

AGENDA  
COMMITTEE OF THE WHOLE  
February 18, 2020  
2200 Harnish Drive  
Village Board Room  
- AGENDA -  
7:45 P.M.

Trustee Brehmer – Chairperson  
Trustee Glogowski  
Trustee Spella  
Trustee Sosine  
Trustee Steigert  
Trustee Jasper  
President Schmitt

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation**  
*(Persons wishing to address the Committee must register with the Chair prior to roll call.)*
3. **Community Development**
  - A. Consider a Final Planned Unit Development for ALDI, 1100 S. Randall Road
  - B. Consider a Major Amendment to a Final Planned Unit Development, Lots 3, 4, and 5 of the Esplanade Phase II
4. **General Administration**
  - A. Review Proposed Enterprise Fund and Special Fund Budgets for 2020/2021
    1. Water and Sewer Operating Fund
    2. Swimming Pool Fund
    3. Cemetery
    4. Building Services Fund
    5. Vehicle Maintenance Service Fund
  - B. Presentation of Operating Data Dashboard
5. **Public Works & Safety**
  - A. Consider a Resolution Allocating Funds Towards MFT Maintenance Expenses
6. **Executive Session**
7. **Other Business**
8. **Adjournment**



**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

**– M E M O R A N D U M –**

DATE: February 18, 2020

TO: Committee of the Whole

FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: **Case No. 2020-01. ALDI – Final PUD**

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Introduction

Mr. John Schoditsch, Kensington Development Partners, has submitted a petition to construct a new building for ALDI grocery on Lot 7 in Oakridge Court, immediately south of the Sonic Drive-In. The subject property is 2.38 acres and is zoned B-2, General Business.

This petition consists of a request for Final PUD. ALDI is proposing to construct a larger building of 20,500 square feet to accommodate its growth as a business. ALDI will relocate from its current location at 425 South Randall Road, which opened around 2002 and is a significantly smaller 15,000 square foot building.

Staff Comments

Attached are comments on the proposed plans from Public Works, Christopher Burke Engineering, and the Fire District. Outlined below are some highlights of the proposal:

**Site Plan/Engineering** – The entrance to the site will be from the frontage road located to the west of the parcel, which runs north-south and also serves the adjacent outlots of Sonic and Chase Bank. The front of the grocery store and main entrance will be located at its southwest corner and parking will be provided on two sides of the building. There are a total of 96 parking spaces proposed on the site, which satisfies the village's minimum requirement of 82 spaces for a building of this size (20,500 square feet = 82 spaces @ 4 spaces per 1,000sf).

Ideally, some of the parking stalls could be eliminated to allow for more green space on site, however the store has identified a small area for future expansion of approximately an additional 2,000 square feet on the north end of the building, and ALDI's corporate parking requirements exceed village code.

Staff understands the reason for the excess parking provided, however the project engineer shall reevaluate the design of the parking stalls around the perimeter of the site, to

determine if there is opportunity for example, to bump the curb out an additional foot in order for the dimensions of those stalls to comply with village standards of 18' length. The presence of the large retaining wall on the south and east sides of the property does substantially constrain the developable area of the site, however Staff would prefer the parking spaces meet typical size requirements.

The developer is proposing to install a sidewalk along the frontage road, from the Sonic lot down to Becky Lynn Lane. The developer shall be required to extend the sidewalk east along Becky Lynn Lane to the Randall Road right-of-way, to provide a stub connection should the county install sidewalk along Randall Road in the future.

Utilities are all stubbed to the property and the project engineer shall update the proposed utility plan to address staff and consultant comments. Additionally, the Fire District recommended simplifying the location of the hydrants and Fire Department Connection (FDC) placement on the building. Specifically, it is recommended the FDC be relocated to the south end of the building, watermain be routed under the first row of parking lot islands and a hydrant be placed in one of the islands, across from the FDC.

**Photometric Plan** – The photometric plan shall be revised to include additional information requested by the Village Engineer, including catalog cut sheets of the proposed light fixtures. In general, the light fixtures shall comply with village standards, and consist of metal halide or LED, flat black painted posts, downcast lights, and have bulbs flush with housing on 25-foot poles. Light fixtures shall not have a tilt. All wall-mounted lights on the building shall be shielded and downcast with the housing covering the lumens.

**Landscape Plan** – The site will have a mix of trees and shrubs around the entire perimeter, with the existing landscaping within the Randall Road and Becky Lynn right-of-way to remain. Additional trees and shrubs will be planted adjacent to the Sonic outlot, as well as throughout the parking lot and its landscape islands. Foundation plantings shall be added around the building wherever possible, and in particular on the east side (rear) of the store facing Randall Road.

**Signage** – A monument sign is proposed along Randall Road, and shall be constructed consistent with the enclosed rendering prepared by Doyle Signs dated September 17, 2019 which meets Village Code requirements for size, height and materials. Wall signs are proposed on the east, south and west elevations, for a total of three signs. Village Code permits a maximum of two wall signs, however Staff supports the request for an additional wall sign for two specific reasons: first, the combined surface area of the three signs is less than fifty percent what could be permitted for this building with two wall signs; and secondly, the site's topography is fairly unique in that there is a significant drop in grade from east to west and the building will be situated approximately 20 feet below the surface of Randall Road.

**Architecture** – The proposed architecture is quite attractive, and features brick on all four sides of the building. The window framing will be dark bronze and the brick and mortar

may not be painted at any point in the future. Cedar wood Nichiha fiber cement paneling will also be incorporated as a significant element and slightly bump out from the facade, to assist with breaking up the massing of the building. All roof mounted or ground located mechanical/electrical equipment shall be fully screened with an appropriate architectural element or landscaping.

#### Planning and Zoning Recommendation

On February 10, 2020 the Planning and Zoning Commission considered the petition and unanimously recommended approval (6-0) of the request for Final Planned Unit Development for the ALDI grocery store, subject to the findings of fact, conditions listed by staff, and the additional recommendations that: 1) material and / or design enhancements shall be incorporated onto the north side elevation of the building to break up the blank wall space; and 2) should ALDI propose to construct the approximately 2,000 square foot area of future expansion depicted on the engineering plans, the owner shall be required to submit plans for staff review and obtain all necessary building permits.

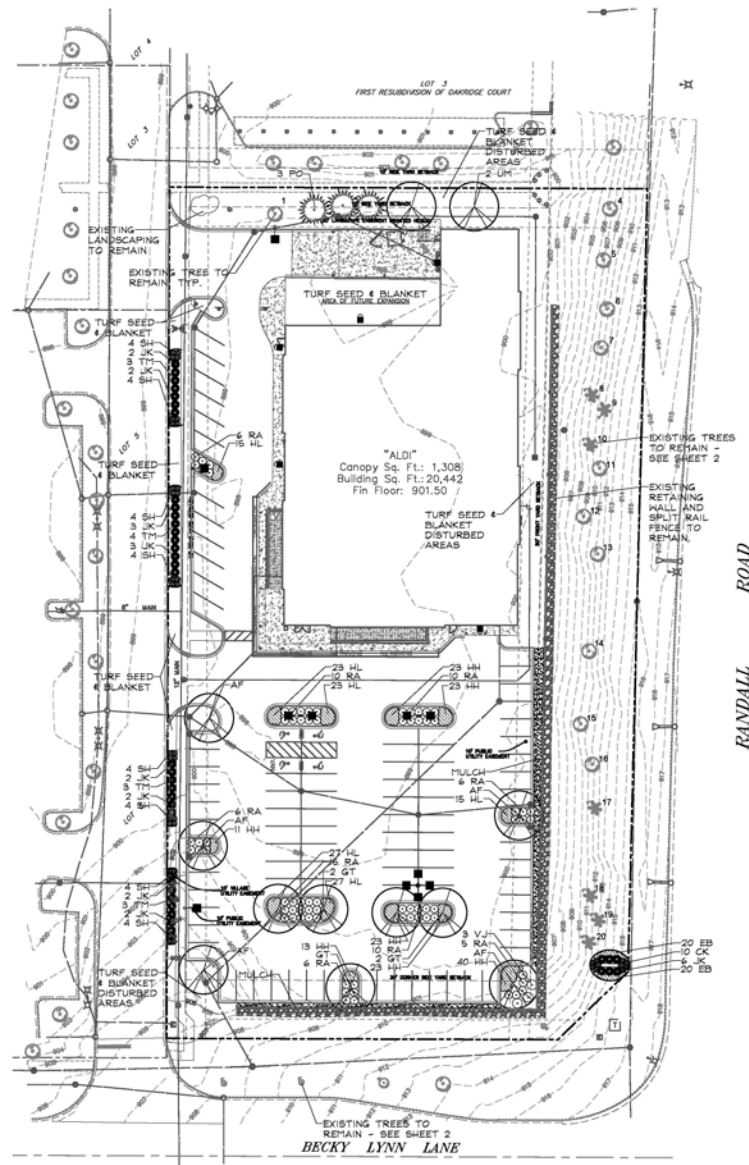
#### Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the Final Planned Unit Development, subject to the following conditions:

1. That site construction shall not commence until a site development permit has been issued by the Village.
2. The Engineering Plans as prepared by RWG Engineering with a latest revision date of January 8, 2020 shall be revised to incorporate comments from the February 4, 2020 Christopher Burke memo, January 29, 2020 Public Works memo, and January 20, 2020 Fire District memo. The project engineer shall reevaluate the design of the parking stalls around the perimeter of the site, to determine if there is opportunity to increase the dimensions of those stalls to comply with the village standard 18' length.
3. The project engineer shall consider the Fire District's recommendation to relocate the FDC to the south end of the building, route watermain under the northern row of parking lot islands, and site a hydrant in one of the islands across from the FDC.
4. The developer shall be required to extend sidewalk east along Becky Lynn Lane to the Randall Road right-of-way, to provide a stub connection should the county install sidewalk along Randall Road in the future.
5. The Photometric Plan as prepared by Cree Lighting with a latest revision date of January 7, 2020 shall be revised to incorporate comments from the February 4, 2020 Christopher Burke memo, January 29, 2020 Public Works memo, and January 20, 2020 Fire District memo. The parking lot light fixtures shall meet village standards of metal halide or LED lights, the lens flush with the housing, flat black poles and fixtures, and no exposed bulbs. All wall-mounted lights on the building shall be shielded and downcast with the housing covering the lumens.

6. The Landscape Plan as prepared by Gary Weber Associates Inc. with a latest revision date of January 13, 2020 shall be revised to incorporate comments from the February 4, 2020 Christopher Burke memo, January 29, 2020 Public Works memo, and January 20, 2020 Fire District memo. Foundation plantings shall be added around the building wherever possible, and in particular on the east side (rear) of the store facing Randall Road.
7. The wall signs and monument sign shall be constructed consistent with the sign elevations prepared by Doyle Sign Contractors with a latest revision date of September 17, 2019.
8. The building shall be constructed consistent with the architectural elevations prepared by APD Engineering and Architecture, PLLC with a latest revision date of November 12, 2019. The brick and mortar may not be painted at any point in the future. All roof mounted or ground located mechanical/electrical equipment shall be fully screened with an appropriate architectural element or landscaping. Material and / or design enhancements shall be incorporated onto the north side elevation of the building to break up the blank wall space.
9. Should ALDI propose to construct the approximately 2,000 square foot area of future expansion depicted on the engineering plans, the owner shall be required to submit plans for staff review and obtain all necessary building permits.

Enclosures: Staff Memos; Petitioner Submittal



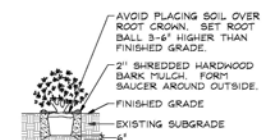
## PLANT LIST

Key	Qty	Botanical/Common Name	Size	Remarks
<b>SHADE TREES</b>				
AP	5	Aspen Trembling 'Jeffers Red' AUTUMN BLUE MAPLE	3' Cal.	
GT	5	Gleditsia triacanthos f. 'Inermis' 'Skyline' SKYLINE HONEYLOCUST	3' Cal.	
UH	2	Ulmus 'Portia Glossy' TRIUMPH ELT	3' Cal.	
<b>EVERGREEN TREES</b>				
PO	3	Picea mariana SERBIAN SPRUCE	6' HL	
<b>DECIDUOUS SHRUBS</b>				
RA	74	Rhus aromatica 'Gre-lou' GRO-LOU FRAGRANT SUMAC	24" Wide	4' O.C.
VJ	3	Viburnum x Juddii JUDD VIBURNUM	36" Tall	5' O.C.
<b>EVERGREEN SHRUBS</b>				
JK	24	Juniperus chinensis 'Savoy's Compact' KALLA'S COMPACT PYRREZ JUNIPER	24" Wide	4' O.C.
TH	13	Taxus x media DENSE YEW	24" Wide	4' O.C.
<b>ORNAMENTAL GRASSES</b>				
OK	10	Calamagrostis x acutiflora 'Karl Foerster' FEATHER REED GRASS	#1	24" O.C.
SH	32	Sporobolus heterostachys PRAIRIE DROPSEED	#1	24" O.C.
<b>PERENNIALS</b>				
EB	40	Echinacea Butterflies™ Julia BUTTERFLY JULIA CONIFLOWER	#1	18" O.C.
HL	156	Hemerocallis 'Happy Returns' HAPPY RETURNS DAYLILIES	#1	18" O.C.
HL	130	Hemerocallis 'Little Wine Cup' LITTLE WINE CUP DAYLILIES	#1	18" O.C.
<b>MISC. MATERIALS</b>				
21		SHREDDED HARDWOOD MULCH	G.Y.	
0.23		TURF SEED & EROSION CONTROL BLANKET	AC.	

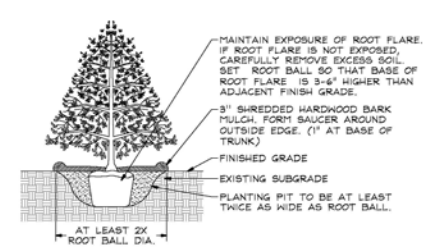
## PLANTING DETAILS



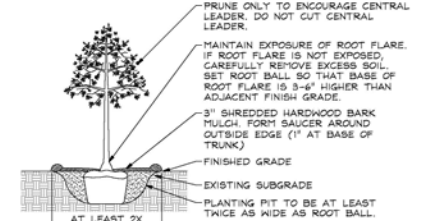
### PERENNIALS AND GRASSES



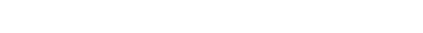
### DECIDUOUS AND EVERGREEN SHRUBS



### EVERGREEN TREES



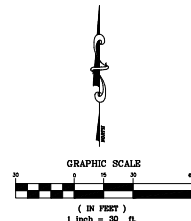
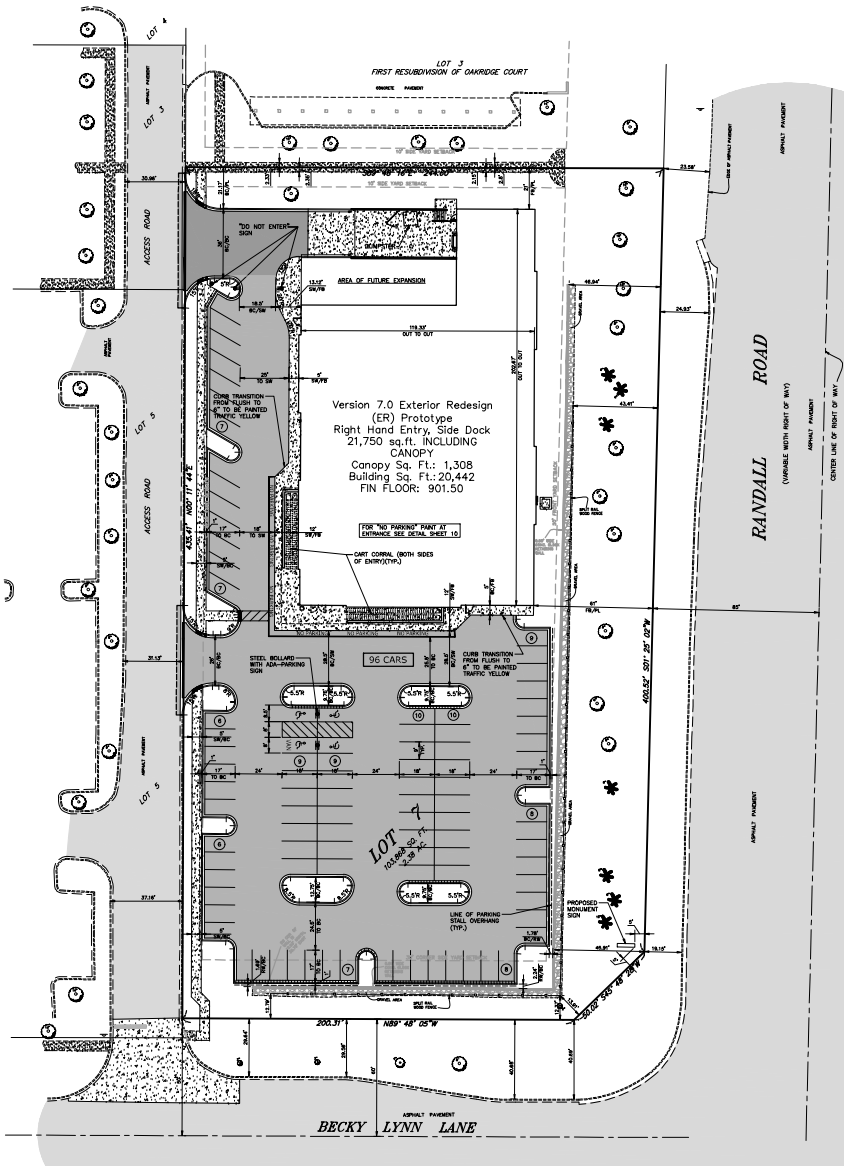
### DECIDUOUS TREES



## GENERAL NOTES

- Contractor shall verify underground utility lines and is responsible for any damage.
- Contractor shall verify all existing conditions in the field prior to construction and shall notify landscape architect of any variance.
- Material quantities shown are for contractors convenience only. The Contractor must verify all material and supply sufficient materials to complete the job per plan.
- The landscape architect reserves the right to inspect trees and shrubs either at place of growth or at site before planting, for compliance with requirements of variety, size and quality.
- Work shall conform to American Standard for Nursery Stock, State of Illinois Horticultural Standards, and Local Municipal requirements.
- Contractor shall secure and pay for all permits, fees, and inspections necessary for the proper execution of this work and comply with all codes applicable to this work.
- See General Conditions and Specifications for landscape work for additional requirements.





ABBREVIATIONS LEGEND:	
EX	= EXISTING
PR	= PROPOSED
BC	= BACK OF CURB
FC	= FACE OF CURB
EP	= EDGE OF PAVEMENT
PL	= PROPERTY LINE
FB	= FACE OF BUILDING
ROW	= RIGHT OF WAY
BC/BC	= BACK OF CURB TO BACK OF CURB
SW	= SIDEWALK
R	= RADIUS
RW	= RETAINING WALL
(TYP)	= TYPICAL

SURFACE IMPROVEMENT LEGEND:	
	EXISTING ASPHALT PAVEMENT
	NEW ASPHALT PAVEMENT
	2" - HOT MIX ASPHALT SURFACE COURSE, MX "C", N50
	BITUMINOUS TACK COAT (0.50 GAL/SY)
	25" HOT-MIX ASPHALT BINDER COURSE, S-16, N50
	BITUMINOUS PRIME COAT MC-30 (0.30 GAL/SY)
	10" AGGREGATE BASE COURSE CA-6, TYPE B
	HEAVY DUTY PAVEMENT (NO. RESTORATION AREAS)
	2" - BITUMINOUS SURFACE COURSE, HOT-MIX ASPHALT, MX "C", N50
	25" BITUMINOUS BINDER COURSE, HOT-MIX ASPHALT, S-16, N50
	0.30 GAL/SY BITUMINOUS PRIME COAT (MC-30)
	12" AGGREGATE BASE COURSE, CA-6, TYPE B
	CONCRETE TRUCK RAMP/DOOR
	8" PORTLAND CEMENT CONCRETE (4000 PSI)
	W/ 4"x4" No. 6 WELDED WIRE MESH
	6" AGGREGATE BASE COURSE CA-6, TYPE B
	CONCRETE SIDEWALK (PUBLIC AND/OR PRIVATE)
	5" - FCS SIDEWALK (4000 PSI) 18" AGGREGATE PAVEMENT
	4" - AGGREGATE BASE COURSE TYPE B, CA-6
	PROPOSED 86.12 CONCRETE CURB AND GUTTER
	PROPOSED REVERSE 100TH 86.12 CURB AND GUTTER
	EXISTING CURB AND GUTTER
	EXISTING DEPRESSED CURB AND GUTTER

**SITE GEOMETRIC AND PAVING NOTES:**

- SIDEWALK RAMPS WITH DETECTABLE WARNING AND DEPRESSED CURBS SHALL BE INSTALLED AT ALL SIDEWALK CROSSINGS. SEE CONSTRUCTION STANDARDS FOR SPECIFIC DETAILS.
- UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE TO THE BACK OF CURB, FACE OF BUILDING, OR PROPERTY LINE.
- UNLESS OTHERWISE NOTED, ALL CURB AND GUTTER SHALL BE 86.12 CONCRETE CURB AND GUTTER. (SEE CONSTRUCTION STANDARDS FOR SPECIFIC DETAILS.)
- ALL BOUNDARY AND LOT DIMENSIONS ARE SHOWN FOR THE SUBDIVISION (OR SITE) PLAT PREPARED BY GENTLE AND ASSOCIATES AND DATED NOVEMBER 21, 2018.
- ALL DIMENSIONS HAVE BEEN INDICATED. SECTION BASED UPON ARCHITECTURAL INFORMATION CURRENT AS OF THE DATE OF THIS PLAN PREPARATION. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR PRECISE BUILDING DIMENSIONS AND ADVISE THE ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
- IMPROVEMENTS ADJACENT TO BUILDINGS, IF SHOWN (SUCH AS TRUCK DOCKS, RETAINING WALLS, SIDEWALKS, CURBING, FENCING, CANOPIES, RAMPS, HANDICAP ACCESS, PLANTERS, CLIMBERS, TRANSFORMERS, BOLLARDS, ETC) HAVE BEEN SHOWN FOR APPROXIMATE LOCATION ONLY - REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS, SPECIFICATIONS AND DETAILS.
- THE LOCATION OF PRIVATE SIDEWALKS SHALL BE COORDINATED WITH PROPOSED SIDEWALKS. CONTRACTOR TO VERIFY ACTUAL SIDEWALK LOCATION WITH ARCHITECTURAL PLANS PRIOR TO CONSTRUCTING SIDEWALKS.
- ALL STRUCTURAL AND ARCHITECTURAL DESIGN DATA FOR THE MASONRY WALLED TRASH ENCLOSURES ARE THE RESPONSIBILITY OF THE PROJECT ARCHITECT. REFER TO THE ARCHITECTURAL PLANS FOR ALL DETAILS PERTAINING TO SAME.
- UPON COMPLETION OF PAVING OPERATIONS, THE CONTRACTOR SHALL INSTALL THE PAVEMENT MARKINGS AND STRIPES AND ALL DIRECTIONAL SIGNAGE, ETC AS SHOWN HEREON. PAVING STALL (EXCEPT FOR DOT MARKING COLOR IS WHITE. ALL ORBIT PAVEMENT MARKINGS AND STRIPES SHALL BE PAINTED WITH DOT SPECIFICATION. PAVEMENT PAINT. PAVING STALL STRIPES SHALL BE 4" WIDE. HANDCAP STALLS SHALL BE PAINTED YELLOW AND SIGNED PER FEDERAL, STATE AND LOCAL REQUIREMENTS.
- PRIOR TO OPENING TO THE PUBLIC, ALL TRAFFIC CONTROL SIGNAGE SHALL BE INSTALLED AS INDICATED. SIGNS SHALL BE INSTALLED WITH 2" SQUARE ALUMINUM POSTS WITH A BASED ON ENAMEL FINISH, SET 1" INTO CONCRETE PER AND SHALL INCLUDE A POST CAP.

**SITE DATA:**

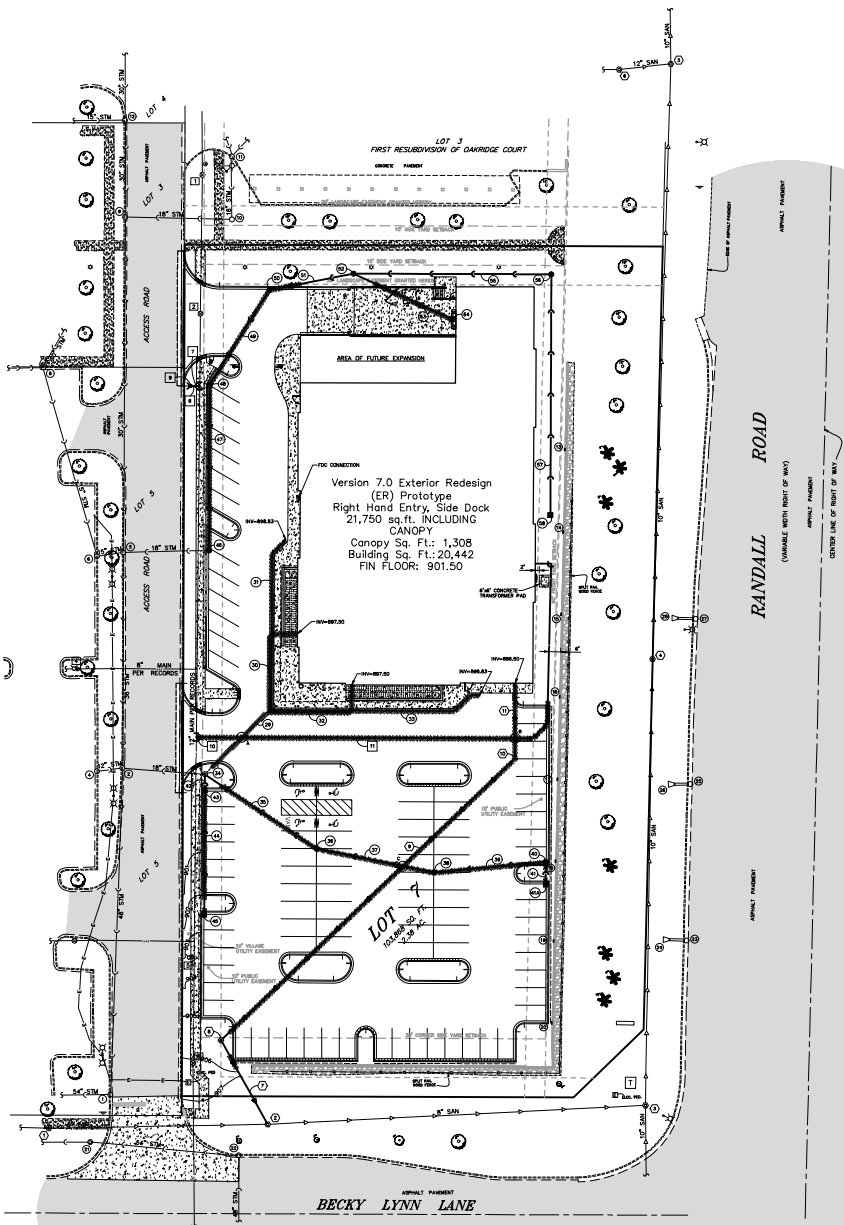
TOTAL LOT SIZE	= 103,868 S.F. (2.38 AC)
EXISTING ZONING:	= B-2 (P.U.D.)
PROPOSED SITE CONDITIONS:	
PROPOSED BUILDING FOOTPRINT	= 20,533 S.F. (19,77%)
PROPOSED PAVT./SIDEWALK	= 48,473 S.F. (46.67%)
PROPOSED GREENSPACE	= 34,862 S.F. (33.56%)
PROPOSED CONDITION IMPROVISED AREA	= 69,006 S.F. (1.58 AC)
PROPOSED PARKING SUMMARY:	
REGULAR STALLS	= 92
ADA ACCESSIBLE STALLS	= 4
TOTAL STALLS PROVIDED	= 96 (4.68/1,000 SF)

ALDI INC. - STORE #37  
ALGONQUIN, ILLINOIS  
SITE GEOMETRIC AND PAVING PLAN

PROJECT NO. 39735818  
DATE 01/08/20  
SCALE 1"=30'  
PROJ. MGR. JES  
PROJ. ASSOC. JWG  
DRAWN BY JWG

971 E. 27th St. Suite 450  
Whiteland, IL 60189  
630.480.7889  
www.rwgengineering.com

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# UTILITY NOTES:

1. RM GRADES FOR DRAINAGE STRUCTURES REFLECT THE FLOW LINE ELEVATIONS OF THE GUTTER, PAVEMENT, OR DRAINAGE SWALE (AS APPLICABLE).
2. UNLESS OTHERWISE NOTED, ALL UTILITY DIMENSIONS ARE CENTER TO CENTER OF STRUCTURES (OR TO END OF FLARED END SECTION - IF INCLUDING LENGTH OF FLARED END SECTION).
3. THE CONTRACTOR SHALL ADJUST RM ELEVATIONS OF ALL EXISTING STRUCTURES TO THE PROPOSED GRADES AS INDICATED ON THE PLANS.
4. CONNECTIONS TO EXISTING SEWERS OR WATERMANS (OR EXISTING SERVICE STUBS) AT POINTS OTHER THAN VISIBLE STRUCTURES ARE APPROXIMATE. THE CONTRACTOR SHALL EXCAVATE AND VERIFY EXISTING SEWER OR WATERMAN LOCATIONS, SIZES, ELEVATIONS, AND PIPE CONDITIONS AT PROPOSED CONNECTION POINTS PRIOR TO CONSTRUCTING UTILITY EXTENSIONS AND NOTIFY THE ENGINEER AND OWNER OF ANY CONFLICT OR DISCREPANCIES.
5. EXISTING UNDERGROUND PIPE, CONDUIT AND/OR CABLES (LIGHTING, ELECTRIC, GAS, CABLE, ETC) ARE SHOWN FROM RECORD INFORMATION AND ARE APPROXIMATE IN NATURE. THE CONTRACTOR SHALL VERIFY EXACT LOCATION IN THE FIELD AND NOTIFY THE ENGINEER AND OWNER OF ANY CONFLICT.
6. SELECT GRANULAR TRENCH BACKFILL IS REQUIRED FOR ALL UTILITY TRENCHES UNDER EXISTING OR PROPOSED PAVEMENT, DRIVEWAYS, PARKING LOTS, AND SIDEWALKS, AND EXTENDED A MINIMUM OF 2' EACH SIDE OF SAME. GRANULAR TRENCH BACKFILL SHALL BE COMPACTED IN PLACE IN ACCORDANCE WITH THE SPECIFICATIONS.
7. BUILDING DIMENSIONS AND ADJACENT UTILITY SERVICE LOCATIONS HAVE BEEN PREPARED BASED UPON ARCHITECTURAL INFORMATION CURRENT AT THE TIME OF DRAWING PREPARATION. SUBSEQUENT ARCHITECTURAL CHANGES MAY EXIST. THE CONTRACTOR SHALL REFER TO THE CURRENT ARCHITECTURAL PLANS FIRST, FOR PRECISE BUILDING DIMENSIONS AND UTILITY SERVICE CONNECTION LOCATIONS AND NOTIFY THE ENGINEER AND ARCHITECT OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
8. ROUTING OF GAS, ELECTRIC, TELEPHONE AND OTHER CABLE SERVICES (IF SHOWN) ARE APPROXIMATE AND SUBJECT TO MODIFICATION BY THE RESPECTIVE UTILITY COMPANY AND/OR DEVELOPER. THE CONTRACTOR SHALL COORDINATE THE FINAL UTILITY SERVICE LOCATION WITH EACH UTILITY COMPANY PRIOR TO CONSTRUCTION.

- 2 SANITARY STRUCTURE NUMBER  
11 STORM STRUCTURE NUMBER  
5 WATERMAN STRUCTURE NUMBER

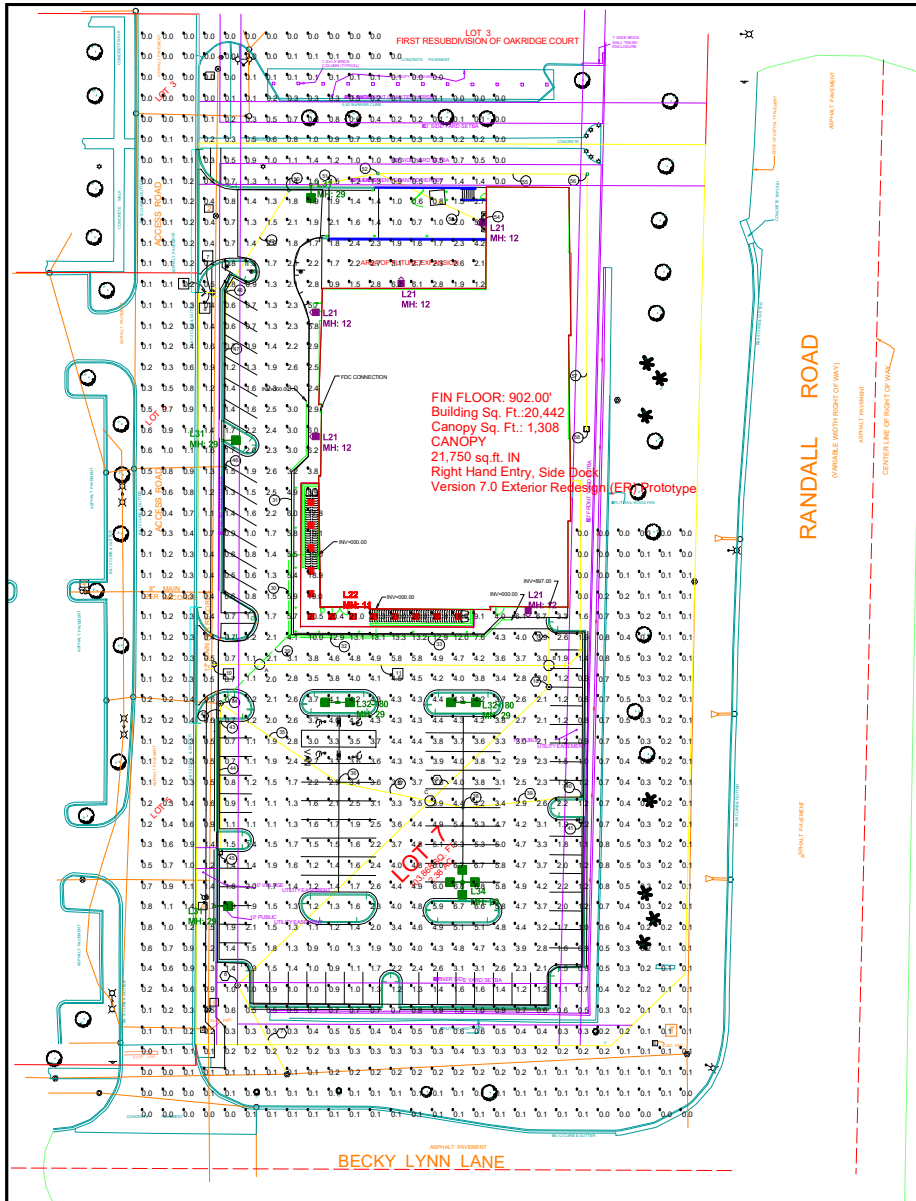
## STORM SEWER DRAINAGE STRUCTURE LEGEND

- EXISTING PROPOSED
- STORM INLET - OPEN GRATE
  - STORM CATCH BASIN - OPEN GRATE
  - STORM MANHOLE - CLOSED LID

## UTILITY CROSSING SCHEDULE

CROSSING	OVER	MATERIAL/UTILITY	DEPTH OF PIPE	TOP OF PIPE	CLEARANCE
(A)	8"	OPF STM	886.32	884.00	1.82'
(B)	4"	OPF STM	886.33	884.00	1.82'
(C)	12"	OPF STM	886.34	884.73	0.41'

SANITARY SEWER		
1 EX SAN M.H. RM-902.27 INV-888.87 PVC (8") INV-888.82 PVC (8")	2 EX SAN M.H. RM-903.1 INV-888.87 PVC (8") INV-888.82 PVC (8")	3 EX SAN M.H. RM-917.68 INV-888.18 PVC (8") INV-888.13 PVC (8")
4 EX SAN M.H. RM-912.30 INV-888.85 PVC (10") INV-888.80 PVC (10")	5 EX SAN M.H. RM-905.01 INV-888.85 PVC (10") INV-888.80 PVC (10")	6 EX SAN M.H. RM-905.02 INV-888.85 PVC (10") INV-888.80 PVC (10")
7 33 L.F. - 4" PVC (300)28 @ 4.008	8 SAN M.H. TYPE C (48"DA) RM-903.1 INV-888.87 PVC (8") INV-888.82 PVC (8")	9 130 L.F. - 4" PVC (300)28 @ 2.008
10 SAN M.H. TYPE C (48"DA) RM-903.1 INV-888.87 PVC (8") INV-888.82 PVC (8")	11 28 L.F. - 4" PVC (300)28 @ 2.008	
STORM SEWER		
1 EX STM C.B. RM-892.87 INV-888.76 RCP (36") INV-888.68 RCP (36")	2 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	3 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")
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13 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	14 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	15 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")
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28 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	29 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	30 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")
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82 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	83 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	84 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")
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184 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	185 EX STM C.B. RM-892.87 RCP (36") INV-888.76 RCP (36") INV-888.68 RCP (36")	186 EX STM C.B. RM-892.87 RCP (36")



Luminaire Schedule							
Symbol	Qty	Label	Arrangement	LMF	Lum. Lumens	Lum. Watts	Part Number
	5	L21	SINGLE	0.970	4270	33	XSPW-B-WM-3ME-4L-30K-UL-CS-P
	13	L22	SINGLE	0.950	4210	31	CPY250-B-DM-F-C-UL-CS-30K
	3	L31	SINGLE	1.000	11648	86	OSQ-A-NM-4ME-B-57K-UL-CS w/OSQ-DACS
	2	L32-180	BACK-BACK	1.000	11648	86	OSQ-A-NM-4ME-B-57K-UL-CS w/OSQ-DACS
	1	L34	4 @ 90°	1.000	11648	86	OSQ-A-NM-4ME-B-57K-UL-CS w/OSQ-DACS

Calculation Summary (Footcandles calculated using predicted lumen values @ 50K hrs of operation)						
Label	Units	Avg	Max	Min	Avg/Min	Max/Min
Calc_Pts	Fc	1.69	21.3	0.0	N.A.	N.A.
Paved Parking	Fc	2.69	6.8	0.5	5.38	13.60

NATIONAL ACCOUNT PRICING, PLEASE CALL MIKE KREINER AT CREE LIGHTING:  
224-250-1561 OR MIKE.KREINER@CREE.COM

Additional Required Equipment:  
(11) OSQ-DACS Direct Arm Mount

Poles:  
(3) CL-SSP-4011-25-D1-PS (25' x 4" x 11ga STEEL SQUARE POLE, 1@90)  
(2) CL-SSP-4011-25-D2-PS (25' x 4" x 11ga STEEL SQUARE POLE, 2@180)  
(1) CL-SSP-4011-25-D6-PS (25' x 4" x 11ga STEEL SQUARE POLE, 4@90)

\*\*\* CUSTOMER TO VERIFY ORDERING INFORMATION AND  
CATALOGUE NUMBER PRIOR TO PLACING ORDER \*\*\*

\*\*\* Proposed poles meet 100 MPH sustained winds.  
\*\*\* Mount 25' Pole on a 4' Concrete Base to Achieve MH=29'.

**CREE LIGHTING**  
A COMPANY OF IDEAL INDUSTRIES, INC.  
9201 Washington Ave, Racine, WI 53406 https://creeighting.com (800) 236-6800

Simulation results shown on this lighting design are based on project parameters provided to Cree Lighting used in conjunction with luminaire test procedures conducted under laboratory conditions. Actual project conditions differing from these design parameters may affect field results. The client is responsible for verifying dimensional accuracy along with compliance with any applicable electrical, lighting or energy codes.

Project Name: Aldi #37 - Algonquin, IL

SR-40000

Footcandles calculated at grade

Filename: ALD-200107ALILBRS.AGI

Layout By:  
Bill Schubert  
Date: 1/7/2020

Scale 1" = 30'  
0 60 120

# EXTERIOR ELEVATIONS



4 Front Elevation  
SCALE: 1/8" = 1'-0"



3 Rear Elevation  
SCALE: 1/8" = 1'-0"



2 Side Elevation  
SCALE: 1/8" = 1'-0"

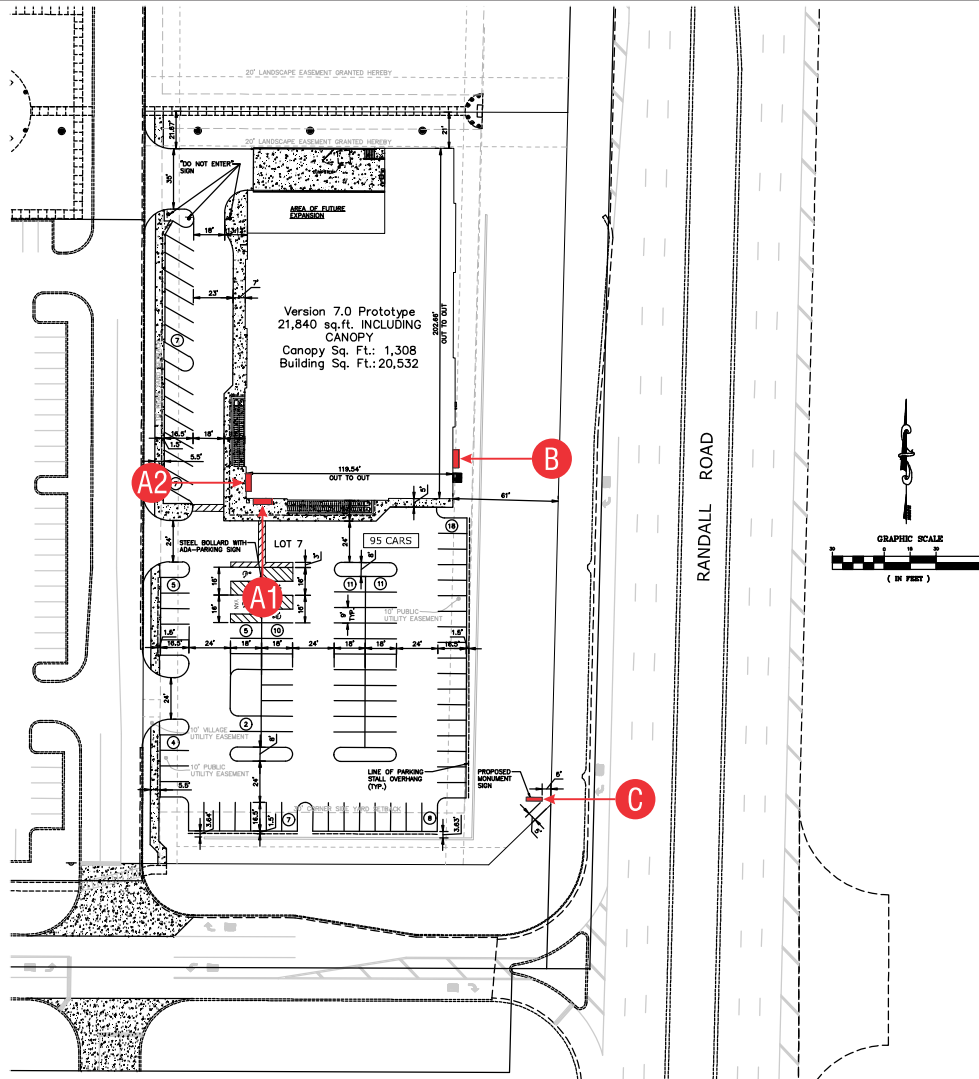


1 Side Elevation  
SCALE: 1/8" = 1'-0"

DESCRIPTION	QUANTITY	SQ. FT. PER SIGN	TOTALS
POWER SIGN	2	74.9	149.8
HORIZONTAL SIGN	7	63.3	443.1
TOTAL SIGNAGE			592.9

SIGNAGE IS SHOWN FOR REFERENCE ONLY AND SHALL BE UNDER 100 SQUARE FEET PER SIGN.





DATE	REVISION
09.16.19	UPDATED ELEVATIONS, MONUMENT & WALL SIGN OPTIONS
09.17.19	UPDATED WALL SIGN OPTIONS

CUSTOMER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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CLIENT	ALDI #37						
ADDRESS	RANDALL RD.						
CITY	ALGONQUIN	STATE	IL	DESIGNER	KM	SALESPERSON	TD
DRWG. NO.	17363	SCALE:	NOTED	DATE:	05.14.2019	SHEET NO.	1

O:\Design\A\ALDI\A\ALGONQUIN IL - RANDALL RD 2019\ALDI - ALGONQUIN IL - RANDALL RD 9-16-19.cdr



2 Side Elevation  
SCALE: 1/8" = 1'-0"



4 Front Elevation  
SCALE: 1/8" = 1'-0"



3 Rear Elevation  
SCALE: 1/8" = 1'-0"



DATE	REVISION
08.16.19	UPDATED ELEVATIONS, MONUMENT & WALL SIGN OPTIONS
09.17.19	UPDATED WALL SIGN OPTIONS

CUSTOMER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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CLIENT	ALDI #37	ADDRESS	RANDALL RD.	CITY	ALGONQUIN	STATE	IL	DESIGNER	KM	SALESPERSON	TD
DRWG. NO.	17363	SCALE:	NOTED	DATE:	05.14.2019	SHEET NO.	2				

D:\Design\ALDI\ALGONQUIN IL - RANDALL RD 2019\ALDI - ALGONQUIN IL - RANDALL RD 9-16-19.dwg



**C**

ONE(1) DOUBLE SIDED, INTERNALLY ILLUMINATED PYLON DISPLAY • FRONT & SIDE ELEVATIONS

SCALE: 1/4" = 1'

- DOUBLE SIDED, SIGN CABINET, RETAINERS, COLUMN COVERS, CAPS & REVEALS PAINTED TO MATCH SW 6100 PRACTICAL BEIGE.
- FLAT WHITE LEXAN FACES w/ FIRST SURFACE VINYL GRAPHICS
- 6 1/2" TALL x 1/2" THK. PLEX FLAT CUT OUT LETTERS PAINTED WHITE
- INTERNALLY ILLUMINATED w/ WHITE L.E.D.
- MASONRY BASE ON CONC. PAD
- MTD. ON TWO(2) STL. SUPPORTS IN CONC. FOUNDATIONS

SW 6100  
PRACTICAL BEIGE



292 INTERSTATE RD. P.O. BOX 1008  
ADDISON, IL 60101 630-843-6400 FAX 630-843-6493

DATE	REVISION
05.16.19	UPDATED ELEVATIONS, MONUMENT & WALL SIGN OPTIONS
05.17.19	UPDATED WALL SIGN OPTIONS

DATE	REVISION

CUSTOMER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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CLIENT	ALDI #37				
ADDRESS	RANDALL RD.				
CITY	ALGONQUIN	STATE	IL	DESIGNER	KM
SALESPERSON	TD	DATE	05.14.2019	SHEET NO.	5
DRWG. NO.	17363	SCALE	NOTED		

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

**– M E M O R A N D U M –**

DATE: January 29, 2020

TO: Ben Mason, Senior Planner

FROM: Victor C Ramirez, P.E. Project Engineer (CBBEL)

SUBJECT: **Case No. 20020-01. PW Review #1**  
***Aldi Lot 7 of Oakridge Court***

---

The Public Works review team has reviewed the following documents:

- January 8, 2020 Engineering plans by RWG Engineering, LLC.
- January 13, 2020 Landscape plans by Gary R. Weber Associates, Inc.
- February 11, 2019 Elevation plans by ADP Engineering & Architecture

Our comments are as follows:

- 1.) Traffic circulation and driveway alignment: The design engineer should consider aligning the two proposed driveways with the existing two driveways to the west and/or provide a narrative response addressing this situation.
- 2.) Sanitary sewer service: The sanitary sewer service must be a 6" minimum diameter. The proposed route appears to have been chosen to avoid going under the existing retaining wall. A more direct, shorter route is under the retaining to the south or east. The engineer should provide a narrative response addressing the preferred alignment.
- 3.) Water service: The Village would prefer a cut-in tee and valve to the existing 12" watermain and in a valve vault. The service connection cannot be in the driveway.
- 4.) Fire protection: It is difficult to see the existing fire hydrant on the 12" watermain just west of the proposed south parking lot. Clarify on the plans and provide a narrative response indicating this is adequate for fire protection coverage.
- 5.) Storm sewer: There are not enough spot elevations or flow direction arrows to determine if there is adequate drainage between the retaining wall and the east side of the building and parking lot. Address accordingly.
- 6.) Landscaping: Add one more shade tree species in equal quantities to insure diversity.



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

February 4, 2020

Village of Algonquin  
2200 Harnish Drive  
Algonquin, IL 60102

Attention: Ben Mason, Senior Planner

Subject: Aldi – Lot 7 Oak Ridge Court  
Algonquin Case No. 2020-01  
(CBBEL Project No. 070272.00123)

Dear Ben:

We have reviewed the following documents related to the aforementioned project:

- Final Engineering Plans prepared by RWG Engineering, LLC bearing a revision date of January 8, 2020
- Stormwater Management Report prepared by RWG Engineering, LLC bearing a revision date of January 8, 2019
- Colored Elevations sheet CEE-8 prepared by ADP Engineering and Architecture, PLLC bearing a revision date of February 11, 2019
- Landscape Plans prepared by Gary R. Weber Associates, Inc. bearing a revision date of January 13, 2020
- Photometric Plan prepared by CREE Lighting bearing a revision date of January 7, 2020

In addition, we received but did not review the following documents:

- Sign Exhibit prepared by Doyle General Sign Contractors bearing a revision date of June 17, 2019

It is our understanding that this project shall be presented to the Village Plan Commission this month. We offer the following comments for their consideration:

**FINAL ENGINEERING PLANS**

Sheet 1

1. The word "McHenry" shall be deleted and replaced with "Kane" in General Note 8.

### Sheet 2

2. The locations of the two site benchmarks, noted on sheet 1, should be identified on the plan view for reference.

### Sheet 3

3. The sidewalk along the west side of the parking areas shall be moved westward to provide a 2' separation between the back of parking lot curb and edge of sidewalk to prevent parked vehicles from overhanging it.
4. The minimum length of parking stall is 18' per Village Code section 21.16.C.6.a while the outer proposed stalls south of the building are noted to be 17' to back of curb. The parking area will need to be increased to provide the 18' long stall (which can include the curb and gutter width) or request a variance from the Village. Another option would be to change the parking field to angled parking with one-way flow to decrease the parking pod width.

### Sheet 5

5. There are two existing storm inlets along the west side of the access road that are adjacent to the site, but not depicted on the plan sheet. These two structures should also be protected with an inlet filter.
6. Approximate dates shall be added to the SOIL EROSION CONTROL CONSTRUCTION SCHEDULE.

### Sheet 6

7. The sidewalk segment on the east side of the access road between the two entrances will be very flat given the depressed curb elevations at each end but is missing intermediate spot elevations.
8. A proposed elevation 900 contour is missing around proposed storm structure 56.
9. We did not perform a site balancing exercise, but by inspection it appears that this is a net fill site. The engineer should provide a narrative response regarding the site balancing and if they have identified on off-site source for the fill.

### Sheet 7

10. The fittings for the proposed water service (tee and bends) should be called out individually on the plan view and in the WATERMAIN table.

11. The installation of a pressure connection valve in a vault may not be required. If permitted by the Department of Public Works, the water main section adjacent to the site can be isolated with three existing valves and the tee cut in. If the cut-in tee is not allowed, then the tapping valve can be used as the auxiliary valve with a simple valve box. All main shutdowns will need to be coordinated with Village staff and may need to be made on off-hours.
12. Similar to above, the water service connection could be made with a cut-in tee with a valve in vault versus a pressure connection in a vault if allowed by the Department of Public Works.
13. All noted lengths of sanitary service line are incorrect as they were measured using a 1"=20' scale instead of the correct 1"=30' scale. Consequently, all noted pipe slopes are incorrect as well.
14. The engineer shall provide a narrative as to why the sanitary service lateral does not have a more direct alignment to the existing service connection pipe at existing manhole 2.
15. The engineer shall verify that the existing sanitary sewer lateral is 4-inch diameter versus the standard 6-inch. If correct, the engineer shall confer with the Department of Public Works to see if they will accept a 4-inch diameter sanitary service line or require 6-inch line with a new manhole connection.
16. All noted lengths of storm sewer are incorrect as they were measured using a 1"=20' scale instead of the correct 1"=30' scale. Consequently, all noted pipe slopes are incorrect as well.

## **PHOTOMETRIC PLAN**

17. On the proposed Site Plans there is a row of existing post top mounted ornamental lighting units along the north property line of the site. Who owns and maintains these lighting units and how are they energized and controlled? If the light standards are within the proposed site development, they must be included in the proposed Site Photometric Plan.
18. The plan and document submittal did not include catalog cuts of the proposed site and building mounted lighting or light poles. Please provide project specific catalog cuts of all proposed lighting units that coincide with the Luminaire Schedule on the Photometric Plan.
19. The plan submittal shall include a Site Electrical Plan. This plan shall include all proposed control features, power source location, proposed conduit routing, conduit and wire types, foundation details and proposed circuitry.

20. On the proposed Exterior Elevations plan sheet there are additional wall pak units and wall sconces shown or not shown on this plan that are not included in the Site Photometric Plan. Please revise plans accordingly.
21. The proposed light poles located in the east parkway along the access road across from the building and the light poles on the north side parkway of the building near the entrance to the loading dock are in direct conflict with the proposed storm sewer. Please revise Photometric Plan or Utility Plan accordingly.

## **LANDSCAPE PLANS**

22. The parking lot widening and shifting of the sidewalk will eliminate the ability to plant the proposed shrubs along the east side of the existing drive. The plan will need to be revised accordingly.

## **STORMWATER MANAGEMENT COMMENTS**

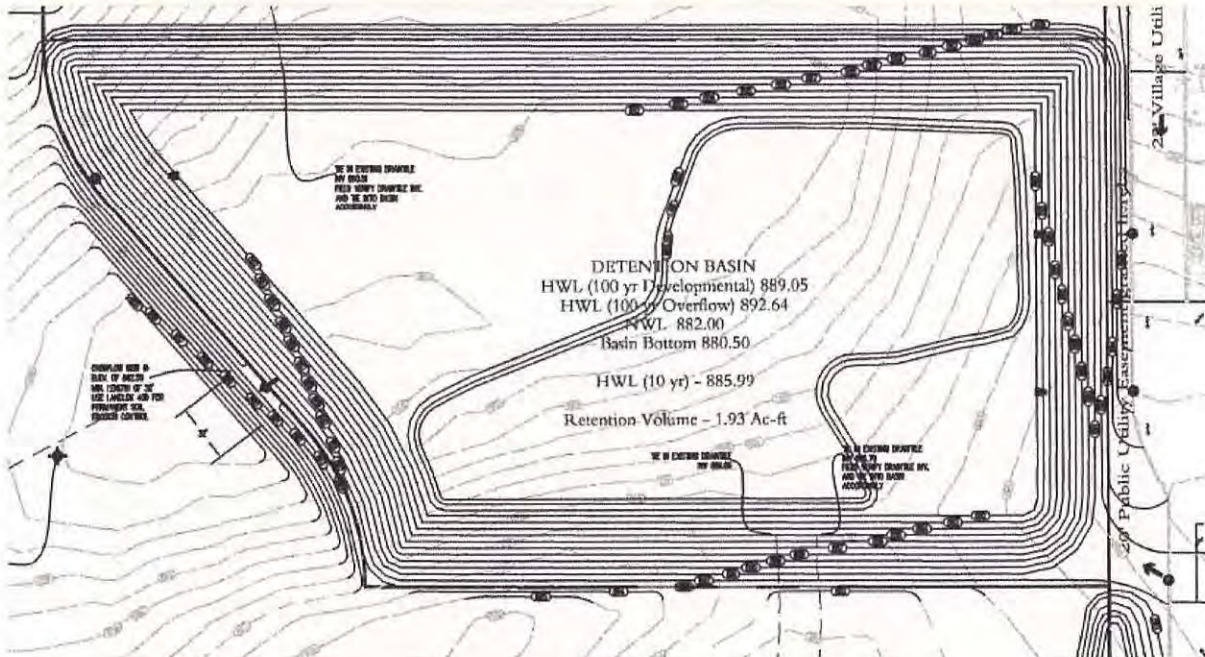
23. The enclosed report references the McHenry Stormwater Management Ordinance and includes the McHenry County Permit Stormwater Permit document. Algonquin utilizes the Kane County Ordinance and the report will need to be revised accordingly.
24. The Engineer has provided a composite C-value calculation for the site, but this does not correlate with the Stormwater calculations for the Oak Ridge subdivision. According to that document, the detention pond was designed assuming a composite CN value of 92.9 (see excerpt below). Based upon the values of impervious and pervious surface listed in the Report, we have calculated a CN value of 90.03 for the development as presented (see attached) and no additional detention is required for this site. If the parking lot footprint is revised (see comments for sheet 4) then the area of impervious surface and composite CN value will increase and will need to be verified again for detention compliance.

### **Proposed Conditions**

Based on the soil conditions, the Composite Curve number for the area tributary to the proposed detention basin was calculated to be 92.9. (See Stormwater Calculations)

25. The storm sewer capacity calculations will need to be revised to reflect the change in composite C-value due to any increase in impervious area. Depending upon the change in the HGL of runs 37 and 39, it may be necessary to upsize those pipelines to a larger diameter pipe to keep the HGL below the top of pipe.
26. The storm sewer capacity calculations will need to be revised to reflect the correct pipe slopes noted earlier in this letter.

27. The Oak Ridge Court subdivision engineering plans and stormwater calculations confirm that retention was provided for within the constructed detention pond and as such the retention requirement for this site has been satisfied (see excerpt below). **NO RESPONSE REQUIRED**



#### OUTSIDE PERMITTING AGENCIES

28. A permit will be required from the IEPA for the site disturbance associated with this project. **NO RESPONSE REQUIRED**

Sincerely,

Paul R. Bourke, PE CFM CPMSM  
Assistant Head, Municipal Department

Michael E. Kerr, PE  
President

## COMPOSITE RUNOFF CURVE NUMBER (CN)

PROJECT: Aldi, Lot 7 Oak Ridge Subdivision

PERMIT NUMBER:

LOCATION: Algonquin, IL

DATE: 1/28/2020

### TYPE OF AREA (SELECT WITH DROP-DOWN)

☐ DETAINED AREA

☐ MAJOR STORMWATER SYSTEM

☐ UNRESTRICTED AREA

☐ OTHER: \_\_\_\_\_

☐ UPSTREAM AREA

### CONDITION (SELECT WITH DROP-DOWN)

☒ PROPOSED CONDITION

☐ EXISTING CONDITION

### RUNOFF CURVE NUMBER

Surface Description	Hydrologic Soil Group (HSG)	CN	Area (acres)	Product (CN)(Area)
Impervious areas	C	98	1.59	155.82
Pervious areas	C	74	0.79	58.46

TOTALS:

2.38

214.28

### COMPOSITE RUNOFF CURVE NUMBER

$$\text{Composite CN} = \frac{\text{Total Product}}{\text{Total Area}} = \frac{214.28}{2.38} \rightarrow \text{Composite CN} = 90.03$$

# Algonquin-Lake in the Hills Fire Protection District

## Fire District Memorandum



DATE: January 20, 2020  
TO: Ben Mason, Senior Planner Village of Algonquin  
FROM: Cory Pikora, Fire Prevention Director Algonquin- LITH FPD  
RE: Aldi Store 37

---

Thank you for providing the preliminary drawings for the purposed Aldi 37 Store on Randal Rd.

### Overall Site Comments:

- Provide an emergency vehicle access plan using the turning radius schematic provided for the Algonquin Lake in the Hills Fire Protection District Tower Ladder Truck. This access plan should include all driveways / roadways of the property. **IFC 503.2.4**  
**Turning Radius**
- All fire department access roads shall be a minimum of 20 feet of unobstructed width and 13'6" of unobstructed height. **IFC 503.2.1 Dimensions**
  - The north curb bump out at the far north end of the one-way driveway indicates the width is 18'5", this area shall be 20' in width.
  - The south end of the one-way driveway indicate 18' width near the west cart corral, this area shall be 20' in width.
  - Indicate the width of the south one-way driveway curb bump out. This area shall be 20' in width.
- Mark the west and south curb lines adjacent to the store as "No Parking Fire Lane" with either fire lane signage or curb paint. **IFC 503.3 Marking**
- Move the new hydrant north near the north curb bump out, eliminate the farthest north parking space and stripe this area "no parking" This will allow for clear access to the fire hydrant that will be used to supply the fire department connection.

### General Building Comments:

- The building will require a NFPA 72 compliant fire alarm system and a NFPA 13 complaint fire sprinkler system.
- Provide an egress plan.
- Should high piled storage be utilized within the building, the fire sprinkler system shall be designed for high piled storage. **F 905.3.8 High-Piled Combustible Storage**
- Should high piled combustible storage be utilized within the building, a NFPA 13 compliant Class I automatic wet standpipe system shall be installed in areas where combustible storage exceeds 12 feet in height. The hose connections shall be located at each door to the high piled combustible storage area. Where hose connection exceed 200', additional the Building Code Official is authorized to require additional hose connections. The standpipes shall be installed with its own riser piping system. **F 905.3.8 High-Piled Combustible Storage**
- Should high piled storage be utilized within the building, a racking diagram shall include the following: The commodity being stored, the size and height of the racks, the width of

the aisle between racks and the location of all racks. **F 905.3.8 High-Piled Combustible Storage**

- Clear 75 cd Strobes are required above the main entrances of all buildings to activate on all fire alarms. **F907.10.1.1 Public and Common Areas**
- A blue lens 75 cd horn strobe is required to active for a water flow alarms only and is required above the fire department connection. **F907.10.1.1 Public and Common Areas**
- A 10 psi safety factor is required for all fire sprinkler systems hydraulic calculations. **F903.5 Water Supplies**
- RPDA backflow preventer with meter bypass measured in gallons is required.
- The fire department connections shall be a 4 inch Storz connection, with a 30 degree downturn. For building requiring a sprinkler demand of 1000 gpm or greater two 4 inch Storz connections will be required. **F903.3.6.1 Algonquin Lake in the Hills Fire Protection District**
- Ball drips and main drains shall be piped to the exterior whenever possible.
- An adjustable low temp device is required in all sprinkler rooms to report as a supervisory alarm.
- All new fire alarm systems shall transmit via radio to a UL listed central station. **F903.4 Sprinkle System Monitoring and Alarms**
- Exterior and interior sprinkler bells shall be replaced with exterior and interior rated audio visual devices.
- A Knox Box for fire department key access will be required at the entrance and fire sprinkler room. **IFC 506.1 Key Boxes where required**
- Provide zone maps for the fire alarm system at both the main fire alarm panel and remote annunciator panel.
- 

**Note: Any Code Section beginning with an “F” indicated the Algonquin Lake in the Hills Fire Protection District Local Ordinance.**

Should you have any questions on my comments, please feel free to contact me.

Cory Pikora  
Fire Prevention Director  
Algonquin-Lake in the Hills Fire Protection District



# Village Of Algonquin Police Department

~MEMORANDUM~



DATE	February 4, 2020
TO	Ben Mason, Senior Planner
FROM	Sergeant Robert Salazar
SUBJECT	Case No. 2020-01 Aldi

---

The plans for Aldi were reviewed and no concerns were identified.

[Email](#)

[Print Form](#)



**VILLAGE OF ALGONQUIN**  
*COMMUNITY DEVELOPMENT DEPARTMENT*

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

DATE: February 18, 2020

TO: Committee of the Whole

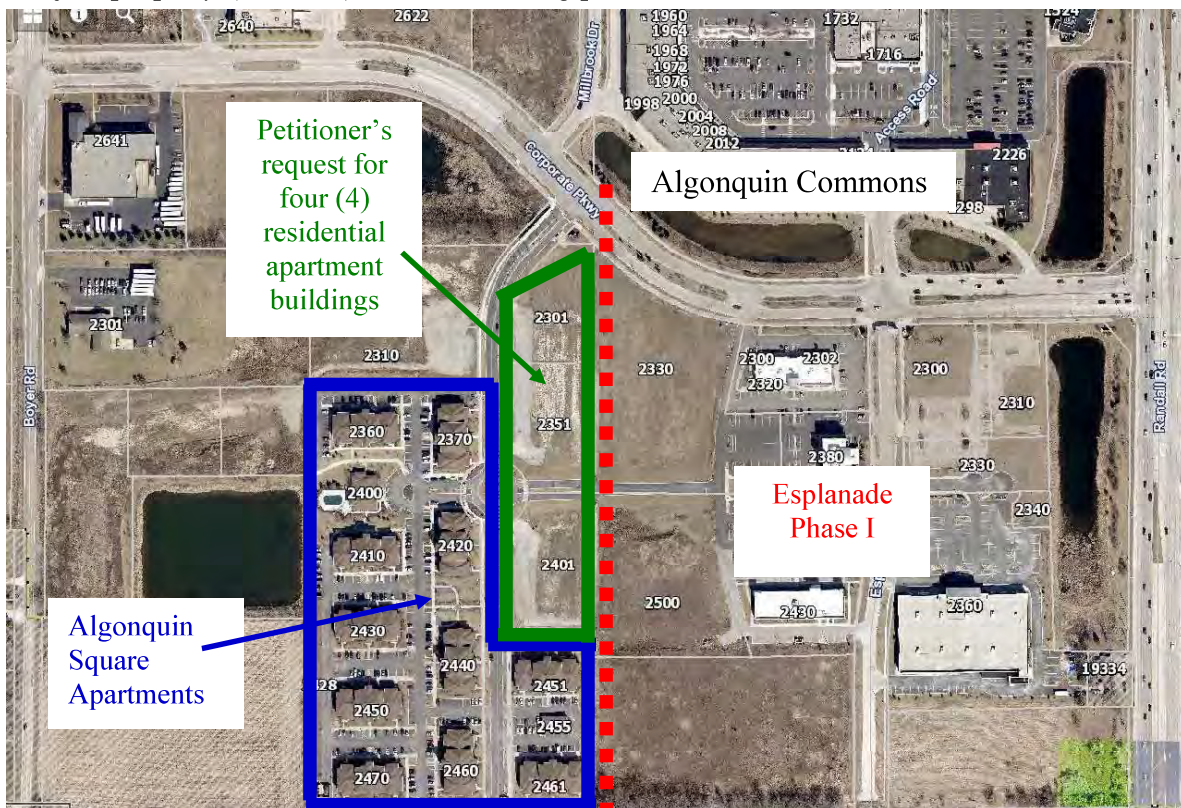
FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: **Case No. 2020-02. Esplanade Phase II Lots 3, 4, 5 –  
*Major PUD Amendment***

---

Background

Andrew Plesko of E.J. Plesko and Associates, owner of Lots 3, 4, 5 in Phase II of Esplanade, has submitted a petition for a Major Amendment to the 2008 Final PUD, to request a change from the two mixed-use commercial buildings that were originally approved. Instead the developer would like to complete the build-out of the remaining vacant lots with four (4) residential apartment buildings of 20 units each, consistent with the architectural design and quality of the existing Algonquin Square Apartments immediately to the south and west. Please see the map below for a general overview of the subject property (GREEN) and surrounding parcels.



Staff Comments

The proposed four (4) new residential apartment buildings, of 20 units each, will be consistent with the original unit allowance in the 2008 PUD approval. The initial development of Esplanade Phase II included a total of 220 residential apartments and a maximum of 300 apartment units is entitled for the project.

The 2008 Final PUD for Esplanade Phase II stipulated that residential apartments on the remaining vacant lots shall be required to have ground floor retail uses. The developer cites in their letter to the Village (enclosed) that they have not received any interest from commercial uses interested in occupying potential ground floor retail space in the previously approved mixed-used buildings. Staff agrees that these parcels have limited viability for commercial uses, given their location at the rear of Esplanade Phase I and Algonquin Commons further to the north and east. Development of the subject property to include residential apartments would be most appropriate given existing apartments of the same quality built immediately to the south and west by the same developer (enclosed please find elevations of the proposed apartment buildings).

At the time Esplanade Phase II was originally annexed and platted, it was envisioned the office and retail uses constructed on and planned to the east in Phase I would overlap into portions of Phase II, and the entire project would offer a pedestrian-oriented, walkable development. Build-out of Phase I is still ongoing, and Staff believes retains potential for future commercial prospects due to its high Randall Road visibility and Corporate Parkway frontage.

Conversely, the vacant lots on which the petitioner is requesting approval to construct the four additional residential apartments is situated on a “secondary” 40-acre tract of land (behind the 40-acre Esplanade Phase I adjacent to Randall Road), which has generally been considered a predominantly residential-oriented transitional zone setback from the primary Randall Road commercial corridor. The proposed revision to the site plan for the subject property does retain land adjacent to Corporate Parkway that could accommodate a small commercial building in the future; Staff believes it is important to preserve that opportunity for commercial use on the property given its frontage onto Corporate Parkway and commercially-zoned parcels on both sides, east and west.

This petition is very different from the speculative re-zoning request that was before the Planning and Zoning Commission this past fall, for the two commercial lots to the east in Phase I of Esplanade that did not include a formal development plan. E.J. Plesko and Associates has provided site plans and building elevations to illustrate the layout and design of the new residential apartment buildings. Because of the additional building footprints proposed, the developer may be required to reconfigure existing site utilities that were originally installed and enclosed are preliminary comments from the Village’s Public Works Department, Christopher Burke Engineering and Fire District.

Should the developer ultimately receive Village approval to proceed with their requested changes, they would be required to submit full engineering, landscape, photometric and

other standard plan drawings for review and approval by Village staff and consultants. Though it was noted in Public Works review memo that a new traffic study should be conducted, it would be unlikely that the new buildings would have an adverse impact on Millbrook Drive or the surrounding roadways. There is a very low amount of traffic and little if any congestion observed in the existing development at this time, and while two of the new apartment buildings would have a mix of one- and two-bedroom units similar to what the Algonquin Square Apartment buildings currently feature, the other two new buildings would be exclusively one-bedroom units as the developer has indicated higher demand for the smaller, one-bedroom product.

#### Planning and Zoning Recommendation

On February 10, 2020 the Planning and Zoning Commission considered the petition and unanimously recommended approval (6-0) of the request for Final Planned Unit Development Amendment, for the change from two (2) mixed-use commercial buildings to four (4) residential apartment buildings on Lots 3, 4, 5 of Esplanade Phase II, subject to the findings of fact and conditions listed by staff.

#### Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the requested Final PUD Amendment for the change from two mixed-use commercial buildings to four residential apartment buildings, subject to the following conditions:

1. The developer shall be required to submit full engineering, landscape, photometric and other associated site plan drawings for review and approval by Village staff and consultants. Site construction shall not commence until a site development permit has been issued by the Village.
2. The residential apartment buildings shall be consistent with the design and masonry materials included on the existing Algonquin Square Apartments renderings, as previously prepared by Balsamo, Olson and Lewis, LTD. The one-bedroom unit apartment buildings shall be consistent with the renderings prepared by Built Form, LLC dated December 21, 2019 and have masonry stone and brick material compatible with the design and materials of the existing Algonquin Square Apartments.
3. Any commercial building proposed adjacent to Corporate Parkway on Lot 3 shall be required to come back before the Planning and Zoning Commission and Village Board for Final PUD approval in the future. The engineering plans, landscape plans, building elevations, and all other development plans associated with the commercial parcel shall be reviewed as part of the PUD process.

#### Enclosures

Staff Memos  
Petitioner Submittal  
Subject Property Map  
Esplanade Phase II original plans (2008)



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

January 31, 2020

Village of Algonquin  
2200 Harnish Drive  
Algonquin, IL 60102

Attention: Ben Mason, Senior Planner

Subject: Amendment to Esplanade Phase 2, Lots 3 thru 5 – FIRST REVIEW  
Algonquin Case No. 2020-02  
(CBBEL Project No. 07-0272.00124)

Dear Ben:

We have reviewed the following documents related to the aforementioned project:

- Letter of Amendment Request prepared by E.J. Plesko and Associates, Inc. dated January 9, 2020
- Colored Architectural Floor Plans and Elevations prepared by Balsamo Olson & Lewis, Ltd. bearing no revision date
- Site Plan Exhibits prepared by E.J. Plesko and Associates bearing a revision date of December 21, 2019
- Village of Algonquin Public Works Memo dated January 29, 2020 with attachment

The submission did not include any site engineering information and was described to us as a "concept" plan. The land has already been subdivided and improved with roadways and underground utilities. We offer the following comments for your consideration.

1. We concur with the comments provided by the Department of Public Works in their memo of January 29, 2020.
2. The locations of the proposed buildings will need to be compared with the locations of the existing fire hydrants along Millbrook Drive to ensure proper fire hydrant coverage.
3. The submission did not include any information regarding the comparison of the proposed lot coverage versus that of the approved development. If the proposed impervious surface coverage is in excess of the subdivision design parameters, then additional detention and retention storage will need to be provided.

4. The submission did not include a comparison of the proposed sanitary sewer demand versus that of the approved development. It is unlikely that the potential wastewater flow generated by the proposed apartments alone will be greater than the apartment-commercial combination previously approved, but this does not to be verified.
5. Additional comments may be generated once a full site engineering submittal has been made to the Village.

Sincerely,



Paul R. Bourke, PE CFM CPMSM  
Assistant Head, Municipal Department



Michael E. Kerr, PE  
President



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

**– M E M O R A N D U M –**

DATE: January 29, 2020

TO: Ben Mason, Senior Planner

FROM: Victor C Ramirez, P.E. Project Engineer (CBBEL)

SUBJECT: **PUD Amendment to Phase II of the Esplanade (Algonquin Square/Windsor Square) – PW cursory review**

---

The Public Works review team has reviewed the following documents:

- December 21, 2019 Master Plan, Site plan, and Building B plan Windsor Square II by E.J. Plesko & Associates

Our comments are as follows:

- 1.) Traffic: The road immediately east of the Millbrook Drive round-about has an unconventional two-way lane configuration converting to a median adjacent and east of the round-about. The traffic engineer shall provide a narrative response addressing an improved configuration. A revised traffic analysis will need to be submitted to address the building changes and unit impact.
- 2.) Sanitary sewer: The entire sewer from MH L 437 and south may need to be removed and replaced to accommodate the revised layout. A revised plan of the proposed sanitary sewer and services is required.
- 3.) Water service: There are 2 existing services to each of lots 4 and 5 for the old configuration. These will have to be removed and the connections at the watermain removed and the watermain replaced and made whole. A plan of the new water service per building will need to be submitted and the Village requires one service per building and the fire and domestic routed separately in the building.

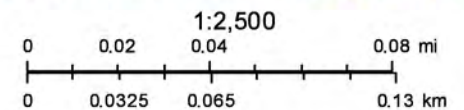
Note: Attached is a screen shot of the GIS utility layer.

# Algonquin Basemap Viewer



1/29/2020 1:38:04 PM

-  Municipal Court      Waterlines      Not in Village  
 Liens      Tax Parcels      Road Centerlines  
 Address      Boundaries - Village Limit



The Village of Algonquin has provided the following maps for informational purposes only. The data illustrated is provided and maintained by various federal, state, and local governments and agencies. Their accuracy is not guaranteed and the maps do not take the place of a legal survey.

# Algonquin-Lake in the Hills Fire Protection District

## Fire District Memorandum



DATE: February 5, 2020  
TO: Ben Mason, Senior Planner Village of Algonquin  
FROM: Cory Pikora, Fire Prevention Director Algonquin- LITH FPD  
RE: PUD Amendment to Phase II of the Esplanade

---

Thank you for providing the concept drawing for the apartment expansion for the Esplanade Complex. Please excuse my delay in providing you the comments before yesterday's meeting.

### Overall Site Comments:

- Indicate the layout for the site to include: the building footprints and all driveways and roads.
  - Provide an emergency vehicle access plan using the turning radius schematic provided for the Algonquin Lake in the Hills Fire Protection District Tower Ladder Truck. This access plan should include all driveways / roadways of the property. **IFC 503.2.4**
- Turning Radius**
- All fire department access roads shall be a minimum of 20 feet of unobstructed width and 13'6" of unobstructed height. **IFC 503.2.1 Dimensions**
  - Fire Department hose access shall be no more than 150 feet from the fire apparatus to all sides of the buildings from each of the fire department access road. **IFC 503.1.1**
- Buildings and Facilities**
- A fire hydrant shall be provided within 100 feet of the fire department connection, indicate the location of this fire hydrant and fire department connection on the drawings. **F903.3.7 Fire Department Connections**
  - Fire hydrants shall be no further than 300 feet apart, all hydrants shall not be on a dead end and shall be looped. **F 903.6 Yard Hydrants.**
  - Indicate the water main size provided for the fire sprinkler system.

### General Building Comments:

- The buildings will require a NFPA 72 compliant fire alarm system and a NFPA 13 complaint fire sprinkler system.
- Provide an egress plan.
- Clear 75 cd Strobes are required above the main entrances of all buildings to activate on all fire alarms. **F907.10.1.1 Public and Common Areas**
- A blue lens 75 cd horn strobe is required to active for a water flow alarms only and is required above the fire department connection. **F907.10.1.1 Public and Common Areas**
- A 10 psi safety factor is required for all fire sprinkler systems hydraulic calculations. **F903.5 Water Supplies**
- RPDA backflow preventer with meter bypass measured in gallons is required.
- The fire department connections shall be a 4 inch Storz connection, with a 30 degree downturn. For building requiring a sprinkler demand of 1000 gpm or greater two 4 inch

Storz connections will be required. **F903.3.6.1 Algonquin Lake in the Hills Fire Protection District**

- Ball drips and main drains shall be piped to the exterior whenever possible.
- An adjustable low temp device is required in all sprinkler rooms to report as a supervisory alarm.
- All new fire alarm systems shall transmit via radio to a UL listed central station. **F903.4 Sprinkle System Monitoring and Alarms**
- All fire alarms shall be equipped for 60 hours of standby power.
- Exterior and interior sprinkler bells shall be replaced with exterior and interior rated audio visual devices.
- A Knox Box for fire department key access will be required at the entrance and fire sprinkler room and main entrances. **IFC 506.1 Key Boxes where required**
- Provide zone maps for the fire alarm system at both the main fire alarm panel and remote annunciator panel.

**Note: Any Code Section beginning with an “F” indicated the Algonquin Lake in the Hills Fire Protection District Local Ordinance.**

Should you have any questions on my comments, please feel free to contact me.

Cory Pikora  
Fire Prevention Director  
Algonquin-Lake in the Hills Fire Protection District

**E. J. PLESKO**  
& ASSOCIATES, INC.

January 9, 2020

Mr. Russell Farnum, AICP  
Community Development Director  
Village of Algonquin  
2200 Harnish Drive  
Algonquin, IL 60102

Re: PUD Amendment to Phase II of The Esplanade (Algonquin Square / Windsor Square)

Dear Mr. Farnum:

Thank you for your consideration of this request for an Amendment to the PUD for Phase II of The Esplanade (i.e. Windsor Square/Algonquin Square). Algonquin Square, the initial development on Lots 6 & 7 of the Esplanade Phase II, included 220 one- and two-bedroom units. The property has performed well and has stabilized occupancy. The original entitlement for Esplanade Phase II allows for 300 apartments on Lots 4, 5, 6 and 7. Lots 4 & 5's original design included ground floor retail which has prevented us from being able to develop those parcels. Since construction of Algonquin Square in 2013, we have received no interest in the ground floor retail space due to the location of the buildings. Typical financing would require at least 50% preleasing to make the project feasible. This application requests that the two mixed use buildings originally contemplated for Lots 4 & 5, which included sixty (60) apartments, be changed to four (4) smaller residential buildings with a total of eighty (80) apartments bringing the total of residential units at the Esplanade Phase II to three hundred (300) total. Please see attached drawings. The four additional buildings include two of the original plan buildings with one and two-bedroom units, and two new plan buildings with only one-bedroom units. The new building fits better and creates more one-bedroom units which we have typically had higher demand for. Style and materials will remain consistent with the original design.

Thank you again for your consideration of this request and I look forward to seeing you on February 10th.

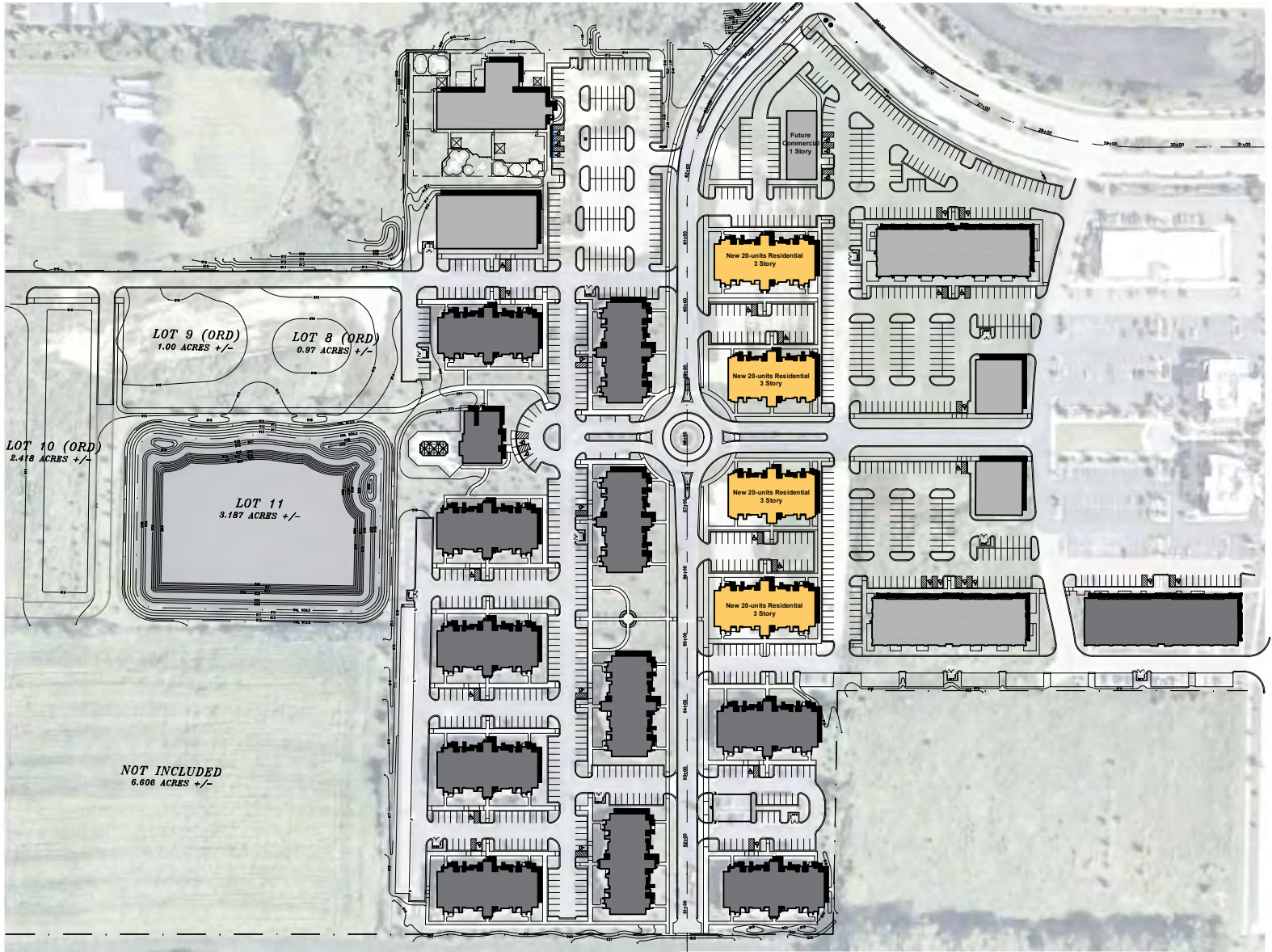
Sincerely,  
David Gevers

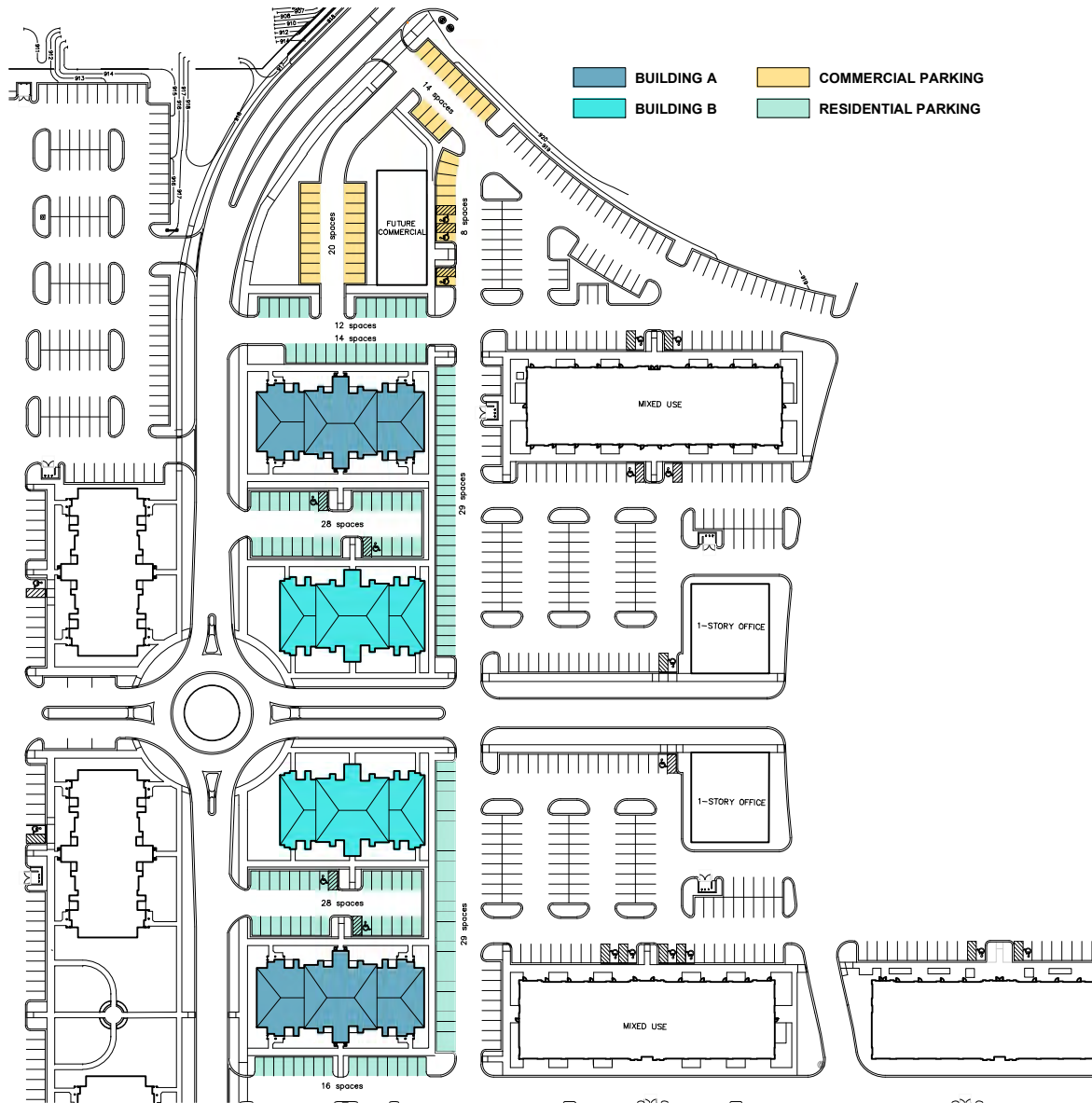
Enclosures

6515 GRAND TETON PLAZA  
SUITE 300  
MADISON, WI 53719

PHONE: (608) 833-7600  
FAX: (608) 833-7602

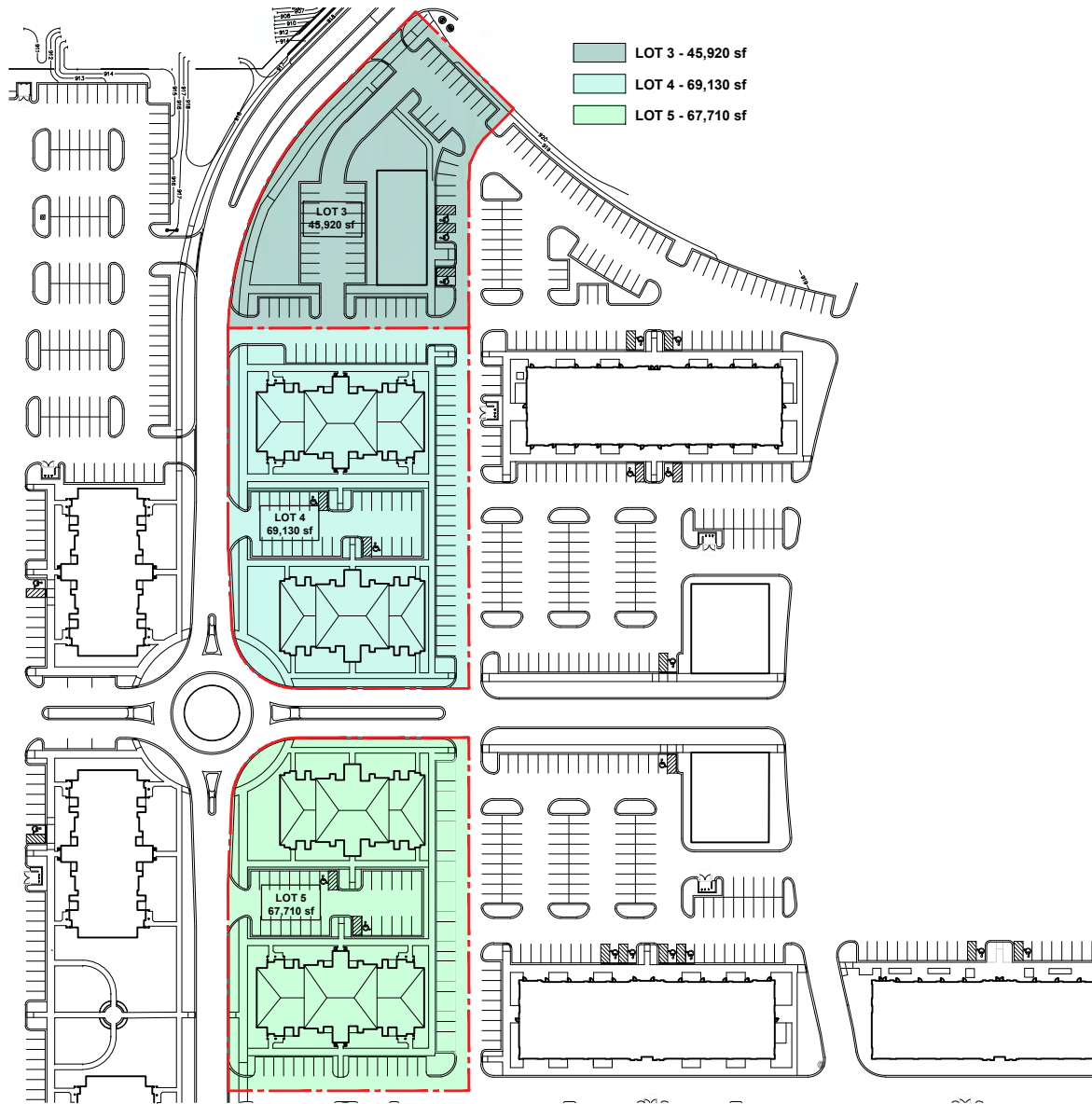






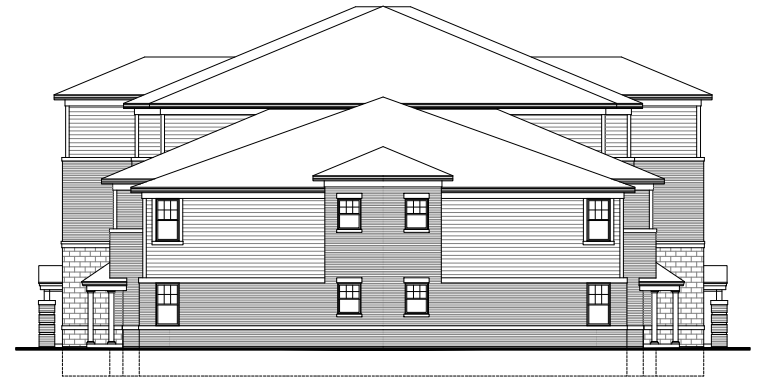
		Gross Building Area	Units	Bedrooms	Parking
Building A	1	22,660 sf	20	28	156
	2	22,660 sf	20	28	
Building B	1	20,525 sf	20	20	
	2	20,525 sf	20	20	
Commercial		5,000 sf			42

TOTAL		91,870 sf	80	96	198
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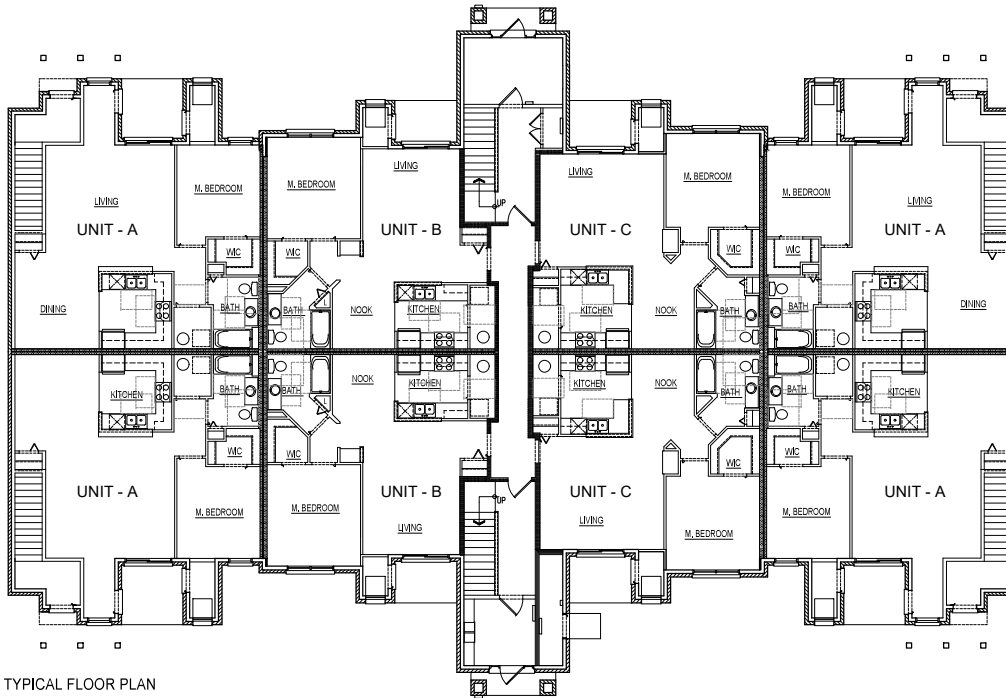




ELEVATION NORTH/SOUTH



ELEVATION EAST/WEST



TYPICAL FLOOR PLAN

### BUILDING B

UNIT TYPE	GROSS SF	NET SF	TOTAL # OF UNITS
<b>1 BEDROOMS / 1 BATHS</b>			
UNIT - A	1,030 sf		8
UNIT - B	810 sf		6
UNIT - C	845 sf		6
			20 units

	Gross Building Area	Residential Gross Area	Unit Count	Bedrooms	
First Floor	8,195 sf	7,430 sf	8	8	
Second Floor	8,195 sf	7,430 sf	8	8	
Third Floor	4,135 sf	3,310 sf	4	4	
	20,525 sf	18,170 sf	20	20	

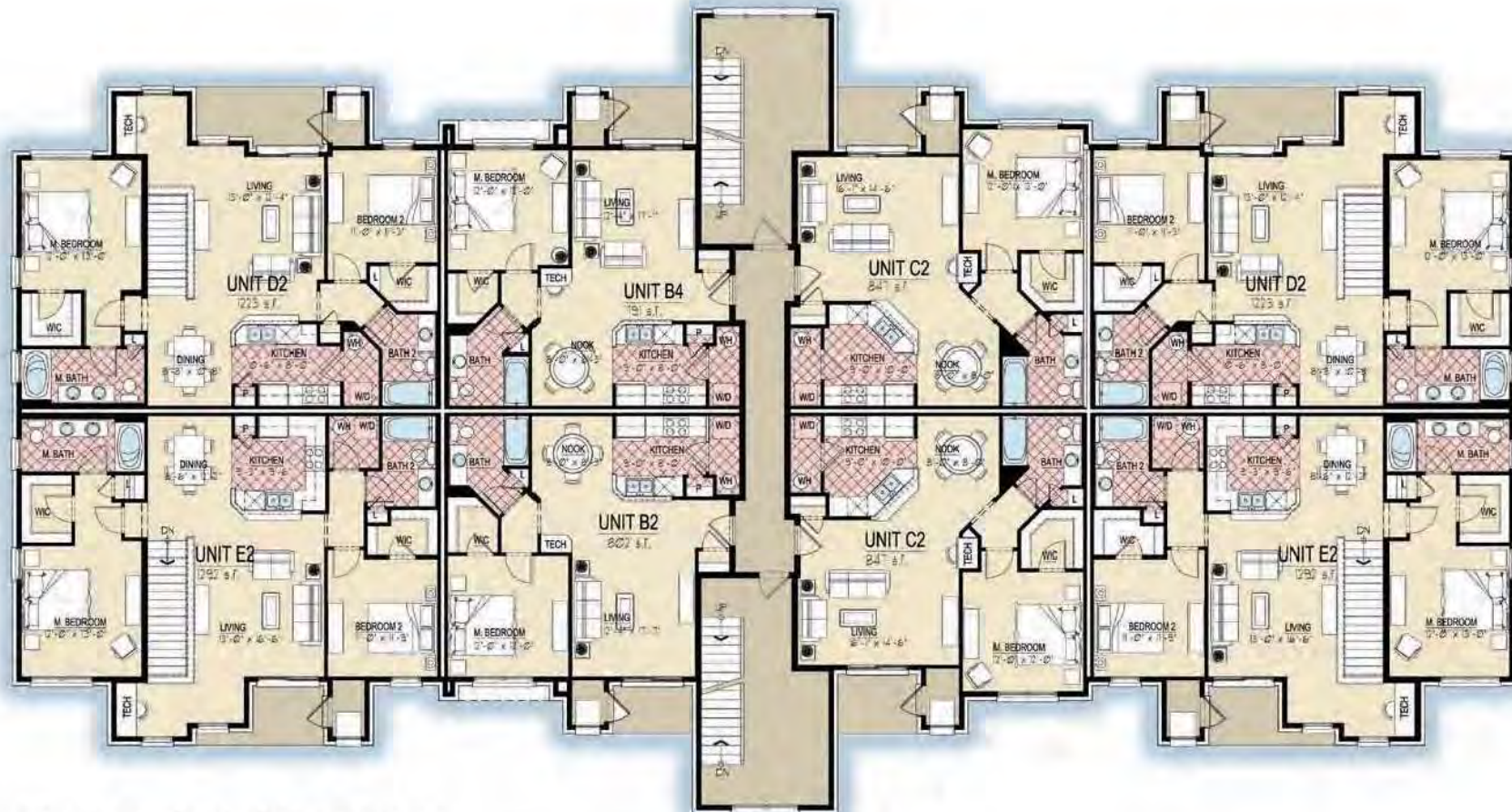
Avg. Unit Area - 910 sqf.



GARDEN APARTMENTS - FRONT ELEVATION



GARDEN APARTMENTS - FIRST FLOOR PLAN



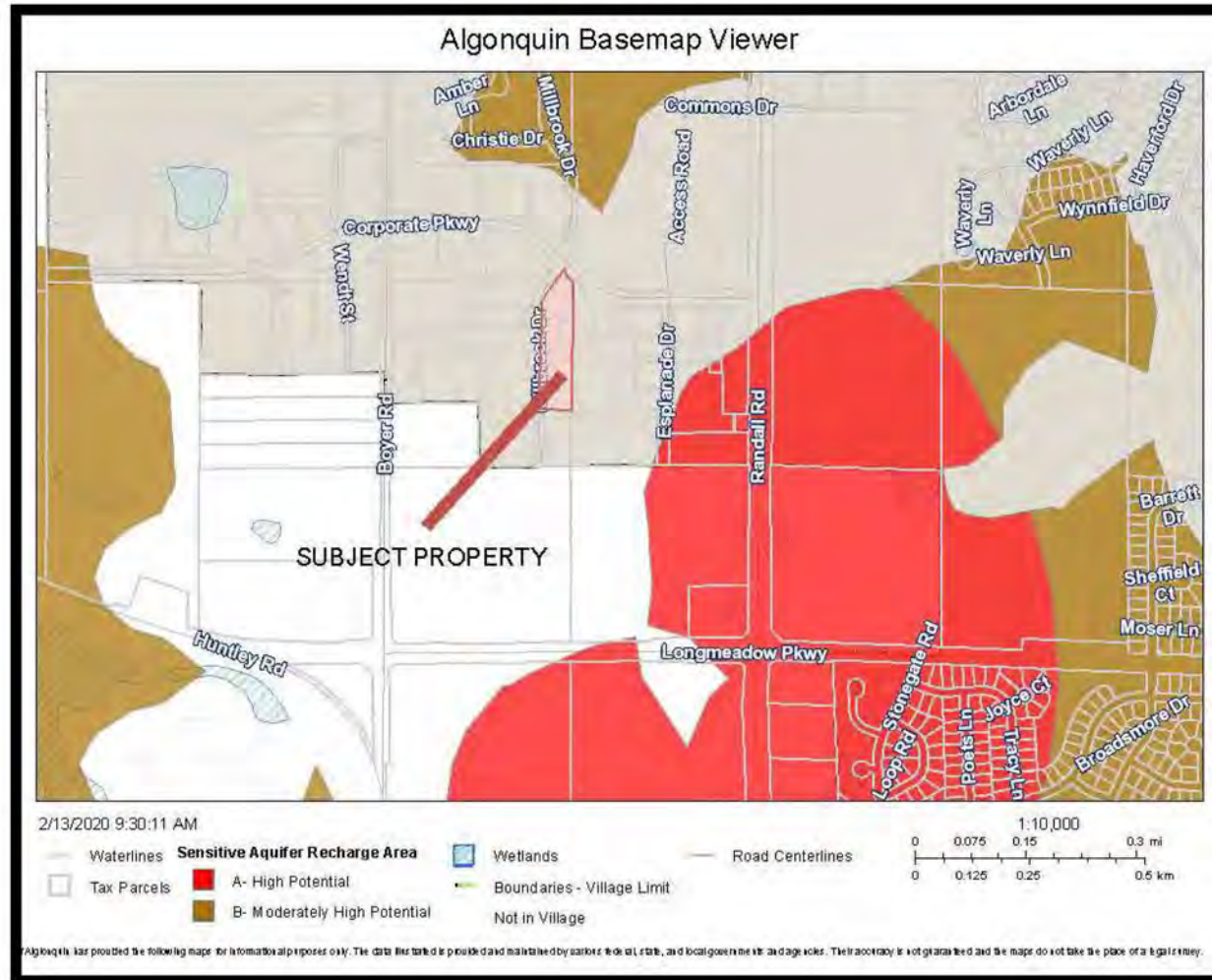
GARDEN APARTMENTS - SECOND FLOOR PLAN



GARDEN APARTMENTS - THIRD FLOOR PLAN

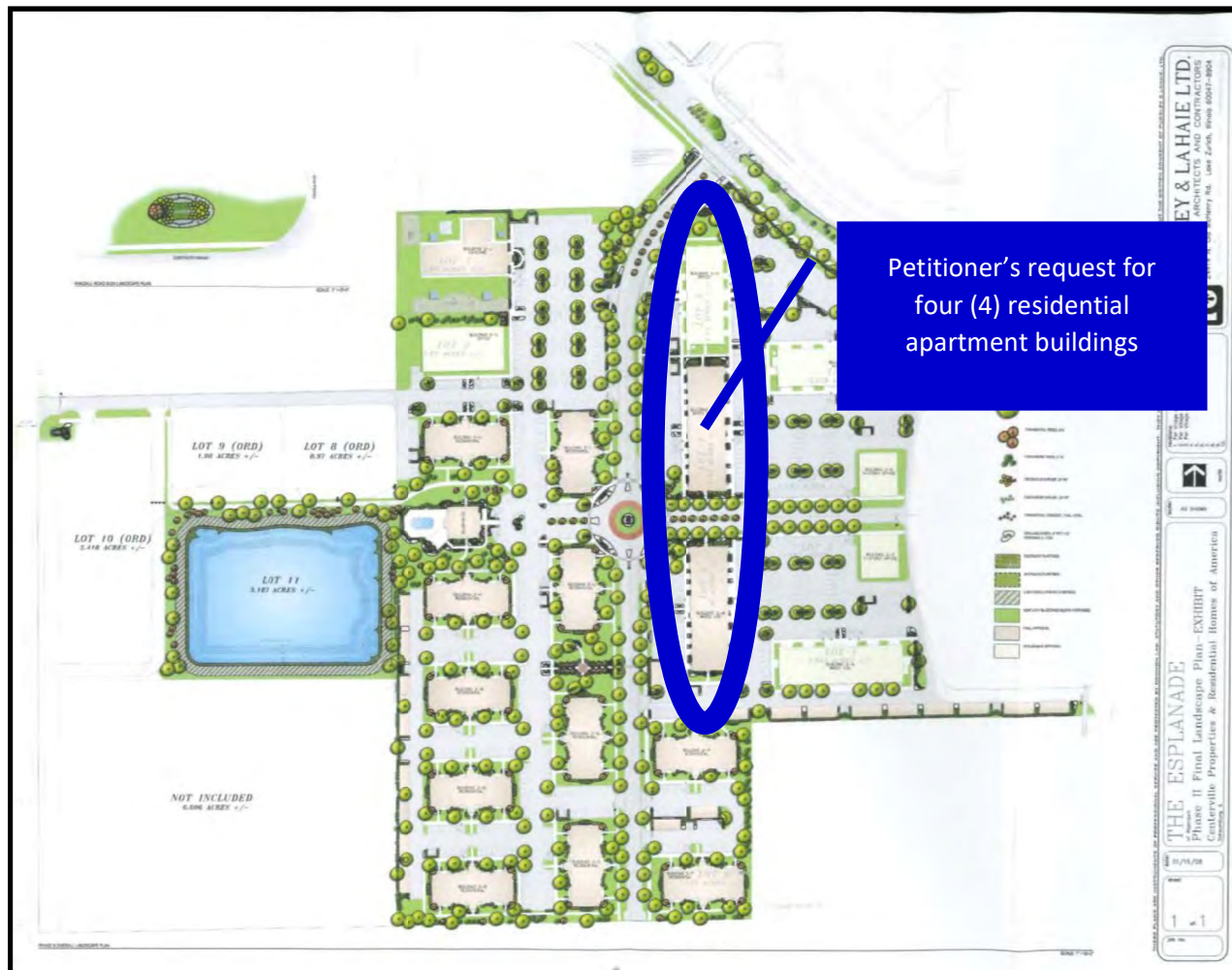
## Subject Property Map

– *parcels in question not located within sensitive aquifer recharge area*



## Esplanade Phase II – 2008

## Original Approved Site Plan



## Esplanade Phase II – 2008

### Mixed Use Building Elevations





**VILLAGE OF ALGONQUIN  
MEMORANDUM**

DATE: February 11, 2020

TO: Committee of the Whole

FROM: Tim Schloneger  
Village Manager

***SUBJECT: Proposed Budget – 2020/2021 - Water and Sewer Operating Fund***

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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 2020/2021 Water and Sewer Operating Fund budget is proposed estimated expenditures of \$10,396,700, which includes a \$1,320,000 transfer to the Water and Sewer Capital Fund.

**ANTICIPATED REVENUE - WATER AND SEWER OPERATING FUND – (\$11,213,000)**

Approximately \$10,920,000 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 – (\$10,396,700)**

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 2020/2021 Water and Sewer Operating Fund**

**Page 2**

**February 11, 2020**

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

### **PERSONNEL - (Water \$1,614,000 - Sewer \$1,423,000)**

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 \$893,100 - Sewer \$917,900)**

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 \$250,000 – 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 \$27,000 – Sewer \$27,000) Both Water and Sewer Divisions share the cost for the lockbox system which receives and processes billing payments.

ACCOUNT 42234, PROFESSIONAL SERVICES – (Water \$371,200 – Sewer \$213,600) This account includes the costs for services of lab testing, valve maintenance, water system leak audit, outsourcing of utility billing, JULIE utility locating, 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 (\$123,500) and is based on the estimated volume of sludge generated at the sewage treatment plant. Due to new regulations, the landfilling

**Proposed 2020/2021 Water and Sewer Operating Fund**

Page 3

February 11, 2020

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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 \$386,100 - Sewer \$343,200)**

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:

<b><u>Account #</u></b>	<b><u>100% Water Division</u></b>	<b><u>Account #</u></b>	<b><u>100% Sewer Division</u></b>
43342	Softening Salt \$17,500	43342	Ferric Chloride \$75,000
43342	Citric Acid \$25,000	43342	Polymer for Sludge Thickening \$36,000
43342	Sodium Hypochlorite \$90,000		
43342	Orthophosphate \$40,000		
43342	Fluoride \$8,500		

<b><u>Account #</u></b>	<b><u>50% Water and 50% Sewer Divisions</u></b>
43317	Postage for Water & Sewer Bills and Notices \$56,800
43348	Meters & Meter Supplies \$118,400

**MAINTENANCE - (Water \$510,300 - Sewer \$346,900)**

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:

<b><u>Account #</u></b>	<b><u>100% Water Division</u></b>	<b><u>Account #</u></b>	<b><u>100% Sewer Division</u></b>
44418	Remove & Inspect Well no. 7 \$40,000	44412	Secondary Clarifier 504 Drain Valve Replacement \$11,000
44418	Remove & Inspect Well no. 10 \$80,000	44412	Heat Exchanger 901 Retube \$12,500
44418	Remove & Inspect Well no. 11/6 \$40,000	44414	Algonquin Shores Lift Station Reroof and Restain \$12,000
		44414	Braewood Lift Station Reroof and Door Replacement \$14,000

**Proposed 2020/2021 Water and Sewer Operating Fund**

**Page 4**

**February 11, 2020**

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			44414	Grand Reserve Lift Station Reroof and Door Replacement	\$14,000
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**CAPITAL EXPENDITURES - (Water \$135,000 - Sewer \$135,000)**

ACCOUNT 45590, CAPITAL PURCHASES - Replacement of a 2003 International 7400 tandem axle dump truck with like model.

**OTHER CHARGES - (Water \$27,000 - Sewer \$26,000)**

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 to exceed expenses in FY 20/21, pursuant to the water and sewer rate and fee study. 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 53% water – 47% sewer). There is one active bond issue in the Water and Sewer Operating Fund which will mature in 2025. Loan servicing through the Illinois Environmental Protection Agency will be present in this budget.

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Q2	FY 20/21 Budget
07000400	33035	Donations-Operating-W&S	\$ 1,127.69	\$ 3,202.62	\$ 2,573.40	\$ 2,000.00	\$ 557.00	\$ 2,000.00
07000400	33235	Grants-Operating	9,637.70	2,962.30	-	-	-	-
07000400	34100	Rental Income <sup>1</sup>	50,805.99	48,793.12	50,240.82	80,000.00	400.00	83,000.00
07000400	34200	Miscellaneous Billings	-	(89.68)	-	-	-	-
07000400	34700	Water Fees	2,895,172.14	3,101,445.92	3,451,520.59	3,700,000.00	1,889,435.06	4,100,000.00
07000400	34710	Sewer Fees	2,866,342.96	3,304,618.29	3,990,353.84	4,600,000.00	2,253,030.05	5,500,000.00
07000400	34715	Infrastructure Fee	659,589.67	1,318,838.97	1,324,647.00	1,320,000.00	666,179.56	1,320,000.00
07000400	34720	Administrative Fees	2,002.50	2,075.00	2,930.00	2,000.00	1,935.00	2,000.00
07000400	34730	Late Charges	66,259.02	70,954.47	75,485.97	66,000.00	40,391.84	70,000.00
07000400	34740	Reinstatement Fees	11,986.58	15,482.20	16,276.68	12,000.00	9,398.97	14,000.00
07000400	34820	Meter Sales	26,622.00	33,769.00	51,596.00	40,000.00	27,594.00	40,000.00
07000500	36001	Interest	1,509.24	1,875.87	2,462.29	2,000.00	1,530.95	2,000.00
07000500	36020	Interest - Investment Pools	19,050.68	73,115.42	90,416.42	70,000.00	54,945.37	60,000.00
07000400	37100	Restitution	1,384.22	630.81	3,183.86	-	-	-
07000500	37110	Insurance Claims	2,787.82	-	-	-	-	-
07000400	37905	Sale of Surplus Property	3,739.32	31,764.22	27,974.88	10,000.00	26,035.33	20,000.00
<b>Water &amp; Sewer Operating Fund Total</b>			<b>\$ 6,618,017.53</b>	<b>\$ 8,009,438.53</b>	<b>\$ 9,089,661.75</b>	<b>\$ 9,904,000.00</b>	<b>\$ 4,971,433.13</b>	<b>\$ 11,213,000.00</b>
Actual figures have been adjusted, per auditor.								
<sup>1</sup> - Accounts for rental from wireless service providers for tower rental fees.								

## Water and Sewer Operating Fund

### Total Expenses

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
07700400		Water Division Total	\$ 2,616,175.38	\$ 2,779,858.79	\$ 3,083,719.29	\$ 1,301,085.77	\$ 2,981,550.00	\$ 3,344,901.88	\$ 3,565,500.00	\$ -
07800400		Sewer Division Total	2,519,549.89	2,541,771.54	2,497,083.49	1,254,577.94	2,814,250.00	2,935,061.88	3,192,000.00	-
07080400	46700	IEPA Loan Principal Expense	-	-	-	-	-	1,005,000.00	1,005,000.00	
07080400	46701	IEPA Loan Interest Expense	-	-	-	-	-	480,000.00	480,000.00	
07080400	46680	Bond Principal Payment	610,000.00	630,000.00	665,000.00	-	695,000.00	715,000.00	715,000.00	
07080400	46681	Bond Interest Expense	184,984.91	166,634.91	147,647.41	69,737.50	139,500.00	118,700.00	118,700.00	
07080400	46682	Bond Fees	428.00	428.00	428.00	-	2,000.00	500.00	500.00	
07800500	48012	Transfer to W/S Capital	-	1,318,838.97	1,324,647.00	666,179.56	5,906,700.00	1,320,000.00	1,320,000.00	
<b>Subtotal</b>			<b>\$ 5,931,138.18</b>	<b>\$ 7,437,532.21</b>	<b>\$ 7,718,525.19</b>	<b>\$ 3,291,580.77</b>	<b>\$ 12,539,000.00</b>	<b>\$ 9,919,163.76</b>	<b>\$ 10,396,700.00</b>	<b>\$ -</b>
<b>Non Budgeted Expense</b>										
07700400	47853	Pension Expense W/S	\$ 54,075.64	14,601.58	(29,915.25)	\$ -	\$ -			
07800400	47853	Pension Expense W/S	46,754.22	12,930.26	(26,254.69)	-	-			
07700400	47854	OPEB Expense W/S	\$ -	\$ -	\$ 9,570.75					
07800400	47854	OPEB Expense W/S	\$ -	\$ -	\$ 7,137.73					
07800400	47785	Depreciation Expense	3,486,871.00	3,457,134.00	3,395,945.00	-	-			
<b>Subtotal</b>			<b>\$ 3,587,700.86</b>	<b>\$ 3,484,665.84</b>	<b>\$ 3,356,483.54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Water and Sewer Operating Fund Total</b>			<b>\$ 9,518,839.04</b>	<b>\$ 10,922,198.05</b>	<b>\$ 11,075,008.73</b>	<b>\$ 3,291,580.77</b>	<b>\$ 12,539,000.00</b>	<b>\$ 9,919,163.76</b>	<b>\$ 10,396,700.00</b>	<b>\$ -</b>
Depreciation Expense, which is an adjustment made by the auditors each year, has been moved from the Sewer Division budget to this summary budget.										

## Expenses

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
Personnel										
07700400	41103	IMRF	\$ 119,062.18	\$ 119,132.30	\$ 110,360.77	\$ 50,761.39	\$ 110,000.00	\$ 133,000.00	\$ 141,000.00	\$ -
07700400	41104	FICA	78,744.43	79,301.42	78,963.00	40,459.12	85,000.00	88,000.00	93,000.00	-
07700400	41105	Unemployment Tax	1,558.72	1,377.38	1,406.76	52.97	2,000.00	2,000.00	2,000.00	-
07700400	41106	Health Insurance	174,803.46	171,978.93	174,413.25	92,394.40	186,000.00	180,000.00	184,000.00	-
07700400	41110	Salaries	1,047,067.85	1,021,538.51	1,035,916.56	530,069.51	1,070,000.00	1,111,600.00	1,144,000.00	-
07700400	41140	Overtime	30,215.44	50,056.30	53,441.90	19,840.94	30,000.00	50,000.00	50,000.00	-
Subtotal			\$ 1,451,452.08	\$ 1,443,384.84	\$ 1,454,502.24	\$ 733,578.33	\$ 1,483,000.00	\$ 1,564,600.00	\$ 1,614,000.00	\$ -
Contractual Services										
07700400	42210	Telephone	\$ 19,492.78	\$ 20,087.54	\$ 21,270.23	\$ 9,240.30	\$ 22,700.00	\$ 22,700.00	\$ 22,700.00	\$ -
07700400	42211	Natural Gas	17,803.37	18,689.90	16,892.26	4,093.21	20,350.00	20,350.00	20,350.00	-
07700400	42212	Electric	242,154.79	230,298.17	234,235.83	84,052.20	250,000.00	250,000.00	250,000.00	-
07700400	42215	Repeater Lines	-	-	-	-	-	8,300.00	8,300.00	-
07700400	42225	Bank Processing Fees	21,213.28	23,934.01	24,886.56	12,332.64	27,000.00	27,000.00	27,000.00	-
07700400	42226	ACH Rebate	9,960.00	21,135.00	22,761.00	12,001.50	23,000.00	25,000.00	25,000.00	-
07700400	42230	Legal Services	2,209.38	306.25	1,242.25	311.75	4,000.00	4,000.00	4,000.00	-
07700400	42231	Audit Services	4,459.95	4,549.19	4,666.38	4,868.77	5,100.00	6,200.00	6,200.00	-
07700400	42232	Engineering Services	17,474.02	-	-	6,434.90	30,000.00	30,000.00	30,000.00	-
07700400	42234	Professional Services	136,537.35	190,465.91	198,880.34	83,015.32	217,475.00	353,670.00	371,200.00	-
07700400	42236	Insurance	82,573.02	64,112.69	63,108.14	76,391.98	86,000.00	98,000.00	99,000.00	-
07700400	42242	Publications	744.04	516.00	444.50	543.20	1,125.00	1,125.00	1,200.00	-
07700400	42243	Printing & Advertising	3,541.56	3,385.66	3,585.22	574.80	3,650.00	3,750.00	3,750.00	-
07700400	42260	Physical Exams	329.25	158.25	397.80	208.00	1,600.00	1,600.00	1,600.00	-
07700400	42270	Equipment Rental	576.56	-	887.52	-	1,000.00	1,000.00	1,000.00	-
07700400	42272	Principal Lease Payments	-	-	-	-	-	-	21,800.00	-
Subtotal			\$ 559,069.35	\$ 577,638.57	\$ 593,258.03	\$ 294,068.57	\$ 693,000.00	\$ 852,695.00	\$ 893,100.00	\$ -
Supplies & Materials										
07700400	43308	Office Supplies	\$ 645.90	\$ 353.04	\$ 257.43	\$ 50.84	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
07700400	43309	Materials	8,754.54	13,777.60	6,583.33	5,644.81	18,050.00	17,500.00	17,500.00	-
07700400	43317	Postage	25,389.72	24,973.31	25,280.40	12,886.27	26,000.00	28,400.00	28,400.00	-
07700400	43320	Tools, Equipment & Supplies	14,962.37	11,151.21	7,739.87	12,646.61	9,000.00	9,500.00	9,500.00	-
07700400	43332	Office Furniture & Equipment	758.37	1,521.65	749.98	-	1,500.00	2,000.00	2,000.00	-
07700400	43333	IT Equipment	43,337.43	47,771.45	42,237.03	36,273.71	56,000.00	64,476.88	54,600.00	-
07700400	43340	Fuel (S)	17,853.10	17,650.74	18,795.25	8,496.27	17,000.00	17,000.00	17,000.00	-
07700400	43342	Chemicals	151,939.24	164,118.86	154,721.53	65,713.02	187,000.00	187,000.00	187,000.00	-
07700400	43345	Lab Supplies	8,613.29	9,963.39	9,265.89	2,595.41	10,400.00	10,400.00	10,400.00	-
07700400	43348	Meters & Meter Supplies	39,174.84	28,134.71	3,004.52	7,851.66	15,150.00	59,200.00	59,200.00	-
Subtotal			\$ 311,428.80	\$ 319,415.96	\$ 268,635.23	\$ 152,158.60	\$ 340,600.00	\$ 395,976.88	\$ 386,100.00	\$ -
Maintenance										
07700400	44410	Booster Station	\$ 17,077.10	\$ 6,356.90	\$ 11,355.07	\$ 7,501.38	\$ 17,200.00	\$ 16,410.00	\$ 16,400.00	\$ -
07700400	44411	Storage Facility	6,636.95	8,677.14	8,870.00	-	8,500.00	8,500.00	8,500.00	-
07700400	44412	Treatment Facility	46,600.89	87,303.41	436,722.67	13,074.68	34,400.00	45,200.00	85,200.00	-
07700400	44415	Distribution System	32,925.73	51,483.80	47,425.73	7,226.37	55,500.00	75,170.00	75,200.00	-
07700400	44418	Wells	48,389.97	135,116.80	117,183.85	894.68	168,600.00	174,650.00	174,700.00	-
07700400	44420	Vehicle Maintenance (S)	20,556.72	20,457.53	23,066.33	13,151.99	20,000.00	21,000.00	21,000.00	-
07700400	44421	Equipment Maintenance (S)	17,036.42	25,393.12	21,195.00	22,428.03	20,000.00	25,500.00	25,500.00	-
07700400	44423	Building Services (S)	91,280.15	93,216.24	83,908.07	45,355.42	104,000.00	143,000.00	103,000.00	-
07700400	44426	Office Equipment Maintenance	367.89	431.05	503.15	304.18	800.00	800.00	800.00	-
Subtotal			\$ 280,871.82	\$ 428,435.99	\$ 750,229.87	\$ 109,936.73	\$ 429,000.00	\$ 510,230.00	\$ 510,300.00	\$ -
Capital Expenditures										
07700400	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07700400	45590	Capital Purchase	-	-	-	-	14,250.00	-	135,000.00	-
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ 14,250.00	\$ -	\$ 135,000.00	\$ -
Other Charges										
07700400	47740	Travel/Training/Dues	\$ 6,470.13	\$ 5,243.09	\$ 10,584.65	\$ 8,062.40	\$ 11,500.00	\$ 10,700.00	\$ 10,700.00	\$ -
07700400	47760	Uniforms & Safety Items	6,883.20	5,740.34	6,509.27	3,281.14	10,200.00	10,700.00	10,700.00	-
07700400	47790	Interest Lease Expense	-	-	-	-	-	-	5,600.00	-
Subtotal			\$ 13,353.33	\$ 10,983.43	\$ 17,093.92	\$ 11,343.54	\$ 21,700.00	\$ 21,400.00	\$ 27,000.00	\$ -
Water Total			\$ 2,616,175.38	\$ 2,779,858.79	\$ 3,083,719.29	\$ 1,301,085.77	\$ 2,981,550.00	\$ 3,344,901.88	\$ 3,565,500.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ 54,075.64	\$ 14,601.58	\$ (29,915.25)	\$ -	\$ -			
07700400	47854	OPEB Expense W/S	\$ -	\$ -	\$ 9,570.75	\$ -	\$ -			
Water Total (Audited)			\$ 2,670,251.02	\$ 2,794,460.37	\$ 3,063,374.79	\$ 1,301,085.77	\$ 2,981,550.00	\$ 3,344,901.88	\$ 3,565,500.00	\$ -

## Expenses

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
Personnel										
07800400	41103	IMRF	\$ 102,648.74	\$ 104,851.90	\$ 99,780.95	\$ 46,105.19	\$ 100,000.00	\$ 121,000.00	\$ 126,000.00	\$ -
07800400	41104	FICA	68,064.53	70,198.00	71,776.91	37,099.94	78,000.00	80,000.00	83,000.00	-
07800400	41105	Unemployment Tax	1,366.53	1,260.07	1,409.60	86.49	2,000.00	2,000.00	2,000.00	-
07800400	41106	Health Insurance	136,732.32	137,042.39	130,074.94	69,403.61	142,000.00	135,000.00	138,000.00	-
07800400	41110	Salaries	897,841.76	921,193.76	942,715.84	486,368.83	966,000.00	1,006,600.00	1,042,000.00	-
07800400	41140	Overtime	25,464.87	32,679.88	40,943.52	11,319.64	30,000.00	32,000.00	32,000.00	-
Subtotal			\$ 1,232,118.75	\$ 1,267,226.00	\$ 1,286,701.76	\$ 650,383.70	\$ 1,318,000.00	\$ 1,376,600.00	\$ 1,423,000.00	\$ -
Contractual Services										
07800400	42210	Telephone	\$ 11,634.30	\$ 15,371.79	\$ 16,621.41	\$ 7,517.48	\$ 21,000.00	\$ 22,160.00	\$ 22,200.00	\$ -
07800400	42211	Natural Gas	11,084.65	8,741.83	10,706.41	2,325.71	15,075.00	15,050.00	15,100.00	-
07800400	42212	Electric	316,503.06	282,064.26	274,669.07	99,747.29	317,000.00	317,000.00	317,000.00	-
07800400	42215	Repeater Lines	-	-	-	-	-	8,300.00	8,300.00	-
07800400	42225	Bank Processing Fees	21,213.21	23,933.89	24,886.52	12,332.63	27,000.00	27,000.00	27,000.00	-
07800400	42226	ACH Rebate	10,001.00	21,225.50	22,863.50	12,055.50	23,000.00	25,000.00	25,000.00	-
07800400	42230	Legal Services	284.37	43.75	1,417.25	224.25	4,000.00	4,000.00	4,000.00	-
07800400	42231	Audit Services	4,459.95	4,549.20	4,666.37	4,868.77	5,100.00	6,200.00	6,200.00	-
07800400	42232	Engineering Services	-	1,673.97	3,000.00	21,693.40	4,000.00	39,000.00	39,000.00	-
07800400	42234	Professional Services	93,294.75	148,744.49	129,780.82	94,209.84	166,700.00	196,050.00	213,600.00	-
07800400	42236	Insurance	74,541.95	60,859.76	55,709.68	71,752.14	78,000.00	92,000.00	93,000.00	-
07800400	42242	Publications	744.04	567.52	528.94	543.20	1,125.00	1,125.00	1,100.00	-
07800400	42243	Printing & Advertising	753.43	575.49	974.18	574.78	1,000.00	1,000.00	1,000.00	-
07800400	42260	Physical Exams	342.75	405.25	359.45	189.50	1,600.00	1,600.00	1,600.00	-
07800400	42262	Sludge Removal	94,040.70	92,468.25	87,926.55	30,758.55	123,500.00	123,500.00	123,500.00	-
07800400	42270	Equipment Rental	1,210.50	701.60	-	-	2,500.00	1,500.00	1,500.00	-
07800400	42272	Principal Lease Payments	-	-	-	836.40	-	-	18,800.00	-
Subtotal			\$ 640,108.66	\$ 661,926.55	\$ 634,110.15	\$ 359,629.44	\$ 790,600.00	\$ 880,485.00	\$ 917,900.00	\$ -
Supplies & Materials										
07800400	43308	Office Supplies	\$ 559.63	\$ 258.71	\$ 358.58	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
07800400	43309	Materials	5,811.69	4,883.17	10,735.85	3,014.85	18,800.00	17,500.00	17,500.00	-
07800400	43317	Postage	25,179.50	24,977.31	25,127.20	12,886.23	26,000.00	28,400.00	28,400.00	-
07800400	43320	Tools, Equipment & Supplies	22,359.82	15,718.96	26,134.35	15,404.95	19,500.00	19,000.00	19,000.00	-
07800400	43332	Office Furniture & Equipment	25.00	12,574.50	490.00	-	3,000.00	1,000.00	1,000.00	-
07800400	43333	IT Equipment	63,309.42	57,985.34	40,643.47	35,204.98	55,000.00	89,026.88	78,600.00	-
07800400	43340	Fuel (S)	13,537.33	16,681.81	16,025.23	8,312.71	14,500.00	17,000.00	17,000.00	-
07800400	43342	Chemicals	39,308.27	60,043.33	52,753.59	25,633.65	114,500.00	114,500.00	114,500.00	-
07800400	43345	Lab Supplies	6,165.18	3,905.30	5,754.52	5,373.44	7,500.00	7,500.00	7,500.00	-
07800400	43348	Meters & Meter Supplies	39,030.68	26,788.59	3,423.65	3,494.88	15,200.00	59,200.00	59,200.00	-
Subtotal			\$ 215,286.52	\$ 223,817.02	\$ 181,446.44	\$ 109,325.69	\$ 274,500.00	\$ 353,626.88	\$ 343,200.00	\$ -
Maintenance										
07800400	44412	Treatment Facility	\$ 183,891.99	\$ 154,036.31	\$ 129,994.80	\$ 27,200.51	\$ 84,100.00	\$ 52,250.00	\$ 52,300.00	\$ -
07800400	44414	Lift Station Maintenance	36,655.78	59,868.20	52,011.19	840.00	58,950.00	46,400.00	89,900.00	-
07800400	44416	Collection System Maintenance	787.95	3,471.73	31,834.09	12,301.98	77,350.00	32,600.00	32,600.00	-
07800400	44420	Vehicle Maintenance (S)	36,291.40	29,271.88	32,160.44	17,868.83	30,000.00	38,000.00	38,000.00	-
07800400	44421	Equipment Maintenance (S)	17,248.66	33,845.96	35,544.87	20,858.32	28,000.00	32,000.00	32,000.00	-
07800400	44423	Building Services (S)	122,505.62	94,770.07	89,243.66	49,267.41	102,000.00	101,000.00	101,000.00	-
07800400	44426	Office Equipment Maintenance	621.35	731.05	579.95	320.43	1,100.00	1,100.00	1,100.00	-
Subtotal			\$ 398,002.75	\$ 375,995.20	\$ 371,369.00	\$ 128,657.48	\$ 381,500.00	\$ 303,350.00	\$ 346,900.00	\$ -
Capital Expenditures										
07800400	43335	Vehicles & Equipment	\$ 19,550.00	\$ -	\$ 8,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
07800400	45590	Capital Purchase	-	-	-	-	14,250.00	-	135,000.00	-
07800400	45597	Capital Lease Payment	-	-	-	-	-	-	-	-
Subtotal			\$ 19,550.00	\$ -	\$ 8,000.00	\$ -	\$ 29,250.00	\$ -	\$ 135,000.00	\$ -
Other Charges										
07800400	47740	Travel/Training/Dues	\$ 6,616.44	\$ 4,776.98	\$ 6,737.41	\$ 1,321.00	\$ 7,700.00	\$ 8,500.00	\$ 8,500.00	\$ -
07800400	47760	Uniforms & Safety Items	7,866.77	8,029.79	8,718.73	5,195.17	12,700.00	12,500.00	12,500.00	-
07800400	47790	Interest Lease Expense	-	-	-	65.46	-	-	5,000.00	-
Subtotal			\$ 14,483.21	\$ 12,806.77	\$ 15,456.14	\$ 6,581.63	\$ 20,400.00	\$ 21,000.00	\$ 26,000.00	\$ -
Sewer Total			\$ 2,519,549.89	\$ 2,541,771.54	\$ 2,497,083.49	\$ 1,254,577.94	\$ 2,814,250.00	\$ 2,935,061.88	\$ 3,192,000.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ 46,754.22	\$ 12,930.26	\$ (26,254.69)		\$ -			
07700400		OPEB Expense W/S	\$ -	\$ -	\$ 7,137.73		\$ -			
Sewer Total (Audited)			\$ 2,691,256.38	\$ 2,566,304.11	\$ 2,477,966.53	\$ 1,254,577.94	\$ 2,814,250.00	\$ 2,935,061.88	\$ 3,192,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.										



**VILLAGE OF ALGONQUIN  
MEMORANDUM**

**DATE:** January 23, 2020

**TO:** *Committee of the Whole*

**FROM:** *Tim Schloneger*

**SUBJECT:** ***Proposed Budget – 2020/2021 - 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 2020/2021. Each of these special funds operates independently from the General Fund. However, the Swimming Pool Fund is supported by a transfer (\$158,400) from the General Fund to maintain a balance of revenues and expenditures. As a proposal for Board consideration, a one-time transfer from the General Fund of \$140,600 could provide for the construction of a new columbarium building. Staff's budget presentation will provide additional details on this proposal.

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 with expenditures at \$184,500 and \$274,100, respectively.

**ANTICIPATED REVENUE - CEMETERY FUND - \$47,000**

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 correspond directly to 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).

## **Proposed 2020/2021 Cemetery and Swimming Pool Funds**

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The \$1,500 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.

### **ESTIMATED EXPENDITURES - CEMETERY FUND \$184,500**

ACCOUNT 42234, PROFESSIONAL SERVICES - \$31,200 - 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 - \$2,000 - This item identifies the portion of the liability insurance premium that is allocated to the Cemetery Fund.

ACCOUNT 42290, GRAVE OPENINGS - \$10,000 - 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 - \$500 - 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.

ACCOUNT 45593, CAPITAL IMPROVEMENTS - \$140,600 - This would provide for the construction of a columbarium building used to store urns holding the ashes of those who have been cremated. The Village does not currently have any available space at the existing mausoleum to provide for this option. Market trends indicate cremation more common than traditional burials and continues to grow.

### **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.

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## **Proposed 2020/2021 Cemetery and Swimming Pool Funds**

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### **ANTICIPATED REVENUE - SWIMMING POOL FUND - \$274,100**

RENTAL INCOME - \$28,500 - 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 - \$35,000 - 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 - \$26,500 - 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 - \$16,000- This account recognizes the fees collected for swim lessons, which remains one of the pool's most popular programs.

CONCESSIONS - \$9,500 – Essentially flat revenue projections are expected for the sale of concessions this upcoming swim season.

INTEREST - \$100 - This account is an estimate of return on investment of cash reserves accumulated within the Pool Fund.

TRANSFER FROM GENERAL FUND - \$158,400 - 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, this is typically not the norm with aquatic facilities in our region and coupled with the facility age, new state and federal regulations for pools, and other swimming and aquatic alternatives in the area have resulted in the need for a transfer from the General Fund. Fifty-eight percent (58%) of the pool revenue is accounted for by this transfer.

## **Proposed 2020/2021 Cemetery and Swimming Pool Funds**

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### **ESTIMATED EXPENDITURES – SWIMMING POOL FUND - \$274,100**

**PERSONNEL - \$124,600** - 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. Additional funds have been included this year for wage increases related to the Illinois minimum wage law, as well as an employee referral program to encourage pool staff to help recruit Lifeguard positions, which has been challenging in recent years.

**CONTRACTUAL SERVICES - \$29,700** - 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 - \$21,500** - This expenditure account includes the general operational needs for office supplies, ID supplies, software, cash register, and pool forms. An automatic pool cleaner unit is also proposed this year, which will operate during evening hours, eliminating the need for staff to perform this task.

**MAINTENANCE - \$80,000** - 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 (chemicals) appropriate from the 44423 account.

**OTHER CHARGES - \$18,300** - 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 subsidy from the General Fund (58% of the pool's expenses) to cover the increasing maintenance costs, recreational swimming opportunities continue to be offered to the public in the 2020 swim season at affordable rates. Like any other park or recreational facility, recognizing market trends and consumer expectations are paramount for a successful parks and recreation program that meets the needs of the community. The Village's update of the Parks and Recreation Master Plan will assist in determining the future direction and service delivery alternatives for park and recreation facility (including aquatics) development consistent with resident

**Proposed 2020/2021 Cemetery and Swimming Pool Funds**

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**January 23, 2020**

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demand and expectations. The FY 20/21 budget as proposed will continue to provide aquatic recreational opportunities to our community at a good value.

Attachment

# Cemetery Fund

# Revenues

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Q2	FY 20/21 Budget
02000100	34100	Rental Income <sup>1</sup>	\$ 22,028.02	\$ 22,688.86	\$ 23,369.53	\$ 24,000.00	\$ 24,070.62	\$ 24,500.00
02000100	34300	Lots & Graves	2,650.00	8,600.00	5,850.00	5,000.00	3,800.00	5,000.00
02000100	34310	Grave Opening	13,400.00	16,350.00	8,450.00	12,000.00	6,850.00	12,000.00
02000100	34320	Perpetual Care <sup>2</sup>	750.00	2,500.00	1,750.00	1,500.00	1,250.00	1,500.00
02000500	36001	Interest	5.82	8.07	13.87	-	8.15	-
02000500	36020	Interest - Investment Pools	1,305.53	2,843.09	5,217.59	4,500.00	2,781.68	4,000.00
02000500	36026	Interest - Cemetery Trust <sup>2</sup>	16.12	16.75	28.54	-	21.36	-
<b>Cemetery Fund Total</b>			<b>\$ 40,155.49</b>	<b>\$ 53,006.77</b>	<b>\$ 44,679.53</b>	<b>\$ 47,000.00</b>	<b>\$ 38,781.81</b>	<b>\$ 47,000.00</b>
<sup>1</sup> - Rental Income includes the annual rental payment for a ground lease by a wireless service provider at the cemetery.								
<sup>2</sup> - Restricted Account								

# Cemetery Fund

# Expenditures

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
02400100	42225	Bank Processing Fees	\$ -	\$ -	\$ -	\$ 21.16	\$ -	\$ 200.00	\$ 200.00	\$ -
02400100	42234	Professional Services	20,851.46	26,957.93	20,640.00	9,858.00	31,000.00	31,200.00	31,200.00	-
02400100	42236	Insurance	1,086.50	1,084.11	1,027.20	1,284.24	1,100.00	1,500.00	2,000.00	-
02400100	42290	Grave Opening	10,250.00	12,800.00	6,900.00	4,450.00	10,000.00	10,000.00	10,000.00	-
02400100	43319	Supplies	837.83	-	-		500.00	500.00	500.00	-
02400100	45593	Capital Improvements	-	-	-	-	-	140,000.00	140,600.00	
Cemetery Fund Total			\$ 33,025.79	\$ 40,842.04	\$ 28,567.20	\$ 15,613.40	\$ 42,600.00	\$ 183,400.00	\$ 184,500.00	\$ -

# Swimming Pool Fund

# Revenues

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Q2	FY 20/21 Budget
05000100	33030	Donations-Operating-Gen. Gov.	\$ 286.20	\$ 126.00	\$ 1,614.20	\$ 100.00	\$ 56.00	\$ 100.00
05000100	34100	Rental Income <sup>1</sup>	25,906.00	26,153.80	29,005.00	28,000.00	28,361.60	28,500.00
05000100	34500	Swimming Annual Pass	30,275.00	31,865.00	35,670.00	35,000.00	32,195.00	35,000.00
05000100	34510	Swimming Daily Fees <sup>2</sup>	25,890.63	25,885.35	28,826.00	28,000.00	25,800.25	26,500.00
05000100	34520	Swimming Lesson Fees	23,010.00	18,073.00	15,536.70	16,500.00	15,412.15	16,000.00
05000100	34560	Concessions	9,151.96	9,243.13	9,617.51	9,500.00	9,169.62	9,500.00
05000500	36001	Interest	14.63	67.36	84.04	100.00	1.92	100.00
05000500	37900	Miscellaneous Revenue	-	-	-	-	-	-
05000500	38001	Transfer from General Fund	88,628.70	80,617.42	142,589.21	141,500.00	122,157.70	158,400.00
<b>Swimming Pool Fund Total</b>			<b>\$ 203,163.12</b>	<b>\$ 192,031.06</b>	<b>\$ 262,942.66</b>	<b>\$ 258,700.00</b>	<b>\$ 233,154.24</b>	<b>\$ 274,100.00</b>
<b>Notes:</b>								
<sup>1</sup> - Trails Swim Team contribution.								
<sup>2</sup> - Includes reduced admission for groups.								

## Swimming Pool Fund

## Expenditures

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2 YTD	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
<b>Nondepartmental Personnel</b>										
05900100	41104	FICA	\$ 5,400.47	\$ 5,459.32	\$ 4,919.00	\$ 5,652.88	\$ 6,700.00	\$ 8,675.00	\$ 8,700.00	\$ -
05900100	41105	Unemployment Tax	600.13	606.62	466.14	572.67	700.00	960.50	900.00	-
05900100	41110	Salaries	70,595.16	71,363.96	62,591.49	72,796.32	86,000.00	113,000.00	113,000.00	-
05900100	41140	Overtime	-	-	1,708.92	1,097.81	2,000.00	2,000.00	2,000.00	-
<b>Subtotal</b>			\$ 76,595.76	\$ 77,429.90	\$ 69,685.55	\$ 80,119.68	\$ 95,400.00	\$ 124,635.50	\$ 124,600.00	\$ -
<b>Contractual Services</b>										
05900100	42210	Telephone	\$ 852.08	\$ 1,440.41	\$ 1,550.73	\$ 707.82	\$ 2,250.00	\$ 2,300.00	\$ 2,300.00	\$ -
05900100	42211	Natural Gas	2,888.64	3,588.50	3,769.17	3,491.07	4,800.00	4,800.00	4,800.00	-
05900100	42212	Electric	5,835.34	5,097.70	5,629.92	4,847.81	6,000.00	6,000.00	6,000.00	-
05900100	42213	Water	4,770.81	4,425.77	4,963.62	5,584.53	5,500.00	6,500.00	6,500.00	-
05900100	42225	Bank Processing Fees	-	-	-	594.34	-	800.00	800.00	-
05900100	42234	Professional Services	1,580.00	1,040.00	2,221.68	525.00	1,550.00	300.00	300.00	-
05900100	42236	Insurance	6,320.30	6,575.97	7,033.68	6,584.32	7,500.00	8,500.00	9,000.00	-
<b>Subtotal</b>			\$ 22,247.17	\$ 22,168.35	\$ 25,168.80	\$ 22,334.89	\$ 27,600.00	\$ 29,200.00	\$ 29,700.00	\$ -
<b>Supplies &amp; Materials</b>										
05900100	43308	Office Supplies	\$ 197.47	\$ 951.25	\$ 837.73	\$ 51.74	\$ 1,300.00	\$ 500.00	\$ 500.00	\$ -
05900100	43320	Tools, Equipment & Supplies	1,551.19	10,336.06	7,128.21	6,537.91	6,900.00	11,500.00	18,600.00	-
05900100	43332	Office Furniture & Equipment	199.00	-	-	-	-	-	-	-
05900100	43333	IT Equipment	621.30	419.90	-	-	-	2,400.00	2,400.00	-
<b>Subtotal</b>			\$ 2,568.96	\$ 11,707.21	\$ 7,965.94	\$ 6,589.65	\$ 8,200.00	\$ 14,400.00	\$ 21,500.00	\$ -
<b>Maintenance</b>										
05900100	44423	Building Services (S)	\$ 78,966.03	\$ 61,860.37	\$ 93,878.34	\$ 77,912.05	\$ 66,000.00	\$ 75,000.00	\$ 75,000.00	\$ -
05900100	44445	Outsourced Building Maint.	17,000.00	10,209.62	56,049.00	34,879.56	49,000.00	5,000.00	5,000.00	-
<b>Subtotal</b>			\$ 95,966.03	\$ 72,069.99	\$ 149,927.34	\$ 112,791.61	\$ 115,000.00	\$ 80,000.00	\$ 80,000.00	\$ -
<b>Other Charges</b>										
05900100	47701	Recreation Programs	\$ 353.00	\$ -	\$ 875.50	\$ 503.75	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -
05900100	47740	Travel/Training/Dues	910.00	1,375.00	1,533.00	1,595.03	2,100.00	6,300.00	6,300.00	-
05900100	47760	Uniforms & Safety Items	1,341.68	1,602.42	1,234.34	1,192.75	1,800.00	2,800.00	2,800.00	-
05900100	47800	Concession Purchases	4,920.59	5,121.13	6,084.70	5,388.07	7,200.00	7,800.00	7,800.00	-
<b>Subtotal</b>			\$ 7,525.27	\$ 8,098.55	\$ 9,727.54	\$ 8,679.60	\$ 12,500.00	\$ 18,300.00	\$ 18,300.00	\$ -
<b>Swimming Pool Fund Total</b>			\$ 204,903.19	\$ 191,474.00	\$ 262,475.17	\$ 230,515.43	\$ 258,700.00	\$ 266,535.50	\$ 274,100.00	\$ -
(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:** February 10, 2020

**TO:** *Committee of the Whole*

**FROM:** *Tim Schloneger  
Village Manager*

**SUBJECT:     *Proposed Budget – 2020/2021 – Building Services Fund***

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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 - (\$880,000)**

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 - (\$880,000)**

**BUILDING MAINTENANCE - PERSONNEL - (\$437,600)**

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 – (\$22,350)**

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, repeater lines, cleaning services, publications (such as safety manuals), printing, and lease payments for vehicles are covered under these line items.

**BUILDING SERVICES - SUPPLIES AND MATERIALS - (\$149,300)**

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 (\$260,300)**

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 - (\$10,450)**

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2	FY 19/20 Budget	FY 20/21 Budget
28	33160	Donations	\$ 90.00	\$ 120.00	\$ 120.00	\$ -	\$ -	\$ -
28	34900	Building Services Billings	870,060.10	842,417.09	846,479.60	451,010.27	862,000.00	880,000.00
28	37110	Insurance Claims	-	-	-	-	-	-
28	37905	Sale of Surplus Property	161.95	170.69	922.08	-	-	-
Building Services Fund Total			\$ 870,312.05	\$ 842,707.78	\$ 847,521.68	\$ 451,010.27	\$ 862,000.00	\$ 880,000.00

## Building Services Fund

## Expenses

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2 YTD	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
<b>Personnel</b>										
28900000	41103	IMRF	\$ 33,404.11	\$ 37,427.85	\$ 34,717.33	\$ 11,495.91	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ -
28900000	41104	FICA	22,667.67	25,805.94	25,596.59	9,873.95	25,000.00	26,000.00	26,000.00	-
28900000	41105	Unemployment Tax	595.60	546.74	476.09	70.08	700.00	600.00	600.00	-
28900000	41106	Health Insurance	48,174.92	51,311.59	51,286.21	24,343.83	52,000.00	54,000.00	54,000.00	-
28900000	41110	Salaries	298,121.02	334,450.60	325,689.60	132,125.13	298,000.00	310,000.00	310,000.00	-
28900000	41140	Overtime	6,731.44	12,478.48	18,764.21	1,874.67	12,000.00	10,000.00	12,000.00	-
<b>Subtotal</b>			\$ 409,694.76	\$ 462,021.20	\$ 456,530.03	\$ 179,783.57	\$ 417,700.00	\$ 435,600.00	\$ 437,600.00	\$ -
<b>Contractual Services</b>										
28900000	42210	Telephone	\$ 3,867.52	\$ 3,856.08	\$ 4,418.19	\$ 2,070.16	\$ 5,500.00	\$ 5,800.00	\$ 5,800.00	\$ -
28900000	42215	Repeater Lines	-	-	-	-	-	8,250.00	8,250.00	-
28900000	42234	Professional Services	256.07	32,777.00	53.50	-	2,750.00	250.00	250.00	-
28900000	42242	Publications	-	-	15.94	-	250.00	250.00	250.00	-
28900000	42243	Printing & Advertising	14.81	-	-	-	550.00	550.00	550.00	-
28900000	42260	Physical Exams	215.00	60.00	84.45	35.00	150.00	150.00	150.00	-
28900000	42270	Equipment Rental	-	-	403.20	-	500.00	500.00	500.00	-
28900000	42272	Principal Lease Payments	-	-	-	-	-	6,600.00	6,600.00	-
<b>Subtotal</b>			\$ 4,353.40	\$ 36,693.08	\$ 4,975.28	\$ 2,105.16	\$ 9,700.00	\$ 22,350.00	\$ 22,350.00	\$ -
<b>Supplies &amp; Materials</b>										
28900000	43308	Office Supplies	\$ 283.18	\$ 150.00	\$ 128.74	\$ -	\$ 225.00	\$ 225.00	\$ 250.00	\$ -
28900000	43317	Postage	-	-	-	-	500.00	500.00	500.00	-
28900000	43319	Building Supplies	148,673.92	142,256.74	120,072.03	70,275.49	142,525.00	\$ 150,250.00	\$ 133,750.00	\$ -
28900000	43320	Tools, Equipment & Supplies	4,363.06	4,295.49	4,715.47	3,575.08	2,900.00	6,900.00	6,900.00	-
28900000	43332	Office Furniture & Equipment	829.41	-	-	-	250.00	-	-	-
28900000	43333	IT Equipment	2,266.86	1,071.01	4,405.25	1,818.71	1,900.00	4,880.00	4,900.00	-
28900000	43340	Fuel (S)	2,210.23	2,871.36	2,680.90	689.86	3,000.00	3,000.00	3,000.00	-
<b>Subtotal</b>			\$ 158,626.66	\$ 150,644.60	\$ 132,002.39	\$ 76,359.14	\$ 151,300.00	\$ 165,755.00	\$ 149,300.00	\$ -
<b>Maintenance</b>										
28900000	44420	Vehicle Maintenance (S)	\$ 5,597.72	\$ 5,208.03	\$ 4,995.07	\$ 1,789.93	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
28900000	44421	Equipment Maintenance (S)	1,626.80	115.50	1,462.16	1,706.74	5,000.00	5,000.00	5,000.00	-
28900000	44426	Office Equipment Maintenance	545.89	616.05	688.15	476.68	1,750.00	1,000.00	1,000.00	-
28900000	44445	Outsourced Building Maint. (S)	283,395.04	193,297.52	237,126.86	206,950.22	255,250.00	358,015.00	248,300.00	-
<b>Subtotal</b>			\$ 291,165.45	\$ 199,237.10	\$ 244,272.24	\$ 210,923.57	\$ 268,000.00	\$ 370,015.00	\$ 260,300.00	\$ -
<b>Capital Expenditures</b>										
28900000	43335	Vehicles & Equipment	\$ 11,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ 11,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Charges</b>										
28900000	47740	Travel, Training & Dues	\$ 2,902.67	\$ 12,093.40	\$ 9,649.97	\$ 267.00	\$ 10,850.00	\$ 4,170.00	\$ 4,200.00	\$ -
28900000	47760	Uniforms & Safety Items	3,324.27	3,394.08	5,047.10	2,259.53	4,450.00	4,450.00	4,450.00	-
28900000	47776	Parts Cost of Sales Variance	(10,855.16)	(21,376.10)	(4,955.33)	(20,627.70)	-	-	-	-
28900000	47790	Interest Lease Expense	-	-	-	-	-	1,800.00	1,800.00	-
<b>Subtotal</b>			\$ (4,628.22)	\$ (5,888.62)	\$ 9,741.74	\$ (18,101.17)	\$ 15,300.00	\$ 10,420.00	\$ 10,450.00	\$ -
<b>Building Services Fund Total</b>			\$ 870,312.05	\$ 842,707.36	\$ 847,521.68	\$ 451,070.27	\$ 862,000.00	\$ 1,004,140.00	\$ 880,000.00	\$ -
<b>Non Budgeted Expense</b>										
28900000	47780	Depreciation Expense	\$ 6,173.00	\$ 6,173.00	\$ 6,173.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FY 20/21 Total</b>			\$ 876,485.05	\$ 848,880.36	\$ 853,694.68	\$ 451,070.27	\$ 862,000.00	\$ 1,004,140.00	\$ 880,000.00	\$ -

(S) indicates those line items that reimburse Internal Service Funds.



**VILLAGE OF ALGONQUIN  
MEMORANDUM**

DATE: February 10, 2020

TO: Committee of the Whole

FROM: Tim Schloneger  
Village Manager

**SUBJECT: Proposed Budget – 2020/2021 – 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 - (\$1,178,000)**

There are four sources of revenue for this fund. They include payments from: (1) all Village departments for maintenance of their vehicles and equipment (\$830,000); (2) the purchase of fuel by each department of the Village (\$192,000); (3) the purchase of fuel by the Algonquin/Lake in the Hills Fire Protection District (\$46,000); and (4) outsourced fleet maintenance billings to the Algonquin/Lake in the Hills Fire Protection District and Pingree Grove Police Department (\$110,000).

**PROPOSED EXPENDITURES**

**VEHICLE MAINTENANCE SERVICE FUND - (\$1,178,000)**

**VEHICLE MAINTENANCE - PERSONNEL - (\$428,500)**

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 – (\$40,000)**

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 - (\$562,700)**

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 (\$128,500)**

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 - (\$0)**

No funds are budgeted.

**VEHICLE MAINTENANCE - OTHER CHARGES - (\$18,300)**

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 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 18/19 Q2	FY 19/20 Budget	FY 20/21 Budget
29	33160	Donations	\$ 120.00	\$ 120.00	\$ 120.00	\$ 90.00	\$ -	\$ -
29	34900	Maintenance Billings	743,488.10	760,913.24	688,313.98	290,922.84	822,000.00	830,000.00
29	34920	Fuel Billings	178,301.70	194,212.83	197,355.69	75,284.85	194,500.00	192,000.00
29	34921	Fire District Fuel Billings	34,770.65	44,644.77	49,145.98	22,682.56	43,500.00	46,000.00
29	34922	IGA - Fleet Maintenance	58,148.04	133,545.51	136,532.11	39,894.46	100,000.00	110,000.00
29	37710	Insurance Claims	-	-	-	-	-	-
29	37905	Sale of Surplus Property	161.95	454.38	341.14	1,458.00	-	-
Vehicle Maintenance Service Fund Total			\$ 1,014,990.44	\$ 1,133,890.73	\$ 1,071,808.90	\$ 430,332.71	\$ 1,160,000.00	\$ 1,178,000.00

# Vehicle Maintenance Service Fund

# Expenses

			FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Q2 YTD	FY 19/20 Budget	FY 20/21 Dept.	FY 20/21 Manager	FY 20/21 Budget
<b>Personnel</b>										
29900000	41103	IMRF	\$ 27,597.39	\$ 30,193.74	\$ 29,170.19	\$ 11,714.13	\$ 30,000.00	\$ 37,000.00	\$ 37,000.00	\$ -
29900000	41104	FICA	18,496.87	20,599.57	21,393.47	9,657.76	24,500.00	25,000.00	25,000.00	-
29900000	41105	Unemployment Tax	535.31	414.65	442.56	32.27	600.00	600.00	600.00	-
29900000	41106	Health Insurance	43,890.61	44,261.92	46,990.01	24,375.07	51,000.00	53,000.00	53,000.00	-
29900000	41110	Salaries	248,171.04	271,212.85	282,391.16	130,232.86	292,000.00	305,000.00	305,000.00	-
29900000	41140	Overtime	1,704.56	6,976.55	6,628.64	725.30	7,900.00	7,900.00	7,900.00	-
<b>Subtotal</b>			\$ 340,395.78	\$ 373,659.28	\$ 387,016.03	\$ 176,737.39	\$ 406,000.00	\$ 428,500.00	\$ 428,500.00	\$ -
<b>Contractual Services</b>										
29900000	42210	Telephone	\$ 4,762.95	\$ 4,890.40	\$ 4,841.31	\$ 2,180.07	\$ 4,600.00	\$ 5,000.00	\$ 5,300.00	\$ -
29900000	42215	Repeater Lines	-	-	-	-	-	8,250.00	8,250.00	-
29900000	42234	Professional Services	7,800.58	6,737.84	7,111.83	5,924.03	10,150.00	10,150.00	10,150.00	-
29900000	42242	Publications	1,500.00	1,500.00	1,500.00	1,500.00	4,300.00	4,400.00	4,400.00	-
29900000	42243	Printing & Advertising	309.81	-	-	-	550.00	550.00	550.00	-
29900000	42260	Physical Exams	105.00	-	207.50	-	150.00	150.00	150.00	-
29900000	42270	Equipment Rental	1,265.51	1,162.01	2,127.93	221.39	3,000.00	3,000.00	3,000.00	-
29900000	42272	Principal Lease Payments	-	-	-	-	-	2,200.00	8,200.00	-
<b>Subtotal</b>			\$ 15,743.85	\$ 14,290.25	\$ 15,788.57	\$ 9,825.49	\$ 22,750.00	\$ 33,700.00	\$ 40,000.00	\$ -
<b>Supplies &amp; Materials</b>										
29900000	43308	Office Supplies	\$ 284.05	\$ 200.00	\$ 79.80	\$ -	\$ 225.00	\$ 225.00	\$ 225.00	\$ -
29900000	43317	Postage	85.74	13.35	-	-	425.00	425.00	425.00	-
29900000	43320	Tools, Equipment & Supplies	8,894.16	14,442.76	4,533.11	1,804.53	6,300.00	8,700.00	8,700.00	-
29900000	43332	Office Furniture & Equipment	399.96	-	136.00	-	250.00	-	-	-
29900000	43333	IT Equipment	5,600.00	2,567.86	3,755.25	-	-	1,400.00	1,400.00	-
29900000	43340	Fuel (S)	2,463.18	3,201.93	2,105.28	1,448.31	2,500.00	2,500.00	2,500.00	-
29900000	43350	Fleet Parts/Fluids (S)	270,512.63	283,964.00	268,178.89	107,310.44	330,000.00	311,450.00	311,450.00	-
29900000	43351	Fuel - Cost of Sales (S)	203,961.70	218,632.33	229,061.56	97,342.76	238,000.00	238,000.00	238,000.00	-
<b>Subtotal</b>			\$ 492,201.42	\$ 523,022.23	\$ 507,849.89	\$ 207,906.04	\$ 577,700.00	\$ 562,700.00	\$ 562,700.00	\$ -
<b>Maintenance</b>										
29900000	44420	Vehicle Maintenance (S)	\$ 3,778.89	\$ 3,674.99	\$ 3,440.58	\$ 5,804.28	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
29900000	44421	Equipment Maintenance (S)	1,111.61	-	903.50	394.95	2,500.00	2,500.00	2,500.00	-
29900000	44423	Building Services (S)	59,648.17	62,262.79	56,138.69	25,607.35	60,000.00	60,000.00	60,000.00	-
29900000	44426	Office Equipment Maint.	570.06	631.94	688.15	476.68	1,750.00	1,000.00	1,000.00	-
29900000	44440	Outsourced Maintenance (S)	88,483.08	50,609.73	36,091.93	16,679.42	70,000.00	60,000.00	60,000.00	-
<b>Subtotal</b>			\$ 153,591.81	\$ 117,179.45	\$ 97,262.85	\$ 48,962.68	\$ 138,250.00	\$ 128,500.00	\$ 128,500.00	\$ -
<b>Capital Expenditures</b>										
29900000	45590	Capital Purchase	\$ 42,471.04	\$ -	\$ 21,866.29	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ 42,471.04	\$ -	\$ 21,866.29	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Charges</b>										
29900000	47740	Travel, Training & Dues	\$ 5,595.69	\$ 7,766.19	\$ 3,282.37	\$ 671.99	\$ 6,200.00	\$ 6,900.00	\$ 7,000.00	\$ -
29900000	47760	Uniforms & Safety Items	8,529.10	7,434.26	8,041.54	4,319.09	9,100.00	9,100.00	9,200.00	-
29900000	47775	Fuel Inventory Variance	9,099.65	20,062.33	17,140.09	-	-	-	-	-
29900000	47776	Parts/Fluid Inventory Variance	(14,413.90)	28,005.74	13,561.27	(18,089.97)	-	-	-	-
29900000	47790	Interest Lease Expense	-	-	-	-	-	600.00	2,100.00	-
<b>Subtotal</b>			\$ 8,810.54	\$ 63,268.52	\$ 42,025.27	\$ (13,098.89)	\$ 15,300.00	\$ 16,600.00	\$ 18,300.00	\$ -
<b>Vehicle Maintenance Service Fund Total</b>			\$ 1,053,214.44	\$ 1,091,419.73	\$ 1,071,808.90	\$ 430,332.71	\$ 1,160,000.00	\$ 1,170,000.00	\$ 1,178,000.00	\$ -
<b>Non Budgeted Expense</b>										
29900000	47780	Depreciation Expense	\$ 16,047.00	\$ 16,047.00	\$ 16,047.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FY 20/21 Total</b>			\$ 1,069,261.44	\$ 1,107,466.73	\$ 1,087,855.90	\$ 430,332.71	\$ 1,160,000.00	\$ 1,170,000.00	\$ 1,178,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										



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

**– M E M O R A N D U M –**

DATE: February 14, 2020

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager  
Matthew Bajor, Management Intern

SUBJECT: *Operating Dashboard Presentation*

---

Over the past 12 months, staff has made great headway in developing interactive dashboards to present operating data and key performance indicators. These data visualizations are able to query data directly from enterprise databases to present actionable data in a manner that focuses on outcomes/results.

One of the main value adds of the dashboard tool is the presentation and timeliness of the information provided to staff to make real-time, data-driven policy decisions.

Additional public-facing dashboards are currently under development to communicate progress to Village policy goals and other information in a transparent and understandable manner.

The dashboards are still in a proof of concept phase as we continue work for organization-wide implementation. Staff will be present at Tuesday's meeting to provide a live demonstration of the dashboards.

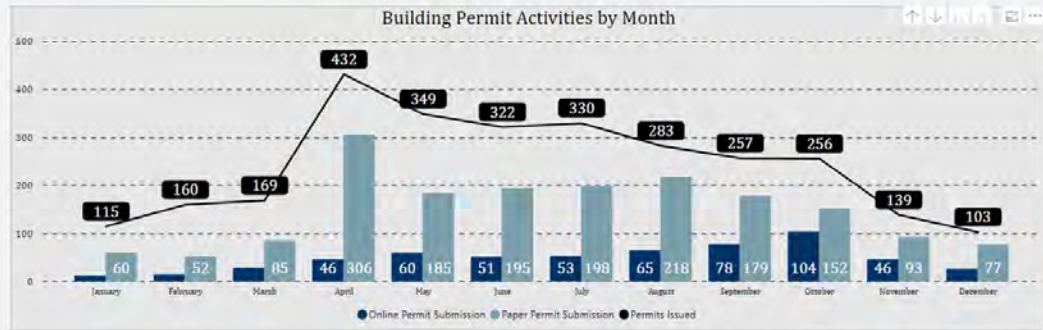
Please note that this information is being presented for informational purposes only; no Board action is necessary.

Attachments (2)



Select a year:

- 2012
- 2013
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020



2,915

Permits Issued

2,384

Permit Applications

584

Online Submission

11.76

Permits Issued per Workday

9.69

Permit Applications per Workday

1,800

Paper Submission

Percent (%) Applications Submitted Online



All reports are updated as data is made available.

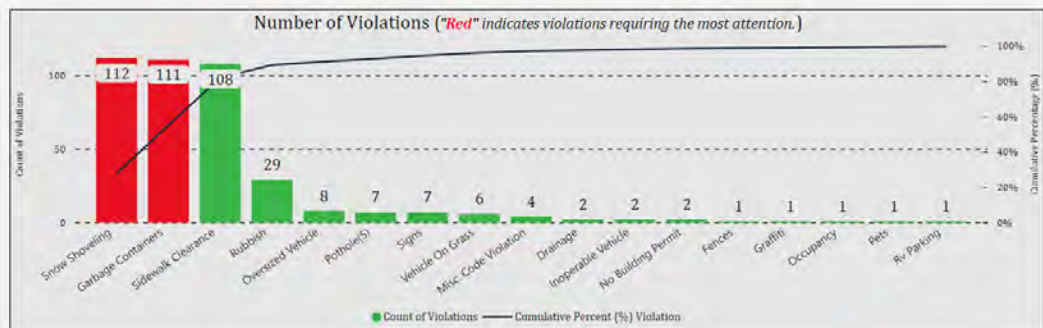


Select a year:

- 2015
- 2016
- 2017
- 2018
- 2019
- 2020

Select a month:

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December



403

Total Violations

19.19

Violations per Workday

383

Voluntary Abatement

0

Mandated Abatement

Percent (%) Voluntary Compliance Rate



All reports are updated as data is made available.

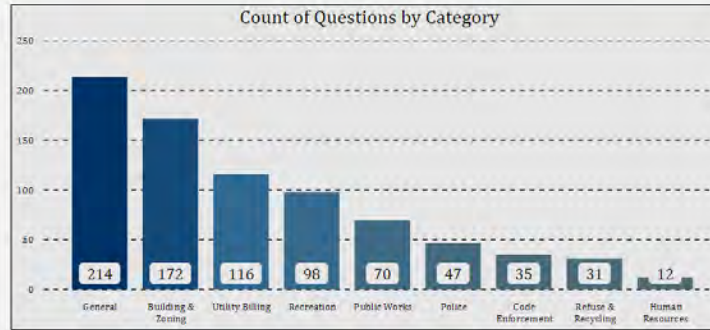


Select a year:

- 2015
- 2016
- 2017
- 2018
- 2019

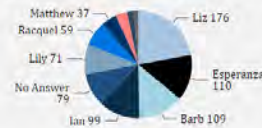
Select a month:

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December



795  
Questions Received

Questions Answered by Operator



716  
Answered  
79  
Unanswered

Online Chat Response Rate

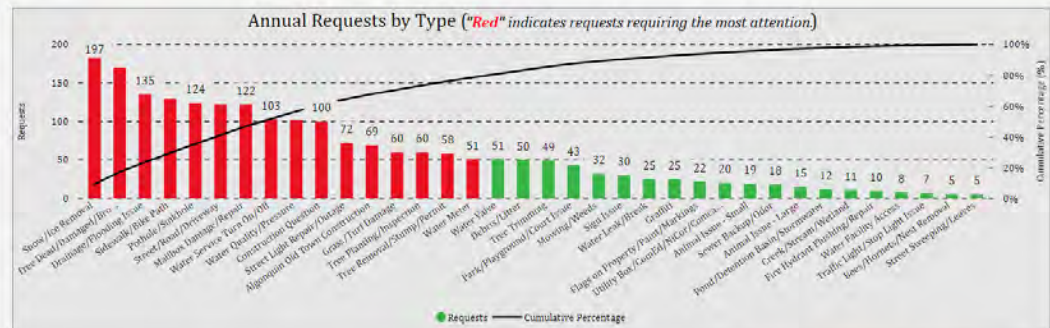


All reports are updated as data is made available.



Select a year:

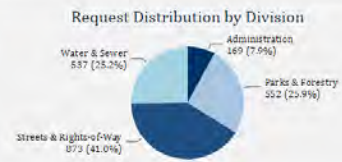
- 2017
- 2018
- 2019



2,131  
Total Requests

8.2  
Requests per Workday

27.6%  
SeeClickFix  
72.4%  
User Entered



All reports are updated as data is made available.



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

**– M E M O R A N D U M –**

DATE: February 12, 2020

TO: Tim Schloneger, Village Manager

FROM: Michele Zimmerman, Assistant Public Works Director

SUBJECT: *2020 Material and Maintenance Items Expenditures*

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Please find attached the MFT resolution and Municipal Estimate of Maintenance Cost for the purchase of salt, de-icing liquid and asphalt as well as for the contracted maintenance items of concrete (sidewalk, driveway apron, curb) removal and replacement, asphalt bike path repair, street patching, pavement marking, street sweeping, storm sewer cleaning, and street light maintenance for calendar year 2020. These are materials and services that public works estimates we will be using during this calendar year. IDOT requires that the Village Board pass a resolution that allows for the expenditure of Motor Fuel Tax money for the use of materials and maintenance activities performed on Village owned streets and Rights-Of-Way. Once the resolution is passed, IDOT allocates this money towards our motor fuel tax fund balance.

Therefore, it is the recommendation of public works that the Committee of the Whole take action to move this matter forward to the Village Board to pass a resolution allocating the sum of \$1,748,700.00 towards MFT maintenance expenses.



## Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	20-00000-00-GM

BE IT RESOLVED, by the Board of the Village of  
Governing Body Type Local Public Agency Type  
Algonquin Illinois that there is hereby appropriated the sum of One million seven  
Name of Local Public Agency  
hundred forty eight thousand seven hundred Dollars (\$1,748,700.00)  
of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from  
01/01/20 to 12/31/20.  
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Algonquin  
Local Public Agency Type Name of Local Public Agency  
shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Gerald Kautz Village Clerk in and for said Village  
Name of Clerk Local Public Agency Type Local Public Agency Type  
of Algonquin in the State of Illinois, and keeper of the records and files thereof, as  
Name of Local Public Agency  
provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the  
Board of Algonquin at a meeting held on         .  
Governing Body Type Name of Local Public Agency Date  
IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this          day of         .  
Day Month, Year

(SEAL)

Clerk Signature

--

**APPROVED**

Regional Engineer  
Department of Transportation

Date

--	--

## Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

**Three (3) certified signed originals must be submitted to the Regional Engineer's District office.  
Following IDOT's approval, distribution will be as follows:**

Local Public Agency Clerk  
Engineer (Municipal, Consultant or County)  
District



# Local Public Agency General Maintenance



## Estimate of Maintenance Costs

Submittal Type **Original**

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Algonquin	McHenry	20-00000-00-GM	01/01/20	12/31/20

### Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
(I) Snow/Ice Removal - McHenry Co DOT Bid	I	No	Rock Salt	Ton	4,100	\$90.00	\$369,000.00	\$369,000.00
(II) Snow/Ice Removal	I	No	Liquid De-Icer	Gal	13,000	\$1.50	\$19,500.00	\$19,500.00
(III) Resurfacing	IV	No	Asphalt	Ton	400	\$48.00	\$19,200.00	\$19,200.00
(IV) Bike Path Repair - Local Bid	IV	No	Outside Contractor	SqYd	6,000	\$20.00	\$120,000.00	\$120,000.00
(V) Road Patching/Repair - Local Bid	IV	No	Outside Contractor	SqYd	7,000	\$22.00	\$154,000.00	\$154,000.00
(VI) Concrete Repair - Local Bid 2019 2 year contract	IV	No	Outside Contractor	SqFt	50,000	\$10.00	\$500,000.00	\$500,000.00
(VII) Pavement Marking - McHenry Co DOT Bid	IIB	No	Outside Contractor	Lineal foot	35,000	\$3.00	\$105,000.00	\$105,000.00
(VIII) Street Sweeping - Local bid 2019 2 year contract	IIB	No	Outside Contractor	Cycle	12	\$11,000.00	\$132,000.00	\$132,000.00
(IX) Storm Sewer Cleaning - Local bid	IIB	No	Outside Contractor	Each	1,000	\$200.00	\$200,000.00	\$200,000.00
(X) Street Light Maintenance - Local bid	IIB	No	Outside Contractor	N/A	1	\$130,000.00	\$130,000.00	\$130,000.00
<b>Total Operation Cost</b>								<b>\$1,748,700.00</b>

### Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	Other Funds	Estimated Costs
Local Public Agency Labor			
Local Public Agency Equipment			
Materials/Contracts(Non Bid Items)	\$407,700.00	\$0.00	\$407,700.00
Materials/Deliver & Install/Request for Quotations (Bid Items)			
Formal Contract (Bid Items)	\$1,341,000.00		\$1,341,000.00
<b>Maintenance Total</b>	<b>\$1,748,700.00</b>	<b>\$0.00</b>	<b>\$1,748,700.00</b>

### Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	Other Funds	Total Est Costs
Preliminary Engineering			
Engineering Inspection			
Material Testing			
Advertising			
Bridge Inspection Engineering			
<b>Maintenance Engineering Total</b>			
<b>Total Estimated Maintenance</b>	<b>\$1,748,700.00</b>	<b>\$0.00</b>	<b>\$1,748,700.00</b>

**Estimate of Maintenance Costs**

Submittal Type

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Algonquin	McHenry	20-00000-00-GM	01/01/20	12/31/20

Remarks

**SUBMITTED**

Local Public Agency Official	Date

Title

County Engineer/Superintendent of Highways	Date

**APPROVED**

Regional Engineer Department of Transportation	Date

## Instructions for BLR 14222 - Page 1 of 4

NOTE: Form instructions should not be included when the form is submitted

This form is used by all Local Public Agencies (LPAs) to submit their maintenance program and also submit their maintenance expenditure statements. A resolution (BLR 14220) must be submitted and approved by the Illinois Department of Transportation (IDOT) prior to incurring any expenditures. For items required to be bid the estimate of cost must be submitted prior to submittal of required bidding documents. Authorizations will be made based on the resolution and/or the approved contract/ acceptance/request for quotations documents.

The maintenance expenditure statement must be submitted within 3 months of the end of the maintenance period. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information refer to the Bureau of Local Roads Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, section 3.05(b) of the BLRS Manual

For items being completed for the estimate all materials, equipment, labor and contract amounts are considered estimates. For estimates where LPA equipment is completed, an Equipment Rental Schedule (BLR 12110) must also be submitted for approval. When completing the form for the Maintenance Expenditure all items must be actual amounts spent.

Maintenance	From the drop down choose which type of document is being submitted. Choose Estimate of Cost if an estimate is being submitted, choose Maintenance Expenditure Statement if a maintenance expenditure statement is being submitted.
Submittal	Choose the type of submittal, if this is the first submittal choose original, if revising a previous submittal choose, revised. If adding to a previous submittal choose supplemental.
Local Public Agency	Insert the name of the Local Public Agency.
County	Insert the County in which the Local Public Agency is located.
Maintenance Period Beginning	Insert the beginning date of the maintenance period.
Ending	Insert the ending date of the maintenance period.
Section	Insert the section number assigned to this project. The letters at the end of the section number will always be a "GM".
Maintenance Operations	List each maintenance operation separately
Maintenance Eng. Category	From the drop down choose the maintenance engineering category as it applies to the operation listed to the left. The definitions of the categories can be found in the BLRS Manual Chapter 14, section 14-2.04 Maintenance Engineering Categories are:
Category I	Services purchased without a proposal such as electric energy or materials purchased from Central Management Services' Joint Purchasing Program or another joint purchasing program that has been approved by the District BLRS or CBLRS.
Category II-A	Maintenance items that are not included in Maintenance Engineering Category I or do not require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution.
Category II-B	Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance limited amounts of concrete curb and gutter repair, scour mitigation, pavement patching, and minor drainage repairs.
Category III	Maintenance items that are not covered by Maintenance Engineering Category I and require competitive bidding with a material proposal, a deliver and install proposal or request for quotations.
Category IV	Maintenance items that are not covered by Maintenance Engineering Category I and require competitive bidding with a contract proposal.

## Instructions for BLR 14222 - Page 2 of 4

The instructions listed below only apply to the maintenance estimate of cost. For LPA's using Local Public Agency Labor and/or Local Public Agency Equipment Rental, the estimated amounts are only listed on those specific lines and are not to be included with each operation on the estimate of cost.

Insp Req	From the drop down choose No or Yes as it applies to the maintenance operation listed to the left. Items requiring no engineering inspection should be no.
Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	List the items for each operation on a separate line, grouping items for the same operation together, for the operation listed to the left. If work being done as a contract list work by contractor.
Unit	Insert the unit of measure for the material listed to the left, if applicable
Quantity	Insert the quantity of material for the material listed to the left, if applicable.
Unit Cost	Insert the unit cost of the material listed to the left, if applicable.
Cost	No entry necessary, this is a calculated field. This is the quantity times the unit cost.
Total Maintenance Operation Cost Maintenance	Insert the total of the Maintenance Operation Cost, for items done by a contract insert the estimated contract amount.
Estimate of Maintenance Costs Summary	Under each item listed below, list the amount to of estimated MFT funds to be expended and other funds, if applicable. The total Estimated cost is a calculated field.
Local Public Agency Labor	Insert the estimated amount for LPA labor for all maintenance operations, if applicable.
Local Public Agency Equipment Rental	Insert the estimated amount for LPA equipment rental for all maintenance operations, if applicable.
Materials/Contracts (Non Bid Items)	Insert the estimated amount for materials and/or contracts for items the LPA is not required to bid, if applicable.
Materials/Deliver & Install,	Insert the total amount estimated to be expended on materials/Request for Quotations (Bid Items) deliver and install proposals and/or Request for Quotations. This will be for items required to be bid.
Formal Contracts	Insert the total amount estimated to be expended on formal contracts. This will be for items required to be bid.
Total Estimated Cost	This is a calculated field and will be automatically filled in for each type. This is the sum of all funding for the item.
Total Maintenance Operation Cost	This is a calculated field, no entry is necessary. This is the sum of all items expended on this operation.
Total Maintenance Cost	This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.
Maintenance Engineering Cost Summary	Under each item listed below, list under the funding type what the estimated amount to be expended is.
Preliminary Engineering Fee	Insert the amount of funds estimated to be expended for Preliminary Engineering, if applicable.
Engineering Inspection Fee	Insert the amount of funds estimated to be expended for Engineering Inspection, if applicable.
Material Testing Costs	Insert the dollar amount of funds estimated to be expended on material testing costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.

## Instructions for BLR 14222 - Page 3 of 4

Advertising Costs	Insert the dollar amount of funds estimated to be expended on advertising costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.
Bridge Inspection Costs	Insert the dollar amount of funds estimated to be expended on bridge inspection costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.
Total Maintenance Engineering	This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.
Totals:	This is a calculated field. It is the total of the estimated maintenance cost plus the estimated maintenance engineering cost.
These instructions apply to the Maintenance Expenditure Statement.	
Maintenance Operation	Type in the name of the maintenance operation for which the amounts to the right will be completed. For a form that was completed as an Estimate of Cost and is now being changed to a Maintenance Expenditure Statement, this field will be completed from the estimate.
Maint Eng Category	From the drop down select the Maintenance Engineering Category that applies to the operation listed to the left.
LPA Labor	For the operation listed to the left insert the amount expended for LPA labor, if applicable.
LPA Equipment Rental	For the operation listed to the left insert the amount expended on LPA equipment rental if applicable.
Materials/Contracts (Non-Bid)	For the operation listed to the left insert the amount expended for materials and/or contracts that was not required to be bid, if applicable.
Materials/Deliver & Install, Request for Quotations (Bid Items)	For the operation listed to the left insert the amount expended using a bidding process for materials, deliver & install and/or request for quotations, if applicable.
Formal Contract	For the operation listed to the left insert the amount expended for items bid using the formal contract process, if applicable.
Total Operation Cost	This is a calculated field, it will sum the amounts expended for the operation listed to the left.
Operation Engineering Inspection Fee	For the operation listed to the left insert the amount of engineering inspection charged for this operation, if applicable.
Total Maintenance	This is a calculated field, no entry necessary. It is the sum of all maintenance operations.
Maintenance Engineering Cost Summary Preliminary Engineering Fee	Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.
Engineering Inspection Fee	Insert the amount of funds expended for Engineering Inspection, if applicable.
Material Testing Costs	Insert the dollar amount of funds spent on material testing costs, if applicable.
Advertising Costs	Insert the dollar amount of funds spent on advertising costs, if applicable.
Bridge Inspection Costs	Insert the dollar amount of funds spent on bridge inspection costs, if applicable.
Total Maintenance Engineering	This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.
Total Maintenance Program Costs	Insert the total cost of the Maintenance and Maint. Engineering. The maintenance amount will be the amount from the Total Cost from the Maintenance Items table. The Maint. Eng will be the Maintenance Engineering Total from above.

## Instructions for BLR 14222 - Page 4 of 4

Contributions, Refunds, Paid with Other Funds	Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.
Total Motor Fuel Tax Portion	These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with funds other than MFT funds.
Total Motor Fuel Tax Funds Authorized	Insert the total amount of MFT funds authorized for maintenance under the maintenance column, and the total amount of MFT funds authorized for maintenance engineering under the Maint. Engineering column.
Surplus/Deficit	These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax funds authorized minus the Total Motor Fuel Tax portion. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met, you must contact your District office for guidance.
Certification	Upon submittal of this form as the maintenance expenditure statement the LPA official shall check this box as certification.
End of instructions for Maintenance Expenditure Statement	
Submitted	
Local Public Agency Official	The proper official shall sign, insert their title and date here. For Estimates of Cost covering a Township/Road District the road commissioner shall sign and date as Local Public Agency Official. For Municipalities the municipal official shall sign and date here.
County Engineer/Superintendent of Highways	For County project and/or Township/Road District projects the county engineer/superintendent of highways shall sign here.
Approved	Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a documentation review by the Department.

**A minimum of three (3) signed originals must be submitted to the Regional Engineer's District office.**

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Consultant or County Engineer)
- District File