500	31565	Real Estate Tax Downtown TIF	-	-	17,514.64	19,995.00	53,241.19	160,000.00
32000500	36001	Interest	-	-	4.61	5.00	8.88	25.00
32000500	38001	Transfer From General Fund	-	-	-	-	-	-
Downtown TIF Fund Total			\$ -	\$ -	\$ 17,519.25	\$ 20,000.00	\$ 53,250.07	\$ 160,025.00

# Police Pension Fund

# Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
53900000	41195	Benefits & Refunds	\$ 359,724.20	\$ 539,304.68	\$ 903,832.35	\$ 388,291.39	\$ 1,085,000.00	\$ 1,170,000.00		
53900000	42200	Administration	93,196.74	107,249.79	110,678.15	43,604.59	119,000.00	137,500.00		
Police Pension Fund Total			\$ 452,920.94	\$ 646,554.47	\$ 1,014,510.50	\$ 431,895.98	\$ 1,204,000.00	\$ 1,307,500.00	\$ -	\$ -



## Police Pension Fund

## Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Budget
53	37010	Employee Contributions	\$ 413,584.06	\$ 415,618.04	\$ 402,736.84	\$ 171,831.46	\$ 420,000.00	\$ 421,000.00
53	36000	Investment Income Total	1,362,610.25	1,204,124.54	14,004.54	900,521.91	1,490,000.00	1,503,000.00
53	37020	Employer Contributions	1,025,000.00	1,179,000.00	1,240,000.00	1,577,885.33	1,837,000.00	1,900,000.00
53	37030	Prior Year Contributions	-	-	23,147.25	3,713.67	6,800.00	9,650.00
53	37031	Other Member Revenue	-	-	23,119.92	-	-	-
53	37032	Interest from Members	-	-	1,573.81	1,066.03	2,200.00	1,850.00
53	37900	Other Revenue	-	628.50	248.23	-	-	-
<b>Police Pension Fund Total</b>			<b>\$ 2,801,194.31</b>	<b>\$ 2,799,371.08</b>	<b>\$ 1,704,830.59</b>	<b>\$ 2,655,018.40</b>	<b>\$ 3,756,000.00</b>	<b>\$ 3,835,500.00</b>

Special Service Area #1 Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 16/17 Q2	FY 17/18 Budget
60000100	31566	Real Estate Tax - SSA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
60000100	36001	Interest	-	-	-	-	-	-
Special Service Area #1 Fund Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00



## Debt Service Fund

## Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Q2	FY 16/17 Budget	FY 17/18 Dept.	FY 17/18 Manager	FY 17/18 Budget
99900100	42228	Investment Management	\$ 1,146.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
99900100	46680	Bond Principal	620,000.00	670,000.00	545,000.00	-	550,000.00	565,000.00	565,000.00	
99900600	46681	Bond Interest	102,371.55	83,575.00	63,575.00	26,337.50	53,000.00	42,000.00	42,000.00	
99900600	46682	Bond Fees	963.00	963.00	535.00	-	2,000.00	2,000.00	2,000.00	
<b>Debt Service Fund Total</b>			<b>\$ 724,480.77</b>	<b>\$ 754,538.00</b>	<b>\$ 609,110.00</b>	<b>\$ 26,337.50</b>	<b>\$ 605,000.00</b>	<b>\$ 609,000.00</b>	<b>\$ 609,000.00</b>	<b>\$ -</b>
Note: Debt service on Series 2014A.										

## Debt Service Fund

## Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 16/17 Q2	FY 17/18 Budget
99000500	36001	Interest	\$ 924.49	\$ 3,266.36	\$ 3,215.69	\$ 3,000.00	\$ 2,487.20	\$ 3,500.00
99000500	38001	Transfer From General Fund	850,000.00	596,147.00	599,829.00	605,000.00	610,000.00	625,000.00
<b>Debt Service Fund Total</b>			<b>\$ 850,924.49</b>	<b>\$ 599,413.36</b>	<b>\$ 603,044.69</b>	<b>\$ 608,000.00</b>	<b>\$ 612,487.20</b>	<b>\$ 628,500.00</b>



**VILLAGE OF ALGONQUIN**  
**PUBLIC WORKS DEPARTMENT**

**- M E M O R A N D U M -**

DATE: Thursday, March 09, 2017  
TO: Mr. Robert Mitchard, II  
FROM: Mr. Shawn M. Hurtig  
SUBJECT: *Letter of Recommendation – Civil Engineering Ph. 1 & 2 Design Services*

---

Bob,

I have reviewed the Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Gaslight Drive Roadway Rehab IMS (VoA16-07-07A) project in the Village of Algonquin. Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. With that I have the following comments and recommendation.

The RFP was delivered to each company & contact listed below:

<u>Firm Name</u>	<u>First Name</u>	<u>Last Name</u>	<u>Street Address</u>	<u>Sub Address</u>	<u>City</u>	<u>State</u>
Bollinger, Lach, & Associates, Ltd.	Cindy	Flower	2100 Huntington Dr.	Suite A	Algonquin	IL
Chastain & Associates	Steve	Frerichs	120 W. Center Ct		Schaumburg	IL
Christopher B. Burke Engineering, Ltd.	Mike	Kerr	9575 W. Higgins Rd.	Suite 500	Rosemont	IL
Ciorba Group	Anthony	Wolff	5507 N. Cumberland Ave	Suite 402	Chicago	IL
Civiltech	Peter	Layer	500 Coventry Lane	Suite 290	Crystal Lake	IL
Engineering Enterprise, Inc.	Thomas	Talsma	52 Wheeler Road		Sugar Grove	IL
GSG Consultants, Inc.	Jay	Olsen	910 W. Lake St.	Suite 110	Roselle	IL
Hampton, Lenzini, & Renwick	Scott	Rodseth	380 Shepard Dr.		Elgin	IL
HR Green	Akram	Chaudhry	420 N. Front St	Suite 100	McHenry	IL
Primera	Ted	Lachus	650 Warrenville Rd	Suite 200	Lisle	IL
SpaceCo, Inc.	Tom	McCabe	9575 W. Higgins Rd	Suite 700	Rosemont	IL
Strand Associates	Tony	Standish	1170 S. Houbolt Rd		Joliet	IL
Thomas Engineering	Thomas	Gill	238 S. Kenilworth Ave	Suite 100	Oak Park	IL
Trotter & Associates	Lou	Arrigoni	40W201 Wasco Rd.	Suite D	St. Charles	IL
V3 Engineering	George	Schober	7325 Janes Ave		Woodridge	IL

The following 11 firms have responded:

<u>Firm Name</u>	<u>Price**</u>	<u>Attach C</u>	<u>Attach D</u>
Bollinger, Lach, & Assoc.	106,733.54	No	No
Chastain & Associates	34,100.00	Yes	Yes
Christopher B. Burke	85,097.00	Yes	Yes
Ciorba Group	65,261.90	Yes	Yes
Engineering Enterprises	64,998.00	Yes	Yes
GSG Consultants	24,850.00	Yes	Yes
HR Green	45,811.00	Yes	Yes
Primera	65,000.00	Yes	Yes
Strand Associates	42,588.00	Yes	Yes
Trotter & Associates	64,464.00	Yes	Yes
V3 Engineering	74,870.00	Yes	Yes

*\*\* Price is the as Calculated and is a Not To Exceed Fee, if shown in RED then calc is different than total in proposal*

### **Proposal Review:**

Following is the criteria I used above those mentioned in the RFP for my recommendation.

1) Reviewed each proposal for conformance to the RFP requirements:

I eliminated Bollinger Lach due to lack of Non-Collusion &/or No Conflict of Interest forms. Strand Associates has requested quite a few alterations to the proposed contract, but those have been worked through and approved by the Village Attorney.

2) Reviewed the cost of each proposal to meet the scope of services outlined in RFP:

The average cost of the proposals received was \$61,250.31. When throwing out the high and low the average was \$60,241.10. The three low bid average is \$33,846.00

3) Reviewed the technical aspects of the proposals, including any sub-consultants:

The project is fairly un-sophisticated and as such all firms have provided relevant experience. Sub-consultants will only play a very small part of the project and thus careful analysis is not required.

4) Other items:

Many of the firms took it upon themselves to put a \$0 value on a few of the environmental items. In summary those firms did some quick analysis of the area and felt comfortable with a determination that no clearances would be necessary. However, it is important to note that the project area does cross a stream and is adjacent to a lake which can have ramifications on environmental clearances.

### **Budget Analysis**

The project however does have \$80,000.00 worth of funds tentatively appropriated for it in the 2017/18 FY (04900300-42232). This amount is sufficient for covering the cost of the proposals received.

### **Recommendation**

The proposals received were very competitive around the middle of the pack, with 4 firms being within 1K of each other. However, the 5 low bids had a wild swing in costs. With the low bid coming in nearly 3 times less than the 5<sup>th</sup> lowest., as well as nearly 2 times less than the 4<sup>th</sup> lowest. For that simple reason, I do not feel comfortable with the low bid. The 2<sup>nd</sup> low bidder was a firm that is currently working on the Boyer & County Line project and has shown great professionalism with their first design project in the Village. The 3<sup>rd</sup> low bidder has yet to work in the Village, however has excellent reputation within the transportation sector, and has provide a vast amount of work experience in their proposal. This provides additional value to the project and could provide the Village with a better insight to additional resources for quality transportation design.

Therefore, the recommendation is that **Strand Associates** be considered by the COTW in the amount of **\$42,588.00**. This cost is based on the schedule of fees provided and hourly rate sheet for 2016.

The project is scheduled for award by the Village Board on March 21<sup>st</sup>, 2017. Thus, the recommendation should go before the Committee of the Whole on March 14<sup>th</sup>, 2017.





**VILLAGE OF ALGONQUIN**  
**PUBLIC WORKS DEPARTMENT**

**– M E M O R A N D U M –**

DATE: Thursday, March 09, 2017  
TO: Mr. Robert Mitchard, II  
FROM: Mr. Shawn M. Hurtig  
SUBJECT: *Letter of Recommendation – Civil Engineering Ph. 1 Design Services*

---

I have reviewed the Proposals for the Phase 1 & 2 Design Engineering Services as indicated in the Request for Proposal for the Scott, Souwanas, & Schuett Roadway Rehab IMS (VoA16-07-0A) project in the Village of Algonquin. **Please note that per FY 2017/18 only Ph. 1 Design Service have been approved, thus only Ph. 1 costs are being considered in this recommendation, although proposers have included Ph. 2 tasks as was requested in the RFP.** Each proposal was reviewed with an emphasis on the firm's qualifications, expertise, work load, team makeup, and value. With that I have the following comments and recommendation.

The RFP was delivered to each company & contact listed below:

<u>Firm Name</u>	<u>First Name</u>	<u>Last Name</u>	<u>Street Address</u>	<u>Sub Address</u>	<u>City</u>	<u>State</u>
Bollinger, Lach, & Associates, Ltd.	Cindy	Flower	2100 Huntington Dr.	Suite A	Algonquin	IL
Chastain & Associates	Steve	Frerichs	120 W. Center Ct		Schaumburg	IL
Christopher B. Burke Engineering, Ltd.	Mike	Kerr	9575 W. Higgins Rd.	Suite 500	Rosemont	IL
Ciorba Group	Anthony	Wolff	5507 N. Cumberland Ave	Suite 402	Chicago	IL
Civiltech	Peter	Layer	500 Coventry Lane	Suite 290	Crystal Lake	IL
Engineering Enterprise, Inc.	Thomas	Talsma	52 Wheeler Road		Sugar Grove	IL
GSG Consultants, Inc.	Jay	Olsen	910 W. Lake St.	Suite 110	Roselle	IL
Hampton, Lenzini, & Renwick	Scott	Rodseth	380 Shepard Dr.		Elgin	IL
HR Green	Akram	Chaudhry	420 N. Front St	Suite 100	McHenry	IL
Primera	Ted	Lachus	650 Warrenville Rd	Suite 200	Lisle	IL
SpaceCo, Inc.	Tom	McCabe	9575 W. Higgins Rd	Suite 700	Rosemont	IL
Strand	Tony	Standish	1170 S. Houbolt Rd		Joliet	IL
Thomas Engineering	Thomas	Gill	238 S. Kenilworth Ave	Suite 100	Oak Park	IL
Trotter & Associates	Lou	Arrigoni	40W201 Wasco Rd.	Suite D	St. Charles	IL
V3 Engineering	George	Schrober	7325 Janes Ave		Woodridge	IL

The following 12 firms have responded: (Phase 1 Fees Only)

<u>Firm Name</u>	<u>Price**</u>	<u>Add. 1</u>	<u>Add. 2</u>	<u>Attach C</u>	<u>Attach D</u>
Bollinger, Lach, & Assoc.	\$180,010.03	Yes	Yes	No	No
Chastain & Associates	\$119,260.00	Yes	Yes	Yes	Yes
Christopher B. Burke	\$193,410.00	Yes	Yes	Yes	Yes
Ciorba Group	\$113,216.00	Yes	Yes	Yes	Yes
Engineering Enterprises	\$117,412.00	Yes	Yes	Yes	Yes
GSG Consultants	\$72,100.00	Yes	Yes	No	No
Hampton, Lenzini, & Renwick	\$129,212.00	Yes	Yes	Yes	Yes
HR Green	\$92,958.00	Yes	Yes	Yes	Yes
Primera	\$126,300.00	Yes	Yes	Yes	Yes
Strand	\$99,077.00	Yes	Yes	Yes	Yes
Trotter & Associates	\$126,464.00	Yes	Yes	Yes	Yes
V3 Engineering	\$94,080.00	Yes	Yes	Yes	Yes

*\*\* Price is the as Calculated and is a Not to Exceed Fee, if shown in RED then calculation is different than total in proposal*

### **Proposal Review:**

Following is the criteria I used above those mentioned in the RFP for my recommendation.

1) Reviewed each proposal for conformance to the RFP requirements:

I eliminated Bollinger Lach & GSG due to lack of Non-Collusion & No Conflict of Interest forms. Strand has requested quite a few alterations to the proposed contract, thus making them an outlier. All firms signed and returned the Addendum receipts, thus all firms are on equal footing for pricing the appropriate scope of the project.

2) Reviewed the cost of each proposal to meet the scope of services outlined in RFP:

Each of the firms properly filled out the line item report within the proposal document. However, a few of the firms offered up a 2<sup>nd</sup> proposal price eliminating items they felt the project could do without. This recommendation uses the base bid prices as calculated and no alternatives.

The average cost of the proposals received was \$121,958.25. When throwing out the high and low the average was \$119,749.91. The three low bid average, when throwing out the low bid is \$95,371.67.

3) Reviewed the technical aspects of the proposals, including any sub-consultants:

The project has a very complex scope and thus it was anticipated that several sub-consultants would be necessary in order to complete the project's design. I have estimated that most firms would require at

least the following unique service consultants: Phase 1 Environmental – PSI (Compliance), Environmental Design – Native Areas, Structural Engineering, Surveying, and Geotechnical. Obviously a firm that is able to perform a vast majority of these unique services in house is a great advantage to the Village as there is less likelihood of scheduling and communication complications. When looking at the matrix of supplied sub-consultants of the proposals only V3 was able to provide all services (all consultants listed a separate geo-technical firm) within their own company, however I do have some concern with V3 performing the environmental design work. Some other areas that I noticed as problematic were firms that out sourced structural engineering and survey. This list was comprised of GSG, Primera, Strand, & TAI.

4) Other items:

The Village has design contract experience with several of these firms, however it should be noted that a project of this complexity requires a great deal of understanding of design concepts common to the Village process. The firms that have this advantage include CBBEL, EEI, HR Green, TAI, and V3. It should be noted that this project will follow the Federal process in order to be prepared for additional funding (up to 80% cost of construction). While all firms have had some experience in producing the proper documents for the federal process, the following have significant experience: CBBEL, Ciorba Group, EEI, HR Green, HLR, Strand, & V3

**Budget Analysis**

The project has \$150,000.00 worth of funds tentatively appropriated for it in the 2017/18 FY (04900300-42232). This amount is sufficient for covering the cost of the proposals received.

**Recommendation**

The review of the proposals received was very difficult. Many of the firms that submitted provided outstanding summaries of the work as well as great relevant experience. After careful consideration of all the items listed above the decision came down between HR Green & V3. Neither of these firms has completed a project of this complexity within the Village, however both have completed design projects for the Village. Currently HR Green is in the midst of design work on the Creeks Crossing Park (Dixie Creek) project, and therefore are up to speed on current Village requirements. HR Green has also provided a very familiar environmental design firm (AES) as part of their team. AES has either designed or reviewed all of the environmental projects over the last few years, and therefore I am supremely confident in that they will deliver exactly what the Village is looking for on this project. The local experience indicated in the resumes of the structural engineers also gives me great confidence in

HR Green. Finally, when throwing in the cost of HR Greens proposal, it is hard to deny they are the best suited proposer for completing the tasks outlined in the RFP.

Therefore, the recommendation is for **HR Green** be considered by the COTW in the amount of **\$92,958.00** to provide Phase 1 design services for the Scott, Souwanas, & Schuett Roadway Rehab IMS (VoA16-07-0A). This cost is based on the schedule of fees provided and hourly rate sheet for 2017.

The project is scheduled for award by the Village Board on March 21<sup>st</sup>, 2017. Thus, the recommendation should go before the Committee of the Whole on March 14<sup>th</sup>, 2017.