

AGENDA
COMMITTEE OF THE WHOLE
February 13, 2018
2200 Harnish Drive
Village Board Room
- AGENDA -
7:30 P.M.

Trustee Brehmer – Chairperson
Trustee Glogowski
Trustee Steigert
Trustee Sosine
Trustee Spella
Trustee Jasper
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. Review Proposed Enterprise Fund and Special Fund Budgets for 2018/2019
 1. Water and Sewer Operating Fund
 2. Swimming Pool Fund
 3. Cemetery
 4. Building Services Fund
 5. Vehicle Maintenance Service Fund
 - B. Approval of Algonquin Summer Concerts and various public events held by Algonquin Recreation, including exemption of certain sections of the Algonquin Municipal Code
 - C. Approval of Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings
 - D. Approval of Resolution Authorizing the Village Manager to Enter into an Agreement with Municipal Collection Services, Inc. for Collection Services
5. **Public Works & Safety**
 - A. Consider an Agreement with Christopher Burke Engineering for Phase 1 Design Engineering Services for the Downtown Streetscape 4A – MCCD Prairie Trail Improvements in the amount of \$222,623.00
6. **Executive Session**
 - A. Land Acquisition
7. **Other Business**
8. **Adjournment**



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: February 8, 2018

TO: Committee of the Whole

FROM: Tim Schloneger
Village Manager

SUBJECT: Proposed Budget – 2018/2019 - Water and Sewer Operating Fund

The Water and Sewer Operating fund is a separate enterprise fund that does not receive any tax income since revenue is derived solely from the usage of the Village's water and sewer services. Water, sewer and all other utilities are businesses, regardless of who owns them. The Village's Water & Sewer utilities are businesses that just happen to be owned by government. It is for this reason that the fund is classified as a true enterprise fund. It is the pure business of providing water and sewer services. The revenues and expenditures are directly related to the demand for these water and sewer services and are not supplemented by any other fund or tax dollars.

The fiscal year 2018/2019 Water and Sewer Operating Fund budget is proposed estimated expenditures of \$8,620,000, which includes a \$1,697,000 transfer to the Water and Sewer Capital Fund.

ANTICIPATED REVENUE - WATER AND SEWER OPERATING FUND – (\$8,620,000)

Approximately \$8,400,000 is expected to be generated from water, sewer and fixed fees. This source alone accounts for 97% of the revenue needed to operate the water and sewer system of the Village. Other revenue sources are generated from interest on cash reserves, service charges, late charges, cell tower rental fees, and new meter sales.

PROPOSED EXPENDITURES - WATER AND SEWER OPERATING FUND – (\$8,620,000)

The expenditure format for the Water and Sewer Operating Fund separates the Water and Sewer Divisions; however, many of the expenditure items are split between the Water Division line items and the Sewer Division line items.

Utilities Division staff will focus on operation and maintenance of the wastewater treatment plant, maintaining water and sewer distribution lines, and operation of the three water treatment plants. The first priority of this year's water and sewer operating

Proposed 2018/2019 Water and Sewer Operating Fund

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budget is continued maintenance of the existing system and environmental protection of our water and sewer utility system.

PERSONNEL - (Water \$1,461,800 - Sewer \$1,312,650)

ACCOUNTS 41103, 41104, AND 41105 - These accounts are calculated at the statutory rates for IMRF, FICA, and unemployment tax and are fixed according to salary and pay ranges of the divisions.

ACCOUNT 41106, HEALTH INSURANCE - This item is budgeted to account for the distribution of health insurance costs to the divisions.

ACCOUNTS 41110 AND 41140, SALARIES/OVERTIME - These items include the salary for office and utility maintenance personnel with some anticipated overtime expenditures. This account includes the existing staff of the Water and Sewer Divisions.

Potential salary increases that will be discussed under the Village's Merit Compensation Plan at the end of the budget process are included for nonunion personnel. The salaries for union personnel will depend on the current collective bargaining agreement.

WATER AND SEWER CONTRACTUAL SERVICES - (Water \$650,900 - Sewer \$791,200)

The line items under Contractual Services include those services that the Village will contract with outside vendors. These services are for the divisions' use of utilities, legal services, engineering, professional services, publications, rental equipment, and physical exams. These are generally proportioned evenly between the Water and Sewer Divisions. The proposed budget recognizes increased expenditures for contractual services primarily due to a higher liability insurance premium and additional outsourced expenditures (i.e. utility locating and valve exercising).

ACCOUNT 42212, ELECTRIC – (Water \$245,000 – Sewer \$317,000)

The energy cost to run the pumps and motors for the water and sewer system is the largest line item under contractual services.

ACCOUNT 42225, BANK PROCESSING – (Water \$25,000 – Sewer \$25,000) Both Water and Sewer Divisions share the cost for the lockbox system which receives and processes billing payments.

ACCOUNT 42234, PROFESSIONAL SERVICES – (Water \$209,700 – Sewer \$164,900) This account includes the costs for services of lab testing, valve maintenance, water system leak audit, outsourcing of utility billing, maintenance of the SCADA system, and the state's increased fee for the sewage treatment plant NPDES fee.

ACCOUNT 42262, SLUDGE REMOVAL - Under the Sewer Division, this item covers the contract cost for sludge hauling and disposal (\$121,500) and is based on the estimated volume of sludge generated at the sewage treatment plant. Due to new regulations, the landfilling

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of sludge during winter months is driving the increasing cost of this line item from previous years.

SUPPLIES AND MATERIALS - (Water \$328,800 - Sewer \$380,350)

This general category of the budget covers the supplies and materials relating to the production and treatment of water and sewage. The purchase of supplies and materials includes a wide range of materials, parts, tools, traffic safety equipment, chemicals, and supplies. Some of the larger purchases proposed under supplies and materials are as follows:

<u>Account #</u>	<u>100% Water Division</u>		<u>Account #</u>	<u>100% Sewer Division</u>	
43309	Anthracite	\$5,000	43342	Ferric Chloride	\$200,000
43342	Softening Salt	\$17,500	43342	Polymer for Sludge Thickening	\$35,000
43342	Citric Acid	\$25,000			
43342	Sodium Hypochlorite	\$88,800			
43342	Orthophosphate	\$40,000			
43342	Fluoride	\$8,500			

<u>Account #</u>	<u>50% Water and 50% Sewer Divisions</u>	
43317	Postage for Water & Sewer Bills and Notices	\$52,000
43348	Meters & Meter Supplies	\$35,000

MAINTENANCE - (Water \$744,600 - Sewer \$387,700)

This general category accounts for day-to-day maintenance requirements of the water and sewer facilities. As various parts of this system age, expenses increase to keep the facilities operating effectively. Some of the larger maintenance projects proposed for this fiscal year are as follows:

<u>Account #</u>	<u>100% Water Division</u>		<u>Account #</u>	<u>100% Sewer Division</u>	
44418	Remove & Inspect Well No. 5	\$40,000	44412	BNR Recirculation Mixing Pump	\$47,000
44418	Remove & Inspect Well No. 8	\$40,000	44412	Main Station Rotating Assembly	\$50,000
44418	Remove & Inspect Well No. 9	\$40,000	44412	Belter Filter Press Pump	\$16,000

CAPITAL EXPENDITURES - (Water \$0 - Sewer \$0)

ACCOUNT 590, CAPITAL PURCHASES - These account for the capital outlay for each of the divisions for purchases of \$10,000 and over. Certain purchases are specific to either division while other purchases are shared between both divisions.

OTHER CHARGES - (Water \$18,700 - Sewer \$19,800)

Other Charges include the Water and Sewer Divisions' share of travel, training and dues, uniforms, and personnel protective equipment required by the Public Works Department.

SUMMARY - WATER AND SEWER OPERATING FUND

Maintaining safe drinking water and environmentally sound sewer services is one of the most important responsibilities of the Village of Algonquin. As providing Water & Sewer services becomes more expensive, the Village is faced with the constant challenge of balancing our interest in offering a fundamental public health service at an affordable price, against the necessity of managing our systems in a financially sustainable manner.

The Water and Sewer Operating Fund budget proposes revenues and expenditures to be balanced. Operation and maintenance costs are increasing due to expansion to water and sewer distribution and treatment processes and continued aging of the entire system.

The water and sewer operating budgets are recognizing the balance of operation and maintenance costs equally between Water and Sewer Divisions (approximately 52% water – 48% sewer). There is no debt remaining in the Water and Sewer Operating Fund, and, as such, funds can be added to the working capital account for future reinvestment into the system.

It is essential that the Village continue the day-to-day operations and maintenance of this enterprise fund. Environmental Protection Agency requirements consistently tighten the standards on the quality of the drinking water and sanitary sewer effluent. This, in turn, raises the bar on the quality of the product generated by the Water and Sewer Divisions for the benefit of our citizens.

Attachments

Water and Sewer Operating Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2	FY 17/18 Budget	FY 18/19 Budget
07000400	33035	Donations-Operating-W&S	\$ 2,681.08	\$ 26,631.29	\$ 1,127.69	\$ 2,942.44	\$ 12,000.00	\$ 1,000.00
07000500	33055	Donations-Capital-W&S	252,517.00	-	-	-	-	-
07000400	33235	Grants-Operating			9,637.70	12,600.00	-	-
07000400	34100	Rental Income ¹	59,847.29	64,545.37	50,805.99	1,250.00	75,000.00	77,000.00
07000400	34200	Miscellaneous Billings	-	-	-	(89.68)	-	-
07000400	34700	Water Fees	2,842,214.95	2,859,680.50	2,895,172.14	1,558,592.26	3,216,000.00	3,300,000.00
07000400	34710	Sewer Fees	2,711,413.93	2,726,441.33	2,866,342.96	1,586,344.72	3,281,000.00	3,800,000.00
07000400	34715	Infrastructure Fee	-	-	659,589.67	661,360.00	1,200,000.00	1,300,000.00
07000400	34720	Administrative Fees	1,319.05	1,308.96	2,002.50	900.00	1,000.00	1,500.00
07000400	34730	Late Charges	65,756.36	66,827.07	66,259.02	33,111.18	65,000.00	66,000.00
07000400	34740	Reinstatement Fees	9,740.41	14,010.99	11,986.58	6,597.03	10,000.00	11,000.00
07000400	34820	Meter Sales	24,961.00	37,966.00	26,622.00	11,851.00	24,000.00	25,000.00
07000400	35010	Fines/Penalties	487.36	-	-	-	500.00	-
07000500	36001	Interest	175.00	611.84	1,509.24	943.71	1,000.00	2,000.00
07000500	36020	Interest - Investment Pools	(12,660.65)	10,282.18	19,050.68	16,337.35	14,000.00	26,000.00
07000400	37100	Restitution	2,221.94	4,809.27	1,384.22	630.81	500.00	500.00
07000500	37110	Insurance Claims	-	-	2,787.82	-	-	-
07000400	37905	Sale of Surplus Property	19,303.92	9,763.11	3,739.32	29,197.60	10,000.00	10,000.00
Water & Sewer Operating Fund Total			\$ 5,979,978.64	\$ 5,822,877.91	\$ 6,618,017.53	\$ 3,922,568.42	\$ 7,910,000.00	\$ 8,620,000.00
Actual figures have been adjusted, per auditor.								
¹ - Accounts for rental from wireless service providers for tower rental fees.								

Water and Sewer Operating Fund

Total Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2	FY 17/18 Budget	FY 18/19 Dept.	FY 18/19 Manager	FY 18/19 Budget
07700400		Water Division Total	\$ 2,884,071.88	\$ 2,742,114.56	\$ 2,616,175.38	\$ 1,238,865.54	\$ 2,957,000.00	\$ 3,208,396.14	\$ 3,204,800.00	\$ -
07800400		Sewer Division Total	2,351,421.00	2,606,936.32	2,519,549.89	1,234,033.30	2,876,000.00	2,817,528.00	2,891,700.00	-
07080400	46680	Bond Principal Payment	570,000.00	590,000.00	610,000.00	-	630,000.00	665,000.00	665,000.00	
07080400	46681	Bond Interest Expense	219,884.91	202,734.91	184,984.91	89,162.50	179,000.00	159,500.00	159,500.00	
07080400	46682	Bond Fees	428.00	428.00	428.00	-	2,000.00	2,000.00	2,000.00	
07080400	46685	Bond Issuance Costs	-	-	-	-	-	-	-	
07800500	48012	Transfer to W/S Capital	-	-	-	-	1,200,000.00	1,300,000.00	1,697,000.00	
Subtotal			\$ 6,025,805.79	\$ 6,142,213.79	\$ 5,931,138.18	\$ 2,562,061.34	\$ 7,844,000.00	\$ 8,152,424.14	\$ 8,620,000.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ -	\$ 97,813.40	\$ 54,075.64	\$ -	\$ -	\$ -	\$ -	\$ -
07800400	47853	Pension Expense W/S	-	84,320.06	46,754.22	-	-	-	-	-
07800400	47785	Depreciation Expense	3,462,804.00	3,513,150.00	3,486,871.00	-	-	-	-	-
Subtotal			\$ 3,462,804.00	\$ 3,695,283.46	\$ 3,587,700.86	\$ -	\$ -	\$ -	\$ -	\$ -
Water and Sewer Operating Fund Total			\$ 9,488,609.79	\$ 9,837,497.25	\$ 9,518,839.04	\$ 2,562,061.34	\$ 7,844,000.00	\$ 8,152,424.14	\$ 8,620,000.00	\$ -
Depreciation Expense, which is an adjustment made by the auditors each year, has been moved from the Sewer Division budget to this summary budget.										

Public Works - Water Division

Expenses

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 17/18	FY 18/19	FY 18/19	FY 18/19
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Personnel										
07700400	41103	IMRF	\$ 107,808.13	\$ 119,269.87	\$ 119,062.18	\$ 59,876.03	\$ 130,000.00	\$ 122,000.00	\$ 122,000.00	\$ -
07700400	41104	FICA	72,220.27	78,508.12	78,744.43	39,811.67	85,000.00	83,000.00	83,000.00	-
07700400	41105	Unemployment Tax	1,422.89	1,628.53	1,558.72	60.24	1,800.00	1,800.00	1,800.00	-
07700400	41106	Health Insurance	188,199.24	195,276.08	174,803.46	83,205.60	180,000.00	180,000.00	185,000.00	-
07700400	41110	Salaries	975,733.03	1,048,704.44	1,047,067.85	517,758.04	1,064,000.00	1,050,000.00	1,040,000.00	-
07700400	41140	Overtime	27,675.87	29,212.58	30,215.44	21,582.21	26,000.00	30,000.00	30,000.00	-
Subtotal			\$ 1,373,059.43	\$ 1,472,599.62	\$ 1,451,452.08	\$ 722,293.79	\$ 1,486,800.00	\$ 1,466,800.00	\$ 1,461,800.00	\$ -
Contractual Services										
07700400	42210	Telephone	\$ 12,130.33	\$ 14,580.36	\$ 19,492.78	\$ 8,989.03	\$ 18,600.00	\$ 18,517.14	\$ 18,600.00	\$ -
07700400	42211	Natural Gas	23,765.75	15,477.54	17,803.37	3,998.70	24,500.00	20,000.00	20,000.00	-
07700400	42212	Electric	234,158.64	240,950.37	242,154.79	59,812.88	250,000.00	245,000.00	245,000.00	-
07700400	42225	Bank Processing Fees	17,527.47	19,523.96	21,213.28	11,609.73	22,000.00	25,000.00	25,000.00	-
07700400	42226	ACH Rebate	-	-	9,960.00	10,436.00	-	21,000.00	21,000.00	-
07700400	42230	Legal Services	742.51	144.38	2,209.38	-	4,000.00	4,000.00	4,000.00	-
07700400	42231	Audit Services	7,120.88	5,345.44	4,459.95	3,608.25	5,000.00	5,100.00	5,100.00	-
07700400	42232	Engineering Services	3,254.00	33,319.77	17,474.02	9,186.12	20,000.00	30,000.00	30,000.00	-
07700400	42234	Professional Services	98,035.42	115,910.80	136,537.35	68,578.49	194,800.00	208,658.00	209,700.00	-
07700400	42236	Insurance	76,316.08	77,100.81	82,573.02	60,207.88	92,000.00	65,000.00	65,000.00	-
07700400	42242	Publications	965.05	711.82	744.04	444.50	1,300.00	1,250.00	1,250.00	-
07700400	42243	Printing & Advertising	3,002.23	2,847.32	3,541.56	3,187.66	3,700.00	3,650.00	3,650.00	-
07700400	42260	Physical Exams	-	392.50	329.25	15.00	1,600.00	1,600.00	1,600.00	-
07700400	42270	Equipment Rental	1,413.70	201.60	576.56	-	1,000.00	1,000.00	1,000.00	-
Subtotal			\$ 478,432.06	\$ 526,506.67	\$ 559,069.35	\$ 240,074.24	\$ 638,500.00	\$ 649,775.14	\$ 650,900.00	\$ -
Supplies & Materials										
07700400	43308	Office Supplies	\$ 696.54	\$ 482.36	\$ 645.90	\$ 173.75	\$ 600.00	\$ 550.00	\$ 550.00	\$ -
07700400	43309	Materials	15,249.64	10,263.55	8,754.54	1,943.81	19,300.00	18,050.00	18,050.00	-
07700400	43317	Postage	25,338.27	26,168.65	25,389.72	12,551.79	26,300.00	26,000.00	26,000.00	-
07700400	43320	Tools, Equipment & Supplies	17,211.34	24,924.02	14,962.37	5,716.66	17,000.00	9,000.00	9,000.00	-
07700400	43332	Office Furniture & Equipment	33,431.99	43,822.08	758.37	1,358.97	1,400.00	1,000.00	1,000.00	-
07700400	43333	IT Equipment	-	-	43,337.43	32,437.30	61,200.00	43,755.00	43,800.00	-
07700400	43340	Fuel	25,269.36	16,447.02	17,853.10	8,689.12	17,000.00	18,000.00	18,000.00	-
07700400	43342	Chemicals	153,525.35	154,462.46	151,939.24	75,361.35	199,100.00	185,000.00	185,000.00	-
07700400	43345	Lab Supplies	10,391.08	11,116.44	8,613.29	2,611.98	11,700.00	9,900.00	9,900.00	-
07700400	43348	Meters & Meter Supplies	33,786.91	68,021.05	39,174.84	14,394.99	18,400.00	17,500.00	17,500.00	-
Subtotal			\$ 314,900.48	\$ 355,707.63	\$ 311,428.80	\$ 155,239.72	\$ 372,000.00	\$ 328,755.00	\$ 328,800.00	\$ -
Maintenance										
07700400	44410	Booster Station	\$ 500.00	\$ 21,058.57	\$ 17,077.10	\$ 3,163.88	\$ 17,900.00	\$ 23,440.00	\$ 23,500.00	\$ -
07700400	44411	Storage Facility	10,969.74	15,069.89	6,636.95	5,702.14	17,000.00	14,500.00	14,500.00	-
07700400	44412	Treatment Facility	25,101.36	36,594.20	46,600.89	21,035.81	93,600.00	375,740.00	375,750.00	-
07700400	44415	Distribution System	29,543.05	14,324.55	32,925.73	7,882.13	57,400.00	47,950.00	47,950.00	-
07700400	44418	Wells	54,571.21	82,922.77	48,389.97	5,167.20	92,300.00	126,090.00	126,100.00	-
07700400	44420	Vehicle Maintenance (S)	28,099.30	54,393.23	20,556.72	10,345.93	28,000.00	24,000.00	24,000.00	-
07700400	44421	Equipment Maintenance (S)	42,383.40	(8,144.54)	17,036.42	14,373.35	37,000.00	26,000.00	26,000.00	-
07700400	44423	Building Services (S)	58,608.41	88,616.41	91,280.15	47,735.90	94,000.00	106,000.00	106,000.00	-
07700400	44426	Office Equipment Maintenance	498.17	350.00	367.89	312.61	800.00	796.00	800.00	-
Subtotal			\$ 250,274.64	\$ 305,185.08	\$ 280,871.82	\$ 115,718.95	\$ 438,000.00	\$ 744,516.00	\$ 744,600.00	\$ -
Capital Expenditures										
07700400	43335	Vehicles & Equipment	\$ -	\$ 65,660.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07700400	45590	Capital Purchase	38,245.50	1,406.25	-	-	-	-	-	-
07700400	45593	Capital Improvement	416,318.00	-	-	-	-	-	-	-
Subtotal			\$ 454,563.50	\$ 67,066.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges										
07700400	47740	Travel/Training/Dues	\$ 5,498.64	\$ 7,691.09	\$ 6,470.13	\$ 2,507.67	\$ 10,500.00	\$ 8,350.00	\$ 8,500.00	\$ -
07700400	47760	Uniforms & Safety Items	7,343.13	7,357.52	6,883.20	3,031.17	11,200.00	10,200.00	10,200.00	-
Subtotal			\$ 12,841.77	\$ 15,048.61	\$ 13,353.33	\$ 5,538.84	\$ 21,700.00	\$ 18,550.00	\$ 18,700.00	\$ -
Water Total			\$ 2,884,071.88	\$ 2,742,114.56	\$ 2,616,175.38	\$ 1,238,865.54	\$ 2,957,000.00	\$ 3,208,396.14	\$ 3,204,800.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ -	\$ 97,813.40	\$ 54,075.64	\$ -	\$ -	\$ -	\$ -	\$ -
Water Total (Audited)			\$ 2,884,071.88	\$ 2,839,927.96	\$ 2,670,251.02	\$ 1,238,865.54	\$ 2,957,000.00	\$ 3,208,396.14	\$ 3,204,800.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										

Public Works - Sewer Division

Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2	FY 17/18 Budget	FY 18/19 Dept.	FY 18/19 Manager	FY 18/19 Budget
Personnel										
07800400	41103	IMRF	\$ 92,862.88	\$ 103,504.43	\$ 102,648.74	\$ 53,610.12	\$ 109,000.00	\$ 103,000.00	\$ 110,000.00	\$ -
07800400	41104	FICA	62,212.00	68,128.85	68,064.53	36,128.90	73,400.00	71,000.00	75,000.00	-
07800400	41105	Unemployment Tax	1,227.35	1,411.70	1,366.53	112.39	1,600.00	1,650.00	1,650.00	-
07800400	41106	Health Insurance	142,409.38	153,588.54	136,732.32	69,332.86	143,000.00	145,000.00	160,000.00	-
07800400	41110	Salaries	834,328.61	905,867.38	897,841.76	475,449.20	915,000.00	894,000.00	941,000.00	-
07800400	41140	Overtime	19,640.68	21,694.46	25,464.87	12,308.39	20,000.00	25,000.00	25,000.00	-
Subtotal			\$ 1,152,680.90	\$ 1,254,195.36	\$ 1,232,118.75	\$ 646,941.86	\$ 1,262,000.00	\$ 1,239,650.00	\$ 1,312,650.00	\$ -
Contractual Services										
07800400	42210	Telephone	\$ 6,557.68	\$ 7,684.86	\$ 11,634.30	\$ 6,559.75	\$ 21,400.00	\$ 21,922.00	\$ 22,000.00	\$ -
07800400	42211	Natural Gas	12,165.77	10,007.57	11,084.65	2,489.47	14,000.00	14,000.00	14,000.00	-
07800400	42212	Electric	309,995.46	308,055.88	316,503.06	104,374.12	317,000.00	317,000.00	317,000.00	-
07800400	42225	Bank Processing Fees	17,527.33	19,523.85	21,213.21	11,609.66	22,000.00	25,000.00	25,000.00	-
07800400	42226	ACH Rebate	-	-	10,001.00	10,479.50	-	21,000.00	21,000.00	-
07800400	42230	Legal Services	3,794.99	144.37	284.37	-	4,000.00	4,000.00	4,000.00	-
07800400	42231	Audit Services	7,120.87	5,345.44	4,459.95	3,608.25	5,000.00	5,100.00	5,100.00	-
07800400	42232	Engineering Services	8,171.00	19,818.76	-	1,673.97	4,000.00	29,000.00	29,000.00	-
07800400	42234	Professional Services	87,087.02	87,876.28	93,294.75	95,559.18	163,000.00	163,860.00	164,900.00	-
07800400	42236	Insurance	79,667.11	75,789.57	74,541.95	58,140.94	82,000.00	63,000.00	63,000.00	-
07800400	42242	Publications	755.54	573.00	744.04	444.50	1,100.00	1,100.00	1,100.00	-
07800400	42243	Printing & Advertising	102.22	285.08	753.43	407.64	1,100.00	1,000.00	1,000.00	-
07800400	42260	Physical Exams	-	502.50	342.75	45.00	1,600.00	1,600.00	1,600.00	-
07800400	42262	Sludge Removal	103,659.20	136,920.30	94,040.70	33,990.00	256,500.00	121,500.00	121,500.00	-
07800400	42270	Equipment Rental	199.20	-	1,210.50	-	1,000.00	1,000.00	1,000.00	-
07800400	42272	Lease Payments	-	-	-	-	1,300.00	-	-	-
Subtotal			\$ 636,803.39	\$ 672,527.46	\$ 640,108.66	\$ 329,381.98	\$ 895,000.00	\$ 790,082.00	\$ 791,200.00	\$ -
Supplies & Materials										
07800400	43308	Office Supplies	\$ 809.30	\$ 455.58	\$ 559.63	\$ 173.75	\$ 550.00	\$ 550.00	\$ 550.00	\$ -
07800400	43309	Materials	15,632.57	3,123.26	5,811.69	1,874.18	28,000.00	18,800.00	18,800.00	-
07800400	43317	Postage	25,323.15	26,173.59	25,179.50	12,587.94	26,000.00	26,000.00	26,000.00	-
07800400	43320	Tools, Equipment & Supplies	22,603.27	32,976.86	22,359.82	12,046.71	17,000.00	17,000.00	17,000.00	-
07800400	43332	Office Furniture & Equipment	26,993.44	55,397.05	25.00	-	20,000.00	500.00	500.00	-
07800400	43333	IT Equipment	-	-	63,309.42	32,637.31	70,100.00	42,080.00	42,100.00	-
07800400	43340	Fuel	18,719.28	10,880.94	13,537.33	9,809.48	12,500.00	13,000.00	13,000.00	-
07800400	43342	Chemicals	53,561.46	45,598.40	39,308.27	23,441.29	73,000.00	238,000.00	238,000.00	-
07800400	43345	Lab Supplies	3,414.21	5,595.73	6,165.18	743.00	7,000.00	6,900.00	6,900.00	-
07800400	43348	Meters & Meter Supplies	33,453.30	69,112.24	39,030.68	14,350.00	18,350.00	17,500.00	17,500.00	-
Subtotal			\$ 200,509.98	\$ 249,313.65	\$ 215,286.52	\$ 107,663.66	\$ 272,500.00	\$ 380,330.00	\$ 380,350.00	\$ -
Maintenance										
07800400	44412	Treatment Facility	\$ 142,218.70	\$ 182,918.28	\$ 183,891.99	\$ 37,397.08	\$ 170,000.00	\$ 148,360.00	\$ 148,400.00	\$ -
07800400	44414	Lift Station Maintenance	66,379.54	68,643.47	36,655.78	15,750.30	66,400.00	50,710.00	50,700.00	-
07800400	44416	Collection System Maintenance	450.68	4,914.55	787.95	3,201.33	14,500.00	22,500.00	22,500.00	-
07800400	44420	Vehicle Maintenance (S)	24,387.88	17,984.91	36,291.40	16,892.23	23,000.00	30,000.00	30,000.00	-
07800400	44421	Equipment Maintenance (S)	45,058.02	28,408.98	17,248.66	18,119.54	45,500.00	29,000.00	29,000.00	-
07800400	44423	Building Services (S)	65,590.13	112,658.62	122,505.62	50,943.81	101,000.00	106,000.00	106,000.00	-
07800400	44426	Office Equipment Maintenance	747.05	600.00	621.35	612.61	1,100.00	1,096.00	1,100.00	-
Subtotal			\$ 344,832.00	\$ 416,128.81	\$ 398,002.75	\$ 142,916.90	\$ 421,500.00	\$ 387,666.00	\$ 387,700.00	\$ -
Capital Expenditures										
07800400	43335	Vehicles & Equipment	\$ -	\$ -	\$ 19,550.00	\$ -	\$ -	\$ -	\$ -	\$ -
07800400	45590	Capital Purchase	(0.29)	1,406.25	-	-	-	-	-	-
Subtotal			\$ (0.29)	\$ 1,406.25	\$ 19,550.00	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges										
07800400	47740	Travel/Training/Dues	\$ 6,575.37	\$ 5,694.36	\$ 6,616.44	\$ 2,999.68	\$ 11,450.00	\$ 7,300.00	\$ 7,300.00	\$ -
07800400	47760	Uniforms & Safety Items	10,019.65	7,670.43	7,866.77	4,129.22	13,500.00	12,500.00	12,500.00	-
07800400	47790	Interest Expense	-	-	-	-	50.00	-	-	-
Subtotal			\$ 16,595.02	\$ 13,364.79	\$ 14,483.21	\$ 7,128.90	\$ 25,000.00	\$ 19,800.00	\$ 19,800.00	\$ -
Sewer Total			\$ 2,351,421.00	\$ 2,606,936.32	\$ 2,519,549.89	\$ 1,234,033.30	\$ 2,876,000.00	\$ 2,817,528.00	\$ 2,891,700.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ -	\$ -	\$ 46,754.22	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Total (Audited)			\$ 2,351,421.00	\$ 2,606,936.32	\$ 2,566,304.11	\$ 1,234,033.30	\$ 2,876,000.00	\$ 2,817,528.00	\$ 2,891,700.00	\$ -

(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: February 8, 2018

TO: *Committee of the Whole*

FROM: *Tim Schloneger*

SUBJECT: ***Proposed Budget – 2018/2019 - Cemetery and Swimming Pool Funds***

Attached are the proposed budgets for the two special funds of the cemetery and the swimming pool. The budgets include anticipated revenues and expenditures for fiscal year 2018/2019. Each of these special funds operates independently from the General Fund; however, the Swimming Pool Fund needs to be supported by a substantial transfer (\$147,000) from the General Fund to maintain a balance of revenues and expenditures. Interest from the monies in the Cemetery Trust Account is intended to fund major repairs such as gravestones. The proposed expenditures for the Cemetery Fund and Swimming Pool Fund are balanced at \$38,000 and \$263,000, respectively.

ANTICIPATED REVENUE - CEMETERY FUND - \$39,000

The Cemetery Fund operates like a true enterprise fund, in which revenues from user fees are the primary funding mechanism for operational expenditures. It is important that user fees in this fund balance corresponding expenditures to ensure the long-term financial stability of the Algonquin Cemetery. Further, implementation of administrative rules for the Cemetery Oversight Act require additional performance standards and licensing fees for municipal cemeteries, which are accounted for in the fee schedule.

Estimated revenue for the Cemetery Fund includes interest, purchases of gravesites, fees for grave openings, and revenue from the communications tower located on the cemetery site (rental income).

The \$1,000 under the perpetual care revenue line item is from proceeds received for the purchase of gravesites and used for major cemetery repair anticipated in the future (when there are no more sales of gravesites); revenues from this source should not be spent on annual maintenance expenses other than headstone repairs.

Proposed 2018/2019 Cemetery and Swimming Pool Funds

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ESTIMATED EXPENDITURES - CEMETERY FUND \$38,000

ACCOUNT 42234, PROFESSIONAL SERVICES - \$27,800 - This item accounts for the majority of the cemetery expenditures. It is reflective of the current contract for maintenance of the cemetery which consists of all lawn mowing, weed control, trimming, snow removal, and leaf raking. When monuments or markers become so dilapidated as to disfigure the remainder of the cemetery, the Village as trustee may require to either have the markers or monuments repaired by the friends or relatives of the owner of the lot or to remove the markers.

ACCOUNT 42236, INSURANCE - \$1,100 - This item identifies the portion of the liability insurance premium that is allocated to the Cemetery Fund.

ACCOUNT 42290, GRAVE OPENINGS - \$8,000 - This expenditure is an estimation based on the number of grave openings anticipated throughout the fiscal year. This revenue estimation can only be based on past trends.

ACCOUNT 43319, SUPPLIES - \$1,100- This item relates to bulk materials that will be purchased for the maintenance of the cemetery beyond those covered under the maintenance contract. Funds are provided for plants, seed/dirt, and gravel to enhance the appearance of the cemetery.

SUMMARY - CEMETERY FUND

The recommendations proposed in this budget are in line with the amount of activity seen over the past few years. Needed maintenance can continue to improve the appearance of the cemetery and the respect fitting for this facility.

Proposed 2018/2019 Cemetery and Swimming Pool Funds

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ANTICIPATED REVENUE - SWIMMING POOL FUND - \$263,000

RENTAL INCOME - \$25,000 - This revenue item covers rental fees for pool parties scheduled after hours and reimbursement for staff time needed to oversee swim team and school use of the pool when the general public is not in attendance. It also includes locker rental and the use agreement with the Trails Swim Team for use of the facility.

SWIMMING ANNUAL FEES - \$34,000 - This estimate is based on the previous year's participation at the pool (season passes). This revenue assumes a slight increase in the rate for the annual passes.

DAILY FEES - \$26,000 - Based on past experiences, this line item estimates the amount of daily fees from non-pass users. However, the revenue varies from year to year due to weather conditions and temperatures during the season.

LESSONS - \$22,000- This account recognizes the fees collected for swim lessons, which remains one of the pool's most popular programs.

CONCESSIONS - \$9,000 – Essentially flat revenue projections are expected for the sale of concessions this upcoming swim season.

INTEREST - \$0 - This account is an estimate of return on investment of cash reserves accumulated within the Pool Fund.

TRANSFER FROM GENERAL FUND - \$147,000 - This item identifies the amount to be transferred from the General Fund to supplement and balance this fund. The ideal goal is to have the pool revenue cover all its operating expenses without a transfer from the General Fund. However, the continued aging of the pool facility, new state and federal regulations for pools, and other swimming and water recreation opportunities in the area have resulted in the need for a significant transfer from the General Fund. Fifty-three percent (56%) of the pool revenue is accounted for by this transfer. This is a trend that will be difficult to reverse as revenue opportunities are maximized and costs continue to increase.

ESTIMATED EXPENDITURES – SWIMMING POOL FUND - \$263,000

PERSONNEL - \$90,250 - Personnel at the swimming pool are focused towards service and safety. Personnel expenditures are one of the largest operating costs for the swimming pool. The personnel expenditures include salaries, unemployment tax, and FICA.

Proposed 2018/2019 Cemetery and Swimming Pool Funds

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February 8, 2018

CONTRACTUAL SERVICES - \$26,150 - The majority of contractual services include the use of utilities (gas, phone, electric, and water). Contractual services are proposed at a similar level of spending as compared to the previous year.

SUPPLIES AND MAINTENANCE - \$9,500 - This expenditure account includes the general operational needs for office supplies, ID supplies, software, cash register, and pool forms.

MAINTENANCE - \$126,300 - General pool and building maintenance items such as paint, chemicals, and other supplies make up the costs under this category. Public Works Building Services Division will continue maintenance of the bath house at the pool and will bill labor and supplies appropriate from the 44423 account. Outsourced building maintenance items include the following:

1. Pool Basin Painting: Work includes sandblasting pool basin, make necessary concrete repairs, and uniformly repaint surface. Paint condition is failing with several areas being patched annually. Lane lines are faded. Slippery surface conditions exist at zero-depth entry area. Recommended that outsourced firm perform work during fall. Proper paint system will reduce annual patching repairs and hold for longer than current system.
2. Summer/Winterization Services: Outsource the startup and shut down of the pool. Work includes draining/filling of pool, facility inspection, chemical establishment etc.

OTHER CHARGES - \$10,800 - These accounts cover CPR, first aid training, and the cost of concessions. Health and safety certifications for pool staff and uniform and safety items, which include bathing suits, t-shirts, first aid packs, and whistles/safety equipment, are all covered under the "Other Charges" category. The concession line item covers the purchase of concessions offered to the pool customers for the entire pool season.

SUMMARY - SWIMMING POOL FUND

The Swimming Pool Fund is proposed to be balanced with required improvements and maintenance of the facility. With a significant subsidy from the General Fund (56% of the pool's expenses) to cover the increasing maintenance costs, recreational swimming opportunities continue to be offered to the public in the 2018 swim season at affordable rates. Hopefully, a few more years of swimming and water recreation enjoyment can be provided to our residents under this proposal. However, we will need to recognize that the life of this facility will be coming to an end in the near future.

Attachment

Cemetery Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Q2	FY 18/19 Budget
02000100	34100	Rental Income ¹	\$ 20,763.52	\$ 21,386.43	\$ 22,028.02	\$ 22,600.00	\$ 22,688.86	\$ 23,000.00
02000100	34300	Lots & Graves	1,900.00	2,400.00	2,650.00	4,000.00	2,250.00	3,000.00
02000100	34310	Grave Opening	9,225.00	6,225.00	13,400.00	10,000.00	7,275.00	10,000.00
02000100	34320	Perpetual Care ²	500.00	500.00	750.00	1,000.00	750.00	1,000.00
02000500	36001	Interest	4.43	5.89	5.82	50.00	3.90	-
02000500	36020	Interest - Investment Pools	624.79	524.52	1,305.53	1,300.00	1,248.35	2,000.00
02000500	36026	Interest - Cemetery Trust ²	15.72	16.04	16.12	50.00	8.34	-
Cemetery Fund Total			\$ 33,033.46	\$ 31,057.88	\$ 40,155.49	\$ 39,000.00	\$ 34,224.45	\$ 39,000.00
¹ - Rental Income includes the annual rental payment for a ground lease by a wireless service provider at the cemetery.								
² - Restricted Account								

Cemetery Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2	FY 17/18 Budget	FY 18/19 Dept.	FY 18/19 Manager	FY 18/19 Budget
02400100	42234	Professional Services	\$ 20,800.00	\$ 21,100.00	\$ 20,851.46	\$ 11,521.10	\$ 27,700.00	\$ 27,800.00	\$ 27,800.00	\$ -
02400100	42236	Insurance	1,047.08	912.78	1,086.50	1,065.84	1,100.00	1,100.00	1,100.00	-
02400100	42290	Grave Opening	5,900.00	6,000.00	10,250.00	4,600.00	8,000.00	8,000.00	8,000.00	-
02400100	43319	Supplies	-	-	837.83	-	1,050.00	1,050.00	1,100.00	-
Cemetery Fund Total			\$ 27,747.08	\$ 28,012.78	\$ 33,025.79	\$ 17,186.94	\$ 37,850.00	\$ 37,950.00	\$ 38,000.00	\$ -

Swimming Pool Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Q2	FY 18/19 Budget
05000100	33030	Donations-Operating-Gen. Gov.	\$ -	\$ 471.00	\$ 286.20	\$ -	\$ 8.00	\$ -
05000100	34100	Rental Income ¹	22,931.50	22,440.80	25,906.00	23,000.00	26,153.80	25,000.00
05000100	34500	Swimming Annual Pass	32,095.00	31,325.00	30,275.00	36,000.00	31,865.00	34,000.00
05000100	34510	Swimming Daily Fees ²	25,694.02	30,144.45	25,890.63	26,000.00	25,885.35	26,000.00
05000100	34520	Swimming Lesson Fees	20,448.50	20,301.00	23,010.00	22,000.00	18,073.00	22,000.00
05000100	34560	Concessions	7,364.19	8,657.83	9,151.96	8,500.00	9,243.13	9,000.00
05000500	36001	Interest	0.39	3.04	14.63	-	59.85	-
05000500	37900	Miscellaneous Revenue	45.00	-	-	-	-	-
05000500	38001	Transfer from General Fund	115,608.63	87,486.88	88,628.70	145,000.00	65,617.42	147,000.00
Swimming Pool Fund Total			\$ 224,187.23	\$ 200,830.00	\$ 203,163.12	\$ 260,500.00	\$ 176,905.55	\$ 263,000.00
Notes:								
¹ - Trails Swim Team contribution.								
² - Includes reduced admission for groups.								

Swimming Pool Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2 YTD	FY 17/18 Budget	FY 18/19 Dept.	FY 18/19 Manager	FY 18/19 Budget
Nondepartmental Personnel										
05900100	41104	FICA	\$ 5,566.86	\$ 5,654.52	\$ 5,400.47	\$ 5,459.32	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ -
05900100	41105	Unemployment Tax	400.37	554.48	600.13	606.32	750.00	750.00	750.00	-
05900100	41110	Salaries	72,768.27	73,916.10	70,595.16	71,363.96	85,000.00	83,000.00	83,000.00	-
Subtotal			\$ 78,735.50	\$ 80,125.10	\$ 76,595.76	\$ 77,429.60	\$ 92,250.00	\$ 90,250.00	\$ 90,250.00	\$ -
Contractual Services										
05900100	42210	Telephone	\$ 176.06	\$ 184.80	\$ 852.08	\$ 641.14	\$ 1,950.00	\$ 2,250.00	\$ 2,250.00	\$ -
05900100	42211	Natural Gas	3,398.58	2,041.46	2,888.64	2,433.01	4,800.00	4,000.00	4,000.00	-
05900100	42212	Electric	5,067.86	5,923.20	5,835.34	4,138.70	6,850.00	6,000.00	6,000.00	-
05900100	42213	Water	3,349.16	4,067.44	4,770.81	4,222.39	5,000.00	5,000.00	5,000.00	-
05900100	42234	Professional Services	1,584.00	900.00	1,580.00	840.00	1,200.00	1,400.00	1,400.00	-
05900100	42236	Insurance	5,570.53	6,553.09	6,320.30	6,647.38	7,500.00	7,500.00	7,500.00	-
Subtotal			\$ 19,146.19	\$ 19,669.99	\$ 22,247.17	\$ 18,922.62	\$ 27,300.00	\$ 26,150.00	\$ 26,150.00	\$ -
Supplies & Materials										
05900100	43308	Office Supplies	\$ 822.66	\$ 986.67	\$ 197.47	\$ 951.25	\$ 1,250.00	\$ 1,300.00	\$ 1,300.00	\$ -
05900100	43320	Tools, Equipment & Supplies	4,039.55	592.41	1,551.19	10,336.06	10,950.00	8,200.00	8,200.00	-
05900100	43332	Office Furniture & Equipment	-	-	199.00	-	-	-	-	-
05900100	43333	IT Equipment	-	-	621.30	-	-	-	-	-
Subtotal			\$ 4,862.21	\$ 1,579.08	\$ 2,568.96	\$ 11,287.31	\$ 12,200.00	\$ 9,500.00	\$ 9,500.00	\$ -
Maintenance										
05900100	44423	Building Services (S)	\$ 117,077.82	\$ 91,816.37	\$ 78,966.03	\$ 42,039.14	\$ 99,000.00	\$ 86,000.00	\$ 86,000.00	\$ -
05900100	44445	Outsourced Building Maint.	-	-	17,000.00	-	20,000.00	76,500.00	40,300.00	-
Subtotal			\$ 117,077.82	\$ 91,816.37	\$ 95,966.03	\$ 42,039.14	\$ 119,000.00	\$ 162,500.00	\$ 126,300.00	\$ -
Other Charges										
05900100	47701	Recreation Programs	\$ 189.99	\$ 947.00	\$ 353.00	\$ -	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ -
05900100	47740	Travel/Training/Dues	415.00	715.00	910.00	765.00	1,450.00	1,200.00	1,200.00	-
05900100	47760	Uniforms & Safety Items	1,478.82	1,685.92	1,341.68	1,536.42	1,700.00	1,800.00	1,800.00	-
05900100	47800	Concession Purchases	3,646.43	4,491.03	4,920.59	5,121.13	5,300.00	6,500.00	6,500.00	-
Subtotal			\$ 5,730.24	\$ 7,838.95	\$ 7,525.27	\$ 7,422.55	\$ 9,750.00	\$ 10,800.00	\$ 10,800.00	\$ -
Swimming Pool Fund Total			\$ 225,551.96	\$ 201,029.49	\$ 204,903.19	\$ 157,101.22	\$ 260,500.00	\$ 299,200.00	\$ 263,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										
Note: Administrative support staff is not accounted for in Personnel line-items.										



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: January 26, 2018

TO: Committee of the Whole

FROM: Tim Schloneger
Village Manager

SUBJECT: Proposed Budget – 2018/2019 – Building Services Fund

Building Services is a division in Public Works, and this fund functions in the same way as the Vehicle Maintenance Service Fund. The Building Services Fund is established to allow the building maintenance staff to plan routine maintenance procedures, generate more accurate staffing levels, and provide budgeting information reflective of the demand placed on each department and division of the Village for building maintenance. All equipment, supplies, and labor incurred with the maintenance of municipal buildings are estimated and then allocated to each department based on the facilities used by each department or division. This inter-service fund more accurately reflects the true costs of operating each department and division of the Village by including what is commonly called “building overhead” in each department’s respective budget.

ANTICIPATED REVENUE

BUILDING SERVICES FUND - (\$930,200)

The only source of revenue is the payment (reimbursement) from all Village departments for maintenance of their buildings and ancillary facilities.

PROPOSED EXPENDITURES

BUILDING SERVICES FUND - (\$930,200)

BUILDING MAINTENANCE - PERSONNEL - (\$486,700)

The line items under this category cover the statutory rates for IMRF, FICA, and unemployment tax, as well as the appropriate distributions of health insurance costs for employees within the Building Services Fund. The employees allocated to this fund are dedicated toward the 1) general administration & management; 2) operations and maintenance; 3) energy utilities and environmental stewardship; and 4) planning and minor construction repairs of our facilities. These employees work to increase the operational efficiency of our facilities and reduce the overall inventory, square footage and building ownership costs.

BUILDING SERVICES - CONTRACTUAL – (\$9,400)

The line items under contractual services include those services that the Village will contract with outside vendors. The Building Services Division's portion of utility expenses, cleaning services, publications (such as safety manuals), and printing are covered under these line items.

BUILDING SERVICES - SUPPLIES AND MATERIALS - (\$154,600)

These line items cover the purchase of building supplies (paper towels, cleaning items, etc.) and equipment (plumbing, HVAC, etc.) that are needed to maintain the facilities used by the Village. These products are purchased within the service fund as inventory. When the products are used for any of the Village's departments, the supplies and labor are charged to the particular department (via a shop ticket) as a building maintenance expense. Each department will be contributing their fair share of the cost for these supplies and materials, which are accounted for in the revenue side of the Building Services Fund.

BUILDING SERVICES - MAINTENANCE (\$263,000)

These line items (except for item 44445) cover the maintenance expenses used within the Building Services Division. Line item 44445 (outsourced building maintenance) covers the costs of outsourcing building or equipment maintenance to an outside vendor for repairs, such as cleaning services and HVAC control maintenance. The specific department or departments will be charged for the outsourcing of the repair for their particular building space, as is done with in-house repairs.

BUILDING SERVICES - CAPITAL EXPENDITURES - \$0

No capital expenditures are anticipated.

BUILDING SERVICES – OTHER CHARGES - (\$16,500)

Other charges include the Division's share of travel, training, and dues for professional organizations, as well as uniforms and safety equipment needed by Maintenance personnel.

SUMMARY – BUILDING SERVICES FUND

The Building Services Fund is a self-balancing fund, with the expenditures being offset by the revenues generated from each department of the Village. The charges to each department are based on the building maintenance and supply needs of that specific department. Although facilities continue to age, there are no major capital improvements planned. The maintenance of the Village's facilities is an investment that must be sustained to ensure long-term benefit for employees and residents. This will translate into improved public services to the citizens of the Village in the long run.

Building Services Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2	FY 17/18 Budget	FY 18/19 Budget
28	33160	Donations	\$ -	\$ -	\$ 90.00	\$ 60.00	\$ -	\$ -
28	34900	Building Services Billings	737,996.16	917,936.72	870,060.10	429,259.88	927,500.00	930,200.00
28	37110	Insurance Claims	1,195.96	-	-	-	-	-
28	37905	Sale of Surplus Property	-	265.00	161.95	170.69	-	-
Building Services Fund Total			\$ 739,192.12	\$ 918,201.72	\$ 870,312.05	\$ 429,490.57	\$ 927,500.00	\$ 930,200.00

Building Services Fund

Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2 YTD	FY 17/18 Budget	FY 18/19 Dept.	FY 18/19 Manager	FY 18/19 Budget
Personnel										
28900000	41103	IMRF	\$ 22,815.68	\$ 34,217.00	\$ 33,404.11	\$ 18,728.92	\$ 41,000.00	\$ 42,000.00	\$ 42,000.00	\$ -
28900000	41104	FICA	15,297.23	22,614.26	22,667.67	12,912.17	27,500.00	28,500.00	29,000.00	-
28900000	41105	Unemployment Tax	340.18	440.61	595.60	53.45	700.00	700.00	700.00	-
28900000	41106	Health Insurance	43,177.00	52,002.92	48,174.92	25,306.32	53,000.00	56,000.00	56,000.00	-
28900000	41110	Salaries	201,204.84	295,803.05	298,121.02	167,777.35	338,000.00	342,000.00	347,000.00	-
28900000	41140	Overtime	11,381.64	10,708.52	6,731.44	5,601.39	16,000.00	16,000.00	12,000.00	-
Subtotal			\$ 294,216.57	\$ 415,786.36	\$ 409,694.76	\$ 230,379.60	\$ 476,200.00	\$ 485,200.00	\$ 486,700.00	\$ -
Contractual Services										
28900000	42210	Telephone	\$ 4,021.89	\$ 4,256.10	\$ 3,867.52	\$ 1,692.87	\$ 5,750.00	\$ 5,250.00	\$ 5,300.00	\$ -
28900000	42211	Natural Gas	-	-	-	-	1,000.00	-	-	-
28900000	42234	Professional Services	443.86	12,915.90	256.07	8,705.45	39,200.00	2,750.00	2,750.00	-
28900000	42242	Publications	-	250.00	-	-	500.00	500.00	500.00	-
28900000	42243	Printing & Advertising	-	57.90	14.81	-	50.00	550.00	50.00	-
28900000	42260	Physical Exams	-	165.00	215.00	30.00	-	300.00	300.00	-
28900000	42270	Equipment Rental	1,243.00	-	-	-	500.00	500.00	500.00	-
Subtotal			\$ 5,708.75	\$ 17,644.90	\$ 4,353.40	\$ 10,428.32	\$ 47,000.00	\$ 9,850.00	\$ 9,400.00	\$ -
Supplies & Materials										
28900000	43308	Office Supplies	\$ 288.72	\$ 203.26	\$ 283.18	\$ 37.91	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
28900000	43317	Postage	12.94	-	-	-	500.00	500.00	500.00	-
28900000	43319	Building Supplies	139,274.88	148,570.29	148,673.92	78,776.47	137,450.00	140,950.00	140,950.00	-
28900000	43320	Tools, Equipment & Supplies	7,280.50	12,744.25	4,363.06	1,719.89	4,400.00	5,400.00	5,400.00	-
28900000	43332	Office Furniture & Equipment	1,496.33	4,574.81	829.41	-	-	-	-	-
28900000	43333	IT Equipment	-	-	2,266.86	656.11	1,200.00	6,680.00	4,600.00	-
28900000	43340	Fuel	2,372.56	2,100.76	2,210.23	1,337.84	2,500.00	3,000.00	3,000.00	-
Subtotal			\$ 150,725.93	\$ 168,193.37	\$ 158,626.66	\$ 82,528.22	\$ 146,200.00	\$ 156,680.00	\$ 154,600.00	\$ -
Maintenance										
28900000	44420	Vehicle Maintenance (S)	\$ 6,631.04	\$ 5,723.76	\$ 5,597.72	\$ 2,780.12	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
28900000	44421	Equipment Maintenance (S)	3,259.78	789.36	1,626.80	-	5,000.00	7,000.00	7,000.00	-
28900000	44423	Building Maintenance (S)	-	-	-	-	-	-	-	-
28900000	44426	Office Equipment Maintenance	437.03	514.33	545.89	497.61	1,000.00	1,900.00	1,000.00	-
28900000	44445	Outsourced Building Maint.	291,465.85	287,842.38	283,395.04	120,710.66	225,800.00	349,795.00	249,000.00	-
Subtotal			\$ 301,793.70	\$ 294,869.83	\$ 291,165.45	\$ 123,988.39	\$ 237,800.00	\$ 364,695.00	\$ 263,000.00	\$ -
Capital Expenditures										
28900000	43335	Vehicles & Equipment	\$ -	\$ -	\$ 11,100.00	\$ -	\$ -	\$ -	\$ -	\$ -
28900000	45590	Capital Purchase	43,209.07	-	-	-	-	-	-	-
Subtotal			\$ 43,209.07	\$ -	\$ 11,100.00	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges										
28900000	47740	Travel, Training & Dues	\$ 1,627.07	\$ 3,020.65	\$ 2,902.67	\$ 5,708.38	\$ 15,880.00	\$ 12,020.00	\$ 12,050.00	\$ -
28900000	47760	Uniforms & Safety Items	3,034.21	3,506.22	3,324.27	1,455.98	4,420.00	4,420.00	4,450.00	-
28900000	47776	Parts Cost of Sales Variance	(24,087.18)	(28,028.65)	(10,855.16)	(24,998.32)	-	-	-	-
Subtotal			\$ (19,425.90)	\$ (21,501.78)	\$ (4,628.22)	\$ (17,833.96)	\$ 20,300.00	\$ 16,440.00	\$ 16,500.00	\$ -
Building Service Fund Total			\$ 776,228.12	\$ 874,992.68	\$ 870,312.05	\$ 429,490.57	\$ 927,500.00	\$ 1,032,865.00	\$ 930,200.00	\$ -
2900000	47780	Depreciation Expense	\$ -	\$ -	\$ 6,173.00	\$ -	\$ -	\$ -	\$ -	\$ -
FY 18/19 Total			\$ 776,228.12	\$ 874,992.68	\$ 876,485.05	\$ 429,490.57	\$ 927,500.00	\$ 1,032,865.00	\$ 930,200.00	\$ -
(S) indicates those line items that reimburse Internal Service Funds.										



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: January 26, 2018

TO: Committee of the Whole

FROM: Tim Schloneger
Village Manager

SUBJECT: Proposed Budget – 2018/2019 – Vehicle Maintenance Service Fund

The Vehicle Maintenance Service Fund is established to account for all the vehicle and equipment maintenance necessary across all departments of the Village. Fuel, parts, and labor expenses incurred as part of the Village's annual vehicle maintenance are estimated and then allocated to each department based on service needed for the maintenance of vehicles and equipment. In addition, this service fund has similar overhead expenditures of "contractual services," "supplies," "maintenance," and "training" as do other department budgets. The Vehicle Maintenance Fund coordinates the daily maintenance of approximately 330 vehicles and various other pieces of equipment (i.e., mowers, other maintenance equipment) that comprise the Village's fleet and equipment. The number of vehicles and equipment includes the fleet maintenance service to the Algonquin/Lake in the Hills Fire Protection District.

ANTICIPATED REVENUE

VEHICLE MAINTENANCE SERVICE FUND - (\$1,167,700)

There are four sources of revenue for this fund. They include payments from: (1) all Village departments for maintenance of their vehicles and equipment (\$847,700); (2) the purchase of fuel by each department of the Village (\$191,000); (3) the purchase of fuel by the Algonquin/Lake in the Hills Fire Protection District (\$39,000); and (4) outsourced fleet maintenance billings to the Algonquin/Lake in the Hills Fire Protection District and Pingree Grove Police Department (\$90,000).

PROPOSED EXPENDITURES

VEHICLE MAINTENANCE SERVICE FUND - (\$1,167,700)

VEHICLE MAINTENANCE - PERSONNEL - (\$395,000)

The line items under this category cover the statutory rates for IMRF, FICA, and unemployment tax, as well as the appropriate distributions of health insurance costs for employees within the Vehicle Maintenance Service Fund. Salaries and overtime are based on existing staffing levels of this division of Public Works.

Responsibilities include the following:

- A. Operations: maintenance of vehicles, equipment and fixed equipment, parts, facilities management, fuel and lubricants management, and repair policies and strategies.
- B. Asset Management: needs determination, research acquisition, utilization, replacement and disposal of vehicle, equipment and fixed equipment, and parts.
- C. Financial Management: budgeting, cost recovery, fleet operating purchasing, vehicle replacement funding, and record keeping.
- D. Risk Management: workplace safety management, vehicle damage, contract compliance, regulatory compliance, and security.
- E. Environmental Management: Shop Best Practices and Regulatory Compliance.

VEHICLE MAINTENANCE - CONTRACTUAL – (\$22,600)

The line items under contractual services include those services that the Village will contract with outside vendors. The Vehicle Maintenance Division's portion of utility expenses, cleaning services, publications (such as shop-repair manuals), and printing are covered under these line items.

VEHICLE MAINTENANCE - SUPPLIES AND MATERIALS - (\$572,700)

These line items cover the purchase of fuel, parts, supplies, lubricants, batteries, etc. that are needed for upkeep of all vehicles and equipment used by the Village. These products are purchased within the service fund as inventory. When the products are used for any of the Village's fleet vehicles, the parts and labor are charged to the particular department (via a shop ticket) as a vehicle maintenance expense. Each department will be contributing their share of the cost for these parts and materials, which are accounted for in the revenue side of the Vehicle Maintenance Service Fund.

VEHICLE MAINTENANCE - MAINTENANCE (\$137,500)

These line items (except for item 44440) cover the maintenance expenses for the vehicles and equipment used within the Vehicle Maintenance Division. Line item 44440 (outsourced vehicle and equipment maintenance) covers the costs of sending fleet vehicles or equipment to an outside vendor for repairs. The specific department will be charged for the outsourcing of the repair for their vehicles, as is done with in-house repairs.

VEHICLE MAINTENANCE - CAPITAL EXPENDITURES - (\$25,000)

Funds are budgeted to replace the air compressor in the Vehicle Maintenance area. Some of the costs will be recovered via a ComEd incentive program, as well as the auction sale of the old unit.

VEHICLE MAINTENANCE - OTHER CHARGES - (\$14,900)

Other charges include the Division's share of travel, training, and dues for professional organizations, as well as uniforms and safety equipment needed by the mechanics.

SUMMARY - VEHICLE MAINTENANCE SERVICE FUND

The Vehicle Maintenance Service Fund is a self-balancing fund with the expenditures being offset by the revenues (reimbursements) generated from each department of the Village. The charges to each department are based on the fleet vehicles and equipment maintenance needs of that specific department. The costs of fuel and automotive parts and supplies likewise are difficult to predict, but savings in more efficient vehicles are helping to offset increasing costs of fuel. Quality vehicle maintenance of an aging fleet can adequately maintain vehicle and equipment reliability. The solid reliability of the Village's vehicles and equipment has resulted in reduced "down time" and has provided more efficient use of the Village's personnel and equipment. This will translate into improved public services to the citizens of the Village.

Vehicle Maintenance Service Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2	FY 17/18 Budget	FY 18/19 Budget
29	33160	Donations	\$ -	\$ -	\$ 120.00	\$ 60.00	\$ -	\$ -
29	34900	Maintenance Billings	889,665.93	749,932.96	743,488.10	337,913.61	865,000.00	847,700.00
29	34920	Fuel Billings	242,704.94	166,907.37	178,301.70	90,321.41	193,000.00	191,000.00
29	34921	Fire District Fuel Billings	46,255.82	35,567.21	34,770.65	19,636.16	37,000.00	39,000.00
29	34922	IGA - Fleet Maintenance	128,270.47	105,220.03	58,148.04	43,920.70	60,000.00	90,000.00
29	37710	Insurance Claims	6,713.60	-	-	-	-	-
29	37905	Sale of Surplus Property	2,040.05	132.50	161.95	454.38	-	-
Vehicle Maintenance Service Fund Total			\$ 1,315,650.81	\$ 1,057,760.07	\$ 1,014,990.44	\$ 492,306.26	\$ 1,155,000.00	\$ 1,167,700.00

Vehicle Maintenance Service Fund

Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Q2 YTD	FY 17/18 Budget	FY 18/19 Dept.	FY 18/19 Manager	FY 18/19 Budget
Personnel										
29900000	41103	IMRF	\$ 31,067.88	\$ 27,493.66	\$ 27,597.39	\$ 14,816.35	\$ 32,000.00	\$ 34,000.00	\$ 34,000.00	\$ -
29900000	41104	FICA	20,774.48	18,544.05	18,496.87	10,001.17	22,000.00	23,500.00	23,500.00	-
29900000	41105	Unemployment Tax	437.42	479.73	535.31	19.58	600.00	600.00	600.00	-
29900000	41106	Health Insurance	51,932.33	49,022.60	43,890.61	21,641.96	45,000.00	48,000.00	48,000.00	-
29900000	41110	Salaries	274,099.30	249,245.69	248,171.04	132,632.97	266,000.00	281,000.00	281,000.00	-
29900000	41140	Overtime	9,839.44	3,724.29	1,704.56	2,507.66	10,000.00	10,000.00	7,900.00	-
Subtotal			\$ 388,150.85	\$ 348,510.02	\$ 340,395.78	\$ 181,619.69	\$ 375,600.00	\$ 397,100.00	\$ 395,000.00	\$ -
Contractual Services										
29900000	42210	Telephone	\$ 4,145.29	\$ 4,600.57	\$ 4,762.95	\$ 2,170.42	\$ 4,200.00	\$ 4,440.00	\$ 4,500.00	\$ -
29900000	42211	Natural Gas	1,240.59	323.28	-	-	1,200.00	-	-	-
29900000	42234	Professional Services	9,086.08	5,846.14	7,800.58	5,984.87	10,150.00	10,150.00	10,150.00	-
29900000	42242	Publications	4,565.00	4,425.95	1,500.00	1,500.00	4,800.00	4,900.00	4,900.00	-
29900000	42243	Printing & Advertising	26.08	72.43	309.81	-	50.00	50.00	50.00	-
29900000	42260	Physical Exams	-	75.00	105.00	-	-	-	-	-
29900000	42270	Equipment Rental	3,530.14	1,252.00	1,265.51	920.80	3,000.00	3,000.00	3,000.00	-
29900000	42272	Leases Non-Capital	-	-	-	-	-	-	-	-
Subtotal			\$ 22,593.18	\$ 16,595.37	\$ 15,743.85	\$ 10,576.09	\$ 23,400.00	\$ 22,540.00	\$ 22,600.00	\$ -
Supplies & Materials										
29900000	43308	Office Supplies	\$ 272.69	\$ 202.62	\$ 284.05	\$ 37.91	\$ 200.00	\$ 140.00	\$ 200.00	\$ -
29900000	43317	Postage	169.30	9.17	85.74	-	500.00	500.00	500.00	-
29900000	43320	Tools, Equipment & Supplies	7,772.14	14,140.84	8,894.16	8,728.00	14,700.00	30,600.00	5,600.00	-
29900000	43332	Office Furniture & Equipment	-	1,273.17	399.96	-	-	-	-	-
29900000	43333	IT Equipment	-	-	5,600.00	-	2,600.00	3,000.00	3,900.00	-
29900000	43340	Fuel	2,539.11	2,393.13	2,463.18	1,619.67	2,000.00	2,200.00	2,500.00	-
29900000	43350	Fleet Parts/Fluids (S)	377,539.80	304,018.66	270,512.63	104,476.62	354,300.00	330,000.00	330,000.00	-
29900000	43351	Fuel - Cost of Sales (S)	253,818.02	200,458.56	203,961.70	88,006.27	230,000.00	250,000.00	230,000.00	-
Subtotal			\$ 642,111.06	\$ 522,496.15	\$ 492,201.42	\$ 202,868.47	\$ 604,300.00	\$ 616,440.00	\$ 572,700.00	\$ -
Maintenance										
29900000	44420	Vehicle Maintenance (S)	\$ 6,055.16	\$ 4,250.43	\$ 3,778.89	\$ 2,167.11	\$ 4,000.00	\$ 2,500.00	\$ 4,000.00	\$ -
29900000	44421	Equipment Maintenance (S)	2,170.91	-	1,111.61	-	2,500.00	2,500.00	2,500.00	-
29900000	44423	Building Services (S)	62,807.88	58,771.02	59,648.17	30,979.87	55,000.00	60,000.00	60,000.00	-
29900000	44426	Office Equipment Maint.	432.32	514.95	570.06	494.61	1,000.00	1,890.00	1,000.00	-
29900000	44440	Outsourced Maintenance (S)	125,520.07	71,159.17	88,483.08	34,590.62	70,000.00	70,000.00	70,000.00	-
Subtotal			\$ 196,986.34	\$ 134,695.57	\$ 153,591.81	\$ 68,232.21	\$ 132,500.00	\$ 136,890.00	\$ 137,500.00	\$ -
Capital Expenditures										
29900000	45590	Capital Purchase	\$ -	\$ -	\$ 42,471.04	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
Subtotal			\$ -	\$ -	\$ 42,471.04	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
Other Charges										
29900000	47740	Travel, Training & Dues	\$ 3,676.08	\$ 3,683.32	\$ 5,595.69	\$ 4,523.50	\$ 10,150.00	\$ 5,785.00	\$ 5,800.00	\$ -
29900000	47760	Uniforms & Safety Items	4,631.81	6,237.32	8,529.10	3,160.14	9,050.00	9,020.00	9,100.00	-
29900000	47775	Fuel Inventory Variance	35,505.31	1,908.40	9,099.65	21,951.31	-	-	-	-
29900000	47776	Parts/Fluid Inventory Variance	10,196.18	5,597.99	(14,413.90)	(625.15)	-	-	-	-
Subtotal			\$ 54,009.38	\$ 17,427.03	\$ 8,810.54	\$ 29,009.80	\$ 19,200.00	\$ 14,805.00	\$ 14,900.00	\$ -
Vehicle Maintenance Service Fund Total			\$ 1,303,850.81	\$ 1,039,724.14	\$ 1,053,214.44	\$ 492,306.26	\$ 1,155,000.00	\$ 1,187,775.00	\$ 1,167,700.00	\$ -
2900000	47780	Depreciation Expense	\$ 11,800.00	\$ 11,800.00	\$ 16,047.00	\$ -	\$ -	\$ -	\$ -	\$ -
FY 18/19 Total			\$ 1,315,650.81	\$ 1,051,524.14	\$ 1,069,261.44	\$ 492,306.26	\$ 1,155,000.00	\$ 1,187,775.00	\$ 1,167,700.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										



Village of Algonquin

The Gem of the Fox River Valley

M E M O R A N D U M

TO: Tim Schloneger, Village Manager
FROM: Katie Gock, Recreation Superintendent
DATE: February 7, 2018
SUBJECT: 2018 Algonquin Summer Concerts

A summer time favorite for many residents and visitors are the Summer Concerts. **These concerts along with all of our special events are funded by the revenue generated from class registrations taken throughout the year.** The upcoming 2018 season offers a wide variety of music genres for the community to enjoy.

Kindly review the 2018 lineup held at Riverfront Park* and let me know if there are any objections and/or concerns that need to be addressed.

Date	Band Name	Music Type
June 21	Rhythm Rockets	Jazz/Blues
June 28	Soul 2 the Bone	Motown
July 5	Ear Candy	Dance Hits
July 12	Black Diamond	Classic Rock
July 19	Saturday June Band	Rock and Roll
*July 26	<i>Pirates Over 40</i>	<i>Caribbean</i>
August 2	Nashville Electric Company	Country
August 9	Spoken Four	Pop

The Village will be providing Founders Days entertainment on Thursday, July 26

Pursuant to Section 31.04 of the Municipal Code, the Village Board must approve any public events in the Village, including concerts and musical performances. The department is also seeking permission, pursuant to Section 34.12 of the Algonquin Municipal Code, to invite a food vendor on site to sell food and drink products during the Thursday evening concerts at Riverfront Park. Finally, pursuant to Section 11.04 of the Municipal Code the department is seeking a wavier as it pertains to alcoholic liquor only during the duration of the concerts.

In addition to the Summer Concerts, the Recreation Department is seeking approval for the following events held in partnership with the Algonquin Library. This will include 2 lunch hour entertainments held at Library/Spella Park, 2 movies in the park (1 Village Park, 1 Flick and Float at the Algonquin Pool), and the Foxtale Storying Telling event at Library/Spella Park. The dates, entertainers and movie titles are TBD.

If you agree, please forward this to the Village Board for their consideration at their next meeting. Please do not hesitate to contact me with any questions.

CC: Michael Kumbera
John Bucci



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: February 7, 2018

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager

SUBJECT: *IMRF Cash Payments in Lieu of or Related to Healthcare Benefits*

On December 15, 2017, the Illinois Municipal Retirement Fund (IMRF) Board of Trustees adopted Board Resolution 2017-12-17 which amends the definition of reportable earnings to include:

- Cash payments made separately from salary and made in lieu of employer-provided health insurance.
- Cash payments made separately from salary and made in association with or related to healthcare benefits.

The Village of Algonquin (see Personnel Manual section 3.13.2) provides any employee who chooses to cancel or decline the Village's health insurance option, the Village, in exchange, will give that employee an additional stipend each pay period.

Accordingly, to continue existing practice of this benefit as reportable earnings, the Village Board must approve the attached resolution and file with IMRF. If you concur, please forward the attached resolution for the Village Board's consideration.

Attachments (1)

1. Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings



Suggested Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings

IMRF Form 6.75 (01/2018)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the _____ of the
BOARD, COUNCIL, etc.

_____ is authorized to include
EMPLOYER NAME
cash payments made separately from salary and made in lieu of or related to healthcare benefits as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the _____ of the
BOARD, COUNCIL, etc.
_____ does hereby elect to
EMPLOYER NAME

include as earnings reportable to IMRF cash payments made separately from salary and made in lieu of or related to healthcare benefits effective _____.
EFFECTIVE DATE

BE IT FURTHER RESOLVED that _____ is authorized and directed
CLERK OF SECRETARY OF THE BOARD
to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY
of the _____ of the County of _____,
EMPLOYER NAME COUNTY
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its _____ at a meeting duly convened
GOVERNING BODY
and held on the _____ day of _____, 20 ____.

SIGNATURE OF CLERK OR SECRETARY OF THE BOARD

IMRF

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337
Employer-only Phone: 1-800-728-7971
www.imrf.org



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: February 8, 2018

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager
Susan Skillman, Comptroller

SUBJECT: *Agreement for Collections Services*

Attached, for your consideration, is an agreement with Municipal Collection Services, Inc. (MCSI) to perform collection services on delinquent account balances. Generally, the past due balances owed to the Village stem from our administrative adjudication program and water and sewer utility bills.

MCSI will receive 30 percent on amount collected by their firm. MCSI will also administer the Village's accounts submitted to the Local Debt Recovery Program and will receive 10 percent on the amount collected via this avenue.

The term of the agreement is for three (3) years with optional renewals.

Recommendation

Staff recommends approval of the attached agreement with MCSI. We will be available prior to and at the meetings of the Committee of the Whole and Village Board should there be any questions.

Attachments (1)

1. Agreement with Municipal Collection Services, Inc.

MUNICIPAL COLLECTION SERVICES, INC.

AGREEMENT, made this _____ day of _____, 2018 by and between Municipal Collection Services Incorporated, an Illinois corporation (hereinafter referred to as MCSI), and the Village of Algonquin, Illinois (hereinafter referred to as THE MUNICIPALITY).

WITNESSETH

WHEREAS, MCSI is a duly licensed collection agency in the State of Illinois, and;

WHEREAS, THE MUNICIPALITY wishes to list certain debts owed to THE MUNICIPALITY with MCSI for collection, and;

WHEREAS, MCSI possesses the personnel, experience, expertise and equipment to effectively aid the MUNICIPALITY in collecting its debts through an effective collection process and court actions, if necessary.

NOW, THEREFORE, in consideration of the mutual and several promises and covenants herein contained, the parties do hereby agree as follows:

1.00 DEBTS LISTED FOR COLLECTION

1.01 THE MUNICIPALITY agrees that all of its unpaid fines for municipal violations which have been issued and processed pursuant to its administrative adjudication system where “determination orders” or “findings, decisions, and orders” have been entered by THE MUNICIPALITY and will be listed for collection with MCSI. THE MUNICIPALITY may list other debts or fines for collection with MCSI, during the term of this Agreement, and any fines or other debts listed for collection shall be hereinafter collectively referred to as “DEBTS”.

1.02 THE MUNICIPALITY agrees that the DEBTS will be collected and administered pursuant to all of the terms and conditions contained in this Agreement.

1.03 All DEBTS will be forwarded to MCSI, using the forms and procedures that are designated by MCSI, from time-to-time.

1.04 Upon request of MCSI, THE MUNICIPALITY will provide certified copies of documents necessary for use of MCSI in collection of the DEBTS. THE MUNICIPALITY and MCSI agree that in order for MCSI to effectively collect the DEBTS and provide accurate records of collection activity, to THE MUNICIPALITY, including, but not limited to, amounts collected, accounts closed, and other dispositions of DEBTS; MCSI requires access to THE MUNICIPALITY'S administrative adjudication database, THE MUNICIPALITY hereby agrees to allow MCSI such access, subject to reasonable security measures.

1.05 MCSI will acknowledge receipt of any DEBTS listed for collection within five days after receipt by MCSI.

2.00 COLLECTION OF DEBTS

2.01 MCSI agrees to use its best efforts and any lawful means, which in its sole judgment and discretion, that it believes will result in the collection of DEBTS.

2.02 MCSI will pursue court action to obtain/perfect civil judgments, when in its sole judgment and discretion, it believes, that such actions are advisable and will aid in collection of the DEBTS. THE MUNICIPALITY will provide any additional documents which may be necessary for such court action, and will cooperate with MCSI, as necessary, to pursue court action.

2.03 In compliance with Illinois law, no DEBT will be referred to an attorney for court action without five days prior written notice to THE MUNICIPALITY of MCSI's intention to do so.

2.04 If requested by THE MUNICIPALITY, and in its efforts to collect DEBTS, MCSI will assist THE MUNICIPALITY in managing the Local Debt Recovery Program implemented by The Illinois Office of the Comptroller (IOC). MCSI, or its designated technology partner, will prepare and, if allowed to do so by the IOC, will perform the weekly upload of the "add", "change" and "delete" files.

3.00 COMPENSATION

3.01 No fees will be payable to MCSI by THE MUNICIPALITY until such time as any money is collected on DEBT.

3.02 At such time as any money is collected, MCSI shall be paid as follows:

3.02.1 MCSI will be entitled to any costs awarded by a court in the collection of DEBTS. If no additional expense amount is awarded for such costs, this Section 3.02.1 will not apply.

3.02.2 Thirty percent (30%) of the balance of the amount collected on each DEBT, unless the payment is received from the IOC.

3.02.3 MCSI's fee for any services relating to the Local Debt Recovery Program and for DEBTS collected through the IOC shall be ten percent (10%) of the amount received by THE MUNICIPALITY.

4.00 COLLECTION AND PAYMENT

4.01 MCSI shall have the exclusive right to collect the DEBTS until such time as it chooses, in its sole direction, to return any DEBT to the MUNICIPALITY. Any inquiries received by THE

MUNICIPALITY concerning any DEBT; including attempts to make payments thereon, shall be referred at the earliest possible time to MCSI.

4.02 MCSI will deposit any money collected in a separate bank trust account established for that purpose.

4.03 After deduction of its fees, and costs allowable by this Agreement, MCSI will forward to THE MUNICIPALITY, its share of any amounts collected. Remittance to THE MUNICIPALITY will be made by the 17th of the month for any amounts collected by the last day of the preceding month.

4.04 In the event that any funds are paid to, or collected by THE MUNICIPALITY on any DEBTS, THE MUNICIPALITY will report such collections to MCSI daily for accounting under this Section, and MCSI may deduct its fees and allowable costs, on those DEBTS, from the amount that would otherwise be due to THE MUNICIPALITY under Section 4.03.

5.00 SETTLEMENT OF DEBTS

5.01 THE MUNICIPALITY hereby authorizes MCSI to compromise, or reach negotiated settlements on any DEBT. However, unless otherwise authorized by THE MUNICIPALITY in writing, any such settlement shall be in conformance with the minimum amounts set forth herein. The parties agree that no DEBT will be settled, negotiated or compromised for less than fifty percent (50%) of the amount due, unless mutually agreed upon, in writing, between MCSI and THE MUNICIPALITY.

5.02 Should THE MUNICIPALITY make any settlement or otherwise take any action in derogation of MCSI's exclusive right to collect DEBTS, then MCSI shall be entitled to payment of its fee in full, as delineated in this Agreement, based on the full amount of the DEBT, as listed.

6.00 INDEMNIFICATION AND INSURANCE

6.01 MCSI agrees to indemnify and hold THE MUNICIPALITY harmless against any and all liability, costs and expenses including reasonable attorney fees, occasioned by claims or suits for loss or damages arising out of the acts, or omissions of the officers, agents, servants or employees of MCSI during the term of this Agreement. Conversely, THE MUNICIPALITY agrees to indemnify and hold MCSI harmless against any and all liability, costs and expenses including reasonable attorney fees, occasioned by claims or suits for loss or damages arising out of the acts, or omissions, of THE MUNICIPALITY, its officers, agents, servants or employees.

6.02 Further, THE MUNICIPALITY warrants and represents to MCSI that any Debt listed for collection will be a legal and valid debt owed to THE MUNICIPALITY, that has not been discharged in bankruptcy. THE MUNICIPALITY also warrants and represents that it will immediately notify MCSI of any notice of bankruptcy received relative to any DEBT and that it will also immediately inform MCSI of any payments of DEBTS received by THE MUNICIPALITY. In addition to the indemnities listed above, THE MUNICIPALITY agrees to indemnify and hold MCSI harmless against any and all liability, costs and expenses including reasonable attorneys' fees occasioned by claims or suits under the Federal "Fair Debt Collection Practices Act", the Illinois "Collection Agency Act", the Federal Bankruptcy Code, or any other similar consumer protection law, due to the breach of these warranties and representations.

6.03 MCSI's insurance requirements:

- 6.03.1 MCSI shall not commence any work in connection with this Agreement until it has obtained all of the following types of insurance and provided standard ACORD form certificates to the Village evidencing compliance with this section. Nor shall MCSI allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained and approved. All insurance policies shall be with insurers qualified and doing business in the State of Illinois recognized by the Secretary of State and the Insurance Commissioner's Office. The Village shall be named as additional insured under the commercial general liability insurance for MCSI's operations or services rendered under this Agreement. Certificates of required insurance shall accompany all Agreement documents. The Village shall in no way be liable for any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of MCSI and/or subcontractor providing such insurance.
- 6.03.2 MCSI will purchase and maintain during the life of this Agreement, with an insurance company rated not less than A-Excellent, authorized to do business in the State of Illinois, acceptable to the Village.
- 6.03.3 MCSI will purchase and maintain Business Automobile Liability coverage with bodily injury and property damage liability covering all of MCSI's owned, non-owned and hired automobiles used under this Agreement for limits of not less than \$1,000,000 bodily injury each person each accident and \$1,000,000 property damages, or \$1,000,000 combined single limit-bodily injury and property damage.
- 6.03.4 MCSI will purchase and maintain Commercial General Liability covering with bodily injury and property damage liability which shall protect MCSI performing work under this Agreement, from claims or bodily injury or property damage which arise from operations of this Agreement whether such operations are performed by MCSI, or anyone employed by MCSI. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability.
- 6.03.5 MCSI will purchase Workers Compensation Insurance and shall meet the statutory requirements of the State of Illinois and Employers Liability for all employees and owners.
- 6.03.6 MCSI's insurance shall be primary of any self-funding and/or insurance otherwise carried by the Village for all loss or damage arising from MCSI's operations under the agreement.
- 6.03.7 Standard ACORD form certificates of such insurance will be furnished to the village and shall contain the provision that the Village be given thirty (30) days written notice of any material change to the limits required by this Agreement

or termination by either the insured or the insuring company.

- 6.03.8 If any part of the work under this Agreement is sublet, the subcontractor shall be required to meet all insurance requirements as listed above, naming the Village and MCSI as additional insured under the commercial general liability. However, this will in no way relieve MCSI from meeting all insurance requirements or otherwise being responsible for the subcontractor.
- 6.03.9 Nothing contained in this Agreement shall be deemed a limitation or waiver of any defense or immunity of either of the parties including, without limitation, the governmental immunity of the Village.
- 6.03.10 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village.
- 6.03.11 MCSI's insurance shall contain a Severability of Interests/Cross Liability clause or language stating MCSI's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insured's liability.
- 6.03.12 The insurance obtained by MCSI shall be sufficient to cover MCSI's indemnification obligation set forth in this Agreement.
- 6.03.13 MCSI agrees to waive all rights of subrogation against the village for losses arising from work performed by MCSI, and further to obtain such waivers from its commercial general liability and workers compensation insurers.
- 6.03.14 MCSI shall furnish the Village with evidence of its compliance with these requirements including standard ACORD form certificates of insurance naming the Village as an additional insured for commercial general liability, and copies of the policy provisions and/or endorsements providing for the required additional insurance coverage. The Village reserves the right to require a certified, complete copy of the required policies and endorsements.

7.00 TERM

7.01 The term of this Agreement is for a period of 36 months from the date first written above ("Initial Period"). However, this Agreement shall continue, under the same terms and conditions, for additional periods of 12 months ("Extension Period(s)") unless either party gives written notice to the other, at least 60 days prior to the end of the Initial Period or any Extension Period, that the party is terminating this Agreement at the end of the Initial Period or the then current Extension Period. Notwithstanding the above, the Village, in its sole discretion, may terminate this Agreement at any time and for any or no reason, with thirty (30) days prior notice to MCSI.

7.02 Notwithstanding a notice of termination given by either party, THE MUNICIPALITY's obligation to list DEBTS with MCSI for collection shall continue until the termination of this Agreement.

7.03 In the event of termination of this Agreement by either party, MCSI shall retain its exclusive right to collect any DEBTS listed prior to the end of this Agreement, until such time as it elects to return any such DEBTS to THE MUNICIPALITY, as provided under the terms of this Agreement; and the terms of this Agreement shall remain in full force and effect with respect to collection by MCSI of these retained DEBTS.

7.04 At least once per year, MCSI will return to THE MUNICIPALITY such DEBTS which it determines, in its sole judgment and discretion, to be uncollectible.

8.00 NOTICES

8.01 Any notices to be given pursuant to this Agreement shall be deemed as served when placed in the United States Mail, with postage prepaid, sent by certified mail, return receipt requested; to the address designated, in writing, by either party. Until such time as a different address is designated, notices shall be sent as follows:

If to MCSI:	Municipal Collection Services, Inc. 7330 College Drive, Suite 108 Palos Heights, Illinois 60463
If to THE MUNICIPALITY:	Village of Algonquin 2200 Harnish Drive Algonquin, Illinois 60102-5995

9.00 ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties hereto and supersedes any prior agreements or understandings between the parties. This Agreement may only be altered or modified by written instrument signed by both parties.

10.00 RECORDS AND AUDITS.

MCSI shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. MCSI shall also maintain accurate and complete employment records and other records relating to its performance of this Agreement. MCSI agrees that the MUNICIPALITY, or its authorized representatives, upon reasonable notice, shall have access to and the right to examine and audit pertinent transaction activity or records regarding the invoices submitted to the MUNICIPALITY and the supporting documentation used to create such invoices. Access to such material shall include applicable financial records but shall not include MCSI's costing rates, actual costs and profit. The MUNICIPALITY agrees to maintain the confidentiality of such materials, subject to the requirements of applicable law.

11.00 INDEPENDENT CONTRACTOR.

The parties agree, understand and acknowledge that MCSI is an independent contractor and not an employee, officer or appointed official of the MUNICIPALITY. Under no circumstances shall this Agreement be construed as creating a joint venture or a principal/agent relationship between the parties. The parties also agree, understand and acknowledge that the MUNICIPALITY shall not be charged with the supervision, methodology, sequence or safety precautions of the work undertaken by MCSI arising directly or indirectly pursuant to this Agreement.

12.00 AMENDMENT.

This Agreement shall not be amended except upon written agreement of both parties and ratified by the MUNICIPALITY Board action.

13.00 SEVERABILITY.

Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

14.00 VENUE

This Agreement shall be construed in accordance with the laws of the State of Illinois. Venue of any cause of action arising from or in connection with this Agreement shall be in McHenry County, Illinois.

IN WITNESS WHEREOF, the parties have signed this Agreement effective as of the date first above written.

**VILLAGE OF ALGONQUIN, IL
MUNICIPALITY**

By:

Mayor/President (PRINT)

Mayor/President (SIGNATURE)

Attested:

Clerk (PRINT)

Clerk (SIGNATURE)

Date: _____, 20 _____

MUNICIPAL COLLECTION SERVICES, INC.
An Illinois Corporation

By:

Matthew C. Regan
Chief Executive Officer (PRINT)

Chief Executive Officer (SIGNATURE)

Attested:

Frank Regan
Secretary (PRINT)

Secretary (SIGNATURE)

Date: _____, 20 _____



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: Thursday, February 08, 2018
TO: Mr. Robert Mitchard, II
FROM: Mr. Shawn M. Hurtig
SUBJECT: *Letter of Recommendation – Civil Engineering Ph. 1 Design Services*

Bob,

I have reviewed the Proposal for the Phase 1 Design Engineering Services as indicated in the Request for Proposal for the Downtown Streetscape 4A – MCCD Prairie Trail Improvements (VoA18-01-30A) project in the Village of Algonquin. As requested, this request was sent exclusively to Christopher B Burke Engineering, as they are the primary civil designer for our Streetscape Program and our Village Engineer. The proposal was reviewed with an emphasis on the firm's 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>
Christopher B. Burke Engineering, Ltd.	Mike	Kerr	9575 W. Higgins Rd.	Suite 500	Rosemont	IL

The following firm responded:

<u>Firm Name</u>	<u>Price</u>	<u>Add. 1</u>	<u>Add. 2</u>	<u>Attach C</u>	<u>Attach D</u>
Christopher B. Burke	222,623.00	N/A	N/A	N/A	N/A

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:
CBBEL has provided a proposal that fulfilled the RFP requirements, including the itemizing of the scope task items.

- 2) Reviewed the cost of each proposal to meet the scope of services outlined in RFP:
The cost of the proposal addressed each task item as well as addressing the need for conceptual plans as outlined in the RFP.

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

CBBEL is very familiar with the adjacent work area, has superior knowledge of the Village requirements, ordinances, and design criteria. CBBEL has not indicated any aspect of the work to be sub-contracted.

4) Other items:

CBBEL staff were in attendance when the Village discussed the preliminary concepts of this project with the McHenry County Conservation District staff.

Budget Analysis

Please see the attached spreadsheet as you review this section. For the fiscal year thus far, on the engineering fees budget vs. actual monies expended, we are tracking about \$830,000+ under budget. The fees described in this memo were unbudgeted items that were not anticipated until we moved further along in planning and vetting the multiple phases and stages of this huge undertaking. We feel confident our current budget will support this critical path engineering, allowing us to move forward with all necessary planning and required information (data) for this corridor in place so as not to delay future stages.

Recommendation

The Downtown Streetscape Program is a large and complex undertaking. As planning and design has moved forward, it has come to a point where many of the individual project zones are starting to interface and overlap. This proposed work was initially scheduled as part of Stage 4 which was is not programmed for design work until the 2019/2020 FY. However, Public Works has realized the importance of these mesh areas and how they must be properly coordinated and designed in order to ensure that little to no rework is required as the project phases move along year after year. In order to provide that protection and to maximize field collection and designer production, this Stage 4 work is being moved forward in the design cue. The McHenry County Conservation District (MCCD) Prairie Trail interfaces with the Stage 1A south project limits (pedestrian connection & dry utility lowering), Stage 2 south limits (Harrison St. Bike Path Connector), & Stage 3 LaFox River Bridge (30-inch Deep Sewer). Each of these other stages are currently in some stage of design work that impacts the MCCD Prairie Trail. Considering the wide ranging impacts, as well as taking into account the buy in necessary from the MCCD, it is being proposed that these overlapping elements be brought together under this single design project proposal for your consideration. We have already met with the Conservation District personnel and they are aware, supporting, and requisite of this work.

The nature of this project and the comfort level the Village has with CBBEL, makes them a clear choice for this project. Therefore, the recommendation is that **Christopher B. Burke Engineering, Ltd.** be considered by the COTW in the amount of **\$42,752.00** . This cost is based on the schedule of fees provided and hourly rate sheet as attached.

The project is scheduled for award by the Village Board on February 13th, 2018. Thus, the recommendation should go before the Committee of the Whole on February 20th, 2018.

Should you have any questions, comments, or concerns, please do not hesitate to contact me.

2017 / 18 Fiscal Year Project Proposals

Engineering Fees		<u>Estimated</u>	<u>In budget</u>	<u>Proposal Fees</u>	<u>Actual Fees</u>
Stage 1 Utility Design (Ph. 1 & 2 Services) YR 2	EEI	\$0.00	\$0.00	\$0.00	\$66,983.38
Stage 1 Roadway Design (Ph. 1 Services) YR 2	CBBEL	\$0.00	\$0.00	\$0.00	\$6,153.16
Stage 1 Roadway Design (Ph. 2 Services)	CBBEL	\$162,160.00	\$350,000.00	\$392,400.46	\$289,529.72
Stage 2 Roadway Design (Ph. 1 Services)	CBBEL	\$134,856.75	\$106,250.00	\$0.00	\$0.00
Stage 2 Utility Design (Ph. 2 Services)	TAI	\$34,121.60	\$110,000.00	\$49,558.00	\$49,588.00
Stage 2 Geotechnical Work	MSET	\$15,865.50	\$12,500.00	\$22,432.00	\$22,116.50
Project Wide Dry Utility Lowering Design YR 2	CBBEL	\$0.00	\$0.00	\$0.00	\$60,421.94
Stage 1 Environmental Design (Ph. 1) YR 2	True N	\$0.00	\$0.00	\$30,495.00	\$31,640.00
Stage 2 Environmental Design (Ph. 2 & 3)	True N	\$7,932.75	\$6,250.00	\$0.00	\$0.00
Stage 3 Utility Design (Ph. 1 Services)	TAI	\$471,094.74	\$500,000.00	\$152,640.00	\$152,640.00
Stage 1 Utility Inspection (Ph. 4 Services)	CBBEL	\$52,361.40	\$300,000.00	\$0.00	\$0.00
Stage 1 Dry Utility Inspection (Ph. 4 Services)	CBBEL	\$0.00	\$125,000.00	\$0.00	\$0.00
Stage 4A - MCCD Prairie Trail	CBBEL	\$0.00	\$0.00	\$42,752.00	\$0.00
Stage 1A Design Build ***Design & Inspect***	CBBEL	\$0.00	\$0.00	\$389,276.17	\$0.00
		\$878,392.74	\$1,510,000.00	\$1,079,553.63	\$679,072.70

<u>Diff in Budget & Prop</u>	<u>Diff in Est & Prop</u>	<u>Diff in Budget vs Act</u>	
\$0.00	\$0.00	(\$66,983.38)	This is a rollover due to the continued parting out of Stage 1 (now Stage 1A, 1B, 1C)
\$0.00	\$0.00	(\$6,153.16)	This is a rollover due to the continued parting out of Stage 1 (now Stage 1A, 1B, 1C)
(\$42,400.46)	(\$230,240.46)	\$60,470.28	
\$106,250.00	\$134,856.75	\$106,250.00	
\$60,442.00	(\$15,436.40)	\$60,412.00	
(\$9,932.00)	(\$6,566.50)	(\$9,616.50)	
\$0.00	\$0.00	(\$60,421.94)	This is a rollover due to the continued parting out of Stage 1 (now Stage 1A, 1B, 1C)
(\$30,495.00)	(\$30,495.00)	(\$31,640.00)	This is a rollover due to the continued parting out of Stage 1 (now Stage 1A, 1B, 1C)
\$6,250.00	\$7,932.75	\$6,250.00	
\$347,360.00	\$318,454.74	\$347,360.00	
\$300,000.00	\$52,361.40	\$300,000.00	
\$125,000.00	\$0.00	\$125,000.00	
(\$42,752.00)	(\$42,752.00)	\$0.00	
(\$389,276.17)	(\$389,276.17)	\$0.00	Uses the Estimated Cost of Construction at 22%
\$430,446.37	(\$201,160.89)	\$830,927.30	

Running Totals (2016/17 to Current) \$1,412,772.51 \$2,399,500.00 \$2,203,288.01 \$1,324,080.82

Construction Fees		<u>Estimated</u>	<u>In budget</u>	<u>Proposal Fees</u>	<u>Actual Fees</u>
Dry Utility Construction & Design - Stage 1	Various	\$0.00	\$1,612,500.00	\$1,980,819.76	\$0.00
Dry Utility Infrastructure - Stage 1	TBD	\$0.00	\$537,500.00	\$1,512,714.00	\$0.00
Wet Utility Infrastructure - Stage 1	TBD	\$748,020.00	\$2,600,000.00	\$920,262.07	\$0.00

<u>Diff in Budget & Prop</u>	<u>Diff in Est & Prop</u>	<u>Diff in Budget vs Act</u>	
(\$368,319.76)	(\$1,980,819.76)	\$1,612,500.00	
(\$975,214.00)	(\$1,512,714.00)	\$537,500.00	Uses Design Build Cost (not including streetscape electrical)
\$1,679,737.93	(\$172,242.07)	\$2,600,000.00	Figures Design Build cost that is likely to be completed this FY

Running Totals (2016/17 to Current) \$748,020.00 \$4,750,000.00 \$4,413,795.83 \$0.00 \$336,204.17 (\$3,665,775.83) \$4,750,000.00



Village of Algonquin

The Gem of the Fox River Valley

Thursday, January 25, 2018

Christopher B. Burke Engineering, Ltd
Attn: Mr. Mike Kerr
9575 W. Higgins Rd Suite 600
Rosemont, IL 60018

Re: Phase 1 Design Services Request
Downtown Streetscape Stage 4A – M CCD Prairie Trail (Fox River to S. Main)

Mr. Kerr,

The Village, through careful consideration, is requesting a proposal for design services as outlined below. As the design firm with the necessary experience and knowledge of the project elements, we are requesting that you please review the scope listed below and provide pricing for said design work. Please provide individual pricing by breakout listed below.

1. Provide topographic survey per the attached exhibit limits (Item A)
2. Provide Tree Survey per the attached exhibit limits (Item B)
3. Provide Existing conditions design per the attached exhibit limits (Item C)
4. Provide a delivery schedule for designs (Item D)
5. Provide a permit status report, which lists all (if any) permits likely to be needed for this project (Item D)
6. Provide Conceptual (Geometric) Design for the parcel between S. Main and East ROW line of S. Harrison St. Bridge (Item C)
 - a. Include Trail Head Upgrades at S. Main
 - i. Wayfinding Signage
 - ii. Informational Signage
 - iii. Bike Rack
 - iv. Gathering Areas
 - v. Monument Sign (Village)
 - vi. Monument Sign (MCCD)
 - vii. Enhanced grading and landscaping
 - viii. Enhanced alignment of MCCD trail (to north crossing of S. Main)
 - ix. Enhanced connectivity of MCCD trail to S. Main St. sidewalk
 - b. Include connectivity for the on-street back path to the ped ramp at S. Harrison St.
 - c. Include enhanced landscaping for the switch back at S. Harrison
7. Provide Type, Size, & Location Plan for LaFox River Drive Bridge (Item E)
8. Provide Geotechnical design services necessary for the full design of the attached exhibit limits (Item F)
9. Provide Environmental design services necessary to complete a PSI for the attached exhibit limits (Item G)
- 10.



Village of Algonquin

The Gem of the Fox River Valley

The Village reserves the right to select none, portions, or all of the additional design scope amendments. Should you have any questions, comments, or concerns, regarding this matter, please do not hesitate to contact me at the information listed below.

Respectfully submitted,

Shawn M. Hurtig
Public Works Project Manager

Approval by:

Robert Mitchard – Public Works Director

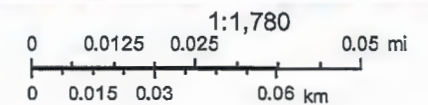
1/25/2018
Date

[illegible]

 Address
  Boundaries - Village Limit
  Road Centerlines

 Waterlines
  Not in Village

 Tax Parcels
  Controller Boxes



Consulting Engineering
Master Agreement Work Order Form

I. Incorporation of Master Agreement

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

II. Project Understanding

A. General Understanding/Assumptions

CBBEL understands that the Village would like to explore options for upgrading the Prairie Path intersection with Main Street and to explore replacing the bridge over La Fox Drive.

B. Design Criteria

Village Standards.

III. Scope of Services

Task 1 – Topographic Survey

A topographic survey will be performed for the area in the attached sketch. Included are the following survey tasks:

- Horizontal Control: Utilizing state plane coordinates, State-of-the-art G.P.S. equipment will be used to establish recoverable primary control utilizing NAD '83, Illinois East Zone SPC, (2012 Adjustment) horizontal datum.
- Vertical Control: CBBEL will perform a level circuit throughout the entire length of the project establishing benchmarks and assigning elevations to the horizontal control points. The elevations will be based on NAVD '88.
- Topographic Survey: CBBEL will field locate all pavements, driveways, curb and gutters, signs, manholes, utility vaults, drainage structures, driveway culverts, cross road culverts, etc.
- Cross-Sections: CBBEL will survey cross-sections of the roadway at 50' intervals extending 20' overlap from existing Right-of-Way for approximately 800' (LF) of roadway. CBBEL will also survey cross-sections at all driveways and other grade controlling features.
- Utility Survey: CBBEL will survey all above ground utilities including, but not limited to: water, sanitary sewer, storm sewer, telephone, electric, cable and gas, etc. Identify size, type, rim, and invert elevations (where accessible).
- Research at the McHenry County Recorder's Office.

- Field reconnaissance and survey to locate existing monumentation and boundary evidence.
- Analyze Record and Field Data necessary to compute approximate Right-of-Way throughout project limits.

Task 2 – Tree Survey

Tree Survey: CBBEL will locate all trees over 6 inches in diameter within the area in the attached sketch.

Task 3 - Existing Conditions Design

CBBEL will develop base sheets based on the above that clearly show all of the existing features within the study area.

Task 4 – Conceptual (Geometric) Design

4.1 – Trail Head Upgrades

CBBEL will develop 3 concept alternatives for the MCCD Trail Head design. The concepts will include Wayfinding and Informational Signage, Bike Racks, Gathering Areas, MCCD and Village Monument Signs, Enhanced Grading and Landscaping, Enhanced Alignment of the MCCD Trail, and Enhanced Connectivity from the MCCD Trail to the Main Street sidewalk.

4.2 – Connectivity for On-Street Bike Path

CBBEL will develop alternatives for the on-street Harrison Street Bike Lanes to the existing pedestrian ramp.

4.3 – Enhanced Landscaping for Switch Back

CBBEL will develop 3 enhanced landscaping plans for the pedestrian ramp area.

Task 5 – Type, Size, & Location Plan

CBBEL will develop a T,S,&L Plan for the new pedestrian structure over La Fox Drive. The loading will be for a 50,000 pound truck or small maintenance vehicle. The preliminary design will include temporary and permanent access to the path and around the path during construction

Task 6 – Geotechnical Design Services

CBBEL's subconsultant will perform a geotechnical investigation suitable for abutment design for new abutments for the proposed pedestrian bridge.

Task 7 – Environmental Design Services

CBBEL's subconsultant will perform a PESA or PSI of the study area to classify and quantify the soils to be disposed of.

IV. Man-Hour & Fee Summary

Task 1 – Topographic Survey

Survey V	2 hours x \$150/hr	=	\$300
Survey IV	2 hours x \$115/hr	=	\$230
Survey III	4 hours x \$110/hr	=	\$440
Survey II	20 hours x \$86/hr	=	\$1,720
Survey I	20 hours x \$67/hr	=	\$1,340
CAD Manager	8 hours x \$121/hr		<u>\$968</u>
			\$4,998

Task 2 – Tree Survey

Survey V	1 hour x \$150/hr	=	\$150
Survey III	1 hour x \$110/hr	=	\$110
Survey II	9 hours x \$86/hr	=	\$774
Survey I	9 hours x \$67/hr	=	\$603
CAD Manager	3 hours x \$121/hr	=	<u>\$363</u>
			\$2,000

Task 3 - Existing Conditions Design

Engineer V	3 hours x \$150/hr	=	\$450
CAD II	14 hours x \$112/hr	=	<u>\$1,568</u>
			\$2,018

Task 4 – Conceptual (Geometric) Design

Engineer V	16 hours x 150/hr	=	\$2,400
Landscape Architect V	16 hours x 150/hr	=	\$2,400
CAD II	36 hours x 112/hr	=	<u>\$4,032</u>
			\$8,832

Task 5 – Type, Size, & Location Plan

Engineer V	12 hours x 150/hr	=	\$1,800
Engineer IV	64 hours x 121/hr	=	\$7,744
Engineer III	20 hours x 112/hr	=	\$2,240
CAD II	10 hours x 112/hr	=	<u>\$1,120</u>
			\$12,904

Task 6 – Geotechnical Design Services

Subconsultant \$8,000

Task 7 – Environmental Design Services

Subconsultant \$3,000

Direct Costs

Reproduction \$1,000

GRAND TOTAL \$42,752

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:  _____

Title: EXEC V.P. _____

Date: 1/30/18 _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES

<u>Personnel</u>	<u>Charges</u> <u>(\$/Hr)</u>
Principal	210
Engineer VI	184
Engineer V	150
Engineer IV	121
Engineer III	112
Engineer I/II	91
Survey V	150
Survey IV	115
Survey III	110
Survey II	86
Survey I	67
Resource Planner V	102
Resource Planner IV	97
Resource Planner III	88
Resource Planner II	80
Engineering Technician IV	115
Engineering Technician III	95
Engineering Technician I/II	87
CAD Manager	121
Assistant CAD Manager	115
CAD II	112
CAD I	87
GIS Specialist III	107
GIS Specialist I/II	60
Environmental Resource Specialist V	133
Environmental Resource Specialist IV	121
Environmental Resource Specialist III	102
Environmental Resource Specialist II	83
Environmental Resource Technician	78
Administrative	79
Engineering Intern	46
Survey Intern	46
Information Technician III	84
Information Technician I/II	54