

AGENDA
COMMITTEE OF THE WHOLE
February 19, 2019
2200 Harnish Drive
Village Board Room
- AGENDA -
7:45 P.M.

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

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation** (*Persons wishing to address the Committee on an item on this agenda must register with the Chair prior to roll call.*)
3. **Community Development**
 - A. Consider Major PUD Amendment and Revised Plat of Subdivision for Light of Christ Church at the Northeast Corner of Longmeadow and Sleepy Hollow
4. **General Administration**
 - A. Consider the 2019-2021 Affiliate Agreements
 1. Algonquin Area Youth Organization (AAYO)
 2. Algonquin/Lake in the Hills Soccer Association (ALITHSA)
 - B. Consider the 2019 Public Events
 1. Summer Concert Series
 2. Lunch Hour Entertainment
 3. Movies in the Park
 - C. Consider a Resolution to Become Participants in the Illinois Trust
 - D. Review Proposed Enterprise Fund and Special Fund Budgets for 2019/2020
 1. Water and Sewer Operating Fund
 2. Swimming Pool Fund
 3. Cemetery
 4. Building Services Fund
 5. Vehicle Maintenance Service Fund
5. **Public Works & Safety**
 - A. Consider the Donation of Disabled Fire Hydrants to the McHenry Township Fire District
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 19, 2019

TO: Committee of the Whole

FROM: Benjamin A. Mason, AICP, Senior Planner

SUBJECT: Case No. 2018-16. Light of Christ Church – Final PUD Amendment, Plat of Resubdivision, Special Use Permit

Background

Light of Christ Church received Final PUD approval in 2012 to build a new facility on the approximately 15-acre property it owns at the northeast corner of Longmeadow Parkway and Sleepy Hollow Road. The original plans were for initially constructing a 2-story building with a seating capacity of 540 in its sanctuary and 320 parking spaces, with classrooms and a day care center, eventually expanding to a capacity of 1200 people and nearly 800 parking stalls. Due to budgetary constraints and the church's smaller than anticipated growth within its own congregation, it has scaled back plans for development to a 1-story structure with capacity of 450 persons and 213 parking stalls.

The church's proposed modifications to the architectural design and site layout require a Major PUD Amendment and Plat of Resubdivision. Enclosed are the revised plans submitted by the petitioner, as well as comments from village staff and consultants.

Staff Comments

Architecture – The proposed changes to the church building include eliminating the second story and a reduction in height from 51 feet down to 34 feet at the highest point of the roof. The building footprint has been flipped to the opposite side of the parking field as well, to a more relatively flat portion of the property; the original plans for the building were to construct it into a hillside closer to the southwest corner of the site that would have required more extensive earthwork and grading. The main entrance to the church will now be oriented to the west. Enclosed please find a sheet with renderings depicting the original building design and site layout.

The revised building elevations continue to provide the church structure with a visual prominence on the site, and include a strong cathedral entrance with angled windows stretching up toward the peak. Numerous windows and differing size openings are shown on the front and side elevations, and staff recommends the petitioner consider incorporating

windows on the rear of the building as well, to help break up the massing of the east elevation.

A variety of rooflines enhance the design of the building and provide additional interest. The church's worship center is positioned in the center of the building and aligns with the cathedral entrance. The slightly elevated roofline over the church's large group meeting rooms that flank the worship center, serve to give a stepped-down, "head and shoulders" presence at the rear of the structure.

Rather than the large tip-up, precast concrete panels that were to be used for the exterior of the original design, the revised elevations depict a more traditional EIFS material that will have a similar beige color as what was originally approved for the main field of the building. The cathedral entrance and majority of the front elevation will consist of a light brown face brick that complements the earth tone quality of the EIFS. A darker brown brick will be incorporated around the base on all four sides to help anchor the building to the site visually.

Site Plan/Engineering

Similar to the scale of the building design, the scope of the site layout has been modified as well to more accurately reflect the smaller size congregation the church facility will serve. Parking has been reduced by approximately 100 spaces, to a total of 213 stalls. There is an area designated on the revised engineering plans for additional parking and would add 69 spaces if necessary in the future.

When the church first submitted development plans for the property several years ago, Longmeadow Parkway had not yet been improved to its full build-out design by the county. Therefore, the Village was initially requiring Richmond Lane be extended and curve south to align with Sedgewood Trail to the south, as it was to operate as a full-access intersection until Longmeadow Parkway was expanded. Since the improvements have now been made to Longmeadow Parkway, including the landscape medians, access off Longmeadow is restricted to a right-in / right-out at this time, and the exact location of that entrance is not as critical moving forward. The church has subsequently received conceptual design approval from Kane County DOT to shift the entrance further west on its property, to provide a more direct route to the parking lot and connection up to Creeks Crossing Drive to the north.

Richmond Lane will now terminate in a cul-de-sac design, per village design specifications and requirements for maintenance and snow plowing. Staff recommends the installation of a sidewalk connection from the church to Richmond Lane, to provide any residents in that subdivision with the opportunity to walk to the church property. A pedestrian connection shall also be extended north to Creeks Crossing Drive.

A second residential lot has been added on the north side of the proposed cul-de-sac, to which the church intends to sell to a homebuilder at some point in the future. The design of

the houses constructed on Lots 2 and 3 shall be substantially similar to those currently existing on Richmond Lane as part of the Willoughby Farms subdivision.

Plat of Resubdivision – The plat of resubdivision submitted by the petitioner, to reflect the terminus of Richmond Lane as a cul-de-sac, and addition of a second buildable residential lot, shall be revised to address the comments and additional information requested by the Village Engineer and Kane County Department of Transportation.

Landscaping – The landscape plans submitted by the petitioner shall be revised to address the comments from the Public Works Department and Kane County Department of Transportation. All dead, dying or undesirable trees shall be removed from the site, to clean up the appearance of the property.

To ensure the long-term viability of trees and shrubs planted in the parking lot islands, it is recommended the islands be a minimum of 2 stalls wide by 2 stalls deep. The area designated as Future Parking shall include perimeter landscaping of shrubs and perennials, similar to elsewhere on site, if and when that area is developed for additional parking.

Signage - One monument sign is proposed at the southwest corner of the property, near the Longmeadow Parkway and Sleepy Hollow Road intersection. The monument sign design shall include a brick base and surround for the sign, shall be five feet tall and ten feet wide and include a changeable copy area. Two directional entrance signs, to be located at the entrance off Creeks Crossing Drive and one at the entrance off of Longmeadow Parkway, shall be a maximum of three feet tall with five square feet of signage area and shall have the church entrance/exit on the sign. All signage for the property shall be reviewed and approved by Community Development Department staff prior to any installation.

Photometric – The lighting plans submitted by the petitioner shall be revised to address the comments and additional information requested by the Village Engineer. Overall, the light fixtures shall comply with village standards, and consist of flat black painted posts, a maximum pole height of 25 feet, downcast lights, bulbs flush with housing, and zero cut-off at the property line. All wall-mounted lights on the building shall be shielded and downcast with the housing covering the lumens.

Planning and Zoning Recommendation

On December 10, 2018 the Planning and Zoning Commission considered the petition and recommended approval (5-1) of the request for Final Planned Unit Development Amendment, Final Plat of Resubdivision and Special Use Permit for the church and related activities, subject to the conditions listed by staff and a recommendation that further evaluation be done regarding the church's proposed site plan and access to and from the property. In particular, the PZC requested consideration of a one-way flow, from Creeks Crossing Drive to Longmeadow Parkway.

Site Plan and Access - Additional Review

Regarding vehicular access and circulation, the changes consist of the elimination of the Richmond Lane connection – that road will now terminate in a cul-de-sac – and the access point onto Longmeadow Parkway has also been shifted 200' to the west, but will continue to be constructed as a right-in / right-out only. The remaining full access entrance will be Creeks Crossing Drive, and the primary question / concern raised by the Planning and Zoning Commission and neighboring residents at the public hearing was the impacts to traffic congestion and delays on Creeks Crossing Drive.

Village Staff and the Police Department would not suggest restricting access from Creeks Crossing Drive to an entrance only, as one-way traffic flows typically leads to concentrated congestion at other access points. Additionally, direct access to Sleepy Hollow Road is not allowed by Kane Department of Transportation due to limited sight distances resulting from topography and a significant increase in grade south toward Longmeadow Parkway.

Following the December 2018 public hearing, village staff asked the petitioner's traffic engineer perform an assessment of the principal changes to the site layout and access from the original 2012 plans.

Please find a copy of the 2019 Traffic Access Review Memorandum from Sam Schwartz Engineering enclosed. Upon review of the prior traffic study, and considering the new, downsized Church proposal, the intersection of Creeks Crossing Drive at Sleepy Hollow Road would still easily operate at a Level of Service "B". Level of Service B is considered to be highly acceptable with an average queue length at peak times of 2 vehicles and delays ranging from 10 to 18 seconds in length.

The Traffic Study recommended that the Church add a separated left and right turn lanes on Creeks Crossing Drive at Sleepy Hollow, and that the Village monitor traffic to see if future mitigation measures may be necessary. Village staff supports those recommendations, which are outlined as conditions #6 & #7 below.

According to Police Department records, there have been two vehicular accidents near the intersection of Creeks Crossing Drive and Sleepy Hollow Road in the past five years. One was a rear end collision southbound on Sleepy Hollow Road, and another was a head-on collision one hundred feet east on Creeks Crossing Drive. It is important to note the village has improvements planned for Sleepy Hollow Road in the near future, which include a dedicated southbound left-turn lane onto Creeks Crossing Drive, as well as the addition of pedestrian crosswalk striping at the intersection. Enclosed are copies of the roadway plans.

Staff Recommendation

Staff concurs with the Planning & Zoning Commission and recommends approval of the request for Final Planned Unit Development Amendment, Final Plat of Resubdivision and Special Use Permit for the church and related activities with the following conditions:

1. That all offsite and onsite utilities serving the Subject Property shall be underground and that site construction, utility installation and grading shall not commence until the final plat of resubdivision and final planned development amendment have been approved by the Village Board and permits are issued.
2. The Plat of Vacation as prepared by Webster, McGrath and Ahlberg Ltd. with a latest revision date of November 6, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, the November 26, 2018 Public Works memo, and the November 16, 2018 Kane County DOT memo.
3. The Plat of Resubdivision as prepared by Webster, McGrath and Ahlberg Ltd. with a latest revision date of November 6, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, the November 26, 2018 Public Works memo, and the November 16, 2018 Kane County DOT memo.
4. The Site Plan as prepared by Webster, McGrath and Ahlberg Ltd. with a latest revision date of November 9, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, the November 26, 2018 Public Works memo, and the November 16, 2018 Kane County DOT memo.
5. The Engineering Plans as prepared by Webster, McGrath and Ahlberg Ltd. with a latest revision date of November 9, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, the November 26, 2018 Public Works memo, the November 16, 2018 Kane County DOT memo, the November 16, 2018 Police Department memo, and the November 30, 2018 Fire Department memo. In addition to the comments outlined in the review memos concerning required revisions to the cul-de-sac design for Richmond Lane, a street light shall be added to the cul-de-sac design as well. Pedestrian sidewalks shall be added to connect up to Creeks Crossing Drive and over to Richmond Lane.
6. Creeks Crossing Drive shall be striped to provide separate westbound left- and right-turn lanes at Sleepy Hollow Road, as part of the site improvements and construction of the initial phase of the church facility.
7. Traffic operations shall continue to be monitored after the church is constructed, and if operational issues are observed and determined by the Police Department to warrant mitigation – for example, the installation of a police officer to direct traffic during peak hours – the church shall be required to comply with and implement such additional measures. At the discretion of the Police Department, on days the church holds a large service or special event, temporary no parking signs may be required on one side of Creeks Crossing Drive from Sleepy Hollow Road to Westbourne Parkway.
8. The Photometric Plans as prepared by KSA with a latest revision date of November 2, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, and the November 26, 2018 Public Works memo. The light fixtures shall

comply with village standards, and consist of flat black painted posts, a maximum pole height of 25 feet, downcast lights, bulbs flush with housing, and zero cut-off at the property line. All wall-mounted lights on the building shall be shielded and downcast with the housing covering the lumens. The Village Board shall have the ability to make additional modifications to the site lighting if, upon an inspection of the lights after installation, it is determined that the lighting is too intense.

9. The Landscape Plans as prepared by Webster, McGrath and Ahlberg Ltd. with a latest revision date of November 9, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, the November 26, 2018 Public Works memo, and the November 16, 2018 Kane County DOT memo. The area designated as Future Parking shall include perimeter landscaping of shrubs and perennials, similar to elsewhere on site, if and when that area is developed for additional parking.
10. Should the petitioner propose to install a fence around the outdoor playground area, the fence shall be vinyl coated in a decorative black / brown / or green color, rather than standard chain-link silver.
11. The Tree Preservation Plan as prepared by Webster, McGrath and Ahlberg Ltd. with a latest revision date of November 9, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo, the November 26, 2018 Public Works memo, and the November 16, 2018 Kane County DOT memo.
12. The petitioner shall not remove any of the existing trees on the site – except for any trees that are dead or diseased – prior to obtaining a site development permit from the Public Works Department.
13. The Building Elevations as prepared by Skiffington Architects Ltd. with a latest revision date of November 8, 2018 shall be revised to incorporate comments from the December 4, 2018 Christopher Burke memo and the November 26, 2018 Public Works memo. 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. The petitioner shall consider incorporating windows on the rear of the building to help break up the massing of the east elevation.
14. The trash enclosure shall include space for recycling containers and match the brick material used on the building, consistent with the Dumpster Enclosure Plan as prepared by Skiffington Architects Ltd. with a latest revision date of November 8, 2018.
15. The Signage Plans as prepared by Skiffington Architects Ltd. with a latest revision date of November 8, 2018 shall follow the Sign Code. One monument sign shall be located in the southwest corner of the property (near Longmeadow Parkway and Sleepy Hollow Road intersection). The monument sign design shall include a brick base and surround for the sign, shall be five feet tall and ten feet wide and include a changeable copy area.

Two directional entrance signs, to be located at the entrance off Creeks Crossing Drive and one at the entrance off of Longmeadow Parkway, shall be a maximum of three feet tall with five square feet of signage area and shall have the church entrance/exit on the sign. All signage for the property shall be reviewed and approved by the Community Development Department staff prior to any installation.

16. A Special Use Permit shall be permitted for the church and related activities, but not limited to, daycare, school, and worship services.
17. Any future phases of development or additions to the church facility shall come back before the Planning and Zoning Commission and Village Board for approval prior to any expansion.
18. The design of the residential houses constructed on Lots 2 and 3 shall be substantially similar to those currently existing on Richmond Lane as part of the Willoughby Farms subdivision.

- Enclosures:
- P&Z Minutes (4 pages)
 - 2012 PUD approved architecture and site plan (1 page)
 - 2018 Petitioner Plan Submittal (14 pages)
 - Staff Comments (18 pages)
 - Sleepy Hollow Road plan sheets (2 pages)
 - 2019 Traffic Access Review Memorandum (11 pages)
 - Staff Comments (4+ pages)

**VILLAGE OF ALGONQUIN
PLANNING AND ZONING COMMISSION
Meeting Minutes
William J. Ganek Municipal Center-Board Room
December 10, 2018
7:30 p.m.**

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Chairperson Patrician, Commissioners Hoferle, Szpekowski, Postelnick, Laipert, and Sturznickel.

Absent: Neuhalfen

Staff Members Present: Russ Farnum, Community Development Director and Ben Mason, Senior Planner

AGENDA ITEM 2: Approval of Minutes from the November 12, 2018 Meeting.

A motion by Commissioner Sturznickel to approve the November 12, 2018 minutes as presented was seconded by Commissioner Szpekowski and a voice vote noted all ayes. The motion carried.

AGENDA ITEM 3: Public Comment

There was no one wishing to make any public comment.

AGENDA ITEM 4: Request for an Amended Final PUD, Plat of Resubdivision, Special Use Permit

Case No. 2018-16 Light of Christ Church

Petitioner: Pastor Kendall Koenig, Petitioner

OPEN PUBLIC HEARING AND ESTABLISH QUORUM

Mr. Farnum called roll to verify a quorum. Present: Commissioners Hoferle, Szpekowski, Postelnick, Laipert, Sturznickel and Chairperson Patrician. Absent: Neuhalfen. Farnum announced a quorum was present. Chairperson Patrician opened the public hearing and asked for petitioner comments.

PETITIONER COMMENTS

Chairperson Patrician verified that proper notice of the meeting had been posted. Chairperson Patrician swore in the petitioners, Pastor Kendall Koenig, and representatives David Skiffington, Architect, and Keith Sharlog, member of the Light of Christ construction committee.

Skiffington and Sharlog explained the changes to the request from the original approval in 2012. Light of Christ was requesting to downsize the church and change the location of the building to the other side of the property. The 2012 request included a sanctuary for 540 people, in a 2-story building with 320 parking spaces. The new proposal would have a maximum buildout of 450 persons in a single story building, with 213 parking spaces.

Chairperson Patrician then asked for Staff Comments.

STAFF COMMENTS

Mason reviewed his staff report for the Commission. The Church was approved through an annexation agreement, annexation, and PUD, and Mason provided an overview of the changes and enhancements. With concerns about backups during peak times on Creeks Crossing Drive, Staff recommended that the Church stripe a dedicated westbound left turn lane at Sleepy Hollow. Mason outlined the other recommended conditions in the draft Finding of Fact.

COMMISSION QUESTIONS/COMMENTS

Chairperson Patrician inquired if there were any Commissioner questions or comments.

Commissioner Hoferle noted the Church was moving closer to the homes, and asked for the spacing to the nearest home. Skiffington noted the Church building was over 180 feet to the nearest property line. Hoferle asked what the Church would use all of the open space for. Skiffington replied it would just be open lawn.

Commissioner Szpekowski noted it seemed like most of the building was Dry-Vit (Exterior Insulated Finishing System). Mason noted there was a lot but the building was large and not on Randall Road so wasn't required to be all brick. Szpekowski asked about the condition of the abandoned farmstead and it was clarified those buildings were not on the Church property.

Commissioner Postelnik asked about the change in access locations and how that impacted traffic. Postelnick noted concerns about traffic congestion, especially at the intersection of Creeks Crossing Drive and Sleepy Hollow. Pastor Koenig noted that their traffic was not extreme with the worst time being when everyone left Church services. They currently only had 140-200 parishioners. They had 90 students in day care which was split between Monday-Wednesday-Friday and Tuesday-Thursday groups. The students were dropped off between 8:45 and 9:15, and picked up at 11:30, and the Church was willing to move those times around if it caused traffic conflicts with Westfield School.

Commissioner Laipert asked if the Church was planning on have a monument sign, and the answer was yes, at the southwest corner of the property.

Chair Patrician asked about landscaping and noted there should be more along the existing homes at the northeast corner of the site.

After some Commissioner questions, Village Attorney Kelly Cahill noted that the property was zoned for a church since 2012 and the Church was requesting approval of a revised plan with less intense use than originally approved.

PUBLIC COMMENT

Chairperson Patrician called for public comments.

Chad Ruter, 1620 Creeks Crossing Drive, said his property values would be diminished and there would be too much traffic from the Church using Creeks Crossing Drive.

Araceli Enriquez 1621 Creeks Crossing Drive asked if the Church was going to provide fencing between her home and their property, as there was none shown on the plan. Enriquez noted children play in her neighborhood and there was a concern for traffic safety.

Ciera Baumgartner 1580 Westbourne Parkway expressed concerns about trying to turn left on Sleepy Hollow from Creeks Crossing Drive, and all the cars speeding through her neighborhood. Baumgartner noted there are toys scattered all of the Light of Christ's current facility and asked if they would keep their new site more tidy.

Joseph Luczak 1690 Creeks Crossing Drive noted the only entrance to the site was on Creeks Crossing and though the Church should put their own driveway in to Sleepy Hollow. He was concerned about the noise and noted it would be an eyesore and they needed more trees.

Kerry Corrigan 1690 Creeks Crossing Drive noted the same concerns and what would happen to traffic if there were 100 cars at a funeral, and noted concerns about all the kids that would be there on weekends.

John Reno 1630 Creeks Crossing Drive noted Creeks Crossing was a traffic nightmare today and it needed to be figured out now before a Church was built.

Phil Barrish 1531 Westbourne Parkway showed a diagram of cars and stacking with 87 vehicles lined up bumper to bumper in every direction and noted it would be traffic nightmare with a Church there.

Merrilee Dirickson 1700 Creeks Crossing Drive noted there would be traffic and safety concerns with 47 children at the day care and it would exponentially increase traffic and there is no crossing guard at Creeks Crossing Drive and Sleepy Hollow.

Jennifer Nance 1631 Creeks Crossing Drive expressed concerns about the current state of the property with the weeds, the porta-potty that did not get removed since their ground breaking, and the main entrance traffic. Nance noted her kids play on that property and she was concerned there it not be safe to play there after the church was built.

Inessa Persekian 1581 Creeks Crossing Drive noted she has three kids and expressed concerns about the retention pond in her back yard. She was very concerned about mothers dashing off to drop their children at day care with a coffee cup in one hand and putting their makeup on with the other hand.

The Church's engineer Mark Richards of Webster, McGrath & Ahlberg, Ltd. explained the retention and storm water drainage system.

Robert Kostelny 1591 Creeks Crossing Drive noted the neighbors have \$21.2 Million invested in their homes and wanted to know if there were independent appraisals addressing the property value impact of the Church upon each home, which allowed the Finding of Fact to state that there was no impact upon property values. Mason explained the Finding of Fact.

Jim Pawlak 1571 Creeks Crossing Drive noted he had storm water issues from the property runoff today and asked how development of the Church would fix those issues. The Church's engineer explained more of how the storm water drainage would be controlled to lessen the impact on the neighboring properties.

Mark Hippler (no address given) wanted to know why the Church couldn't work with Kane County to lift the access restrictions on Longmeadow so the access could be to Longmeadow. He did not think the access should be on Creeks Crossing Drive.

Richard Wille 1660 Creeks Crossing Drive noted Sedgewood Trail should be a full intersection with the Church driveway then they would not need access to Creeks Crossing Drive.

Hadra Kahn 1690 Creeks Crossing Drive noted they weren't told there would be a Church in their back yard. They lived near Jacobs High School for 13 years and moved out to Creeks Crossing to be away from traffic.

CLOSE PUBLIC COMMENT

Being no more parties interested in speaking, Chair Patrician closed public comment.

Kelly Cahill explained again that this was a PUD amendment requesting less intense use than originally approved, and the Planning and Zoning Commission could not deny the use and layout that was originally approved, but could add conditions to the proposed changes that would help address the neighborhood concerns.

Chair Patrician restated concerns about the Sleepy Hollow traffic and noted he was familiar with how that intersection backed up. He noted that a revised traffic study was needed because of the change in access, but wondered who would review the study. Commissioners discussed considering the Church making a one-way flow entering from Creeks Crossing and exiting onto Longmeadow or Richmond Lane.

Mason noted an updated traffic study was not necessary since the request was less intense than was originally approved. Mason noted if the PZC wished to require that, it could be made a condition to fulfill prior to review by the Committee of the Whole. The study would be reviewed by Staff and the Village Engineer.

COMMISSION MOTION ON PETITION

Chairperson Patrician entertained a motion on the request for Final PUD Amendment, Final Plat of Resubdivision, and Special Use Permit for the Light of Christ Church. Commissioner Laipert made a motion to approve the request for Final PUD Amendment, Final Plat of Resubdivision, and Special Use Permit for the Light of Christ Church and related activities, consistent with the development plans submitted by the petitioner, the findings of fact listed in the December 10, 2018 Community Development memorandum, and with the conditions recommended by staff. Motion was seconded by Commissioner Sturznickel.

The Roll Call noted the following: Ayes: Commissioners Laipert, Szpekowski, Postelnick, Sturznickel, and Hoferle. Nays: Chairperson Patrician. Absent: Neuhalfen. Motion carried 5-1.

AGENDA ITEM 5: Request for an Amended Final PUD
Case No. 2018-17 Sky Stream Car Wash, 1520 E. Algonquin Road
Petitioner: Kris Atanasov, property owner

2012 Final PUD approved plans

Architecture

- Two-story building; Beige concrete tip up panels; Dark Beige face brick on gable bump out features and tower element



Site Plan

- Building oriented to the east with 320 parking spaces soccer field and extension of Richmond Lane to Longmeadow Pkwy

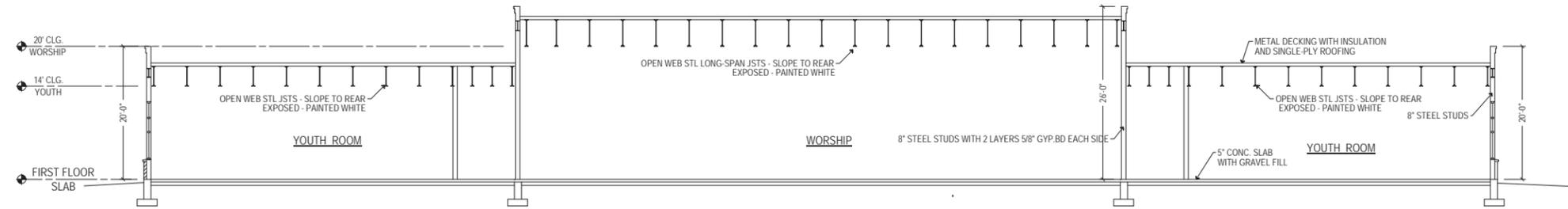




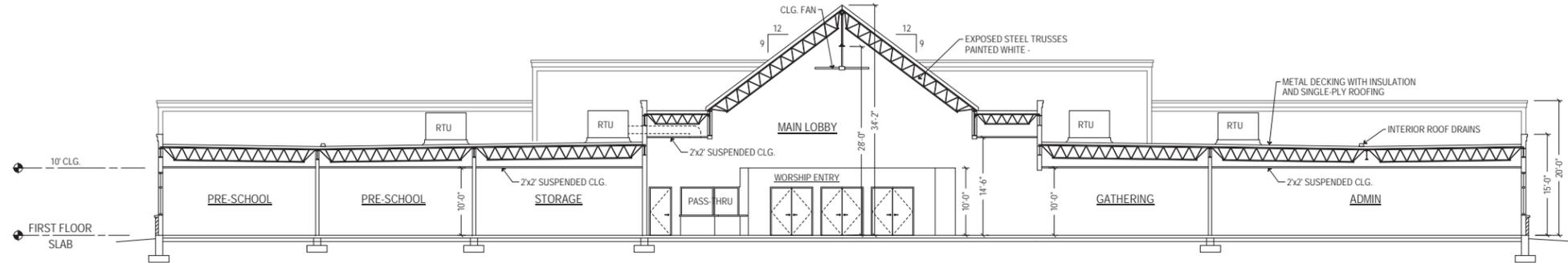
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250 NORTH TRAIL - HAWTHORN WOODS, ILLINOIS 60047
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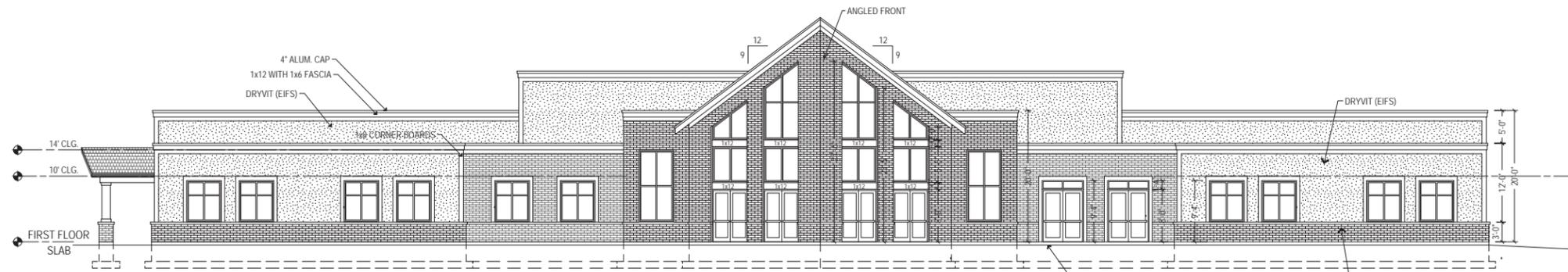
WEST & SOUTH ELEVATIONS AND BLDG. SECTIONS
LIGHT OF CHRIST LUTHERAN CHURCH
WORSHIP CENTER FACILITY
1700 LONGMEADOW PARKWAY, ALGONQUIN, IL



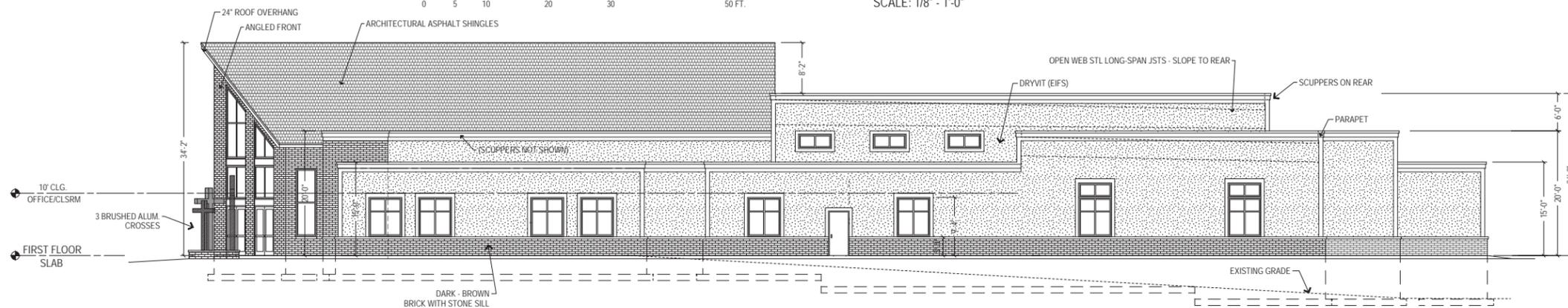
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LOBBY SECTION
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WEST ELEVATION (FRONT)
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SOUTH ELEVATION (STREET SIDE)
SCALE: 1/8" - 1'-0"

REVISIONS

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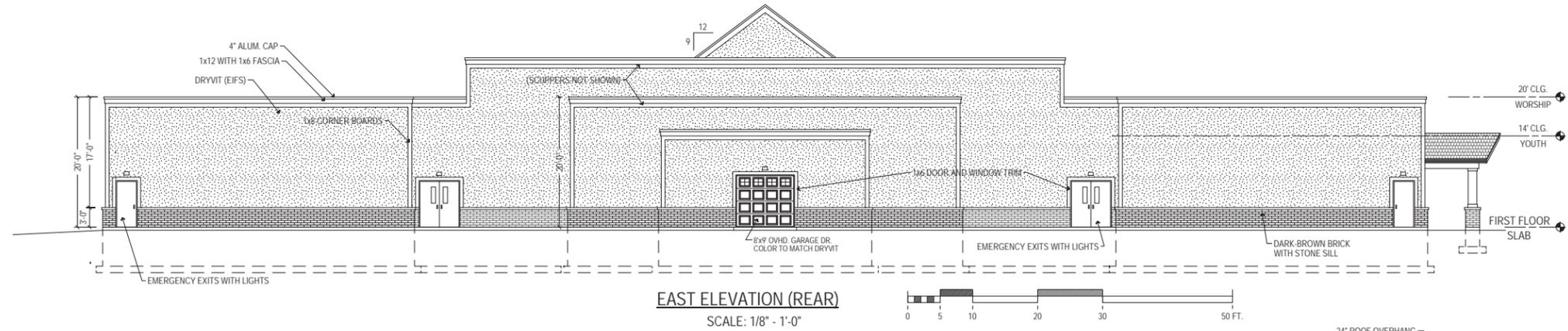
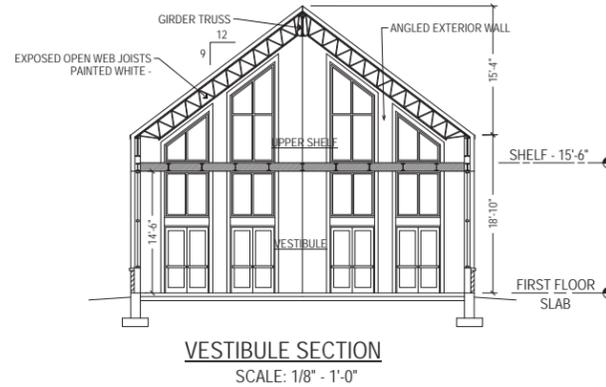
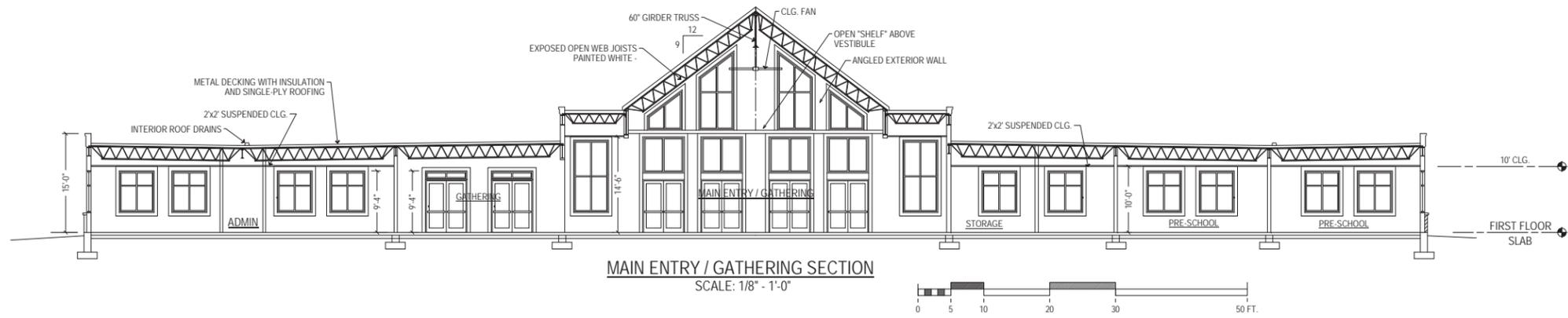
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SHEET NO.

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REVISIONS

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DATE
11-8-18

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OF SHEETS



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DUMPSTER ENCLOSURE & EXTERIOR SIGNS
LIGHT OF CHRIST LUTHERAN CHURCH
WORSHIP CENTER FACILITY
1700 LONGMEADOW PARKWAY, ALGONQUIN, IL

REVISIONS

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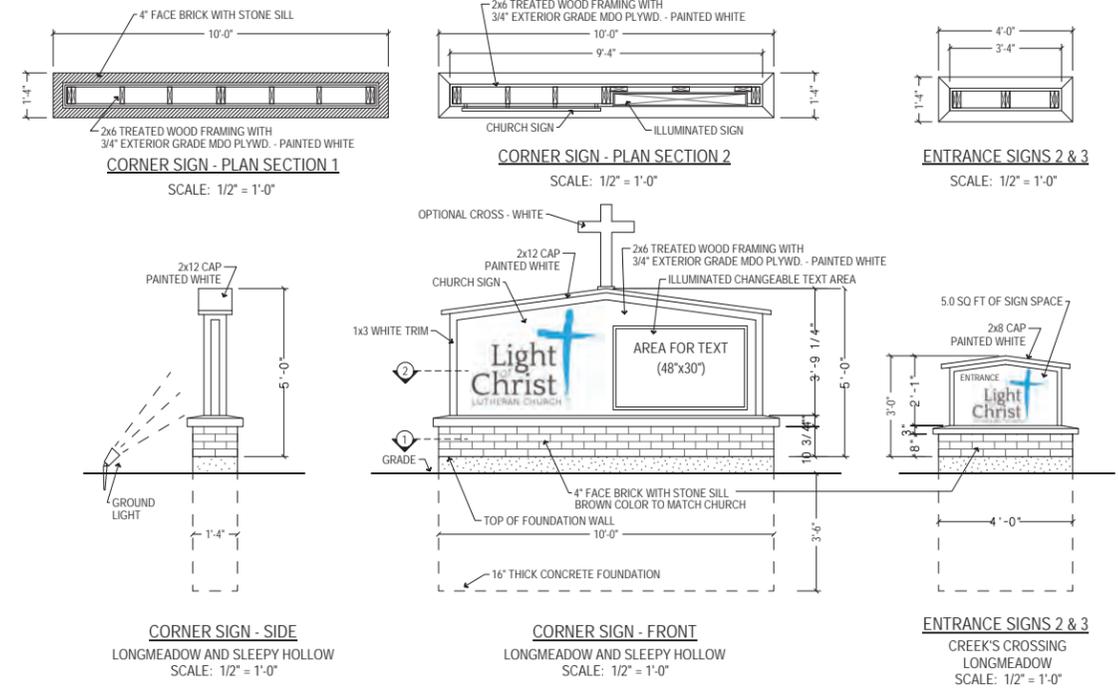
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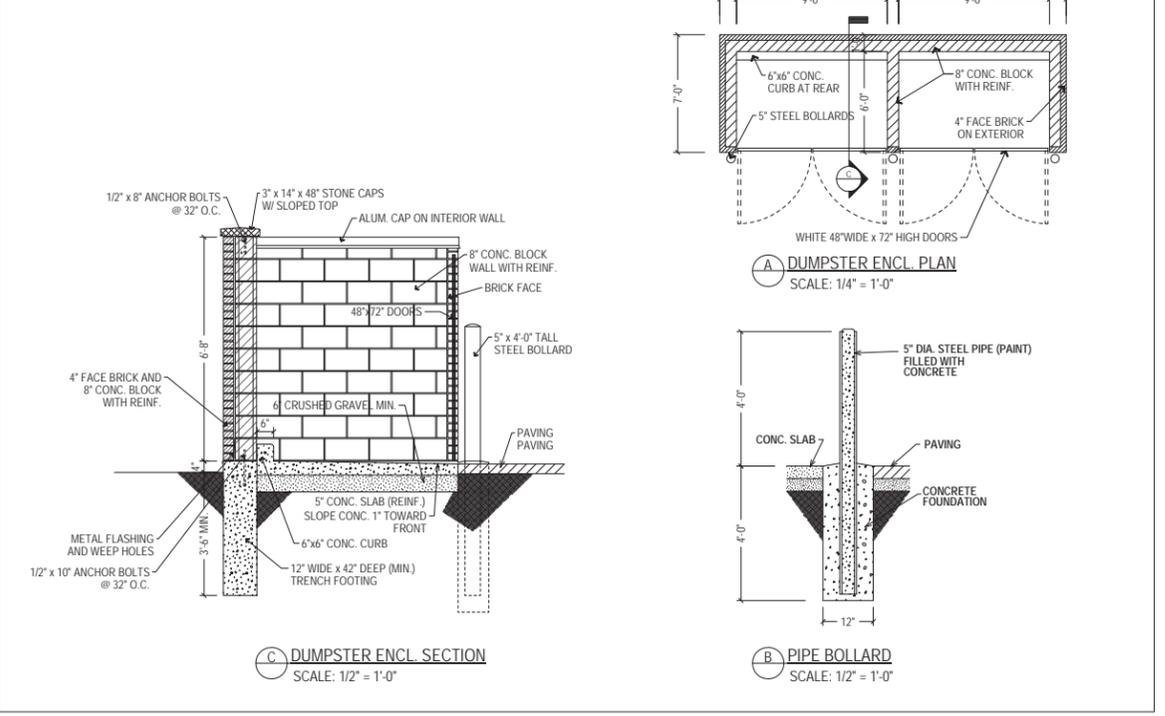
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OF SHEETS

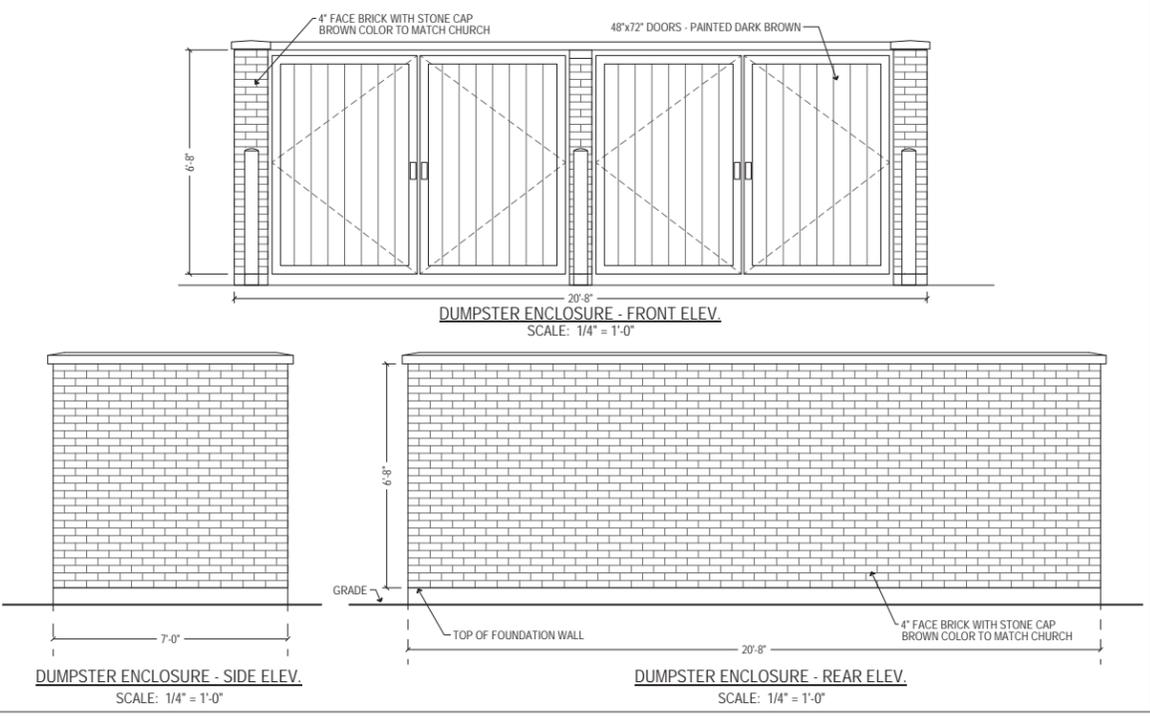
LIGHT OF CHRIST - EXTERIOR SIGNS



LIGHT OF CHRIST - DUMPSTER ENCLOSURE DETAILS 1



LIGHT OF CHRIST - DUMPSTER ENCLOSURE DETAILS 2





EXTERIOR FRONT VIEW

NOTE: LANDSCAPING IS NOT EXACT - SEE CIVIL LANDSCAPE PLAN SHT L1.



EXTERIOR AERIAL VIEW

NOTE: LANDSCAPING IS NOT EXACT - SEE CIVIL LANDSCAPE PLAN SHT L1.

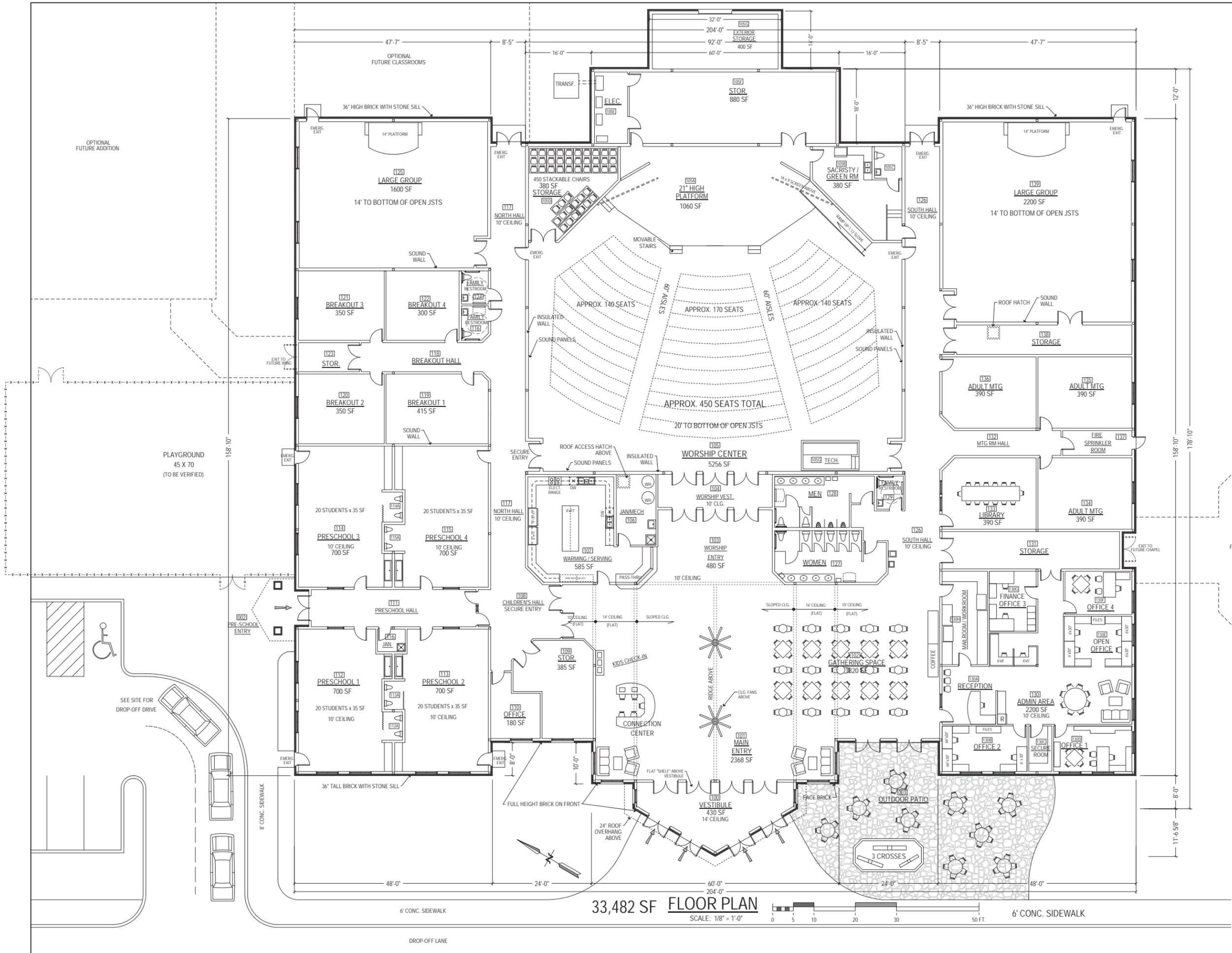


INTERIOR LOBBY VIEW



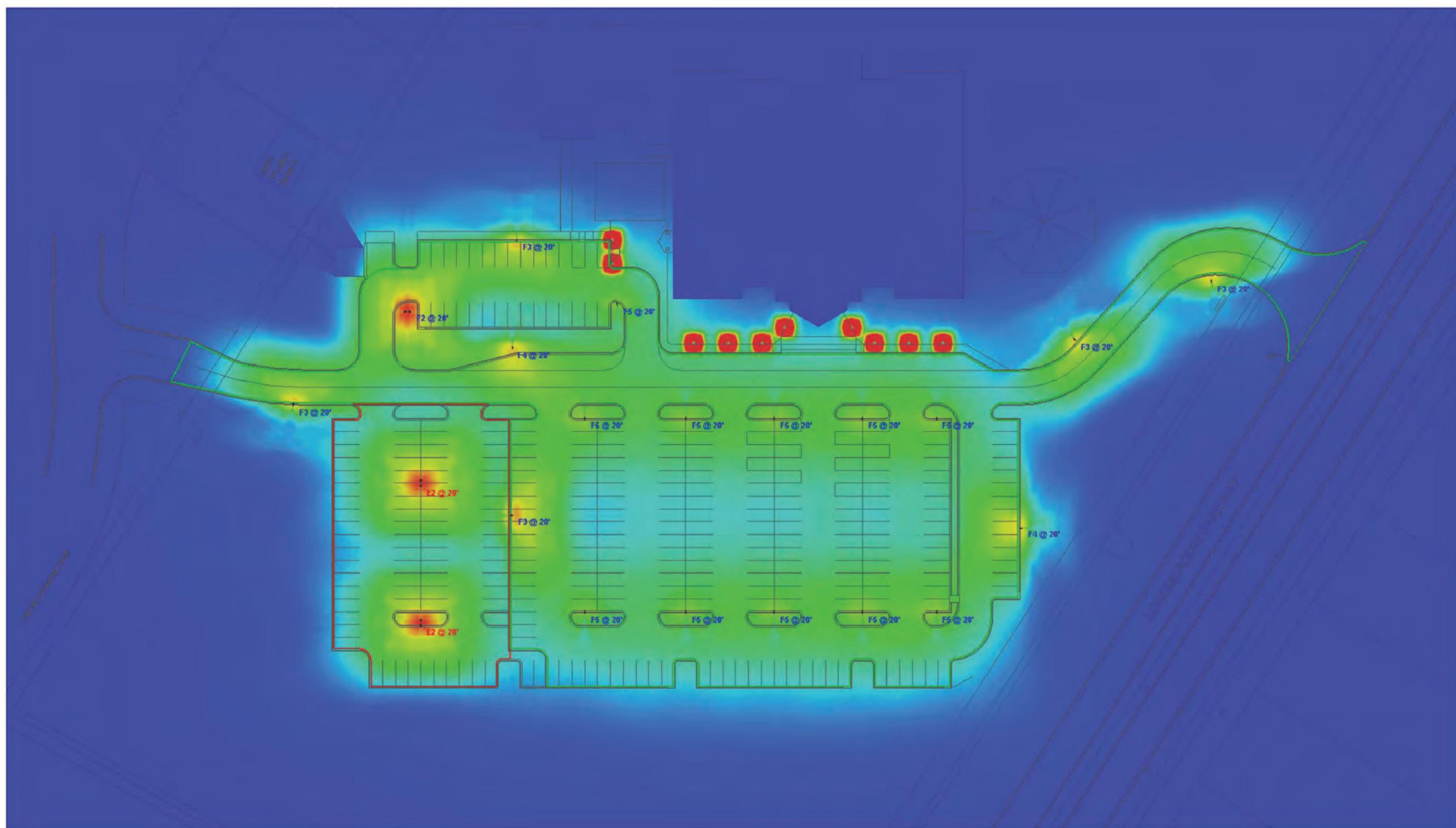
SKIFFINGTON ARCHITECTS, LTD.
 250 NORTH TRAIL, HAWTHORN WOODS, ILLINOIS 60047
 TELEPHONE AND FAX (847) 438-3714
 www.skiffingtonarchitects.com Email: dpskif@comcast.net

FLOOR PLAN
 LIGHT OF CHRIST LUTHERAN CHURCH
 WORSHIP CENTER FACILITY
 1700 LONGMEADOW PARKWAY, ALGONQUIN, IL



33,482 SF FLOOR PLAN
 SCALE: 1/8" = 1'-0"

REVISIONS
DRAWN BY DPS
CHECKED BY
DATE 11-8-18
PROJECT NO. 2018_loc_oct_dd.db
SHEET NO. 1
OF SHEETS

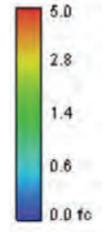


View #4

Symbol	Label	QTY	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens per Lamp	LLF	Wattage
□	E2	2	Lithonia Lighting	DSX1 LED P2 40K T3M MVOLT	DSX1 LED P2 40K T3M MVOLT	LED	1	DSX1_LED_P2_40K_T3M_MVOLT.ies	8641	0.93	140
□	F2	1	Lithonia Lighting	DSX1 LED P2 40K T3M MVOLT	DSX1 LED P2 40K T3M MVOLT	LED	1	DSX1_LED_P2_40K_T3M_MVOLT.ies	8641	0.93	140
□	F3	5	Lithonia Lighting	DSX1 LED P2 40K T3M MVOLT	DSX1 LED P2 40K T3M MVOLT	LED	1	DSX1_LED_P2_40K_T3M_MVOLT.ies	8641	0.93	70
□	F4	2	Lithonia Lighting	DSX1 LED P2 40K T4M MVOLT	DSX1 LED P2 40K T4M MVOLT	LED	1	DSX1_LED_P2_40K_T4M_MVOLT.ies	8707	0.93	70
□	F5	11	Lithonia Lighting	DSX1 LED P2 40K T5W MVOLT	DSX1 LED P2 40K T5W MVOLT	LED	1	DSX1_LED_P2_40K_T5W_MVOLT.ies	9175	0.93	70
○	B1	10	Lithonia Lighting	DSXB LED 16C 530 40K SYM	DSXB LED 16C 530 40K SYM	LED	1	DSXB_LED_16C_530_40K_SYM.ies	2397	0.93	28

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Full Area Calc.	◇	0.6 fc	30.5 fc	0.0 fc	N/A	N/A
Future Parking Lot	✗	1.3 fc	4.3 fc	0.4 fc	10.8:1	3.3:1
Parking Lot Calc.	+	1.2 fc	8.6 fc	0.3 fc	28.7:1	4.0:1

NOTES:
 1. CALCULATION POINTS ARE AT GROUND LEVEL.
 2. FIXTURES ARE POLE MOUNTED AT 20'-0" AFF.
 3. CALCULATIONS POINTS ARE ON A 10'x 10' SPACING.
 4. CARS, SHRUBBERY, EQUIPMENT AND SIGNAGE CAN CAUSE REDUCED LIGHT LEVELS FROM WHAT IS EXPECTED.
 5. CALCULATIONS PROVIDED ARE NOT A GUARANTEE OF PERFORMANCE. ACTUAL LIGHT LEVELS MAY VARY.
 **FIELD VERIFICATION REQUIRED.



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VILLAGE OF ALGONQUIN

PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: *Monday, November 26, 2018*
TO: *Ben Mason*
FROM: *Shawn M. Hurtig*
SUBJECT: *Public Works Review # 1 – 90% Submittal*
Light of Christ - Longmeadow (CD2018-16)

Please find below the Village of Algonquin comments, concerns, and issues regarding the subject project.

Permit Requirement Status:

1. Provide a report outlining the likely site development permits required for this project (Inclusions likely: IEPA Water, IDNR, KDOT, ACOE)

Project Document Status:

1. Ph. 1 Environmental Report (Preliminary Site Assessment – PSI) = Submit for review
2. Ecological Report = Submit for review
 - a. IDNR EcoCAT
 - b. Wetland Delineation Report
3. Geotechnical Report = Submit for review
 - a. Please note that Village minimum standards shall be met for pavement and base aggregate thickness
 - b. Please note that Village minimum standards shall be met for trench sections
 - c. Please note that Village must be copied on all subgrade stabilization mix designs (should that corrective measure be requested by developer)
4. Stormwater Report
 - a. Submitted & Dated 110-09-2018 (no comments)
5. Traffic Analysis = Submit for review
6. Water Customer Data Sheet = Submit for review, see attachment
7. Grease Trap Sizing Calc = Submit for review, see attachment

Plat Review Comments:

<u>PAGE</u>	<u>ISSUE</u>
Plat of Resub	The utility easement should not continue into the dedicate ROW
Plat of Resub	List point of survey beginning
Plat of Resub	Include a vicinity map (max scale 1 square mile)

90% Submittal Comments (Staff)

All Plats Sign and Seal all FINAL exhibits

Plan Review Comments:

PAGE

ISSUE

- Misc. A tree survey for the property shall be conducted indicating all plantings along Longmeadow Pkwy. Unless approved by Village all dead, dying, or undesirable trees shall be removed from site.
- Misc. The plan shall call out for the clearing (tree & shrubs 4” dbh and less) and grubbing of understory in areas beyond disturbance due to construction (ie the SW corner of site).
- C-2 It should be noted that the cul-de-sac geometry is not per Village “tear drop” standard. The Village requires that dedicated roadways meet all standards of design including but not limited to ROW width, pavement width, geometry, cross slope, running slope, drainage, lighting, signage, pedestrian pathways, parkway trees, aprons, curbs, water, & sewer.
- C-2 The Creeks Crossing entrance shall be developed into a standard commercial entrance. Indicate demolition of existing curb from end of radius on Creeks Crossing Drive. Extend Village roadway curb across entrance. Construct entrance from curb line to ROW in 8” PCC. Use Village detail for commercial apron
- C-2 The Longmeadow Pkwy entrance is indicated as a full entrance. Currently Longmeadow is a divided roadway and thus only a right in right out configuration should be designed. However, ultimate geometry of the connection to the KDOT roadway will be at the discretion of that agency. It is possible that KDOT requires a deceleration lane or other improvements to the connection.
- C-2 It is recommended that interior parking lot islands be a minimum of 2 stalls wide by 2 stalls deep
- C-2 It is recommended that the site be pedestrian accessible. The Village believes the most viable route to an existing sidewalk would be to run a new sidewalk from the front of the building north to Creeks Crossing Drive and connect to the existing sidewalk on the SE corner of the north entrance at Creeks Crossing Drive.
- C-3 Village highly recommends the use of storm sewer structures within parking lot curb line to drain parking field. The use of curb cuts into a drainage swale is extremely difficult to maintain and typically causes erosion issues when drainage swale is not protected with either rip rap or deep rooted vegetation. In addition the relative flat grades of the parking lot will make sheet draining the surface lot difficult. It is thus also recommended that additional interior drainage (located in curbs of islands) be installed to ensure good drainage of the lot.

- C-3 Village highly recommends that storm FES discharge at the NWL of the detention facility. Discharging and flowing overland via drainage swale is extremely difficult to maintain and typically causes erosion issues, especially at slopes called out.
- C-3 Detention pond overland flood route shall be clearly shown (Large Dark Arrow) and the route shall be protected with a Turf Reinforcement Mat or bed of rip rap.
- C-3 It is difficult to read the grades at the existing curb line on Richmond Lane. Please provide clear existing grade elevations at tie in point, as well as 50 feet to the East to ensure proper drainage.
- C-4 The restrictor structure calls out for closed lids, however this structure is designed with a restrictor wall cutting off all overtopping flow, thus the open lids should be called out for the overflowing of the restrictor. Please note that flattop structure shall have a 4" ring cast into the top at location of each frame so that an external chimney seal can be used to seal frame to structure and prevent uplift.
- C-4 The Village installed a WM casing from Sedgewood under Longmeadow to feed site. The watermain installation must also connect to the existing system on Sedgewood via the casing. Please provide existing conditions at the connection area, indicate work to be installed, and all necessary replacements and restoration.
- C-4 San-1 should be moved further West so that it does not fall within curb line of proposed cul-de-sac. Sanitary services shall wye into the main and service stubs shall be marked with a 2x4 that is buried 4 feet in the ground at cap location and has 4 feet exposed above finished grade
- C-4 Existing sanitary manhole at dead end shall be removed and line extended to proposed San-1 location
- C-4 Sanitary service stubs must be brought to the property line on Richmond Lane
- C-4 Water service curb stop valves shall be brought to the property line on Richmond Lane
- C-4 List size of existing storm line at existing storm structure that pond is discharging into.
- C-4 Include a utility conflict chart which lists the proposed top of pipe and bottom of pipe of overlapping utilities. Such as when a watermain crosses a storm line. This is necessary in order to ensure no conflicts are present on gravity dependent utilities and that to ensure that casing is not necessary per IEPA regulations.
- C-4 All FES (inflow & outflow locations) are to have rip rap aprons
- C-4 Add a hydrant at the watermain north connection point, recommend moving FH-1 north to this location.

- C-4 Indicate location of the buildings Fire Dept Connection. A hydrant must be within 100 feet of this location and located on the main and not the service to the building
- C-4 A valve shall be placed on the water service 4 feet from the tee off the main. Valve shall be placed in a vault
- C-4 Sanitary service shall wye into Village main on Creeks Crossing Dr. This requires open cutting Creeks Crossing Drive. Additional survey is necessary to pick up all existing conditions at the sewer service installation location. Items to review include sidewalk, apron, curb, tree, and light fixture locations near the tie in location.
- C-4 The sanitary sewer service installation requires a traffic control plan. Please provide a Maintenance of Traffic plan for the open cutting of Creeks Crossing Drive. This can be either a full detour (provide detour route and signage plan) or a half and half with (daily lane closures & flaggers).
- C-4 An inspection MH shall be within 10 feet of building and be in a fully accessible location (not within a parking stall). This structure must have flow from the entire structure (ie downstream of grease trap).
- C-5.1 If drainage ditches are to remain, then it is a requirement that check dams be installed every 300 feet of drainage swale as well as all curb cut locations
- C-5.1 Install a temporary perforated riser at the outfall FES of the detention facility
- C-5.1 Please note indicated location of construction entrance allows for only right in right out traffic
- L-1 Plantings shall continue along vacated ROW out to Creeks Crossing Drive. It is recommended that the monument sign for this entrance be relocated closer to Creeks Crossing Drive.
- L-1 Please use only Village approved trees. List can be found online at www.algonquin.org
- L-1 The site shall meet the 20-10 rule for species diversity. That is that no more than 20% of and genus and no more than 10% of any species may make up the total of the tree planting.
- L-1 The Village does not recommend the use of native plantings on this site. However, should the developer wish to install native areas, it is required that detailed plans be made on the installation and maintenance of these areas. A quick review of the detention pond planting plan indicates that several calls out are not appropriate (for example you cannot seed in an emergent or submerged zone, you can only install plugs). It should also be noted that detention ponds with plug plantings require a shelf for installation and must have species selected that are able to survive the inundation depths and durations (ie sweet flag can withstand 6" or less, while great bulrush can handle 12" or more). Other species should not even be considered (such as Rice Cut Grass). Lastly, in all native

installations it should be noted that the Village requires a minimum of 3 years of maintenance and monitoring executed contract paid in full prior to full acceptance of the site. This is to ensure installations are able to establish a foot hold.

Cc: Project File (listed in footer)

Attachments: None



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

December 4, 2018

Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102

Attention: Ben Mason, Senior Planner

Subject: Light of Christ Church-Major PUD Amendment – FIRST REVIEW
Algonquin Case No. 2018-16
(CBBEL Project No. 070272.00113)

Dear Ben:

We have reviewed the following documents related to this project:

- Final Engineering Plans prepared by Webster, McGrath & Ahlberg, Ltd. bearing a revision date of November 9, 2018
- Landscape Plans prepared by Webster, McGrath & Ahlberg, Ltd. bearing a revision date of November 9, 2018
- Plat of Survey prepared by Webster, McGrath & Ahlberg, Ltd. bearing a revision date of November 6, 2018
- Plat of Vacation prepared by Webster, McGrath & Ahlberg, Ltd. bearing a revision date of November 6, 2018
- Plat of Resubdivision prepared by Webster, McGrath & Ahlberg, Ltd. bearing a revision date of November 6, 2018
- Stormwater Management Report and Exhibits prepared by Webster, McGrath & Ahlberg, Ltd. bearing a revision date of November 9, 2018
- Architectural Plans prepared by Skiffington Architects, Ltd. bearing a revision date of November 8, 2018
- Photometric Plans prepared by KSA Lighting & Controls bearing a revision date of November 2, 2018
- Various Lighting Catalog Cuts from CED

It is our understanding that this project shall be presented to the Planning and Zoning Commission this month and we offer the following comments for their consideration:

FINAL ENGINEERING PLANS

Sheet C-2

1. The cul-de-sac bulb right-of-way is not in conformance with Village Code Chapter 22. The design shall be revised to comply with the Code or a variance shall be authorized by the Village.
2. There is no pedestrian connection between the church and the residential homes to the east and north. At a minimum, a sidewalk extension from the church northward to Creeks Crossing Drive should be constructed.
3. The proposed lit bollards shall be shown on all applicable plan sheets.

Sheet C-3

4. The southern site entrance onto Longmeadow Parkway is depicted as if it had full access to that roadway. The recently improved roadway only allows for RIRO unless a break in the median is authorized by the Kane County Division of Transportation (KDOT). The entrance should be revised to a RIRO configuration to prevent vehicles from attempting to make a left turn out of it in error unless the intent of the applicant is to seek a median opening in the future. We acknowledge that KDOT will have the ultimate say over the entrance configuration.
5. The engineer shall add a proposed pavement grade along the west curb line of the entrance road to Longmeadow Parkway at the pavement ridge.
6. The proposed parking lot contains no interior drainage structures or storm sewers, but instead relies upon surface flow over the entire parking lot to curb openings that carry the flow in vegetated swales to the detention pond. We acknowledge that the deletion of storm sewer piping is an upfront cost-saving measure and the Kane County Ordinance favors the dispersion of parking lot flow over grassed filter strips as a Best Management Practice, but Village staff have found this to be in practice prone to constructability and long-term maintenance problems. In this case, the slopes of the long, naturalized swales are only 1% and would be prone to ponding and erosion during the initial growing cycle of the proposed prairie grasses. We recommend that the design be revised to a more traditional design that can still include naturalized features.
7. The northern overflow route to the detention basin is depicted running through the proposed dumper enclosure. Either the enclosure or the route shall be shifted so that the flow will neither be impeded by the structure nor wash refuse into the detention pond.

8. The proposed storm sewers discharging to the detention pond should be extended such that the FES's are closer to or at the pond NWL elevations.
9. The existing pavement elevations for Richmond Lane are printed in too small a text to read.

Sheet C4

10. The restrictor manhole is located within the overland overflow path for the detention basin. The manhole shall be relocated out of the path, so it can be accessed during overflow conditions.
11. The lids of the restrictor manhole shall be changed to open lids as the proposed rim elevation is also noted to be the pond overflow elevation. This may not be necessary if the pond is relocated as requested in the previous comment.
12. The callout for the storm sewer serving ST-4 BID ALTERNATE is missing from the plan sheet.
13. The diameter of the existing storm sewer downstream of the detention basin that is being tied into shall be added to the plan sheet.
14. Rip rap shall be added to all FES locations, both inflow and outflow.
15. One or more cleanouts should be added to the 6-inch downspout line serving the front of the new church.
16. The plan sheet is missing the required utility crossing information.
17. It is our understanding that there is a casing pipe under the newly constructed Longmeadow Parkway to allow for a water connection near Sedgewood Trail. The engineer shall obtain the information regarding this from Village staff and revise the plans to include this watermain connection.
18. An additional water valve will need to be installed for the north connection if the owner/contractor does not want to pressure test the new main against an existing valve.
19. An additional fire hydrant should be constructed near the northern connection point to provide a place for flushing the new main prior to it being put into service.
20. The engineer should verify if the location of FH-1 will be close enough to the FDC for the future building addition, assuming this structure will need to be sprinkled.

21. We recommend that a new fire hydrant be installed near the Richmond Lane connection to allow for flushing the new main prior to it being put into service. If desired by the Village, the existing hydrant to the east can be removed and the tee capped.
22. The FDC for the proposed church building shall be noted on the plan sheet and its distance to the nearest fire hydrant indicated. FH-2 must be served from the proposed main and not be on the service line to the church.
23. The proposed water service stubs and b-boxes are missing from the plan sheet for lots 2 and 3.
24. The water shutoff valve for the church is missing from the plan sheet. The valve shall be placed within a vault due to the main size.
25. The sanitary sewer service connection on Creeks Crossing Drive shall be wye into the existing main versus connect at the manhole. Additional field topo is required at this location and the applicable removal and replacement items (curb, pavement, sidewalk, etc.) shall be added to the project plans.
26. An inspection manhole shall be added to the sanitary service line for the church that allows for sampling of both the grease trap and domestic discharges separately.
27. Proposed SAN-1 shall be relocated so that it is not located within the pavement curb line.
28. The proposed sanitary sewer stubs for Lots 2 and 3 shall be extended to the property line.
29. The slope of the sanitary stub to the future building addition shall be revised to 1.46% if the given inverts are held.

Sheet C-5.1

30. Outlet protection, such as a perforated riser, shall be provided for the proposed basin if it is to be used as the projects sedimentation basin.
31. Ditch checks shall be utilized for the overflow routes on at least a temporary basis. Depending upon the final design, permanent ditch checks may be required.
32. Permanent turf reinforcement mats shall be used wherever a curb outlet onto a turf outlet occurs. A standard detail for the curb cut shall be added to the plans.

33. The permanent stabilization types of all areas of the site shall be indicated on this plan sheet.

34. The overflow weir should be stabilized with a permanent turf reinforcement mat.

Sheet C-5.2

35. Approximate dates shall be added to the sequence of construction items noted in paragraph B under SITE DESCRIPTION.

PLAT OF RESUBDIVISION

Sheet 1

36. The surveyor shall label what type of monuments were set at the property corners where no existing monuments exist.

37. The surveyor shall remove double text label for "south line of east half...." along Long Meadow Parkway.

38. The surveyor shall terminate the proposed 10' Village Utility & Public Easement crossing Lot 1 at the proposed dedication of Richmond Lane. Also, delete the center line of said easement.

39. The surveyor shall fill in correct P.I.N.'s for the property on the top of the sheet (typical to sheets 1 & 2).

Sheet 2

40. The surveyor shall add the School District statement to Owner's Certificate.

41. The surveyor shall add the Village Engineer's Certificate to the sheet.

42. The surveyor shall add the Permission to Record Certificate to the sheet.

43. The surveyor shall remove the County Recorder's Certificate from the sheet.

PLAT OF VACATION

44. Certificates for the utility companies to sign off on for the easement vacations will need to be added to the plat

PHOTOMETRIC PLANS AND LIGHTING CATALOG CUTS

45. The Photometric Plan does not show any proposed or existing property lines. Please show all property lines and provide a calculation grid and summary along these lines.
46. A project specific detail of the proposed light pole foundations needs to be included in the plans. This detail needs to include dimensions, above grade heights and structural and electrical components to be provided as part of the foundation.
47. Please provide a proposed conduit, wiring, circuitry plan for the proposed lighting units along with all related project details.
48. There are several proposed light pole locations that in conflict with proposed trees that are depicted on the Landscaping Plan. Please revise the proposed Lighting/Photometric Plan and Landscaping Plan accordingly. The poles in conflict are as follows:
 - The northernmost pole on the south access drive leading to Longmeadow Parkway,
 - Both poles in the southernmost island,
 - Both poles in the northernmost island,
 - The pole in the northernmost island in the main parking lot.
49. Please identify which fixtures, if any, are intended for security lighting. As well as the intended hours of operation of the entire system.
50. The northernmost pole in the main parking lot as depicted on the Photometric Plan is proposed to be on top of the curb line. The engineer shall revise location and revise the Photometric Plan accordingly.
51. The Photometric Plan as shown does not show any building mounted lighting. Please verify. If building lighting is proposed, then it needs to be included in the Photometric Plan and Calculation Summary and catalog cuts of these proposed lights need to be provided for review and the proposed units need to be in accordance with the Ordinance.
52. The proposed bollard locations are not shown on the Utility Plan. The bollard locations as shown will conflict with the proposed Fire Hydrant #2 and will be a hinderance on firefighting operations. Please revise bollard locations to locations a minimum of 20'-0" from any fire hydrant locations.

STORMWATER MANAGEMENT COMMENTS

53. The Applicant should verify that the detention basin will be placed in a Stormwater easement.
54. Additional information should be provided for the existing flared end section located at the midpoint of the site on Longmeadow Parkway as shown on Plan Sheet C-1. Invert elevation, pipe size, pipe type, slope, etc.
55. Additional information should be provided for the existing outlet storm sewer system at the northeast corner of the site. At minimum, the next catch basin should be provided to determine the pipe size, pipe slope, and pipe capacity of the upstream reach of the existing system at full flow. The Applicant should also confirm that this storm is included in an existing easement to provide access for the connection.
56. It appears that off-site runoff enters the site north of Richmond Lane from the east. The proposed detention basin berm appears to block this runoff from its pre-project flow direction and turns it north. Off-site runoff should be safely bypassed through the site along its existing flow path. This area should also be quantified for basin routing purposes.
57. Inlet calculations should be provided to demonstrate that proposed inlet can convey the 10-year design storm event with less than 6-inches of head.
58. It does not appear that all hydraulic grade line profiles were submitted for the 100-year design storm event run. The Applicant shall provide all profiles.
59. A blocked restrictor WIN TR-20 model run should be completed. Any overflow in this scenario should be less than the existing 100-year, 24-hour flowrate.

OUTSIDE PERMITTING AGENCIES

60. A permit will be required from the IEPA for the proposed watermain extension.
61. A permit will be required from the IEPA for the site disturbance associated with this project.
62. A permit will be required from the KDOT for all work performed within the Longmeadow Parkway right-of-way.

GENERAL COMMENTS

63. A revised traffic analysis was not provided with the most recent submittal. We recommend that the previously provided report from June of 2011 be revised to reflect that the changes in the development and the construction of the Longmeadow Parkway improvements.

Sincerely,



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



Michael E. Kerr, PE
Executive Vice President

KANE COUNTY

DIVISION of TRANSPORTATION

Carl Schoedel, P.E.
Director of Transportation
County Engineer



41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

November 16, 2018

Mr. Ben Mason
Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102

RE: Light of Christ Lutheran Church
Longmeadow Parkway & Sleepy Hollow Road (NE Quadrant)
Temporary Access at Kirk/Wind Energy Pass plans

Dear Kevin:

Staff from the Kane County Division of Transportation (KDOT) has reviewed the following submittals:

- Stormwater Management Report for Light of Christ Lutheran Church (dated 11-9-18), prepared by WMA, Ltd.
- Final Engineering Plans for Light of Christ Lutheran Church (dated 11-9-18), prepared by WMA, Ltd.
- Plat of Survey (dated 11-6-18), Plat of Vacation (dated 11-6-18), and "Light of Christ Church Resubdivision" plat (dated 11-6-18), all prepared by WMA, Ltd.
- Site Lighting Plan, Lighting Submittals, and Architecture Plan Sheets prepared by various entities

We have the following comments:

General Comments

1. The applicant proposes a right-in/right-out access on the north side of Longmeadow Parkway, approximately 975 feet east of Sleepy Hollow Road. This is consistent with the 2-9-16 intergovernmental agreement between KDOT and the Village of Algonquin.
2. A KDOT access permit is required for the proposed temporary construction access and the right-in/right-out access to Longmeadow Parkway. The applicant must submit a permit application to KDOT; this application can be downloaded from the KDOT website.

Final Engineering Plans

3. Sheet C2: Revise the proposed signage to show just the following signs at the Longmeadow access:
 - R1-1 (STOP) & R3-5R (RIGHT TURN ONLY) -- on a shared post, for traffic exiting the site
 - R6-1R (ONE WAY =>) – set in the landscaped median facing north
4. Sheet C2: Include the attached sign post/base details in the plans for the signs in the Longmeadow Parkway right-of-way.
5. Sheet C5.1: Revise the construction entrance to be a minimum length of 150 feet.

6. Sheet L1: There are notes about relocating trees in the Longmeadow Parkway right of way, both in the parkway and the landscaped median. Please call out each tree's existing and proposed location for our further review.

Resubdivision Plat

7. Include the following signature block for the County Engineer:

County Engineer Certificate

STATE OF ILLINOIS)
COUNTY OF KANE) SS

Accepted and approved this _____ day of _____ A.D. 20__.

County Engineer

8. Include the following access notes on the plat:
- There shall be no direct access to Longmeadow Parkway from Lot 3.
 - There shall be a single right-in/right-out access to Longmeadow Parkway from Lot 1, approximately 975 feet east of Sleepy Hollow Road.
9. At the intersection of Richmond Lane & Longmeadow (to be vacated), a 60' x 15' utility easement is shown as a continuation of the existing adjacent utility easement. The provisions that govern this easement should match the language used for the adjacent utility easement in 2012K045320.

Give me a call directly at 630-406-7372 if you have any questions.

Sincerely,



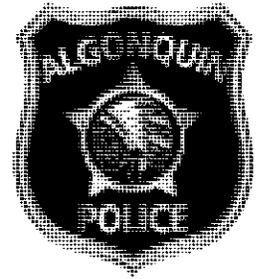
Kurt E. Nika, P.E.

Chief of Traffic Operations & Permitting

Cc: Jay Seyller, KDOT (via email)
File



Village Of Algonquin
Police Department



~MEMORANDUM~

DATE November 16, 2018
TO Ben Mason, Senior Planner
FROM Sergeant Robert Salazar
SUBJECT Case No. 2018-16 Light of Christ Church

I reviewed the plans for Light of Christ Church and several questions have arisen.

- 1) The police department is concerned with the potential for large amount of traffic that could be in attendance at the church during large services or special events, specifically with regards to traffic exiting the north end of the parking lot onto Creeks Crossing. Because this entrance feeds into an existing residential neighborhood, traffic may backup into the neighborhood due to stopped traffic at Creeks Crossing and Sleepy Hollow caused by vehicles waiting to turn south onto Sleepy Hollow Rd.
- 2) Additionally the police department is concerned with overflow parking for large services and special events. It is our suggestion that parking be restricted to the north side of Creeks Crossing from Sleepy Hollow Rd. to Westbourne Pkwy.

Please let me know if there is any further assistance needed with regards to this matter.



1200 L.W. Besinger Drive ♦ Carpentersville, Illinois 60110
Telephone (847) 426-2131 ♦ Fax (847) 426-3853
FIRE DEPARTMENT

November 30, 2018

Stephen M. Richards, Architect
207 South Naperville Road
Wheaton, IL 60187

Re: Light of Christ Church, PUD

Upon the basis of showings, the above captioned drawings submitted for approval appear to be in accordance with the provisions of the Fire Prevention Code of the Carpentersville Fire Department with the noted exceptions.

See items on attached sheet(s)

No guarantee is rendered as to the completeness of the Plan Review and the responsibility for full compliance with State, County and Local adopted codes, Standards and/or Regulations, rests with the developer or his authorized agent or sub-contractor. Subsequent discovery of errors and/or omissions by the Carpentersville Fire Department Inspector, in his Plan Review, shall not be construed as authority to violate, cancel or set aside any provision(s) of any applicable Codes(s).

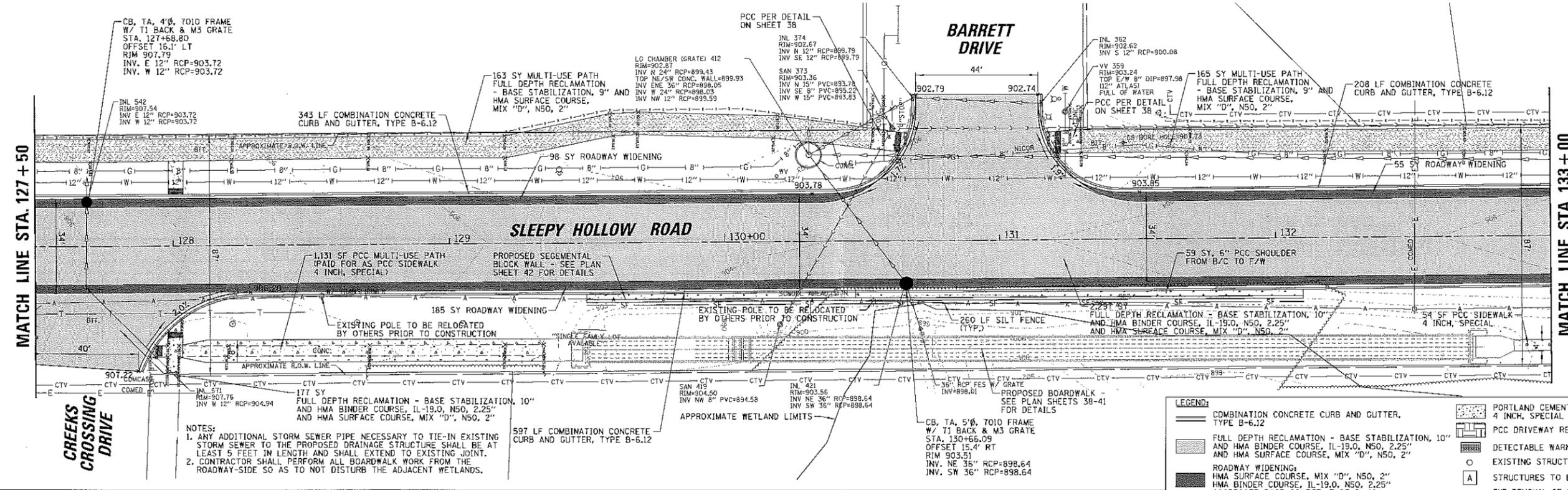
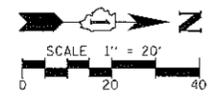
Please respond in writing to the Fire Prevention Bureau in regards to these items.

Respectfully,

Lieutenant Brian Berry
Fire Inspector

1. Construction to be in compliance with NFPA 101 Life Safety Code as well as the 2012 International Fire Code and our local ordinances
2. For all commercial and industrial buildings, access routes shall be arranged so that Fire Department apparatus may travel from any location adjacent to a building to the closest fire hydrant along a vehicle-accessible route not to exceed 300 feet in length.
3. A hydrant connected to the villages distribution system must also be located no greater than 100' from the buildings sprinkler systems Fire Department Connection. Please indicate where the FDC will be located on the building as additional access/roadway may be required
4. Depending on the location of the FDC, a marked fire lane may be required allowing access to the fire department connection. Posted "No Parking Fire Lane" and a painted fire lane with red stripes may be required
5. As noted, the building requires an automatic fire suppression sprinkler system in compliance with NFPA 13 and Local Ordinance. Submit (4) four sets of stamped plans for review from your licensed sprinkler contractor. Include cut sheets and hydraulic calculations.
6. The building will require a fire alarm system per NFPA 72 and Local Ordinance. Submit (4) four sets of plans for review. Include in the submittal all cut sheets and battery calculations. The alarm must be directly connected to and monitored by QuadCom Dispatch, 505 Elm Ridge Avenue, Carpentersville.
7. Provide drawings using provided rig turning radius on all drives and paths of travel around the building
8. Smoke and heat vents or Mechanical smoke exhaust in accordance with IBC 2012 and NFPA 204, is required in all buildings with a gross floor area (combined floor areas of all floors) exceeding 40,000 square feet.

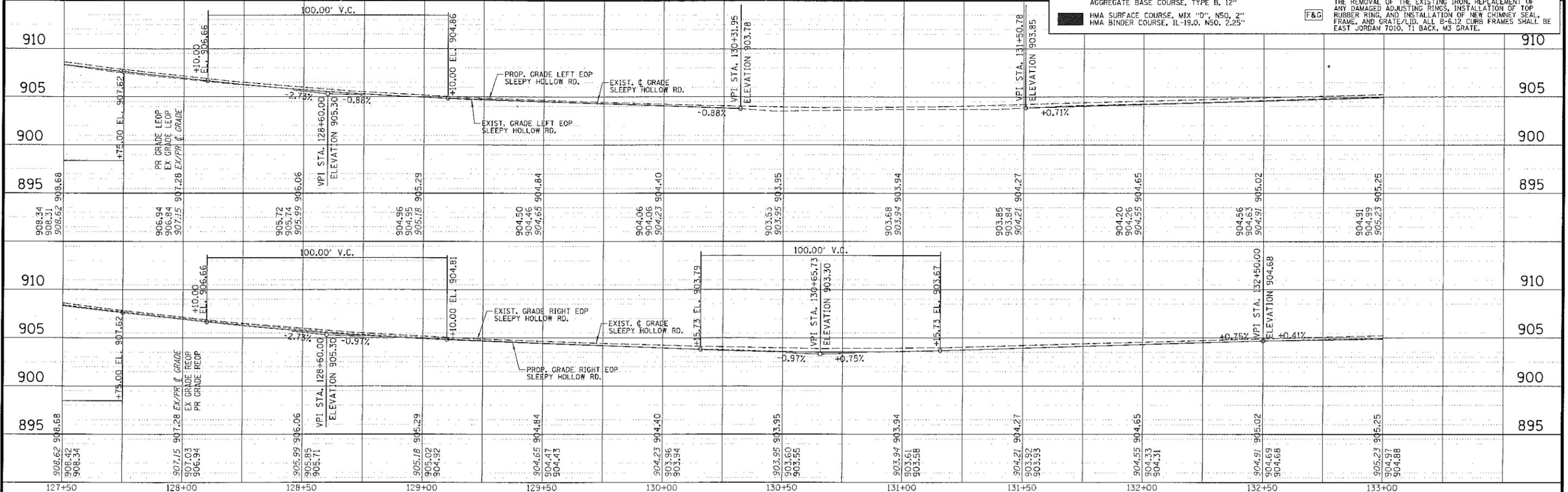
CC: Ben Mason, Planner
John-Paul Schilling, Fire Chief



NOTES:
 1. ANY ADDITIONAL STORM SEWER PIPE NECESSARY TO TIE-IN EXISTING STORM SEWER TO THE PROPOSED DRAINAGE STRUCTURE SHALL BE AT LEAST 5 FEET IN LENGTH AND SHALL EXTEND TO EXISTING JOINT.
 2. CONTRACTOR SHALL PERFORM ALL BOARDWALK WORK FROM THE ROADWAY-SIDE SO AS TO NOT DISTURB THE ADJACENT WETLANDS.

LEGEND:

	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12		PORTLAND CEMENT CONCRETE SIDEWALK 4 INCH, SPECIAL
	FULL DEPTH RECLAMATION - BASE STABILIZATION, 10" AND HMA BINDER COURSE, IL-19.0, N50, 2.25" AND HMA SURFACE COURSE, MIX "D", N50, 2"		PCC DRIVEWAY REMOVAL AND REPLACEMENT
	ROADWAY WIDENING: HMA SURFACE COURSE, MIX "D", N50, 2" HMA BINDER COURSE, IL-19.0, N50, 2.25" AGGREGATE BASE COURSE, TYPE B, 12"		DETECTABLE WARNING
	HMA SURFACE COURSE, MIX "D", N50, 2" HMA BINDER COURSE, IL-19.0, N50, 2.25"		EXISTING STRUCTURE
	STRUCTURES TO BE ADJUSTED, SPECIAL		THE REMOVAL OF THE EXISTING IRON, REPLACEMENT OF ANY DAMAGED ADJUSTING RINGS, INSTALLATION OF TOP RUBBER RING, AND INSTALLATION OF NEW CHIMNEY SEAL, FRAME, AND GRATE/LID. ALL B-6.12 CURB FRAMES SHALL BE EAST JORDAN TOID, T1 BACK, M3 GRATE.



CHRISTOPHER B. BURKE ENGINEERING, LTD.
 9575 W. Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (647) 823-0500

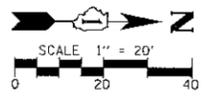
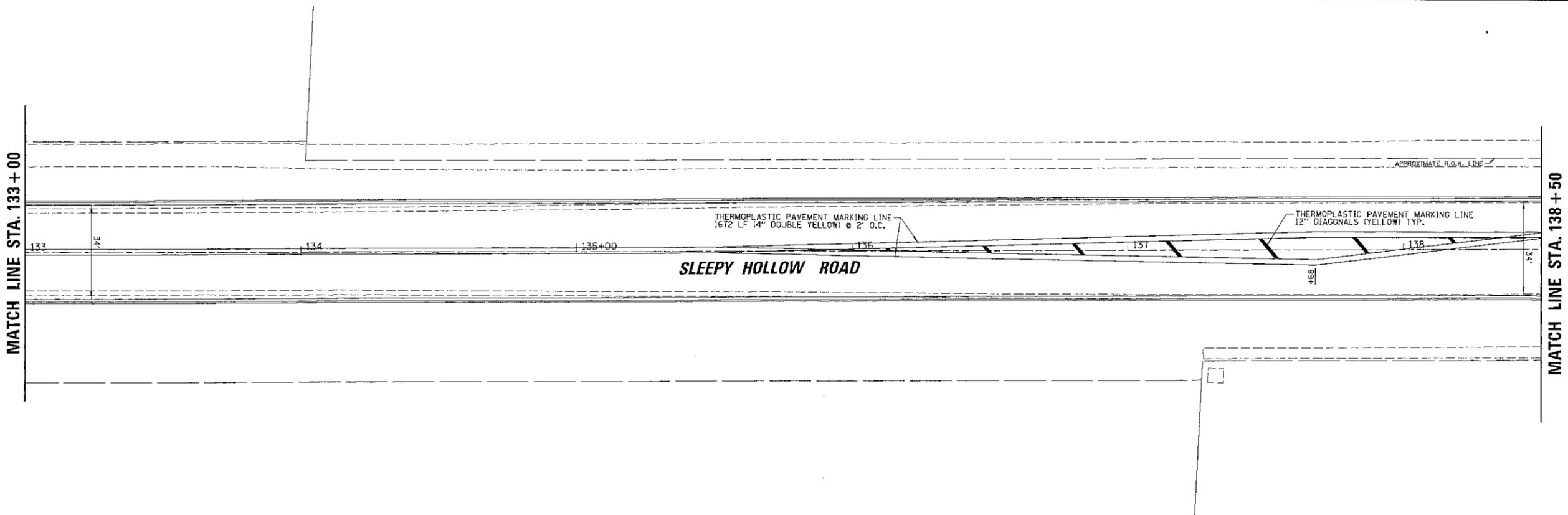
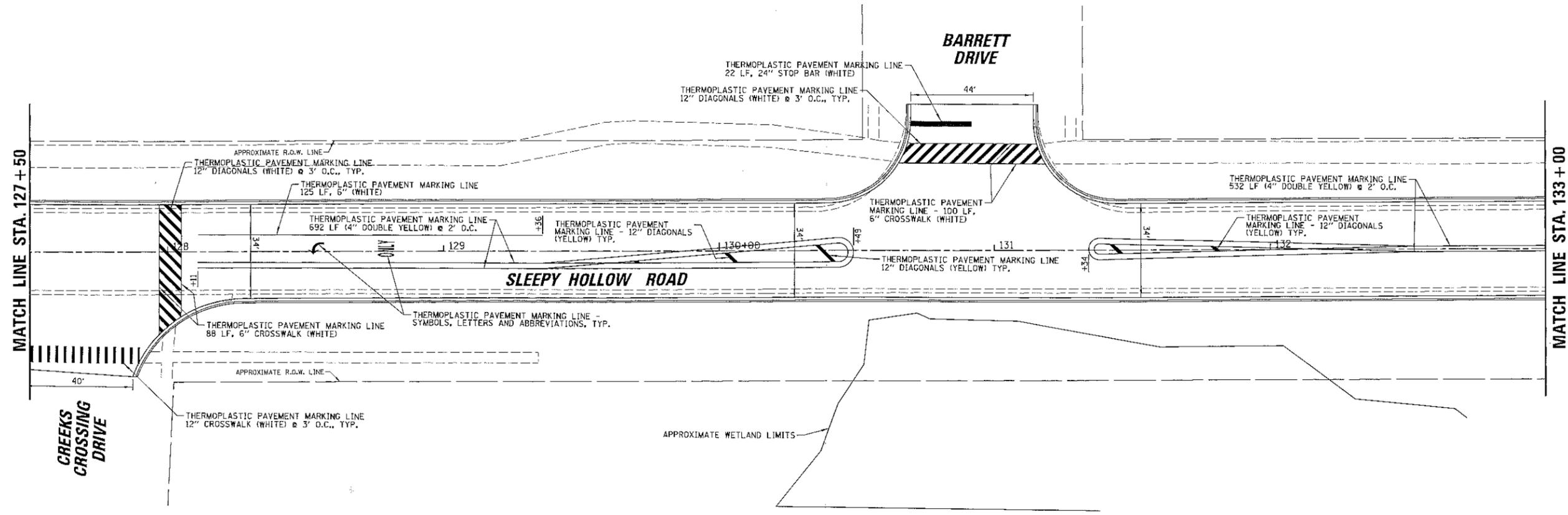
CLIENT: **Village of Algonquin**
 2200 HARNISH DRIVE
 ALGONQUIN, ILLINOIS 60102
 847-658-2759

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:

DSGN. LMF
 DWN. EDT
 CHKD. MEK
 SCALE: 20"
 PLOT DATE: 11/4/2016
 CAD USER: Jlopoglio
 MODEL: PRO

TITLE: **PROPOSED ROADWAY PLAN AND PROFILE**

PROJ. NO. 070273.00089
 DATE: 11/4/2016
 SHEET 21 OF 86
 DRAWING NO. **21**



CHRISTOPHER B. BURKE ENGINEERING, LTD.
 9575 W. Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (847) 823-0500

CLIENT:

Village of Algonquin
 2200 HARNISH DRIVE
 ALGONQUIN, ILLINOIS 60102
 847-658-2759

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:
FILE NAME	N:\ALGONQUIN\070273\070273.00089\CIVIL\PMK_03_070273_89ph2.shx			
DSGN.	LMF			
DWN.	EDT			
CHKD.	MEK			
SCALE:	20'			
PLOT DATE:	11/4/2016			
CAD USER:	Jlapaglia			
				PMK

TITLE:
PAVEMENT MARKING PLAN

PROJ. NO. 070273.00089
 DATE: 11/4/2016
 SHEET 35 OF 86
 DRAWING NO.
35

Memorandum

To: Ben Mason, Senior Planner – Village of Algonquin
From: Sara Disney Haufe, PE, PTOE
Date: February 1, 2019
Re: Supplementary Access Review for Light of Christ Lutheran Church
Project No: 19-03-0100

At the request of the Village of Algonquin, Sam Schwartz Consulting (*Sam Schwartz*) has performed a site plan and access review for the proposed Light of Christ Lutheran Church. This development would be located on the northeast corner of Longmeadow Parkway and Sleepy Hollow Road in Algonquin, Illinois, and would be accessed via one right-in/right-out driveway to Longmeadow Parkway and one full-access driveway to Creeks Crossing Drive (to be located approximately 500 feet east of the Sleepy Hollow Road/Creeks Crossing Drive intersection). A copy of the latest site plan for this development (provided by Village staff and dated 2018) is attached to this memorandum.

In a traffic impact study dated June 2011, *Sam Schwartz* analyzed projected traffic operation after completion of the church and with consideration for other area growth and infrastructure improvements, including the Kane County Division of Transportation's Longmeadow Parkway Fox River Bridge Corridor project that is now under construction. At that time, the proposed development project included an extension of Richmond Lane from its current western terminus to meet Longmeadow Parkway at a right-in/right-out intersection (shown on the Year 2012 site plan attached to this memorandum); an access driveway to serve the church would have connected to the extended portion of Richmond Lane. The site plan has since been modified to eliminate the Richmond Lane extension. Instead, the church would have direct access via the aforementioned right-in/right-out driveway to Longmeadow Parkway, which would be located approximately 200 feet west of the previously envisioned Richmond Lane extension. Because of this modification, some of the vehicular routing patterns anticipated in the June 2011 traffic impact study would change. This memorandum provides a qualitative review of those traffic routing changes to determine whether additional mitigation measures may be advisable, with a particular focus on the Sleepy Hollow Road/Creeks Crossing Drive intersection.

Key characteristics of this high-level review are as follows:

- It is assumed that the Phase One site traffic projections identified in the June 2011 traffic impact study adequately represent the trip generation characteristics of the proposed church. Based on information provided by Village staff, it is understood that the church's average number of parishioners at Sunday services is slightly less than was documented in 2011. As such, the site traffic volumes referenced from the June 2011 study may be conservative.
- In the June 2011 traffic impact study, mitigation measures were evaluated for a 2012 design year, which reflected the anticipated build-out year at that time. Because no new traffic count

data was obtained for use in this memorandum, Year 2012 background traffic volumes were extrapolated to a Year 2020 design horizon using a two percent compounded annual growth rate. This growth rate is consistent with the methodology employed in the June 2011 study.

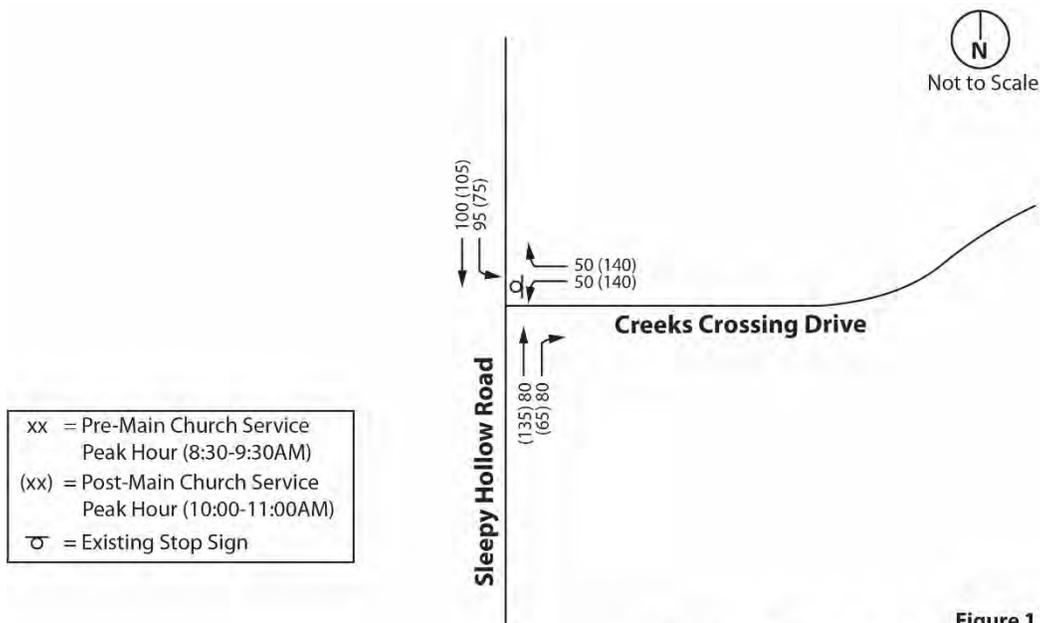
With these assumptions in mind, the impact of the proposed site access modifications was assessed. The methodology and results of this evaluation are detailed in the following sections.

Projected Routing Pattern Changes

By October 2019, it is anticipated that the Longmeadow Parkway extension will be completed for all segments that lie west of Illinois Route 31; the entire project is expected to be completed in Year 2021. Under these conditions, the June 2011 traffic impact study projected that 30 percent of church trips would travel to/from the east via Longmeadow Parkway. To exit the church and travel toward the east, departing vehicles were expected to travel via Richmond Lane to White Chapel Lane, which meets Longmeadow Parkway at a minor-leg stop-controlled intersection.

Because the latest site plan no longer includes the Richmond Lane extension as part of the church’s access configuration, outbound motorists traveling toward the east would instead be expected to exit via the Creeks Crossing Drive access. In order to connect to eastbound Longmeadow Parkway, these vehicles are expected to travel west on Creeks Crossing Drive toward Sleepy Hollow Road, make a westbound left turn onto Sleepy Hollow Road, and ultimately perform a southbound left turn at the newly signalized intersection of Longmeadow Parkway/Sleepy Hollow Road.

By adjusting projected Phase One site trips from the June 2011 study (shown on the excerpted exhibit attached to this memo), this new travel pattern would result in an additional 25 westbound left turns at Sleepy Hollow Road/Creeks Crossing Drive during the Sunday pre-service peak hour and an additional 90 westbound left turns during the Sunday post-service peak hour. Combined with the previous site trip assignment for the church and Year 2020 background traffic volumes for this intersection, new traffic projections for the Sleepy Hollow Road/Creeks Crossing Drive intersection are presented below in **Figure 1**.



Qualitative Operational Assessment & Recommendations

A preliminary analysis was performed to assess the impact of anticipated routing pattern changes on the Sleepy Hollow Road/Creeks Crossing Drive intersection. The higher volume of westbound left turns at this location would be expected to increase minor-leg delay compared to the operational projections detailed in the June 2011 traffic impact study, especially since minor-street left turns experience more delay than minor-street right turns. This increased delay would be experienced infrequently, since the church's main services occur just once a week on Sunday, when area traffic volumes are typically lower than during the weekday peak hours.

In order to mitigate the projected impact of the new access configuration, it is recommended that Creeks Crossing Drive be striped with separate left- and right-turn lanes for westbound traffic. The current width of this roadway is approximately 30 feet from edge to edge, allowing three 10-foot lanes (one westbound left-turn lane, one westbound right-turn lane, and a receiving lane) to be striped on Creeks Crossing Drive at its intersection with Sleepy Hollow Road. Preliminary capacity analyses for the Sleepy Hollow Road/Creeks Crossing Drive intersection with this recommended lane geometry show that the westbound approach is projected at LOS B overall during the pre-service and post-service peak hours, with a 95th percentile queue length of 2.0 vehicles or less. The storage bay for the new westbound left-turn lane should therefore be no less than 50 feet, which would accommodate a queue of up to two vehicles and would not extend through existing residential driveways on this street.

It should be noted that the proposed access modifications for Light of Christ Lutheran Church are also expected to increase the southbound left turn volume at Longmeadow Parkway/Sleepy Hollow Road. Because this intersection was recently reconstructed to provide a dedicated southbound left-turn lane and signalized control (among other improvements), the impact of these rerouted vehicles is not expected to be as pronounced as at the Sleepy Hollow Road/Creeks Crossing Drive intersection. It is recommended that traffic operation be monitored at Longmeadow Parkway/Sleepy Hollow Road after the church is completed for the post-service peak period. If operational issues are observed at the intersection at that time, signal timing modifications should be discussed with Kane County as a potential low-cost mitigation measure. Similarly, the Sleepy Hollow Road/Creeks Crossing Drive should be monitored after the church is completed, and if operational traffic issues are observed, then consideration should be given to installing a police officer for traffic control purposes during these brief time periods after church services.

Conclusions

Based on the qualitative review described herein, the following recommendations were identified:

- Creeks Crossing Drive should be striped to provide separate westbound left- and right-turn lanes at Sleepy Hollow Road. The left-turn lane should provide at least 50 feet of storage.
- After the church is completed, post-service traffic operation should be monitored to determine whether additional mitigation measures may be needed.

Note that short-term congestion does not typically constitute unsafe traffic conditions; rather, the recommendation to monitor traffic is due primarily to the amount of time that has passed since the original traffic study was completed and the changes to area infrastructure and traffic control (and potentially to traffic volumes) that have occurred since that study's completion.

Attachments

Current Site Plan (dated 2018)

Previous Site Plan (dated 2012)

Excerpts from June 2011 Traffic Impact Study by *Sam Schwartz*

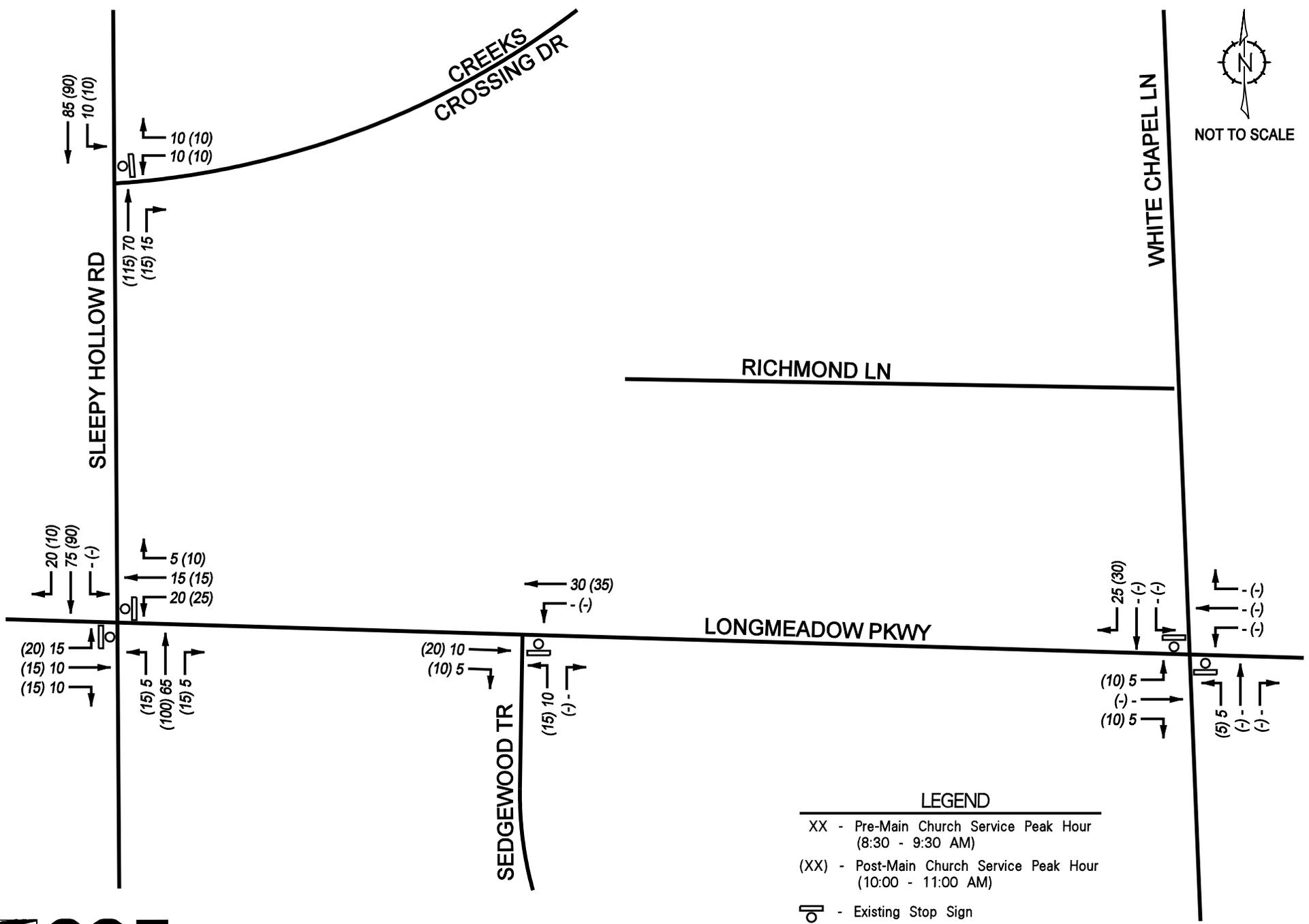
Capacity Reports for Projected Year 2020 Phase One Conditions

Previous Site Plan, dated 2012 (provided by Village Staff)



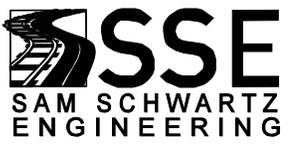


NOT TO SCALE



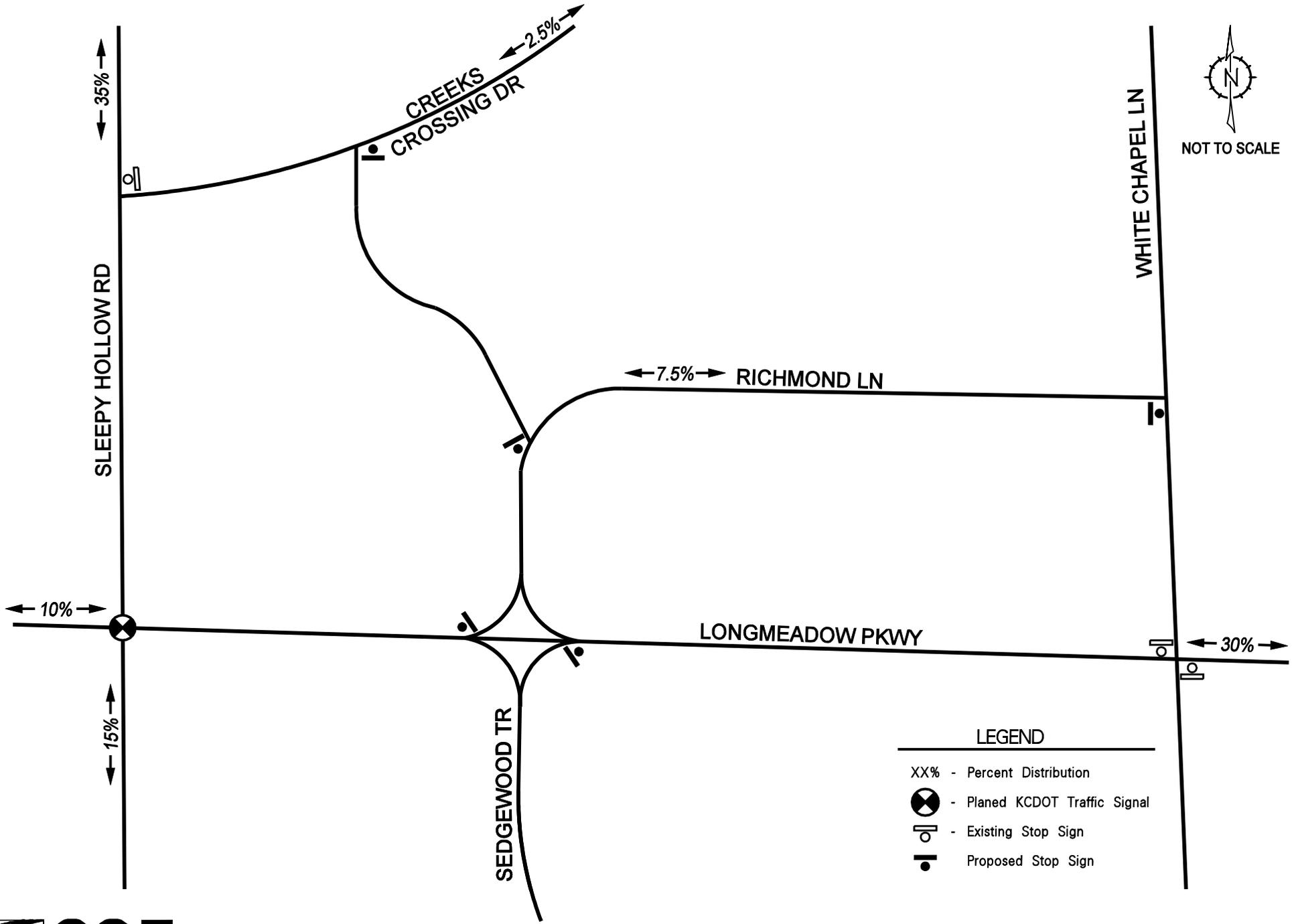
LEGEND

- XX - Pre-Main Church Service Peak Hour (8:30 - 9:30 AM)
- (XX) - Post-Main Church Service Peak Hour (10:00 - 11:00 AM)
- Existing Stop Sign
- - Less Than 5 Vehicles



YEAR 2012 NO-BUILD TRAFFIC

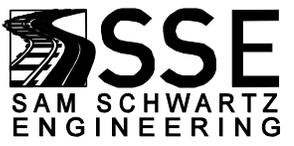
FIGURE: 4A



NOT TO SCALE

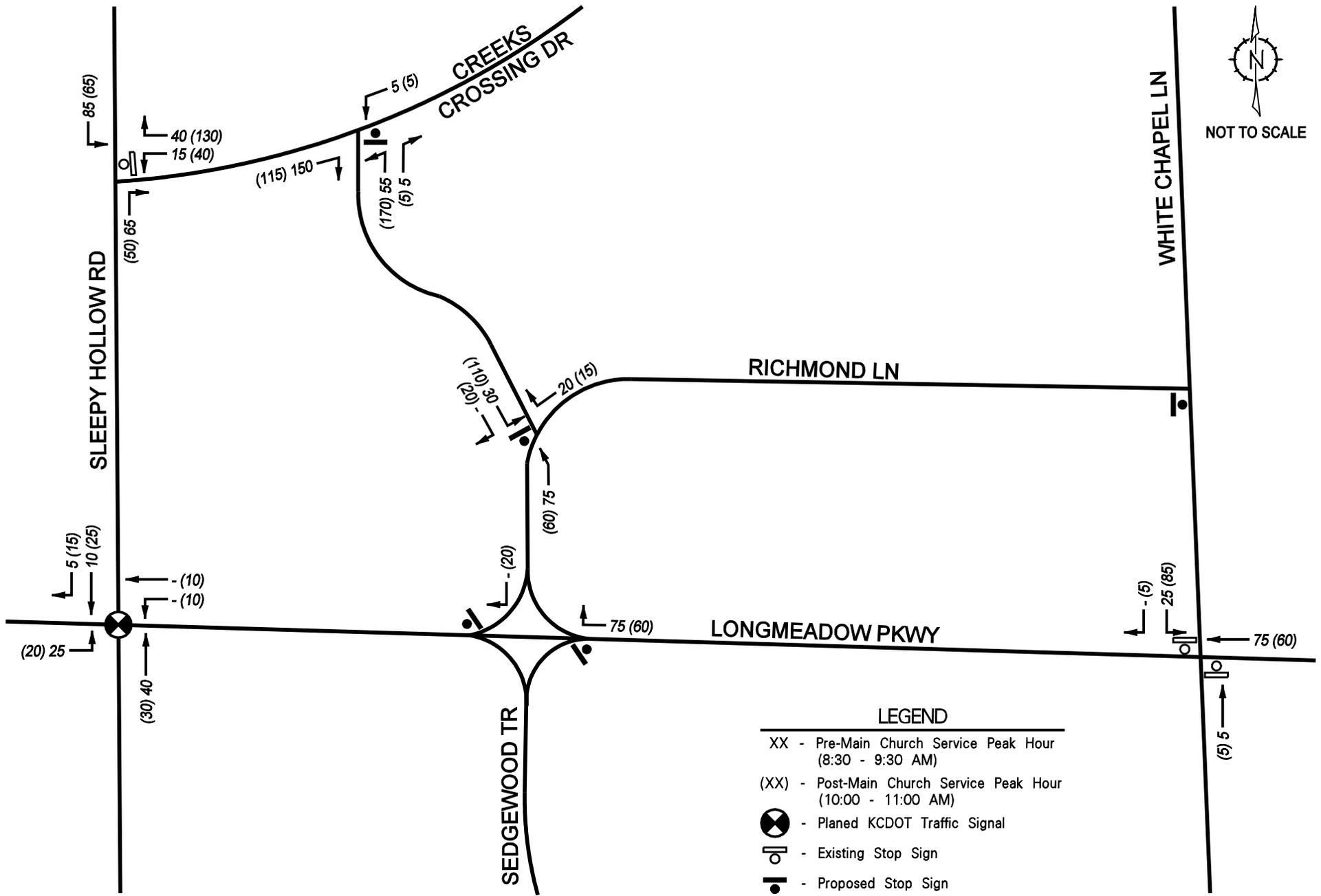
LEGEND

- XX% - Percent Distribution
-  - Planned KCDOT Traffic Signal
-  - Existing Stop Sign
-  - Proposed Stop Sign

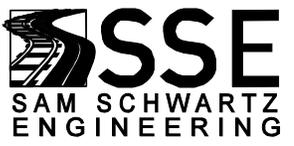


DIRECTIONAL DISTRIBUTION
WITH KCDOT LONGMEADOW PKWY CORRIDOR PROJECT

FIGURE: 5B



- LEGEND**
- XX - Pre-Main Church Service Peak Hour (8:30 - 9:30 AM)
 - (XX) - Post-Main Church Service Peak Hour (10:00 - 11:00 AM)
 - ⊗ - Planned KCDOT Traffic Signal
 - - Existing Stop Sign
 - - Proposed Stop Sign
 - - - Less Than 5 Vehicles



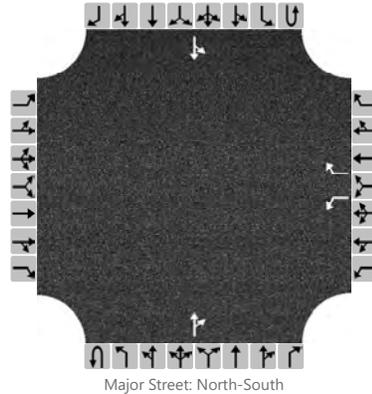
**PHASE 1 - SITE TRAFFIC
WITH KCDOT LONGMEADOW PKWY CORRIDOR PROJECT**

FIGURE: 6C

HCS7 Two-Way Stop-Control Report

General Information		Site Information	
Analyst	SDH	Intersection	Sleepy Hollow Rd & CC Dr.
Agency/Co.	Sam Schwartz	Jurisdiction	Village
Date Performed	1/23/2019	East/West Street	Creeks Crossing Drive
Analysis Year	2020	North/South Street	Sleepy Hollow Road
Time Analyzed	Sunday Pre-Service	Peak Hour Factor	0.75
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Light of Christ Access Revision		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement																
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		1	0	1	0	0	1	0	0	0	1	0
Configuration						L		R				TR		LT		
Volume, V (veh/h)						50		50			80	80		95	100	
Percent Heavy Vehicles (%)							2	2						2		
Proportion Time Blocked																
Percent Grade (%)					0											
Right Turn Channelized	No				No				No				No			
Median Type/Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.42		6.22						4.12		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.52		3.32						2.22		

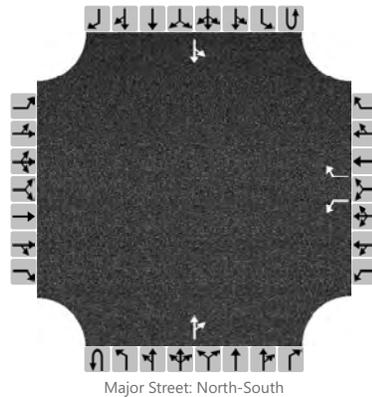
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						67		67						127		
Capacity, c (veh/h)						451		885						1355		
v/c Ratio						0.15		0.08						0.09		
95% Queue Length, Q ₉₅ (veh)						0.5		0.2						0.3		
Control Delay (s/veh)						14.4		9.4						7.9		
Level of Service, LOS						B		A						A		
Approach Delay (s/veh)					11.9								4.3			
Approach LOS					B											

HCS7 Two-Way Stop-Control Report

General Information				Site Information			
Analyst	SDH			Intersection	Sleepy Hollow Rd & CC Dr.		
Agency/Co.	Sam Schwartz			Jurisdiction	Village		
Date Performed	1/23/2019			East/West Street	Creeks Crossing Drive		
Analysis Year	2020			North/South Street	Sleepy Hollow Road		
Time Analyzed	Sunday Post-Service			Peak Hour Factor	0.75		
Intersection Orientation	North-South			Analysis Time Period (hrs)	0.25		
Project Description	Light of Christ Access Revision						

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement																
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		1	0	1		0	1	0		0	1	0
Configuration						L		R				TR		LT		
Volume, V (veh/h)						140		140			135	65		75	105	
Percent Heavy Vehicles (%)						2		2						2		
Proportion Time Blocked																
Percent Grade (%)					0											
Right Turn Channelized	No				No				No				No			
Median Type/Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.42		6.22						4.12		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.52		3.32						2.22		

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						187		187						100		
Capacity, c (veh/h)						449		815						1296		
v/c Ratio						0.42		0.23						0.08		
95% Queue Length, Q ₉₅ (veh)						2.0		0.9						0.3		
Control Delay (s/veh)						18.6		10.7						8.0		
Level of Service, LOS						C		B						A		
Approach Delay (s/veh)					14.7								3.7			
Approach LOS					B											

Ben Mason

From: Robert Salazar
Sent: Thursday, February 14, 2019 10:00 AM
To: Ben Mason; Jeffery Sutrick
Cc: Russell Farnum; John Bucci
Subject: RE: Light of Christ Church - updated traffic analysis & conditions of approval

Ben,

There are no further concerns relating to this matter from the police departments perspective. Please let me know if there is anything else that you may need.

Thanks

Sergeant Robert M. Salazar
Algonquin Police Department
2200 Harnish Dr.
Algonquin, IL 60102
(847) 658-4531
(847) 658-9226 FAX



From: Ben Mason
Sent: Thursday, February 14, 2019 9:59 AM
To: Jeffery Sutrick <jeffs@algonquin.org>; Robert Salazar <rsalazar@algonquin.org>
Cc: Russell Farnum <RussellFarnum@algonquin.org>; John Bucci <johnb@algonquin.org>
Subject: FW: Light of Christ Church - updated traffic analysis & conditions of approval

DC Sutrick and Sgt. Salazar – just wanted to follow-up from last week and see if PD had a chance to review the updated traffic analysis. We are planning to put Light of Christ Church on next week's COTW if there aren't any issues / concerns with the revised conditions of approval outlined in BLUE below.

Please let me or Russ know if you have any comments or questions by tomorrow morning if at all possible, thanks!

Ben Mason, AICP
Senior Planner
Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102
(847) 658-5808

From: Ben Mason

Sent: Wednesday, February 6, 2019 2:52 PM

To: Paul Bourke (pbourke@cbbel.com) <pbourke@cbbel.com>; Robert Salazar <rsalazar@algonquin.org>; Shawn Hurtig <shawnhurtig@algonquin.org>; 'Nika, Kurt' <nikakurt@co.kane.il.us>

Cc: Russell Farnum <RussellFarnum@algonquin.org>; Jeffery Sutrick <jeffs@algonquin.org>; Robert Mitchard <bobmitchard@algonquin.org>; Rickert, Tom <rickerttom@co.kane.il.us>

Subject: Light of Christ Church - updated traffic analysis & conditions of approval

Good Afternoon:

As a follow-up to the Light of Christ church project proposed on Longmeadow Parkway, the church's traffic engineer has prepared an updated traffic analysis that takes into account their revised site plan and shifting of vehicle trips from Richmond Lane to Creeks Crossing Drive.

Since the church's earlier study already accounted for the future build-out of Longmeadow Parkway and the size of the church facility has decreased in size from their original plans, the engineer's memorandum (see attached) offers a qualitative assessment of the additional vehicle trips on Creeks Crossing Drive which are slightly conservative and depict a "worst case scenario".

Please review and let me or Russ know **by next Thursday, Feb. 14th** if you have any comments / concerns with the updated traffic analysis and its recommendations.

Otherwise, Community Development's recommendation is to update the original conditions of approval as follows, for review at COTW later this month:

- 1) *Original Staff Condition: Parking shall be restricted to the north side of Creeks Crossing Drive from Sleepy Hollow Road to Westbourne Parkway.*
 - **Revised condition: At the discretion of the Police Department, on days the church holds a large service or special event, temporary no parking signs may be required on one side of Creeks Crossing Drive from Sleepy Hollow Road to Westbourne Parkway.**

- 2) *Original Staff Condition: Should it be determined in the future by the Village that the traffic delays and back-ups for vehicles waiting to turn south onto Sleepy Hollow Road becomes a safety or travel issue for either neighborhood residents and / or those attending church services, the church shall be required to improve the intersection with the addition of a dedicated / striped left-turn lane on Creeks Crossing Drive.*
 - **Revised condition: Creeks Crossing Drive shall be striped to provide separate westbound left- and right-turn lanes at Sleepy Hollow Road, as part of their site improvements and construction of the church facility.**

- 3) **Additional condition: Traffic operations shall continue to be monitored after the church is constructed, and if operational issues are observed and determined by the Police Department to warrant mitigation – for example, the installation of a police officer to direct traffic during peak hours – the church shall be required to comply with and implement such additional measures.**

Thank you,

Ben Mason, AICP
Senior Planner
Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102

Ben Mason

From: Shawn Hurtig
Sent: Thursday, February 7, 2019 3:01 PM
To: Ben Mason
Cc: Robert Mitchard; Russell Farnum
Subject: RE: Light of Christ Church - updated traffic analysis & conditions of approval

Ben,
I have reviewed the updated traffic study information and have no additional comments beyond the revised conditions that you have noted in the email below. Thank you for the opportunity to review this information.

Respectfully submitted,
Mr. Shawn M. Hurtig
Em: shawnhurtig@algonquin.org

From: Ben Mason
Sent: Wednesday, February 6, 2019 2:52 PM
To: Paul Bourke (pbourke@cbbel.com) <pbourke@cbbel.com>; Robert Salazar <rsalazar@algonquin.org>; Shawn Hurtig <shawnhurtig@algonquin.org>; Nika, Kurt <nikakurt@co.kane.il.us>
Cc: Russell Farnum <RussellFarnum@algonquin.org>; Jeffery Sutrick <jeffs@algonquin.org>; Robert Mitchard <bobmitchard@algonquin.org>; Rickert, Tom <rickerttom@co.kane.il.us>
Subject: Light of Christ Church - updated traffic analysis & conditions of approval

Good Afternoon:

As a follow-up to the Light of Christ church project proposed on Longmeadow Parkway, the church's traffic engineer has prepared an updated traffic analysis that takes into account their revised site plan and shifting of vehicle trips from Richmond Lane to Creeks Crossing Drive.

Since the church's earlier study already accounted for the future build-out of Longmeadow Parkway and the size of the church facility has decreased in size from their original plans, the engineer's memorandum (see attached) offers a qualitative assessment of the additional vehicle trips on Creeks Crossing Drive which are slightly conservative and depict a "worst case scenario".

Please review and let me or Russ know **by next Thursday, Feb. 14th** if you have any comments / concerns with the updated traffic analysis and its recommendations.

Otherwise, Community Development's recommendation is to update the original conditions of approval as follows, for review at COTW later this month:

- 1) *Original Staff Condition: Parking shall be restricted to the north side of Creeks Crossing Drive from Sleepy Hollow Road to Westbourne Parkway.*
 - **Revised condition: At the discretion of the Police Department, on days the church holds a large service or special event, temporary no parking signs may be required on one side of Creeks Crossing Drive from Sleepy Hollow Road to Westbourne Parkway.**

- 2) *Original Staff Condition: Should it be determined in the future by the Village that the traffic delays and back-ups for vehicles waiting to turn south onto Sleepy Hollow Road becomes a safety or travel issue for either*

neighborhood residents and / or those attending church services, the church shall be required to improve the intersection with the addition of a dedicated / striped left-turn lane on Creeks Crossing Drive.

- **Revised condition: Creeks Crossing Drive shall be striped to provide separate westbound left- and right-turn lanes at Sleepy Hollow Road, as part of their site improvements and construction of the church facility.**
- 3) **Additional condition: Traffic operations shall continue to be monitored after the church is constructed, and if operational issues are observed and determined by the Police Department to warrant mitigation – for example, the installation of a police officer to direct traffic during peak hours – the church shall be required to comply with and implement such additional measures.**

Thank you,

Ben Mason, AICP
Senior Planner
Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102
(847) 658-5808



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

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

TO: Tim Schloneger, Village Manager
FROM: Katie Gock, Recreation Superintendent
DATE: January 31, 2019
SUBJECT: Affiliate Agreements

Attached are the agreement renewals for Algonquin Area Youth Organization and Algonquin Lake in the Hills Soccer Association. Each of these organizations continue to provide recreation to Village residents in the way of baseball and softball, and soccer. These agreements will cover 2019, 2020, and 2021.

The proposed agreements for AAYO and ALITHSA are attached. In exchange for use of Village parks, baseball fields and soccer fields AAYO and ALITHSA will pay the Village a per player fee for each season of play. In addition, both of these groups will be charged a fixed hourly rate per hour of light usage at Kelliher Park. For this agreement period we have requested both groups narrow down which park facilities they will use due to a decline in participation as you can see depicted in the chart below.

Year	AAYO (Baseball/Softball)	ALITHSA (Soccer)
2015	477	58
2016	372	58
2017	257	29
2018	206	15

Village staff recommends approval of the agreement with Algonquin Area Youth Organization and Algonquin Lake in the Hills Soccer Association for the next 3 years.

C: Michael Kumbera, Assistant Village Manager

AFFILIATE ORGANIZATION AGREEMENT

BETWEEN THE VILLAGE OF ALGONQUIN & ALGONQUIN AREA YOUTH ORGANIZATION

This Agreement entered into this 7 day of DEC, in the year of 2018, by and between the Village of Algonquin ("VILLAGE"), an Illinois Municipal Corporation and the Algonquin Area Youth Organization ("AFFILIATE ORGANIZATION"), a not-for-profit athletic-oriented group, organization, or association.

Whereas, the VILLAGE owns and operates the FACILITIES identified in Exhibit A attached hereto and incorporated herein and the AFFILIATE ORGANIZATION desires to utilize areas of the FACILITIES for the terms described, upon the following terms and conditions;

Now therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

TERM

The term of this Agreement is one year which will be automatically renewed annually unless either the VILLAGE or the AFFILIATE ORGANIZATION gives sixty (60) day notice in writing to the other of its desire to end the agreement.

DEFINITION OF AFFILIATE ORGANIZATION

An AFFILIATE ORGANIZATION is defined as a not-for-profit organization, association, or similar group whose main purpose is to provide constructive athletic opportunities to the residents of Algonquin on VILLAGE-owned property. Activities conducted by an AFFILIATE ORGANIZATION must meet the conditions described below for constructive, wholesome and worthwhile recreational pursuits:

- 1) The group must:
 - a) Be governed by a Board of Directors or Officers.
 - b) Be designated and maintain not-for-profit status.
 - c) Be athletic-oriented.
 - d) Demonstrate at least 60% of participants reside within the municipal boundaries of the Village of Algonquin.
 - e) Maintain the integrity and purpose of the FACILITIES and the surrounding areas by demonstrating appropriate behaviors with all members of the AFFILIATE ORGANIZATION.
- 2) The group's existence shall be of maximum value to the community.
- 3) The activities of the group must develop a sense of achievement and self-worth for its participants.
- 4) Benefits of the activities shall include improvements of the physical, mental, and/or emotional well-being of participants.
- 5) The activity shall stimulate creativity, develop recreational skill, and /or enhance avenues of socialization.
- 6) AFFILIATE ORGANIZATION can include two league types:
 - a) Recreation League: A league with intra-league play
 - b) Travel League: A league with inter-league and tryouts for participation.
- 7) The VILLAGE shall agree to sanction no more than five (5) Affiliate Organizations at any given time. This will include up to one (1) baseball group, two (2) football groups, one (1) soccer group, and one (1) tennis group.
- 8) Activities sponsored by an AFFILIATE ORGANIZATION shall not, other than to adhere to specific membership guidelines or to minimum residency standards, discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, religion, sex, sexual orientation, or physical or mental disability. Registration for membership and/or tryouts must be open and publicized to all residents of the Village.

PROVISIONS TO BE A VILLAGE AFFILIATE ORGANIZATION

- 1) The **VILLAGE** shall have no financial or legal responsibility for the **AFFILIATE ORGANIZATION**.
- 2) The **AFFILIATE ORGANIZATION** and the **VILLAGE** shall meet annually to discuss issues, exchange ideas, and discuss plans for future opportunities.
- 3) The **AFFILIATE ORGANIZATION** will provide annually:
 - a) The names of the directors or officers governing the **AFFILIATE ORGANIZATION**.
 - b) **AFFILIATE ORGANIZATION** Statement of Purpose.
 - c) **AFFILIATE ORGANIZATION** established guidelines, and a set of by-laws that have been accepted and approved by the organization's board.
 - d) Copies of current annual report, and financial information.
 - e) Copy of **AFFILIATE ORGANIZATION** not-for-profit certificate and/or letter.
 - f) Copy of **AFFILIATE ORGANIZATION** Code of Conduct to be distributed and signed by coaches, parents, and participants. See Exhibit B.
 - g) Verification that completed Background Checks on all coaches, managers, or other adults who have leadership roles or contact with minor participants have been performed.
 - h) Contact information for a minimum of one (1) of the **AFFILIATE ORGANIZATION** liaisons. In no such case shall there be more than two (2) liaisons.
 - i) Certificate of Insurance indemnifying the **VILLAGE** and its **FACILITIES**.
- 4) The **AFFILIATE ORGANIZATION** shall be a not-for-profit organization, defined as follows:
 - a) Revenues shall be exclusively devoted to the development, continuation, promotion, operation and expansion of the specialized activities in which the organization is involved.
 - b) Expenses shall be limited to the purposes to which the organization is devoted and may include, but shall not be limited to, the payment of reasonable salaries and compensation to its officers, agents, employees and contractors.
 - c) Assets of the organization shall not either during its operation or upon its dissolution, be distributable to or for the benefit of any individual or for-profit entity, group, or organization.
 - d) Deposits, expenditures, and assets of the organization shall be held on behalf of the organization and not in the name of any individual.
- 5) A Code of Conduct shall be signed by **AFFILIATE ORGANIZATION** participants, parents, and coaches each year of this agreement. Failure to self-enforce the Code of Conduct shall nullify this agreement. The signed Codes of Conduct shall be kept on-file by the **AFFILIATE ORGANIZATION** and made available to the **VILLAGE** upon request.
- 6) All spectators, participants, coaches, and staff of **AFFILIATE ORGANIZATION** shall adhere to:
 - a) **VILLAGE's** Municipal Code Chapter 11 Parks and Playgrounds.
 - b) Annual Code of Conduct for participation in **AFFILIATE ORGANIZATION**.
- 7) The **AFFILIATE ORGANIZATION** shall not without prior written **VILLAGE** approval commence any changes, modifications or improvement to Village property. Costs to rectify unapproved changes or modifications to **VILLAGE** property shall be paid by the **AFFILIATE ORGANIZATION**. Any private contractor(s) who intends to work on the Village's grounds, facilities or equipment shall be approved by the Village in advance.
- 8) The **AFFILIATE ORGANIZATION** shall maintain general liability and worker's compensation insurance as required herein.

APPROVED FACILITIES

The **AFFILIATE ORGANIZATION** shall use the following **FACILITIES** for their events and activities that include general practices, scrimmages, and games:

See attached list Exhibit A

All other **VILLAGE**-owned parcels are not approved at this time for use by the **AFFILIATE ORGANIZATION**, unless otherwise approved by written notice by the Village Manager and/or his/her designee.

APPROVED DATES & TIMES FOR APPROVED FACILITIES

The **AFFILIATE ORGANIZATION** shall use the following **FACILITIES** for their events and activities. Said events and activities will be described annually in a side contract.

STATUTES, RULES, AND REGULATIONS

In the interest of the personal safety of guests, participants, and staff, the following rules must be followed:

- a) The **FACILITIES** is not to be used in excess of its normal capacity.
- b) All doorways, sidewalks, fence entrances, and driveways must remain unobstructed at all times.
- c) **AFFILIATE ORGANIZATION** acknowledges that this Agreement is subject to all Federal, State, and Local rules and regulations of the Village of Algonquin and its **FACILITIES**.
- d) **AFFILIATE ORGANIZATION** agrees to conform to all applicable rules and regulations and be bound thereby.
- e) **AFFILIATE ORGANIZATION** further agrees that it shall conform to, comply with, and abide by all applicable laws of the United States, the State of Illinois, the rules and regulations of all jurisdictional governmental boards and bureaus, including the regulation of the Village of Algonquin Police Department and Algonquin/Lake in the Hills and/or Huntley Fire Protection District.
- f) Failure to comply with any provision in this section will be grounds for the immediate termination of any event(s) or activity(s), with the full costs of the Event or Activity and all costs of termination assessed to **AFFILIATE ORGANIZATION**, regardless of the duration of the Event or Activity prior to termination.

ADA COMPLIANCE

AFFILIATE ORGANIZATION agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA), as well as its related regulations, for Events and activities held in **VILLAGE** facilities, including the **FACILITIES**.

PARKING

Parking in the vicinity of the facility will be in accordance with Village policy. Guaranteed parking is not part of this contract, and during Village Special Events a fee may be required for parking, and parking may be prohibited in lots that surround the **FACILITIES**. Parking in fire lanes, on Village Park Parcels (including grass areas, basketball courts, and paths) is strictly prohibited.

ASSIGNMENT

The **AFFILIATE ORGANIZATION** may not sublet their approved allocated date or time, nor otherwise assign any rights, responsibilities, or obligations relating to this Agreement.

SPECIAL FACILITIES AND SERVICES

The **AFFILIATE ORGANIZATION** shall be responsible for providing and maintaining appropriate and approved portable toilets at the **FACILITIES** where bathrooms are not available. Portable toilets must be onsite by the first day of the season and removed no more than thirty (30) days after the conclusion of the season each year.

AFFILIATE ORGANIZATION'S LIABILITY

The **AFFILIATE ORGANIZATION** shall be responsible for the supervision and control of the **AFFILIATE ORGANIZATION** attendees and their activities on **VILLAGE** premises, including the **FACILITIES**. The **AFFILIATE ORGANIZATION** agrees to indemnify, save and hold harmless, assume liability for and defend the Village of Algonquin, its Board of Trustees and Village President, and its officers, employees, attorneys, volunteers, and agents (collectively, "Indemnities,") from and against any and all actions, claims, liabilities, damages, assertions, or liability, losses, costs, and expenses, which in any manner arise or are alleged to have arisen from the use of the **AFFILIATE ORGANIZATION** premises, including the use in any way of the **FACILITIES**.

It is agreed that the **VILLAGE** may unilaterally undertake to provide the **AFFILIATE ORGANIZATION** special janitorial and supervisory coverage including services which are sufficient, in it's the **VILLAGE** sole discretion, to restore the **FACILITIES** to a safe, clean and orderly condition. **AFFILIATE ORGANIZATION** shall pay for all services reasonably necessary or desirable to properly maintain and operate the **FACILITIES** during the term of the use including, although not limited to, traffic control, parks and forestry staff, building services personnel, and other services as deemed appropriate by the Village Manager, or designee. If the aforesaid services are arranged by the **VILLAGE**, then the **AFFILIATE ORGANIZATION** will reimburse the **VILLAGE** for all costs associated with such services. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of occurrence. The number of employees working and hours reasonably necessary to accomplish their work shall be in the sole discretion of the Village, unless expressly stated in this Agreement.

The **VILLAGE** will not provide staffing during events and activities.

Requests for additional assistance beyond the general care of the **FACILITIES** including, but not limited to painting of concession stands, field preparation, lining, etc. will be billed for separately. These requests must be made in writing to the **VILLAGE**. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of completion. The **VILLAGE** retains the right to decline and/or modify all requests for assistance.

The **VILLAGE** will assign the **AFFILIATE ORAGNIZATION** a pin number to operate the light system located at Kelliher Park. The **AFFILIATE ORAGNIZATION** will be responsible for the pin number and billed according to use. The light usage fee will be charged at \$25 per hour and time will be rounded to the nearest quarter hour. The **VILLAGE** will bill the **AFFILIATE ORGANIZATION** on a monthly basis for light time used.

DAMAGES AND SITE EXPECTATIONS

All **FACILITIES** are to be used respectfully and kept clean at all times by the **AFFILIATE ORGANIZATION**. All garbage and debris are to be removed from the site or placed in the proper trash receptacles during use of the **FACILITIES**. Recycling is highly encouraged. **AFFILIATE ORGANIZATION** is responsible for bringing appropriate containers to and from the **FACILITIES** to encourage recycling amongst **AFFILIATE ORGANIZATION** participants and spectators. Any garbage, debris, or recycling not removed or put into the appropriate receptacle at the **FACILITIES** is considered damage to the facility.

The **AFFILIATE ORGANIZATION** agrees to reimburse the **VILLAGE** for any damages in excess of ordinary wear to the **FACILITIES** or any part thereof, including but not limited to the grounds, buildings, furniture, equipment, toilets, concession stand, bathrooms, signs, gates, fencing, dugouts, lights, or other fixtures caused by players, coaches, employees, representatives, or invited or uninvited guests or spectators (collectively, "**AFFILIATE ORGANIZATION** Attendees") at Activities and Events conducted by the **AFFILIATE ORGANIZATION**. **AFFILIATE ORGANIZATION** assumes financial responsibility for the acts of all **AFFILIATE ORGANIZATION** Attendees. Whether damage is caused by **AFFILIATE ORGANIZATION** attendees or is in excess of ordinary wear shall be in the sole discretion of the Village Manager, or designee. The **AFFILIATE ORGANIZATION** will be billed for any such damages incurred or repaired by the **VILLAGE**, including labor and materials. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of occurrence. The parties agree that the **VILLAGE** does not assume and expressly waives responsibility for damage to or loss of any materials or equipment left in the **FACILITIES**, on display, or in storage.

No equipment is to be stored onsite unless prior approval from the **VILLAGE**. The **VILLAGE** is not responsible for **AFFILIATE ORGANIZATON** equipment.

SPECIAL REGULATIONS

The **AFFILIATE ORGANIZATION** shall not permit players, coaches, employees, representatives, or invited or uninvited guests or spectators to bring onto, or possess on **VILLAGE** premises, weapons, contraband, alcohol, explosives, fireworks, or other controlled substances. The **AFFILIATE ORGANIZATION** shall provide adequate adult supervision of minors participating in Events and activities (1 adult:12 minors). For the purpose of the agreement, a "minor" is any person under the age of 18 years. The supervisor(s) shall be in charge of the group and shall be responsible for seeing that the terms and conditions of this agreement are met.

The **AFFILIATE ORGANIZATION** shall be responsible for complying with all local, state, and federal laws, and safety provisions.

The **AFFILIATE ORGANIZATION** will be responsible for obtaining a Special Events permit from the Village of Algonquin's Community Development Department for events that are outside the parameters of a general game, practice, and scrimmage. This would include tournaments, meets, invitationals, etc.

LIAISON(S)

The **VILLAGE** and the **AFFILIATE ORGANIZATION** will both provide a minimum of one (1) and a maximum of two (2) liaison(s) who will communicate and address any questions, concerns and/or issues between the **VILLAGE** and the **AFFILIATE ORGANIZATION**. The purpose of the liaison is to ensure consistency and continuity between the two parties when questions, concerns, and/or issues arise. The Liaisons will be the only people to communicate problems, concerns, or issues between the two parties.

- 1) The Liaisons from both parties must:
 - a) Enforce and obey all facility regulations, as well as other federal, state, and local regulations.
 - b) Provide contact information including:
 - i) Home/Work Telephone
 - ii) Cellular Telephone
 - iii) Email Address
 - iv) Mailing Address
 - c) Be consistent when relaying information to their party.
 - d) Answer/Resolve the question, concern, and/or issue within the parameters of their position or refer the question, concern and/or issue to the appropriate personnel.
 - e) Be given a copy of this Agreement.

FOOD AND BEVERAGES

Food and/or beverages shall not be sold at the **FACILITIES**, unless prior written agreement through the **VILLAGE** is obtained. This agreement does not cover food and/or beverages sold in the Concession Stands located at various **VILLAGE FACILITIES**. **AFFILIATE ORGANIZATION** must comply with all local, state, and federal laws as it pertains to the sale and/or preparation of food and beverage items at the concession stands at the **FACILITIES**.

Alcoholic beverages are not permitted at any **VILLAGE FACILITIES**.

MERCHANDISE SALES

With written approval of the management of the **FACILITIES**, **AFFILIATE ORGANIZATION** may sell at the **FACILITIES** clothes, souvenirs, programs, or other merchandise at the **FACILITIES**. Such merchandise shall not bear **VILLAGE** trademarks or the name or picture of **FACILITIES**. Such merchandise must be in good taste, not state or imply an endorsement of **AFFILIATE ORGANIZATION** or Event or Activity by the **VILLAGE**.

SPONSORSHIP

The **VILLAGE** and the **FACILITIES** shall not be deemed to sponsor any activities conducted by **AFFILIATE ORGANIZATION** at the **FACILITIES** or elsewhere, and no literature or publicity shall indicate **VILLAGE** or

FACILITIES sponsorship. Use of the **FACILITIES** for the purpose of commercial exploitation is prohibited. All posters, banners, etc., will be subject to approval by the Village Manager.

CANCELLATION OR CHANGES IN REQUEST

Written notification of cancellation by the **AFFILIATE ORGANIZATION** must be received by the **VILLAGE** fourteen (14) days prior to the first day of scheduled practice. Notification of cancellation by the **AFFILIATE ORGANIZATION** received after fourteen (14) days prior to the start of the season will result in the **AFFILIATE ORGANIZATION** being held liable for 50% of the Basic Facility Charge and any Special Service Charges which have accrued to the Village. Any changes to this agreement must be done in writing and signed by both parties.

Should the conduct of the events and activities contemplated by the **AFFILIATE ORGANIZATION** at the **FACILITIES** be prohibited or prevented by any laws, proclamations or decrees, or if such conduct is prevented or substantially impeded by an "Act of God", strikes, labor disturbances, demonstrations, war, riot or other like cause, such game, contest, practice, scrimmage, meeting, or exposition (collectively, "events and activities") shall be rescheduled, if practical, for a time mutually agreeable to the parties.

Should such Events and activities not be rescheduled, **AFFILIATE ORGANIZATION** shall reimburse the **VILLAGE** for its actual expenses incurred in anticipation of and preparation for such events and activities. If the **AFFILIATE ORGANIZATION** has prepaid for such events and activities, the **VILLAGE** will prorate for the actual usage and refund remaining funds.

TERMINATION BY VILLAGE

The **VILLAGE** shall have the right to immediately terminate this Agreement by verbal notice to **AFFILIATE ORGANIZATION** representative. The **AFFILIATE ORGANIZATION** will be responsible for any Personnel and Special Service Charges, as well as any Basic Facility Charges for any and all use prior to the verbal termination.

ENTIRE AGREEMENT

This agreement constitutes the entire Agreement between the parties relating to the use of **FACILITIES** and supersedes any previous agreements or understandings.

GOVERNING LAW

This Agreement shall be construed according to laws of the State of Illinois. The Parties consent to the exclusive jurisdiction of the 22nd Judicial Circuit Court, McHenry County, Illinois, and waive all objections, including those as to venue, to same.

AUTHORITY

The person(s) signing below for the **AFFILIATE ORGANIZATION** hereby affirm that they have authority to bind that organization to this Agreement. In the event or to the extent that is not true, the signer agrees to assume personally all of the obligations and commitments herein agreed.

VILLAGE REMEDIES

The **VILLAGE** shall be entitled to enforce its rights hereunder through injunctive relief. The **VILLAGE** shall be entitled to receive its reasonable costs and attorney fees in bringing suit to enforce such rights.

AMENDMENT

This Agreement shall not be amended except upon written agreement of the **VILLAGE** and **AFFILIATE ORGANIZATION** and upon ratification by action of the Village Board.

SEVERABILITY

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

EXTENSION OF AGREEMENT

This is a perpetual renewal agreement that will be annually reviewed to ensure provisions are met.

GENERAL CONDITIONS

- 1) If any term, covenant, or condition of this Agreement is declared invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect.
- 2) This agreement constitutes the entire agreement between the Village and the **AFFILIATE ORGANIZATION**. This Agreement may not be modified or amended except by written agreement of all parties.

NOTICES

All notices under this Agreement shall be sent to the following parties at the following addresses:

VILLAGE

Village of Algonquin
Village Manager's Office
2200 Harnish Drive
Algonquin, IL 60102

FACILITIES: Exhibit A

AFFILIATE ORGANIZATION:

Algonquin Area Youth Organization (A.A.Y.O.)
P.O. Box 265
Algonquin, IL 60102

Village of Algonquin

AAYO

Printed Name of Authorized Signature

STEVE LAVIN

Printed Name of Authorized Signature

Title: _____

Title: COMMISSIONER

Title

Signature

Steve Lav

Signature

Date

12/7/2018

Date

AFFILIATE ORGANIZATION AGREEMENT

BETWEEN THE VILLAGE OF ALGONQUIN & ALGONQUIN LAKE IN THE HILLS SOCCER ASSOCIATION

This Agreement entered into this 22 day of January, in the year of 2019, by and between the Village of Algonquin ("VILLAGE"), an Illinois Municipal Corporation and the Algonquin Lake in the Hills Soccer Association ("AFFILIATE ORGANIZATION"), a not-for-profit athletic-oriented group, organization, or association.

Whereas, the **VILLAGE** owns and operates the **FACILITIES** identified in Exhibit A attached hereto and incorporated herein and the **AFFILIATE ORGANIZATION** desires to utilize areas of the **FACILITIES** for the terms described, upon the following terms and conditions;

Now therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

TERM

The term of this Agreement is one year which will be automatically renewed annually unless either the **VILLAGE** or the **AFFILIATE ORGANIZATION** gives sixty (60) day notice in writing to the other of its desire to end the agreement.

DEFINITION OF AFFILIATE ORGANIZATION

An **AFFILIATE ORGANIZATION** is defined as a not-for-profit organization, association, or similar group whose main purpose is to provide constructive athletic opportunities to the residents of Algonquin on **VILLAGE**-owned property. Activities conducted by an **AFFILIATE ORGANIZATION** must meet the conditions described below for constructive, wholesome and worthwhile recreational pursuits:

- 1) The group must:
 - a) Be governed by a Board of Directors or Officers.
 - b) Be designated and maintain not-for-profit status.
 - c) Be athletic-oriented.
 - d) Demonstrate at least 60% of participants reside within the municipal boundaries of the Village of Algonquin.
 - e) Maintain the integrity and purpose of the **FACILITIES** and the surrounding areas by demonstrating appropriate behaviors with all members of the **AFFILIATE ORGANIZATION**.
- 2) The group's existence shall be of maximum value to the community.
- 3) The activities of the group must develop a sense of achievement and self-worth for its participants.
- 4) Benefits of the activities shall include improvements of the physical, mental, and/or emotional well-being of participants.
- 5) The activity shall stimulate creativity, develop recreational skill, and /or enhance avenues of socialization.
- 6) **AFFILIATE ORGANIZATION** can include two league types:
 - a) Recreation League: A league with intra-league play
 - b) Travel League: A league with inter-league and tryouts for participation.
- 7) The **VILLAGE** shall agree to sanction no more than five (5) Affiliate Organizations at any given time. This will include up to one (1) baseball group, two (2) football groups, one (1) soccer group, and one (1) tennis group.
- 8) Activities sponsored by an **AFFILIATE ORGANIZATION** shall not, other than to adhere to specific membership guidelines or to minimum residency standards, discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, religion, sex, sexual orientation, or

physical or mental disability. Registration for membership and/or tryouts must be open and publicized to all residents of the Village.

PROVISIONS TO BE A VILLAGE AFFILIATE ORGANIZATION

- 1) The **VILLAGE** shall have no financial or legal responsibility for the **AFFILIATE ORGANIZATION**.
- 2) The **AFFILIATE ORGANIZATION** and the **VILLAGE** shall meet annually to discuss issues, exchange ideas, and discuss plans for future opportunities.
- 3) The **AFFILIATE ORGANIZATION** will provide annually:
 - a) The names of the directors or officers governing the **AFFILIATE ORGANIZATION**.
 - b) **AFFILIATE ORGANIZATION** Statement of Purpose.
 - c) **AFFILIATE ORGANIZATION** established guidelines, and a set of by-laws that have been accepted and approved by the organization's board.
 - d) Copies of current annual report, and financial information.
 - e) Copy of **AFFILIATE ORGANIZATION** not-for-profit certificate and/or letter.
 - f) Copy of **AFFILIATE ORGANIZATION** Code of Conduct to be distributed and signed by coaches, parents, and participants. See Exhibit B.
 - g) Verification that completed Background Checks on all coaches, managers, or other adults who have leadership roles or contact with minor participants have been performed.
 - h) Contact information for a minimum of one (1) of the **AFFILIATE ORGANIZATION** liaisons. In no such case shall there be more than two (2) liaisons.
 - i) Certificate of Insurance indemnifying the **VILLAGE** and its **FACILITIES**.
- 4) The **AFFILIATE ORGANIZATION** shall be a not-for-profit organization, defined as follows:
 - a) Revenues shall be exclusively devoted to the development, continuation, promotion, operation and expansion of the specialized activities in which the organization is involved.
 - b) Expenses shall be limited to the purposes to which the organization is devoted and may include, but shall not be limited to, the payment of reasonable salaries and compensation to its officers, agents, employees and contractors.
 - c) Assets of the organization shall not either during its operation or upon its dissolution, be distributable to or for the benefit of any individual or for-profit entity, group, or organization.
 - d) Deposits, expenditures, and assets of the organization shall be held on behalf of the organization and not in the name of any individual.
- 5) A Code of Conduct shall be signed by **AFFILIATE ORGANIZATION** participants, parents, and coaches each year of this agreement. Failure to self-enforce the Code of Conduct shall nullify this agreement. The signed Codes of Conduct shall be kept on-file by the **AFFILIATE ORGANIZATION** and made available to the **VILLAGE** upon request.
- 6) All spectators, participants, coaches, and staff of **AFFILIATE ORGANIZATION** shall adhere to:
 - a) **VILLAGE's** Municipal Code Chapter 11 Parks and Playgrounds.
 - b) Annual Code of Conduct for participation in **AFFILIATE ORGANIZATION**.
- 7) The **AFFILIATE ORGANIZATION** shall not without prior written **VILLAGE** approval commence any changes, modifications or improvement to Village property. Costs to rectify unapproved changes or modifications to **VILLAGE** property shall be paid by the **AFFILIATE ORGANIZATION**. Any private contractor(s) who intends to work on the Village's grounds, facilities or equipment shall be approved by the Village in advance.
- 8) The **AFFILIATE ORGANIZATION** shall maintain general liability and workers compensation insurance as required herein.

APPROVED FACILITIES

The **AFFILIATE ORGANIZATION** shall use the following **FACILITIES** for their events and activities that include general practices, scrimmages, and games:

See attached list Exhibit A.

All other VILLAGE-owned parcels are not approved at this time for use by the AFFILIATE ORGANIZATION, unless otherwise approved by written notice by the Village Manager and/or his/her designee.

APPROVED DATES & TIMES FOR APPROVED FACILITIES

The AFFILIATE ORGANIZATION shall use the following FACILITIES for their events and activities. Said events and activities will be described annually in a side contract.

STATUTES, RULES, AND REGULATIONS

In the interest of the personal safety of guests, participants, and staff, the following rules must be followed:

- a) The FACILITIES are not to be used in excess of its normal capacity.
- b) All doorways, sidewalks, fence entrances, and driveways must remain unobstructed at all times.
- c) AFFILIATE ORGANIZATION acknowledges that this Agreement is subject to all Federal, State, and Local rules and regulations of the Village of Algonquin and its FACILITIES.
- d) AFFILIATE ORGANIZATION agrees to conform to all applicable rules and regulations and be bound thereby.
- e) AFFILIATE ORGANIZATION further agrees that it shall conform to, comply with, and abide by all applicable laws of the United States, the State of Illinois, the rules and regulations of all jurisdictional governmental boards and bureaus, including the regulation of the Village of Algonquin Police Department and Algonquin/Lake in the Hills and/or Huntley Fire Protection District.
- f) Failure to comply with any provision in this section will be grounds for the immediate termination of any event(s) or activity(s), with the full costs of the Event or Activity and all costs of termination assessed to AFFILIATE ORGANIZATION, regardless of the duration of the Event or Activity prior to termination.

ADA COMPLIANCE

AFFILIATE ORGANIZATION agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA), as well as its related regulations, for Events and activities held in VILLAGE facilities, including the FACILITIES.

PARKING

Parking in the vicinity of the facility will be in accordance with Village policy. Guaranteed parking is not part of this contract, and during Village Special Events a fee may be required for parking, and parking may be prohibited in lots that surround the FACILITIES. Parking in fire lanes, on Village Park Parcels (including grass areas, basketball courts, and paths) is strictly prohibited.

ASSIGNMENT

The AFFILIATE ORGANIZATION may not sublet their approved allocated date or time, nor otherwise assign any rights, responsibilities, or obligations relating to this Agreement.

SPECIAL FACILITIES AND SERVICES

The AFFILIATE ORGANIZATION shall be responsible for providing and maintaining appropriate and approved portable toilets at the FACILITIES where bathrooms are not available. Portable toilets must be onsite by the first day of the season and removed no more than thirty (30) days after the conclusion of the season each year.

AFFILIATE ORGANIZATION'S LIABILITY

The AFFILIATE ORGANIZATION shall be responsible for the supervision and control of the AFFILIATE ORGANIZATION attendees and their activities on VILLAGE premises, including the FACILITIES. The AFFILIATE ORGANIZATION agrees to indemnify, save and hold harmless, assume liability for and defend

The Basic Facility Charge shall include, and be limited to, making the facility available for use and shall be paid by the terms invoiced by the **VILLAGE** in two installments each year with one being paid in the fall and one being paid in the spring once the **AFFILIATE ORGANIZATION** season has started. There will be no refunds and/or reimbursements issued after 50% of the scheduled season has passed.

PERSONNEL AND SPECIAL SERVICE CHARGE(S) – ADDITIONAL BILLING

It is agreed that the **VILLAGE** may unilaterally undertake to provide the **AFFILIATE ORGANIZATION** special janitorial and supervisory coverage including services which are sufficient, in it's the **VILLAGE** sole discretion, to restore the **FACILITIES** to a safe, clean and orderly condition. **AFFILIATE ORGANIZATION** shall pay for all services reasonably necessary or desirable to properly maintain and operate the **FACILITIES** during the term of the use including, although not limited to, traffic control, parks and forestry staff, building services personnel, and other services as deemed appropriate by the Village Manager, or designee. If the aforesaid services are arranged by the **VILLAGE**, then the **AFFILIATE ORGANIZATION** will reimburse the **VILLAGE** for all costs associated with such services. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of occurrence. The number of employees working and hours reasonably necessary to accomplish their work shall be in the sole discretion of the Village, unless expressly stated in this Agreement.

The **VILLAGE** will not provide staffing during events and activities.

Requests for additional assistance beyond the general care of the **FACILITIES** including, but not limited to painting of concession stands, field preparation, lining, etc. will be billed for separately. These requests must be made in writing to the **VILLAGE**. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of completion. The **VILLAGE** retains the right to decline and/or modify all requests for assistance.

The **VILLAGE** will assign the **AFFILIATE ORAGNIZATION** a pin number to operate the light system located at Kelliher Park. The **AFFILIATE ORAGNIZATION** will be responsible for the pin number and billed according to use. The light usage fee will be charged at \$25 per hour and time will be rounded to the nearest quarter hour. The **VILLAGE** will bill the **AFFILIATE ORGANIZATION** on a monthly basis for light time used.

DAMAGES AND SITE EXPECTATIONS

All **FACILITIES** are to be used respectfully and kept clean at all times by the **AFFILIATE ORGANIZATION**. All garbage and debris are to be removed from the site or placed in the proper trash receptacles during use of the **FACILITIES**. Recycling is highly encouraged. **AFFILIATE ORGANIZATION** is responsible for bringing appropriate containers to and from the **FACILITIES** to encourage recycling amongst **AFFILIATE ORGANIZATION** participants and spectators. Any garbage, debris, or recycling not removed or put into the appropriate receptacle at the **FACILITIES** is considered damage to the facility.

The **AFFILIATE ORGANIZATION** agrees to reimburse the **VILLAGE** for any damages in excess of ordinary wear to the **FACILITIES** or any part thereof, including but not limited to the grounds, buildings, furniture, equipment, toilets, concession stand, bathrooms, signs, gates, fencing, dugouts, lights, or other fixtures caused by players, coaches, employees, representatives, or invited or uninvited guests or spectators (collectively, "**AFFILIATE ORGANIZATION** Attendees") at Activities and Events conducted by the **AFFILIATE ORGANIZATION**. **AFFILIATE ORGANIZATION** assumes financial responsibility for the acts of all **AFFILIATE ORGANIZATION** Attendees. Whether damage is caused by **AFFILIATE ORGANIZATION** attendees or is in excess of ordinary wear shall be in the sole discretion of the Village Manager, or designee. The **AFFILIATE ORGANIZATION** will be billed for any such damages incurred or repaired by the **VILLAGE**, including labor and materials. These costs will be assessed and made available to the **AFFILIATE ORGANIZATION** within 48 business hours of occurrence. The parties agree that the **VILLAGE** does not

assume and expressly waives responsibility for damage to or loss of any materials or equipment left in the **FACILITIES**, on display, or in storage.

No equipment is to be stored onsite unless prior approval from the **VILLAGE**. The **VILLAGE** is not responsible for **AFFILIATE ORGANIZATION** equipment.

SPECIAL REGULATIONS

The **AFFILIATE ORGANIZATION** shall not permit players, coaches, employees, representatives, or invited or uninvited guests or spectators to bring onto, or possess on **VILLAGE** premises, weapons, contraband, alcohol, explosives, fireworks, or other controlled substances. The **AFFILIATE ORGANIZATION** shall provide adequate adult supervision of minors participating in Events and activities (1 adult:12 minors). For the purpose of the agreement, a "minor" is any person under the age of 18 years. The supervisor(s) shall be in charge of the group and shall be responsible for seeing that the terms and conditions of this agreement are met.

The **AFFILIATE ORGANIZATION** shall be responsible for complying with all local, state, and federal laws, and safety provisions.

The **AFFILIATE ORGANIZATION** will be responsible for obtaining a Special Events permit from the Village of Algonquin's Community Development Department for events that are outside the parameters of a general game, practice, and scrimmage. This would include tournaments, meets, invitational, etc.

LIAISON(S)

The **VILLAGE** and the **AFFILIATE ORGANIZATION** will both provide a minimum of one (1) and a maximum of two (2) liaison(s) who will communicate and address any questions, concerns and/or issues between the **VILLAGE** and the **AFFILIATE ORGANIZATION**. The purpose of the liaison is to ensure consistency and continuity between the two parties when questions, concerns, and/or issues arise. The Liaisons will be the only people to communicate problems, concerns, or issues between the two parties.

- 1) The Liaisons from both parties must:
 - a) Enforce and obey all facility regulations, as well as other federal, state, and local regulations.
 - b) Provide contact information including:
 - i) Home/Work Telephone
 - ii) Cellular Telephone
 - iii) Email Address
 - iv) Mailing Address
 - c) Be consistent when relaying information to their party.
 - d) Answer/Resolve the question, concern, and/or issue within the parameters of their position or refer the question, concern and/or issue to the appropriate personnel.
 - e) Be given a copy of this Agreement.

FOOD AND BEVERAGES

Food and/or beverages shall not be sold at the **FACILITIES**, unless prior written agreement through the **VILLAGE** is obtained. This agreement does not cover food and/or beverages sold in the Concession Stands located at various **VILLAGE FACILITIES**. **AFFILIATE ORGANIZATION** must comply with all local, state, and federal laws as it pertains to the sale and/or preparation of food and beverage items at the concession stands at the **FACILITIES**.

Alcoholic beverages are not permitted at any **VILLAGE FACILITIES**.

MERCHANDISE SALES

With written approval of the management of the **FACILITIES**, **AFFILIATE ORGANIZATION** may sell at the **FACILITIES** clothes, souvenirs, programs, or other merchandise at the **FACILITIES**. Such merchandise

shall not bear **VILLAGE** trademarks or the name or picture of **FACILITIES**. Such merchandise must be in good taste, not state or imply an endorsement of **AFFILIATE ORGANIZATION** or Event or Activity by the **VILLAGE**.

SPONSORSHIP

The **VILLAGE** and the **FACILITIES** shall not be deemed to sponsor any activities conducted by **AFFILIATE ORGANIZATION** at the **FACILITIES** or elsewhere, and no literature or publicity shall indicate **VILLAGE** or **FACILITIES** sponsorship. Use of the **FACILITIES** for the purpose of commercial exploitation is prohibited. All posters, banners, etc., will be subject to approval by the Village Manager.

CANCELLATION OR CHANGES IN REQUEST

Written notification of cancellation by the **AFFILIATE ORGANIZATION** must be received by the **VILLAGE** fourteen (14) days prior to the first day of scheduled practice. Notification of cancellation by the **AFFILIATE ORGANIZATION** received after fourteen (14) days prior to the start of the season will result in the **AFFILIATE ORGANIZATION** being held liable for 50% of the Basic Facility Charge and any Special Service Charges which have accrued to the Village. Any changes to this agreement must be done in writing and signed by both parties.

Should the conduct of the events and activities contemplated by the **AFFILIATE ORGANIZATION** at the **FACILITIES** be prohibited or prevented by any laws, proclamations or decrees, or if such conduct is prevented or substantially impeded by an "Act of God", strikes, labor disturbances, demonstrations, war, riot or other like cause, such game, contest, practice, scrimmage, meeting, or exposition (collectively, "events and activities") shall be rescheduled, if practical, for a time mutually agreeable to the parties.

Should such Events and activities not be rescheduled, **AFFILIATE ORGANIZATION** shall reimburse the **VILLAGE** for its actual expenses incurred in anticipation of and preparation for such events and activities. If the **AFFILIATE ORGANIZATION** has prepaid for such events and activities, the **VILLAGE** will prorate for the actual usage and refund remaining funds.

TERMINATION BY VILLAGE

The **VILLAGE** shall have the right to immediately terminate this Agreement by verbal notice to **AFFILIATE ORGANIZATION** representative. The **AFFILIATE ORGANIZATION** will be responsible for any Personnel and Special Service Charges, as well as any Basic Facility Charges for any and all use prior to the verbal termination.

ENTIRE AGREEMENT

This agreement constitutes the entire Agreement between the parties relating to the use of **FACILITIES** and supersedes any previous agreements or understandings.

GOVERNING LAW

This Agreement shall be construed according to laws of the State of Illinois. The Parties consent to the exclusive jurisdiction of the 22nd Judicial Circuit Court, McHenry County, Illinois, and waive all objections, including those as to venue, to same.

AUTHORITY

The person(s) signing below for the **AFFILIATE ORGANIZATION** hereby affirm that they have authority to bind that organization to this Agreement. In the event or to the extent that is not true, the signer agrees to assume personally all of the obligations and commitments herein agreed.

VILLAGE REMEDIES

The **VILLAGE** shall be entitled to enforce its rights hereunder through injunctive relief. The **VILLAGE** shall be entitled to receive its reasonable costs and attorney fees in bringing suit to enforce such rights.

AMENDMENT

This Agreement shall not be amended except upon written agreement of the **VILLAGE** and **AFFILIATE ORGANIZATION** and upon ratification by action of the Village Board.

SEVERABILITY

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

EXTENSION OF AGREEMENT

This is a perpetual renewal agreement that will be annually reviewed to ensure provisions are met.

GENERAL CONDITIONS

- 1) If any term, covenant, or condition of this Agreement is declared invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect.
- 2) This agreement constitutes the entire agreement between the Village and the **AFFILIATE ORGANIZATION**. This Agreement may not be modified or amended except by written agreement of all parties.

NOTICES

All notices under this Agreement shall be sent to the following parties at the following addresses:

VILLAGE

Village of Algonquin
Village Manager's Office
2200 Harnish Drive
Algonquin, IL 60102

FACILITIES:

Exhibit A

AFFILIATE ORGANIZATION:

Algonquin Lake in the
Hills Soccer Association
P.O. Box 7664
Algonquin, IL 60102

Village of Algonquin

ALITHSA

JAMES P WYSLAK

Printed Name of Authorized Signature

Printed Name of Authorized Signature

Title: _____

Title: *TREASURER*

Signature

Signature

Date

Date

1/21/19

Exhibit A: Approved Field Locations & User Fees for 2019, 2012, & 2021 Seasons

Approved Field Locations for 2019, 2020, & 2021 Seasons

The following areas are permitted for play by the Algonquin Lake in the Hills Soccer Association during the 2019, 2020 & 2021 seasons:

Location	Maximum Number of Players During Permitted Time of Use	Areas of Use	Date	Day/Time
Kelliher Park 800 Square Barn Road Algonquin, IL 60102	25	Open Space	4/1-6/30	M-F 4:00pm-7:30pm
			4/1-6/30	Sat 9:00am-5:00pm
			4/1-6/30	Sun 11:00am-5:00pm
			9/1-11/15	M-F 4:00pm-7:30pm
			9/1-11/15	Sat 9:00am-5:00pm
			9/1-11/15	Sun 11:00am-5:00pm
Presidential Park 700 Highland Avenue Algonquin, IL 60102	75	Open Space	4/1-6/30	M-F 4:00pm-7:30pm
			4/1-6/30	Sat 9:00am-5:00pm
			4/1-6/30	Sun 11:00am-5:00pm
			9/1-11/15	M-F 4:00pm-7:30pm
			9/1-11/15	Sat 9:00am-5:00pm
			9/1-11/15	Sun 11:00am-5:00pm
Ted Spella Community Park 2610 Harnish Drive Algonquin, IL 60102	100	Open Space	4/1-6/30	M-F 4:00pm-7:30pm
			4/1-6/30	Sat 9:00am-5:00pm
			4/1-6/30	Sun 11:00am-5:00pm
			9/1-11/15	M-F 4:00pm-7:30pm
			9/1-11/15	Sat 9:00am-5:00pm
			9/1-11/15	Sun 11:00am-5:00pm

User Fees For 2019, 2020, & 2021 Seasons

The following are the User Fees that will be assessed each season spring/fall by the Village for use of the facilities as indicated above:

2019	2020	2021
\$13 per participant	\$13.50 per participant	\$14 per participant



Village of Algonquin

The Gem of the Fox River Valley

M E M O R A N D U M

TO: Tim Schloneger, Village Manager
FROM: Katie Gock, Recreation Superintendent
DATE: January 31, 2019
SUBJECT: 2019 Algonquin Summer Concerts (Location Change)

A summer time favorite for many residents and visitors are the Summer Concerts. With current construction scheduled near Riverfront Park this summer, Algonquin Recreation is moving the Summer Concerts to Towne Park. With this move, the department will be reducing the amount of concerts due to increased expense that includes a stage set up for each performance date. Included in the location change will be a slight adjustment to the start time, 2019 concerts will run from 7:00-8:30p.

Kindly review the 2019 lineup held at Towne Park and let me know if there are any objections and/or concerns that need to be addressed.

Date	Band Name	Music Type
July 11	Sushi Roll	Pop/Rock
July 18	Back Country Roads	Country
July 25*	<i>Pirates Over 40</i>	<i>Caribbean Rock</i>
August 1	Spoken Four	Top 40
August 8	Millennials	Classic Rock/Funk

The Village will be providing Founders Days entertainment on Thursday, July 25

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

In addition to the Summer Concerts, the Recreation Department is seeking approval for the following events held in partnership with the Algonquin Library. This will include 2 lunch hour entertainments held at Library/Spella Park, 3 movies in the park (1 Library/Spella Park, 1 Village Park, 1 Flick and Float at the Algonquin Pool), and the Foxtale Storying Telling event at Library/Spella Park. The dates, entertainers and movie titles are TBD.

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

CC: Michael Kumbera
John Bucci



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

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

DATE: February 12, 2019

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Assistant Village Manager

SUBJECT: *Resolution to Become Participant in the Illinois Trust*

The attached resolution authorizes the Village to become a participant/authorized depository with the Illinois Trust. This resolution is specific to the Illinois Trust and in addition to the Village's authorized depositories resolution that the Village Board approved in January. Participation with the Illinois Trust will further advance the Village's investment policy objectives of safety, liquidity, and yield.

Recommendation

Staff recommends that the Committee of the Whole forward this item to the Village Board for approval by Resolution at their meeting on March 5, 2019.

C: Susan Skillman, Comptroller

RESOLUTION NO. _____

A RESOLUTION APPROVING THE DECLARATION OF TRUST OF THE ILLINOIS TRUST (FORMERLY KNOWN AS THE ILLINOIS INSTITUTIONAL INVESTORS TRUST) AND AUTHORIZING THE EXECUTION THEREOF, AND AUTHORIZING CERTAIN OFFICIALS TO ACT ON BEHALF OF THE VILLAGE OF ALGONQUIN

WHEREAS, this _____ Board of Trustees (the "Governing Board") of the _____ Village of Algonquin (the "Agency") has been presented with and reviewed the Declaration of Trust dated October 18, 2002 (the "Declaration of Trust"); and

WHEREAS, the Declaration of Trust creates a common law trust (the "Trust") to provide an instrumentality and agency through which public agencies organized under the laws of the State of Illinois may jointly act, agree, and cooperate in accordance with the laws of the State of Illinois in the performance of their responsibilities to invest available funds so as to enhance their investment opportunities pursuant to an investment program conducted in accordance with the laws of the State of Illinois, from time to time in effect, governing the investment of the funds of public agencies; and

WHEREAS, this Governing Board of the Agency has also been presented with and reviewed the appropriate Information Statement providing detailed information about the investment objectives, organization, structure, and operation of the Trust and its investment opportunities; and

WHEREAS the Agency is a public agency and unit of local government or school district within the meaning of Section 10 of Article VII of the 1970 Constitution of the State of Illinois (the "Illinois Constitution"), the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, and the Public Funds Investment Act, 30 ILCS 235/0.01, *et seq.*, and is authorized to enter into intergovernmental agreements, including the Declaration of Trust, pursuant to, *inter alia*, the provisions of Section 10, Article VII of the Illinois Constitution, the Intergovernmental Cooperation Act, and the Public Funds Investment Act; and

WHEREAS, the Agency does hereby find that by entering into the Declaration of Trust and becoming a Participant (as such term is defined in Section 1.4 of the Declaration of Trust) in the Trust, it shall be better able to perform its responsibility to invest its funds in accordance with the laws of the State of Illinois; and

WHEREAS, the Agency does hereby find and declare that it is in the best interest of the residents of the Agency that the Agency enter into the Declaration of Trust, become a Participant of the Trust, and use the Trust's services from time to time at the discretion of the Treasurer [and/or other authorized official];

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Algonquin, Kane and McHenry County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Resolution are hereby found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. The terms and conditions of the Declaration of Trust are hereby approved, and the Agency is hereby authorized to become a Participant in the Trust. The persons listed below are authorized to execute said Declaration of Trust and enter into the Intergovernmental Agreement, and said persons are duly authorized present incumbents of said offices; and actual samples of their respective signatures are listed below:

<u>MICHAEL J KUMBERA</u> Print Name	<u>VILLAGE TREASURER</u> Title	_____ Signature
<u>SUSAN SKILLMAN</u> Print Name	<u>COMPTROLLER</u> Title	_____ Signature

Section 3. This Resolution shall take effect from and after its passage and approval as provided by law.

Signature of Official designated in Section 2

MICHAEL J KUMBERA
Print Name

VILLAGE TREASURER
Title

VILLAGE OF ALGONQUIN
Agency

Attest:

I hereby certify that the foregoing is a full, true and complete transcript of a Resolution was adopted at the meeting held on MARCH 5, 2019.

I do further certify that the deliberations of the Village of Algonquin Board of Trustees (the "Governing Board") on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, and that the Governing Board has complied with said Act and with all of the procedural rules of the Governing Board.

I do further certify that such Resolution is in full force and effect as of the date hereof, and that such Resolution has not been modified, amended, or rescinded since its adoption.

[Clerk or Secretary]

Date

[seal]

[Signature pages may be modified as appropriate.]

THIS DECLARATION OF TRUST made as of the 18th day of October 2002, and as amended and restated as of April 26, 2007.

W I T N E S S E T H

WHEREAS, Section 10 of Article VII of the 1970 Constitution of the State of Illinois (the "Illinois Constitution") provides, *inter alia*, that "Units of local government and school districts may contract or otherwise associate among themselves...to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance," and further provides that "Units of local government and school districts may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance"; and

WHEREAS, Section 1 of Article VII of the Illinois Constitution provides that:

"Municipalities" means cities, villages and incorporated towns.
"Units of local government" means counties, municipalities, townships, special districts, and units, designated as units of local government by law, which exercise limited governmental powers or powers in respect to limited governmental subjects, but does not include school districts;

and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, (the "Intergovernmental Cooperation Act") provides that "any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State...except where specifically and expressly prohibited by law"; 5 ILCS 220/3; and

WHEREAS, the Intergovernmental Cooperation Act defines the term "public agency" as:

Any unit of local government as defined in the Illinois Constitution of 1970, any school district, any public community college district, and public building commission, the State of Illinois, any agency of the state government or of the United States, or of any other state, any political subdivision of another state, and any combination of the above pursuant to an intergovernmental agreement which includes provisions for a governing body of the agency created by the agreement;

and

WHEREAS, the Public Funds Investment Act, 30 ILCS 235/0.01 *et seq.*, (the "Public Funds Investment Act") provides that "Any public agency may invest any public funds" in the authorized investments provided for in that Act, 30 ILCS 235/2; and

WHEREAS, the Public Funds Investment Act defines the term “public agency” as follows:

The words “public agency” as used in this Act, “mean the State of Illinois, the various counties, townships, cities, towns, villages, school districts, educational service regions, special rural districts, public water supply districts, fire protection districts, drainage districts, levy districts, sewer districts, housing authorities, the Illinois Bank Examiners Education Foundation, the Chicago Park District, and all other political corporations or subdivisions of the State of Illinois, now or hereafter created, whether herein specifically mentioned or not”;

and

WHEREAS, the Initial Participants are public agencies and units of local government within the meaning of the Illinois Constitution, the Intergovernmental Cooperation Act, and the Public Funds Investment Act, and are authorized to enter into this Declaration of Trust pursuant to, *inter alia*, the provision of Section 10, Article VII of the Illinois Constitution, the Intergovernmental Cooperation Act, and the Public Funds Investment Act; and

WHEREAS, pursuant to such authority, the Initial Participants desire to enter into an agreement and thereby establish an entity for joint investment, pursuant to this Declaration of Trust, for the purpose of combining their respective available investment funds so as to enhance the investment opportunities available to them and increase the investment earnings accruing to the benefit of the Participants; and

WHEREAS, pursuant to such authority, this Declaration of Trust is intended to be an agreement entered into for the purpose of better performing the Participants’ responsibility to invest the funds of their respective Public Agency in accordance with the Laws of the State of Illinois; and

WHEREAS, this Declaration of Trust is intended to constitute an intergovernmental agreement pursuant to the authority conferred by the Illinois Constitution, the Intergovernmental Cooperation Act, and the Public Funds Investment Act; and

WHEREAS, each of the Participants has duly taken all official action necessary and appropriate to become a party to this Declaration of Trust; and

WHEREAS, it is proposed that the beneficial interest in the Fund’s assets shall be divided into non-transferable shares of beneficial interest, which shall be evidenced by a share register maintained by the Fund or its agent; and

WHEREAS, the Participants anticipate that other Public Agencies may wish to become Participants by adopting this Declaration of Trust and thus becoming parties to it;

NOW, THEREFORE, the Participants hereby declare that all money and property contributed to the Trust established under this Declaration of Trust shall be held and managed in

trust for the proportionate benefit of the holders of record from time to time of shares of beneficial interest issued and to be issued hereunder, without privilege, priority or distinction among such holders, except as otherwise specifically provided herein, and subject to the terms, covenants, conditions, purposes and provisions hereof.

ARTICLE I. THE FUND

Section 1.1. Name. The name of the common law trust created by this Declaration of Trust shall be the Illinois Institutional Investors Trust (the “Fund”) and, so far as may be practicable, the Trustees shall conduct the Fund’s activities, execute all documents and sue or be sued under that name, which name (and the word “Fund” wherever used in this Declaration of Trust, except where the context otherwise requires) shall refer to the Trustees in their capacity as Trustees, and not individually or personally, and shall not refer to the officers, agents, employees, counsel, advisers, consultants, accountants or Participants of the Fund or of such Trustees. Should the Trustees determine that the use of such name is not practicable, legal or convenient, they may use such other designation or they may adopt such other name for the Fund as they deem proper, and the Fund may hold Property and conduct its activities under such designation or name. The Trustees shall take such action as they, acting with the advice of counsel, shall deem necessary or appropriate to file or register such name in accordance with the Laws of the State of Illinois or the United States of America so as to protect and reserve the right of the Fund in and to such name. The Trustees shall have full and complete power to change the name of the Fund at any time and from time to time, in their sole and absolute discretion, without the affirmative vote of a majority of the Participants entitled to vote as set forth in Article XII hereof, provided that notice of any such change of name shall be promptly given to the Participants.

Section 1.2. Purpose; Only Public Agencies to Be Participants.

(a) The purpose of the Fund is to provide an instrumentality and agency through which Public Agencies organized under Laws of the State of Illinois, may jointly act, agree and cooperate in accordance with the Laws of the State of Illinois in the performance of their responsibilities to invest available funds so as to enhance their investment opportunities pursuant to an investment program conducted in accordance with the Laws of the State of Illinois, from time to time in effect, governing the investment of the funds of Public Agencies. Any Public Agency which is a Participant in this Agreement may authorize its treasurer or other duly authorized official to act on its behalf with respect to the funds of such Public Agency.

(b) No Public Agency shall become a Participant unless and until the governing board of such Public Agency has adopted this Declaration of Trust in accordance with Section 13.6(a) hereof. A Public Agency must make a minimum investment of \$100.00 in the Fund to become a Participant and must maintain a minimum investment balance of \$100.00 in the Fund in order for such Public Agency to exercise the rights and obligations of a Participant. A Participant whose minimum investment falls below \$100.00 may again exercise the rights and obligations of a Participant during such times as its investment exceeds the minimum balance of \$100.00

**SUPPLEMENT DATED MARCH 13, 2018 TO THE
ILLINOIS TRUST INFORMATION STATEMENT
DATED FEBRUARY 23, 2016**

This Supplement supplies additional information with respect to the Illinois Trust (the “Trust”) and should be read in conjunction with the Trust Information Statement dated February 23, 2016 as supplemented to date. Terms used in this Supplement shall be as defined in the Information Statement.

As of February 20, 2018, the address of the Trust’s Distributor, PFM Fund Distributors, Inc., has changed to 213 Market Street, Harrisburg, PA 17101-2141.

The date of this Supplement is March 13, 2018.

THIS IS A SUPPLEMENT TO THE INFORMATION STATEMENT DATED FEBRUARY 23, 2016 AS SUPPLEMENT JULY 26, 2016. IT PROVIDES ADDITIONAL INFORMATION ABOUT THE TRUST. A COMPLETE INFORMATION STATEMENT, INCLUDING ALL SUPPLEMENTS, IS AVAILABLE UPON REQUEST BY CONTACTING A TRUST REPRESENTATIVE AT (800) 731-6870 FOR THE IIIT CLASS AND (800) 731-6830 FOR THE IPDLAF+ CLASS OF THE ILLINOIS PORTFOLIO.

PLEASE RETAIN THIS SUPPLEMENT FOR FUTURE REFERENCE.

**SUPPLEMENT DATED JULY 26, 2016 TO THE
ILLINOIS TRUST INFORMATION STATEMENT
DATED FEBRUARY 23, 2016**

This Supplement supplies additional information with respect to the *Illinois Portfolio*, a portfolio established by the Board of Trustees (the “Board”) of the Illinois Trust (the “Trust”) and should be read in conjunction with the Trust Information Statement dated February 23, 2016 as supplemented to date. Terms used in this Supplement shall be as defined in the Information Statement.

Please be advised that the Board approved the adoption of GASB 79 requirements at a meeting held on May 18, 2016. As a result of this adoption, the Board has determined, in consultation with the Investment Adviser, that it will manage the *Illinois Portfolio* in accordance with GASB 79 requirements, as applicable, for continued use of amortized cost.

The date of this Supplement is July 26, 2016.

THIS IS A SUPPLEMENT TO THE INFORMATION STATEMENT DATED FEBRUARY 23, 2016. IT PROVIDES ADDITIONAL INFORMATION ABOUT THE TRUST. A COMPLETE INFORMATION STATEMENT, INCLUDING ALL SUPPLEMENTS, IS AVAILABLE UPON REQUEST BY CONTACTING A TRUST REPRESENTATIVE AT (800) 731-6870 FOR THE IIIT CLASS AND (800) 731-6830 FOR THE IPDLAF+ CLASS OF THE ILLINOIS PORTFOLIO.

PLEASE RETAIN THIS SUPPLEMENT FOR FUTURE REFERENCE.

Illinois Trust

Information Statement

February 23, 2016



A comprehensive cash
management program
exclusively for
Illinois Public Agencies.

Illinois Portfolio-IIIT Class
Illinois Portfolio-IPDLAF+ Class
Illinois TERM Portfolio

CONTENTS

Part 1

Part 1 presents key facts about the Portfolios and Programs of the Trust, including information on costs, minimums, policies, and how to place transaction orders. Part 1 is descriptive, not definitive, and is qualified by the information contained in Part 2.

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Part 2

Information Statement Addendum

Part 2 contains supplemental information to Part 1. Some of this information further defines or qualifies information presented in Part 1. There is also information on additional topics, such as the history of the Trust. Parts 1 and 2 together constitute the offering document for the Portfolios and Programs.

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Terms Used in this Document

BAM Program Bond Account Management Program.

Business Day Any day on which both the bond market (as determined by the Securities Industry and Financial Markets Association "SIFMA") and the Custodian are open for business. The Portfolios or Programs may close early on any days when the bond market closes early. In light of anticipated limited availability for money market securities and fixed income settlement capacity limitations, the Portfolios will not be open for business on Good Friday even if the primary trading markets are open.

Certificates of Deposit Investment Program CD Purchase Program.

Code Internal Revenue Code of 1986 (as amended).

Custodian U.S. Bank National Association or the designated bank, agent, or trust company, responsible for safeguarding financial assets of the Illinois Trust and its portfolios

Declaration The Declaration of Trust through which the Trust was created.

EON - Easy online network. The Investment Adviser's web-based information and transaction service.

FDIC Federal Deposit Insurance Corporation

Investment Adviser PFM Asset Management LLC, the Trust's Investment Adviser, Administrator and transfer agent.

Investor A shareholder of one or more Portfolios of the Trust.

NCUA National Credit Union Association. An independent agency of the United States government that regulates, charters and supervises federal credit unions.

NCUSIF National Credit Union Share Insurance Fund. NCUA operates and manages NCUSIF. Backed by the full faith and credit of the U.S. government, the NCUSIF insures the accounts of millions of account holders in all federal credit unions and the vast majority of state-chartered credit unions.

Portfolios The Illinois Portfolio (including IIIT Class and IPDLAF+ Class) and Illinois TERM Portfolio. "Portfolio" refers to each specific section of this document in which it is used to describe the features of that particular Trust Portfolio.

Programs The CD Purchase Program, BAM Program and SAM Program, as applicable.

Program Participant An entity who uses the services of one or more Programs of the Trust.

SAM Program Separate Account Management Program.

Separate Account A separately managed account provided through the SAM or BAM Program.

Sponsors Illinois Association of Park Districts and the Illinois Park and Recreation Association. *IPDLAF+ Class only.*

Trust The Illinois Trust, a trust organized under the state of Illinois, currently comprised of the Illinois Portfolio and the Illinois TERM Portfolio.

Trustees Members of the Board of Trustees of the Trust.

Portfolio Summaries

Illinois Portfolio *IIIT Class, IPDLAF+ Class*

Investment Objective

To earn the highest income consistent with preserving principal and maintaining liquidity, and to maintain a stable \$1.00 net asset value ("NAV").

Principal Investment Strategies

The Illinois Portfolio (the "Portfolio") invests exclusively in high-quality money market instruments all of which are permitted investments pursuant to the Illinois Public Funds Investment Act, 30 ILCS 235/1 *et seq.* Investments include but are not limited to:

- Obligations of the U.S. Government and its Agencies and Instrumentalities
- Repurchase agreements involving obligations of the U.S. Government and its Agencies and Instrumentalities
- Certain obligations of financial institutions, including certificates of deposit issued by FDIC-insured banks
- Negotiable Certificates of Deposit
- Commercial Paper
- Bankers' Acceptances
- Obligations of banks
- Floating-rate and variable-rate obligations
- Money market mutual funds and other pooled investment vehicles that observe certain investment restrictions

The Investment Adviser may adjust exposure to interest rate risk, typically seeking to protect against possible rises in interest rates and to preserve yield when interest rates appear likely to fall.

The Portfolio is designed to maintain a dollar-weighted average maturity of no more than 60 days and a dollar-weighted average life (final maturity, adjusted for demand features but not interest rate adjustments) of no more than 120 days. In addition, it only buys investments that have either a final or effective maturity (or, for repurchase agreements, a remaining term) of 397 days or less.

Main Risks

As with any similar pooled investment, there are several factors that could hurt the Portfolio's performance, cause you to lose money, or cause the Portfolio's performance to be less than that of other investments.

- **Interest rate risk** When short-term interest rates fall, the Portfolio's yield is likely to fall. When interest rates rise, especially if the rise is sharp or unexpected, the Portfolio's share price could fall.
- **Credit risk** The issuer of a security could fail to pay interest or principal in a timely manner. The credit quality of the Portfolio's holdings could change rapidly in certain markets, and the default or decline in credit quality of even a single investment could cause the Portfolio's share price to fall.
- **Liquidity risk** The Portfolio's share price could fall during times when there are abnormal levels of redemption requests or markets are illiquid.
- **Management risk** Performance could be hurt by decisions made by the Investment Adviser, such as choice of investments or timing of buy/sell decisions.

An investment in the Portfolio is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Portfolio seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Portfolio.

Management

Investment Adviser PFM Asset Management LLC.

The Portfolio has two share classes, each with its own expenses, returns, account minimums, and other policies and services. The features of each class are summarized below.

Fees and Expenses

These are the fees and expenses you will pay when you buy and hold shares in each share class of this Portfolio. The figures shown here do not reflect the effects of any voluntary expense reductions. Going forward, actual expenses may be higher or lower.

Annual Portfolio Operating Expenses

(Fees and expenses shown are gross numbers based on the prior year's audited financial statements and may be subject to certain fee waivers.)

IIIT Class Shares

Management and administrative fees	0.25%
Other operating expenses	0.08%
Total annual class operating expenses	0.33%

IPDLAF+ Class Shares

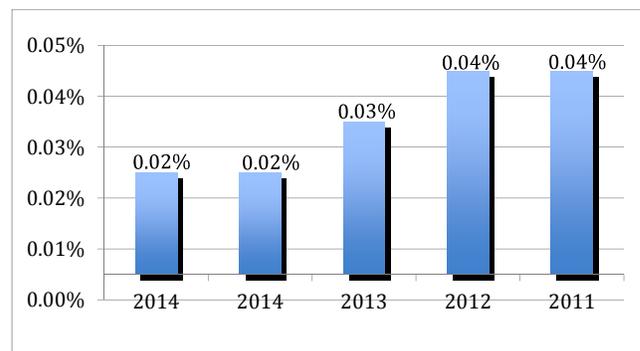
Management and administrative fees	0.25%
Other operating expenses	0.16%
Total annual class operating expenses	0.41%

Past Performance

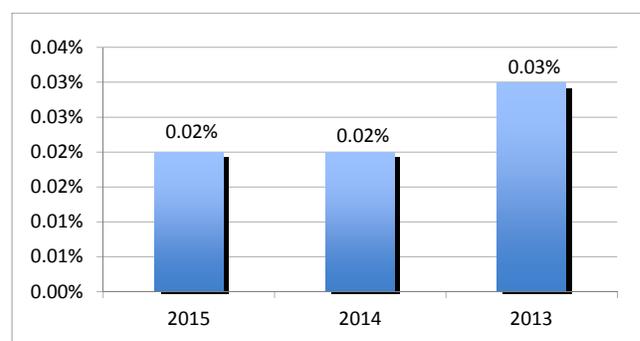
All performance figures shown here assume that dividends were reinvested. Figures shown are for the five most recent audited fiscal years. For current yield information, call (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class. Past performance may not indicate future results.

Fiscal Year Ended September 30th Total Returns (%)

IIIT Class Shares



IPDLAF+ Class Shares*



**The IPDLAF Class of the Illinois Portfolio commenced operations on February 27, 2012 when the Trust acquired all of the assets and liabilities of the Illinois Park District Liquid Asset Fund Plus in exchange for shares of the newly created IPDLAF+ Class of the Illinois Portfolio. The Illinois Park District Liquid Asset Fund Plus was subsequently dissolved as a legal entity."*

Purchase and Sale of Portfolio Shares

IIIT Class

Minimum Initial Investment \$1.00

Minimum Account Balance \$1.00

Minimum Holding Period 1 day

You can place orders to buy or sell IIIT Class shares by wire, automated clearing house (ACH), internal transfers or by check. Notification of these purchases may be made by telephone, by mail, by fax, or via EON, our web-based information and transaction service.

IPDLAF+ Class

Minimum Initial Investment \$1.00

Minimum Account Balance \$1.00

Minimum Holding Period 1 day

You can place orders to buy or sell IPDLAF+ Class shares by wire, automated clearing house (ACH), internal transfers or by check. Notification of these purchases may be made by telephone, by mail, by fax, or via EON, our web-based information and transaction service.

Placing Orders

To place orders, contact us at:

IIIT Class

Online www.iiit.us

Phone 800-731-6870

IPDLAF+ Class

Online www.ipdlaf.org

Phone 800-731-6830

Orders can be processed the same Business Day if they are received and accepted by the Investment Adviser by 1:00 p.m. Central Time and (for purchases) if the Portfolio's Depository Bank receives federal funds by wire prior to the close of business. Otherwise, they are processed on the next Business Day. ACH transfer orders are processed on the next Business Day if requested by 1:00 p.m. Central Time. Otherwise, they are processed on the second Business Day after the Business Day on which they are received.

For more complete information on buying and selling shares, see "Buying Shares" and "Redeeming Shares." For information on the potential tax consequences of investing in the Portfolio, see "Tax Information."

Illinois TERM Portfolio

Investment Objective

To provide an investment subject to pre-set redemptions occurring from 60 days to one year from the time of investment, and that will produce the highest earnings consistent with maintaining principal at maturity and meeting the redemption schedule. The Illinois TERM Portfolio seeks to assure the return of principal on the planned maturity date, although principal value may fluctuate prior to that date, and therefore may be greater or less than \$1.00 a share. There is a penalty for early withdrawal, and NAV may be more or less than \$1.00 a share.

Fees and Expenses

These are the fees you may pay when you buy and hold shares in Illinois TERM.

Annual Portfolio Operating Expenses (Fees and expenses shown may be subject to certain fee waivers)

Management and administrative fees	0.25%
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Additional expenses attributable to a specific TERM portfolio series are borne by that series, while expenses of the Trust are allocated based on the relative net assets of each series when such expenses are incurred. Total operating expenses of a particular Illinois Term series may vary.

Illinois TERM may charge significant penalties for any redemptions prior to the agreed-upon redemption date. As the penalty charged is based on actual costs incurred in effecting the redemption and protecting the interests of other Portfolio Investors, the actual amount of the penalty cannot be stated in advance.

Principal Investment Strategies

Illinois TERM invests exclusively in high quality money market instruments all of which are permitted investments pursuant to the Illinois Public Funds Investment Act, 30 ILCS 235/1 *et seq.* Investments include but are not limited to:

- Obligations of the U.S. Government and its Agencies and Instrumentalities
- Repurchase agreements involving obligations of the U.S. Government and its Agencies and Instrumentalities

- Certain obligations of financial institutions, including certificates of deposit issued by FDIC-insured banks
- Negotiable Certificates of Deposit
- Commercial Paper
- Bankers' Acceptances
- Obligations of banks
- Floating-rate and variable-rate obligations
- Money market mutual funds and other pooled investment vehicles that observe certain investment restrictions

Main Risks

As with any similar pooled investment, there are several factors that could hurt the Portfolio's performance, cause you to lose money, or cause the Portfolio's performance to trail that of other investments.

- **Credit risk** The issuer of a security could fail to pay interest or principal in a timely manner. The credit quality of an Illinois Term portfolio's holdings could change rapidly in certain markets, and the default or decline in credit quality of even a single holding could cause the portfolio's share price to fall.
- **Early redemption risk** Early redemption penalties charged to an Investor by Illinois Term could reduce or eliminate investment gains, and could mean that the amount that Investor receives back is less than the initial investment.
- **Management risk** Performance could be hurt by decisions made by the Investment Adviser, such as choice of investments or investment maturities or timing of buy/sell decisions.

An investment in Illinois TERM is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Portfolio seeks to preserve the value of your investment on the planned redemption date at \$1.00 per share, it is possible to lose money by investing in Illinois TERM.

Past Performance

The performance of each individual series of the Portfolio may vary. For current rates, call (800) 731-6870 for the IIIT Class and Illinois TERM and (800) 731-6830 for the IPDLAF+ Class and Illinois TERM. Past performance may not indicate future results.

Management

Investment Adviser PFM Asset Management LLC

Purchase and Sale of Portfolio Shares

Minimum Initial Investment \$100,000.

Minimum Subsequent Investment \$100,000.

Minimum Account Balance \$100,000.

Minimum Term 60 days. Premature withdrawal may result in a penalty.

Maximum Term 1 year.

Placing Orders

You can purchase shares of the Portfolio by redeeming shares in an Illinois Portfolio, IIIT Class or IPDLAF+ Class account. When your investment in the Portfolio matures, or if you redeem shares prior to maturity, funds will be reinvested in Illinois Portfolio IIIT Class or IPDLAF+ Class shares. Please call the Investment Adviser for an indication of projected yield, fees, and expenses.

For more complete information on buying and selling shares, see "Buying Shares" and "Redeeming Shares." For information on the potential tax consequences of investing in the Portfolio, see "Tax Information."

Additional Fund Programs

Overview

From time to time the Investment Adviser may, at the request or with the approval of the Trustees, make other services or programs available to Investors of the Trust. Investors are advised that these additional services and programs are separate from the investment programs encompassed by the Trust, and the Trustees of the Trust take no responsibility for such services or programs. The parties offering such programs are solely responsible for them, and questions regarding any such service or program should be directed to the party offering it. The interests held under any Additional Program are in the name of the respective Investors and are not part of the assets of any series of the Trust.

At present, the Investment Adviser offers to Trust Investors a Certificates of Deposit Investment Program, a SAM Program, and a BAM Program. *These programs are separate from the Trust's investment program and its Board takes no responsibility for them. Investors that opt to take advantage of these programs must enter into a separate agreement with the Investment Adviser.*

For further information about each Program, contact the Investment Adviser.

Certificates of Deposit Investment Program

CDs available through the Certificates of Deposit Investment Program are issued by institutions whose deposits are insured by the FDIC or NCUSIF within limits prescribed by law. FDIC or NCUSIF insurance is backed by the full faith and credit of the United States government. For each depositor that otherwise qualifies, interest and principal are fully insured up to the applicable insurance limit in effect at the time of purchase. In order to maintain FDIC or NCUSIF insurance coverage of both principal and interest on CDs purchased through the Certificates of Deposit Investment Program, CDs may only be purchased in amounts so that the total value of the CD and all interest thereon will not exceed the applicable FDIC or NCUSIF insurance limit. For purposes of providing advice on CDs, the Investment Adviser will assume, unless the Program Participant informs the Investment Adviser to the contrary, that the Program Participant is entitled to the applicable FDIC or NCUSIF insurance on each CD purchased through the Program.

Additional information regarding FDIC or NCUSIF coverage limits and requirements can be found at: www.myFDICinsurance.gov and www.ncu.gov.

Eligible CDs

The Investment Adviser seeks to ensure that each Program Participant's CD investments are entirely covered by FDIC insurance. The Investment Adviser also reviews the financial condition of each financial institution whose CDs are being offered under the program.

Redemption of Program CDs

On the maturity date, redemption proceeds will automatically be wired to your Illinois Portfolio IIIT Class or IPDLAF+ Class account.

Separate Account Management (SAM)

In the SAM program, the Investment Adviser works closely with each Program Participant to create a comprehensive investment strategy and individual portfolio for operating funds and reserves of the Program Participant. Each SAM account is created by the Investment Adviser following a review of budget and cash flow projections and schedules of the Program Participant. SAM accounts can be managed on either discretionary or non-discretionary basis. Program Participants participating in the SAM program receive a cash flow review, investment policy review and assistance in determining acceptable benchmarks, in addition to other cash management services (during the term of the investment advisory agreement). SAM is designed to apply to all or a substantial portion of a Program Participant's budget on an annual basis.

Bond Account Management (BAM)

In the BAM program, the Investment Adviser works closely with the Program Participant to create a comprehensive investment strategy and portfolio for the Program Participant while focusing on the project's disbursement needs. In addition, the Investment Adviser offers arbitrage rebate services, investment policy review and development, cash flow modeling, and cash management services.

Main Risks

There are several risk factors that you bear directly as a Certificates of Deposit Investment Program Participant.

- **Credit risk** The issuer of a CD could fail to pay interest or repay principal in a timely manner. In such a case, the amount and the timing of any repayment may depend on the FDIC or NCUSIF.
- **FDIC or NCUA risk** If the FDIC or NCUSIF fails to honor its stated coverage of CDs purchased through the Certificates of Deposit Investment Program, you would be solely responsible for resolving the matter with the insuring party and would bear any losses.
- **Eligibility risk** The Certificates of Deposit Investment Program does not actively monitor any Program Participant's eligibility for FDIC or NCUSIF coverage or the eligibility of any particular CD for any Program Participant. The Program Participant is solely responsible for notifying the Investment Adviser about outside investments that may have an adverse effect on assets invested through the Certificates of Deposit Investment Program.
- **Excess deposit risk** Because the Certificates of Deposit Investment Program can not actively monitor deposits of any type that are made outside the Program, your total deposits with a financial institution could exceed FDIC or NCUSIF coverage limits, leaving you exposed to potential losses should the financial institution be unable to honor its commitments to depositors.
- **Early redemption risk** CDs are not liquid and may be subject to early redemption. Early redemption penalties charged by the CD issuer could reduce or eliminate any earnings, and could mean that the amount you get back is less than your initial purchase amount.

There are also risks that you bear directly as a SAM/BAM Program Participant:

- **Interest rate risk** When short-term interest rates fall, the market value of any fixed rate investment is likely to rise. When interest rates rise, especially if the rise is sharp or unexpected, a security's market value is likely to fall.
- **Credit risk** The issuer of a security could fail to pay interest or principal in a timely manner. The credit quality of any security could change rapidly in certain markets, and the default or decline in credit quality of even a single holding could cause the overall value of program securities to fall.
- **Liquidity risk** The value of program securities could fall during times when markets are illiquid.

- **Management risk** Performance could be hurt by decisions made by the Investment Adviser, such as choice of investments.

Additional Program Compensation

The fees for the Additional Programs are negotiated directly by the Investment Adviser with the Program Participant and determined after a review of various factors. The Investment Adviser has agreed with the Trust that investment advisory, administrative and marketing fees for the SAM Program shall not exceed 12 basis point (0.12%) of the daily assets under management of each SAM portfolio, subject to a minimum investment advisory fee of \$25,000 for all SAM portfolios. The Investment Adviser has agreed with the Trust that the investment advisory fees for the BAM Program shall also be determined under separate agreement with the Investment Advisor. The Investment Adviser has further agreed that investment advisory, administrative and marketing fees for the Certificates of Deposit Investment Program shall not exceed 25 basis points (0.25%) of the principal amount under management.

Management

Investment Adviser PFM Asset Management LLC

Custodian (*Applicable to the BAM Program only*)

Although Program Participants are free to choose a custodian, the Trust has arranged for its Custodian, U.S. Bank, to be available to serve as custodian for the assets of any BAM Program account. The Custodian holds cash and securities of each account in a separate account in the name of the applicable Program Participant. The Custodian does not participate in investment decisions.

Tax Information

We suggest that you check with your tax advisor before purchasing CDs or any other investments. Relevant considerations may include:

- Section 115(1) of the Code, which provides that the gross income of a state or political subdivision does not include income derived from the exercise of any essential government function.
- Section 148 of the Code (and related regulations) covering rebate requirements, which may apply to anyone investing tax-exempt bond proceeds.
- The arbitrage limitations or rebate requirements of section 148 of the Code (and related regulations), under which states and municipalities may be required to pay the U.S. Treasury a portion of earnings they derive from the investment of certain funds.

Investing

Opening an Account

Eligible Investors

In accordance with the Declaration of Trust establishing the Trust and applicable law, eligible Investors in the Trust include any public agencies including, but not limited to, counties, townships, cities, towns, villages, school districts, housing authorities and public water supply districts, to jointly invest funds in accordance with the laws of the State of Illinois. *The IPDLAF+ Class of the Illinois Portfolio is limited to Investors which are park districts, forest preserve districts, conservation districts and joint recreational programs and shares of the IIIT Class are available for investment by other eligible entities.*

Investor Accounts

The Trust does not issue share certificates. Instead, an account is maintained for each Investor by the Trust's Administrator acting as transfer agent. Each Investor's account will reflect the full and fractional shares of the Trust's Portfolio(s) that it owns. An Investor will be sent confirmations of each transaction in shares and monthly statements showing account balances.

Sub-Account Services

An Investor may open sub-accounts with the Trust for accounting convenience or to meet requirements regarding the segregation of funds. Sub-accounts can be established at any time. An Investor may call (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class for further information and to request the necessary forms.

Account Opening Process

To open an account, please call the Administrator (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class:

PFM Asset Management LLC
P.O. Box 11760
Harrisburg, PA 17108-11760

Upon approval of a new account application, an account number will be provided to the Investor within twenty-four hours.

Shares of the Trust may be purchased on any Business Day by contacting the Administrator.

The Trust reserves the right to reject any investment and to limit the size of an Investor's account.

Buying Shares — Illinois Portfolio, IIIT Class and IPDLAF+ Class

Investors may invest in the IIIT Class and IPDLAF+ Class using EON, by telephone, by fax or by mail. Once an account has been opened, shares may be purchased by

next day transfer, same day wire, direct deposit or check as follows:

Method	Instructions	Additional information
Wire (same-day settlement)	<ul style="list-style-type: none"> ● Initiate a transaction online through EON, or by calling (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class before 1:00 p.m. Central Time, or by faxing request to 1-888-535-0120. ● Provide the following information: <ul style="list-style-type: none"> ● Investor's account name and account number ● Name of portfolio and share class ● Name of bank sending wire 	<ul style="list-style-type: none"> ● It is your responsibility as an Investor to ensure that immediately available funds are received by the Trust on the settlement date. ● The Trust does not charge a fee for receipt of these wires. However, an Investor's bank may charge for wiring funds. ● If funds are not available on the settlement date, you may be charged a fee.
Investor Initiated ACH transfer (settles next Business Day)	<ul style="list-style-type: none"> ● Before making your first transfer, call (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class and register for ACH transfers. ● Initiate an ACH transaction online through EON, by calling (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class before 1:00 p.m. Central Time, or by faxing a request to 1-888-535-0120. ● Shares may be purchased by requesting that the Administrator initiate an ACH transfer from an Investor's local bank account. All ACH requests must be reported to the Trust by 1:00 p.m. Central Time in order to begin earning interest in an Investor's account the following Business Day. 	<ul style="list-style-type: none"> ● Requests received after 1:00 p.m. Central Time will be initiated the next Business Day and will begin to earn interest two Business Days after the notice. ● Please contact the Administrator at (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class for appropriate forms and further details. ● The Trust does not charge fees for ACH transfers, and transferring banks generally do not impose fees for ACH transfers initiated by the Trust either.
Third-Party Initiated ACH Purchases	<ul style="list-style-type: none"> ● Shares may be purchased by Investors arranging to allow third-parties to directly deposit funds to their Investor account by ACH. Shareholders who want to permit such a purchase must submit certain information regarding the third-party, in writing, to the Trust's Administrator prior to the third-party initiating the ACH. ● Third-party initiated ACH purchases, reported by the Custodian to the Administrator by 1:00 p.m. Central Time will begin earning interest that same day. ● To arrange for third-party ACH purchases Investors can contact the Administrator by calling (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class. 	<ul style="list-style-type: none"> ● Third-party initiated ACH purchases reported by the Custodian to the Administrator after 1:00 p.m. Central Time will begin earning interest the next Business Day. ● Banks that originate ACH transactions cause the ACH to be initiated at least one Business Day prior to its being reported by the Custodian to the Administrator.

Method	Instructions	Additional information
Check (settles when the check is fully available)	<ul style="list-style-type: none"> ● Checks to purchase shares should be endorsed as follows: For deposit only Illinois Portfolio – IIIT Class or IPDLAF+ Class Further credit: (Entity name & Account number) ● If you have deposit tickets reflecting your entity name and all or part of your Trust account number, or generic Trust deposit tickets sent to you by the Trust, you may either bring your deposit to a US Bank branch or mail your deposit to: U.S. Bank N.A. Bank by Mail P.O. Box 1950 St. Paul, MN 55101-0950 	<ul style="list-style-type: none"> ● Shares will be issued when the check is fully credited to the applicable Illinois Portfolio Class account with the Custodian. This normally occurs within 1-3 Business Days after the Check Clearing Agent receives the check. ● An Investor should contact the Trust by calling the Administrator at (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class with any questions regarding purchasing shares via check.
Online	<ul style="list-style-type: none"> ● Investors may also purchase shares using the above methods via EON. Before making your first online transaction, submit both the Contact Record form and Permissions form, which may be obtained by calling the Administrator at (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class. ● Use EON to place wire or Investor-initiated ACH orders. 	

Redeeming Shares — Illinois Portfolio, IIIT Class & IPDLAF+ Class

You may withdraw all or any portion of the funds in your account by redeeming shares. Shares will be redeemed at the net asset value per share next determined after receipt of a request for withdrawal in proper form. This

determination is made at the conclusion of each Business Day. Funds may be withdrawn in any of the ways shown below.

Method	Instructions	Additional information
Wire (same-day settlement)	<ul style="list-style-type: none"> ● Initiate a wire online through EON, or call (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class, or fax the request to 1-888-535-0120 on any Business Day to request a withdrawal and the transfer of proceeds using banking instructions on file with the Trust. ● If your request is received before 1:00 p.m. Central Time, funds will be wired on that same day. ● Requests received after 1:00 p.m. Central Time will be processed on the following Business Day. 	<ul style="list-style-type: none"> ● You must notify us in writing of any changes to the specified banking instructions. ● The Trust does not charge for a same day wire, but an Investor's depository may.
Investor Initiated ACH transfer (next Business Day settlement)	<ul style="list-style-type: none"> ● Shares may be redeemed by requesting that the Administrator initiate an ACH transfer to an Investor's specified bank or vendor account. ● All ACH requests must be made to the Administrator by 1:00 p.m. Central Time to be available in the Investor's specified bank or vendor account the following Business Day. ● An Investor can initiate an ACH transfer by entering the request on EON, or by contacting the Administrator by calling (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class, or by faxing the request to 1-888-535-0120. 	<ul style="list-style-type: none"> ● ACH's will only be initiated if the instructions authorizing ACH transfers to the specified bank or vendor account have been submitted in writing to the Administrator prior to the request. ● Requests received after 1:00 p.m. Central Time will be initiated the next Business Day and be available in the specified bank or vendor account two Business Days after the notice.
Third-Party Initiated ACH Redemptions	<ul style="list-style-type: none"> ● Shares may be redeemed by Investors arranging to allow third-parties to directly withdraw from their Investor account by ACH. Shareholders who want to permit such a redemption must submit certain information regarding the third-party, in writing, to the Trust's Administrator prior to the third-party initiating the ACH. ● Third-party initiated ACH redemptions reported by the Custodian to the Administrator by 1:00 p.m. Central Time will effectuate a redemption of shares and transfer from the Shareholder's account that same day. ● To arrange for third-party ACH redemptions, Investors can contact the Administrator by calling (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class. 	<ul style="list-style-type: none"> ● Third-party initiated ACH redemptions reported by the Custodian to the Administrator after 1:00 p.m. Central Time will be available in the specified bank or vendor account the next Business Day. ● The third-party initiator must generally cause the ACH to be initiated one Business Day before the ACH is reported by the Custodian to the Administrator.

Method	Instructions	Additional information
Online	<ul style="list-style-type: none">• Investors may also redeem shares using the above methods via EON. Before making your first online transaction, submit both the Contact Record form and Permissions form, which may be obtained by calling the Administrator at (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class.• Use EON to place wire or Investor-initiated ACH orders.	<ul style="list-style-type: none">• Changes to withdrawal instructions must be received in writing by the Administrator in proper form.
Withdrawal of All Funds in Account	<ul style="list-style-type: none">• If at any time an Investor wishes to withdraw all of the funds in an account, the proceeds will be sent to the Investor by a Same Day Wire or Next Day Transfer according to the Investor's instructions.	

Buying Shares — Illinois TERM

Once your application to open an Illinois TERM Portfolio account has been accepted, you may invest in the Portfolio either by authorizing the Investment Adviser to invest funds in an Illinois TERM Portfolio account or by reinvesting a matured Illinois TERM Portfolio investment. Prior to placing any order, call us to discuss the amount and term of your investment and to get information on the projected yield. Each investment will be given its own

projected yield. Yields may vary according to the term of the investment and the rates available at the time of investment.

The Investment Adviser may refuse any investment or limit the size of an investment.

Redeeming Shares — Illinois TERM

Funds may be withdrawn in any of the ways shown below.

Type of Redemption	Instructions	Additional information
Maturity	<ul style="list-style-type: none"> No action required. Redemption value will be reinvested in IIIT Class or IPDLAF+ Class shares (as applicable) at maturity date. 	<ul style="list-style-type: none"> Redemption value per share will equal the purchase price plus dividends (at the projected yield) minus any losses incurred by the series (not counting those resulting from premature redemptions).
Premature Redemption <i>Redemption prior to maturity date</i>	<ul style="list-style-type: none"> Send a letter to the Investment Adviser requesting redemption prior to maturity date. Alternatively, IIIT Class Investors can notify the Investment Adviser by calling (800) 731-6870 and IPDLAF+ Class Investors can call (800) 731-6830 and follow up with written confirmation of your instructions. 7 days after we receive your request, redemption value proceeds will be transferred to purchase IIIT Class or IPDLAF+ Class shares (as applicable). 	<ul style="list-style-type: none"> Premature redemption amounts must be for the entire investment or, for partial redemptions, must be in increments of \$10,000. Redemption value per share will equal the purchase price plus dividends earned to date minus any losses incurred by the series and any premature redemption penalty.
Planned Early Redemption <i>Redemption prior to maturity date</i>	<ul style="list-style-type: none"> At the time an order for shares is placed, Investors may submit a request for redemption on a Planned Early Redemption Date prior to the termination date for the series without the imposition of a penalty. Redemption value will be reinvested in IIIT Class or IPDLAF+ Class shares (as applicable) on the Planned Early Redemption date. 	<ul style="list-style-type: none"> The redemption value per share for shares being redeemed on a Planned Early Redemption Date is equal to the original purchase price for such shares plus dividends thereon, less such share's allocation of any losses incurred by the series (other than losses resulting from Premature Redemption of shares of the series).

Policies Concerning Withdrawals

Suspending Withdrawals

The Trustees can suspend the right of withdrawal or postpone the date of payment if the Trustees determine that there is an emergency that makes the sale of a Portfolio's securities or determination of its net asset value not reasonably practical.

General Policies

Services to Investors

The Trust offers certain additional account features at no extra charge, including:

Statements Daily transaction confirmations are available only on EON. The Investment Adviser provides monthly statements showing the previous month's transactions, dividends paid and the account balance as of the statement date. The statements also indicate total year-to-date income earned. Monthly statements are also available through EON within two business days after month-end. Participants may elect to stop receiving statements by mail.

Information Services Toll-free telephone service is available to provide Investors with information including up-to-date account information and transaction history and to receive instructions for the investment or withdrawal of funds. IIIT Class Investors call (800) 731-6870 and IPDLAF+ Class Investors call (800) 731-6830.

Websites Account information and information regarding the Trust's Portfolios and Programs along with current news about the Trust can be found at www.iiit.us for IIIT Class Investors and www.ipdlaf.org for IPDLAF+ Investors. A password and user identification are required to initiate a transaction or access account information. The system can be accessed through the www.iiit.us and www.ipdlaf.org websites by selecting "Access Your Account." A password and user identification can be received by contacting the Administrator at (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class.

Rights we reserve

The Trust reserves the right, acting through its appropriate entity, to do any of the following:

- Add, change, or drop account minimums at any time without advance notice.
- Reject any investment or to limit the size of any Investor's account.
- Limit the frequency of purchases for any reason.

- Establish a minimum check amount, or terminate, suspend, or alter check writing privileges.

Tax Information

We suggest that you check with your tax advisor before investing in an Illinois Trust Portfolio or through any Trust Program.

Financial Highlights

The Portfolios' financial statements and financial highlights have been audited and are included in the Illinois Trust Annual Reports for the year end. The Annual Reports are available upon request.

Part 2 – Information Statement Addendum

General Information

The Trust

History and Description of the Trust

On September 27, 2011, the Board of Trustees of the former Illinois Institutional Investors Trust ("IIIT") approved an Agreement and Plan of Reorganization (the "Plan") between IIIT and the Illinois Park District Liquid Asset Fund Plus ("IPDLAF+"), which Plan was approved by the Board of Trustees of the IPDLAF+ on September 21, 2011. Until its dissolution effective February 27, 2012 in accordance with the Plan, IPDLAF+ was a common law trust established to provide an investment opportunity for Treasurers or other official custodians of the funds of Illinois park districts, forest preserve districts, conservations districts and joint recreational programs. IPDLAF+ has substantially the same investment objectives and policies of the Trust and PFM Asset Management LLC also serves as the Investment Adviser and Administrator of IPDLAF+.

On February 27, 2012, IIIT acquired the assets and liabilities of IPDLAF+. In conjunction with the Plan, IIIT was renamed Illinois Trust and the existing IIIT Portfolio was renamed Illinois Portfolio. Shares of the existing IIIT Portfolio became shares of the IIIT Class of the Illinois Portfolio and the existing IIIT TERM Portfolio was renamed Illinois TERM Portfolio. Additionally, existing shares of the Illinois Portfolio were exchanged for shares in the newly created IPDLAF+ Class of the Illinois Portfolio and IPDLAF+ was dissolved as a legal entity. The IPDLAF+ Class of the Illinois Portfolio is limited to Investors which are park districts, forest preserve districts, conservation districts and joint recreational programs and shares of the IIIT Class are available for investment by other eligible entities.

The Trust consists of the Illinois Portfolio (including the IIIT Class and IPDLAF+ Class) and the Illinois TERM Portfolio (including various TERM Series), (each a "Portfolio" or collectively, the "Portfolios"). The Illinois Portfolio seeks to provide Investors with high current income consistent with the preservation of capital and the maintenance of liquidity. Each Illinois TERM Series is a fixed rate, fixed-term investment that seeks to obtain a high rate of return. The Trust pursues these objectives by conducting a professionally managed investment program consistent with the policies and restrictions described below:

The Declaration

Each potential Investor in the Trust receives a copy of the Declaration of Trust before it becomes an Investor. Certain portions of the Declaration of Trust are summarized in this Information Statement. However, these summaries are qualified in their entirety by reference to the text of the Declaration of Trust.

Description of Shares. The Declaration of Trust authorizes the issuance of an unlimited number of non-transferable shares that may be used to represent the proportionate allocation among Investors of beneficial interest in the Trust. These shares do not entitle Investors to any preference, conversion, exchange or preemptive rights. No shares may be assigned or transferred to any person other than the Trust itself at the time of withdrawal. Furthermore, shares may not be pledged, hypothecated or otherwise encumbered by an Investor.

The Trustees, in their discretion, from time to time, may authorize the division of shares into two or more separate series and the division of any series into two or more separate classes of Shares, as they deem necessary and desirable. The different series or classes shall be established and designated, and the variations in the relative rights and preferences as between the different series or classes, shall be fixed and determined, by the Trustees, without the requirement of Investor approval. Each series shall relate to a separate portfolio of investments.

An Investor only receives earnings from the investments of the series or class in which it invests. The investment portfolio of each series is independent of the investment portfolio of each other series. In the event of the incurrence of a loss with respect to any series (whether of principal or interest), no contribution will be made to such series from the portfolio of any other series to offset such loss. No series constitutes security or collateral for any other series.

Voting. For all matters requiring a vote of Investors, each Investor is entitled to one vote with respect to each matter, regardless of the number of shares that the Investor holds. Investors are not entitled to cumulative voting or voting on a series-by-series or class-by-class basis.

Withdrawals. Pursuant to a request for withdrawal of shares from an Investor, in accordance with the procedures set forth in the Declaration of Trust, the Trust shall cause to be delivered to the Custodian a certificate signed on behalf of the Trust specifying the amount to be paid for the shares redeemed. A withdrawal request made by an Investor in the form of a check drawn upon its Trust account with Custodian is deemed to constitute the presentation of a certificate. Investors also may make withdrawals by written, telephonic or facsimile request in accordance with the procedures set forth in this Information Statement.

Distributions. In addition to distributions made pursuant to withdrawals by Investors, the Trustees may from time to time declare and pay to the Investors in those series or classes, in proportion to their respective ownership of shares, such supplementary distributions as they may determine necessary, out of the earnings, profits or assets in the hands of the Trustees. The declaration and payment of such supplementary distributions and the determinations of earnings, profits, and other funds available for such supplementary distributions or other purposes, shall lie wholly in the discretion of the Trustees and may be made at such time and in such manner as they, in their sole discretion, determine.

The Trustees may also allocate to the Investors in the IIIT Class and IPDLAF+ Class, in proportion to their respective ownership of shares, additional shares in such manner and on such terms as they may deem proper.

Any or all supplementary distributions will be made among the Investors of record at the time of declaring such distribution or among the Investors of record at such other date as the Trustees shall determine. Subject to the foregoing, an Investor may only receive such supplementary distribution from the investments of the series and/or class in which it participates.

Borrowing. The Trust may not borrow money or incur indebtedness except to facilitate as a temporary measure: (a) withdrawal requests which might otherwise require unscheduled dispositions of Portfolio investments; (b) for a period not to exceed one (1) business day, withdrawal requests pending receipt of collected funds from investments sold on the date of the withdrawal requests or withdrawal requests from Investors who have notified the Trust of their intention to deposit funds in their accounts on the date of the withdrawal request; or (c) for a period not to exceed one (1) business day, the purchase of Permitted Investments pending receipt of collected funds from Investors who have notified the Trust of their intention to deposit funds in their accounts on the date of the purchase of the Permitted Investments.

Investor Liability. The Declaration of Trust provides that Investors shall not be subject to any individual liability for the acts or obligations of the Trust and provides that every written undertaking made by the Trust shall contain a provision that such undertaking is not binding upon any of the Investors individually. The Trustees intend to conduct the operations of the Trust, with advice of counsel, in such a way as to avoid ultimate liability of the Investors for liabilities of the Trust.

Responsibility of Trustees, Officers and Agents. No Trustee, officer, employee or agent of the Trust (or other person who might be designated by the Trustees) is individually liable to the Trust, an Investor, an officer, an employee or an agent of the Trust, for any action or failure to act unless it is taken or omitted in bad faith or constitutes willful misfeasance or misconduct, reckless disregard of duty or gross negligence. All third parties shall look solely to the Trust property for the satisfaction of claims arising in connection with the affairs of the Trust.

Indemnification. Subject to certain conditions and limitations set forth in the Declaration of Trust, the Trust will indemnify each of its Trustees and officers, and employees and any other persons designated by the Trustees to receive such indemnification, against all liabilities and expenses (including, without limitation, amounts paid in satisfaction of judgments, in compromise or as fines and penalties, and counsel fees) reasonably incurred by him or her in connection with the defense or disposition of any action, suit or other proceeding by the Trust or any other person, whether civil or criminal, in which he or she may be involved or with which he or she may be threatened, while in office or thereafter, by reason of his or her being or having been such a Trustee, officer, employee, agent or otherwise designated person, except as to any matter as to which he or she shall have been adjudicated to have acted in bad faith or with willful misfeasance or misconduct or reckless disregard of his or her duties or gross negligence.

Amendment and Termination of the Declaration

Amendment of Declaration of Trust. The Declaration of Trust may be amended by the affirmative vote of a majority of the Investors present in person or by proxy entitled to vote or by an instrument in writing, without a meeting, signed by a majority of the Trustees and consented to by not less than a majority of the Investors entitled to vote. The Trustees may, from time to time, by a two-thirds vote of the Trustees, and after fifteen (15) days' prior written notice to the Investors, amend the Declaration of Trust without the vote or consent of the Investors, to the extent that they deem necessary to conform the Declaration of Trust to the requirements of applicable laws or regulations, or any interpretation thereof by a court or other governmental agency, but the Trustees shall not be liable for failing to do so

Termination of the Declaration of Trust. The Trust may be terminated by the affirmative vote of a majority of the Investors present in person or by proxy entitled to vote at any meeting of Investors or by an instrument in writing, without a meeting, signed by a majority of the Trustees and consented to by a majority of the Investors entitled to vote. Upon the termination of the Trust and after paying or adequately providing for the payment of all of its liabilities, and upon receipt of such releases, indemnities and refunding agreements as they deem necessary for their protection, the Trustees may distribute the remaining Trust property, in cash or in kind or partly in cash and partly in kind, among the Investors according to their respective proportionate beneficial interests.

Operating Policies

The Trust has developed operating policies pertaining to deposits, withdrawals, check writing, stop payments and wire and other electronic transactions. These operating policies are available to all Investors and may be amended from time to time. These policies have been developed for the protection of the Trust and its Investors. The policies are integral to the operation of the Trust and are binding on the Investors and potential investors.

Services

Advisory Services. The Trust has entered into separate Investment Advisory Agreements with the Investment Adviser, pursuant to which the Investment Adviser manages the investment of the Trust's Portfolios, including the placement of orders for the purchase and sale of Portfolio securities. The Investment Adviser obtains and evaluates such information and advice relating to the economy and the securities market as it considers necessary or useful to manage continuously the assets of the Trust in a manner consistent with the investment objectives and policies of the Portfolios.

Portfolio Transactions. Subject to the general supervision of the Trustees, the Investment Adviser is responsible for the investment decisions and for placing the orders for portfolio transactions for the Trust. The Trust's portfolio transactions occur primarily with major dealers in money market and government instruments acting as principals. Such transactions are normally on a net basis, which do not involve payment of brokerage commissions. Transactions with dealers normally reflect the spread between bid and asked prices.

Although the Trust does not ordinarily seek, but may nonetheless make profits through short-term trading, the Investment Adviser may, on behalf of the Trust, dispose of any portfolio investment prior to its maturity if it believes such disposition is advisable. The Trust's policy of generally investing in instruments with maturities of less than one (1) year will result in high portfolio turnover. However, since brokerage commissions are not normally paid on the types of investments which the Trust may make, any turnover resulting from such investments should not adversely affect the net asset value or net income of the Trust.

The Investment Adviser seeks to obtain the best net price and most favorable execution of orders for the purchase and sale of portfolio securities. Where price and execution offered by more than one dealer are comparable, the Investment Adviser may, in its discretion, purchase and sell investments through dealers which provide research, statistical and other information to the Investment Adviser or to the Trust. Such supplemental information received from a dealer is in addition to the services required to be performed by the Investment Adviser under its agreement with the Trust, and the expenses of the Investment Adviser will not necessarily be reduced as a result of the receipt of such information.

Portfolio investments will not be purchased from or sold to the Investment Adviser or any affiliate of the Investment Adviser

Customer Service. The Investment Adviser operates a toll-free telephone facility to be used by Investors or by local governments interested in becoming Investors. The Investment Adviser also develops and maintains the online access and transaction systems.

Transfer Agent, Dividend Disbursing Agent. The Investment Adviser maintains account records for each Investor, produces statements of account, calculates and distributes the net income, and processes all transactions.

Administrator. The Trust has entered into a separate agreements with the Investment Adviser and its wholly-owned broker-dealer subsidiary, PFM Fund Distributors, Inc., to provide administrative and distribution services to the Trust.

The Investment Adviser maintains the books of the Portfolios; supervises, under the direction of the Trustees, all aspects of each Portfolio's operations; periodically updates and prepares the Trust's Information Statement; prepares the tax returns, financial statements and reports for all Portfolios; supervises and coordinates the activities of the custodian for the assets of the Portfolios; and provides office space, equipment, and personnel to administer the Trust.

The Investment Adviser maintains records of all securities owned, performs the bookkeeping for all sales and purchases, determines the daily, monthly and quarterly income distribution amounts, and under the direction of the Trustees determines each Business Day the net asset value of shares of the Portfolio, and determines the net asset value of shares of the Portfolio as necessary.

Marketing. The Administrator, through PFM Fund Distributors, Inc., which is a registered member of the Municipal Securities Rulemaking Board and the Financial Industry Regulatory Authority, also provides marketing services to the Trust. As part of those duties PFM Fund Distributors, Inc. has established a marketing team and a client services group with appropriate training, attends Trust seminars and conferences, provides advice regarding methods of seeking and obtaining additional Investors for the Trust, assists Investors in completing and submitting account application forms, assists in preparing and distributing information about the Trust and at least once each quarter, provides the Trustees with a summary of future marketing strategies.

PFM Fund Distributors, Inc. arranges and pays for costs of printing and distributing the Trust's Information Statements to eligible Investors and prepares and distributes other explanatory and promotional materials, provides technical assistance and guidance to eligible Investors considering use of the Trust as a cash management vehicle, and the Investment Adviser's personnel make visits to eligible Investors to present the facts about the Trust and to explain their use, advantages, and benefits.

Opening an Account

In general, to open an account, a public agency must join the Trust and become an Investor by adopting the Declaration of Trust/Intergovernmental Cooperation Agreement with other Trust Investors, completing the appropriate new account forms and submitting them to:

Illinois Trust - IIIT Class or IPDLAF+ Class
c/o PFM Asset Management LLC
P.O. Box 11760
Harrisburg, PA 17108-1760

The Trust will notify the public agency of its approval of the application(s) and the account number(s) assigned. There is no limit to the number of accounts that can be opened by an Investor. Additional Account Applications are available online at www.iiit.us or www.ipdlaf.org or by calling (800) 731-6870 for the IIIT Class and (800) 731-6830 for the IPDLAF+ Class.

Election and Duties of the Trustees

The Trustees have full, exclusive and absolute control and authority over the business and affairs of the Trust and the Trust's assets, subject to the rights of the Investors as provided in the Declaration. The Trustees may perform such acts as in their sole judgment and discretion are necessary and proper for conducting the business and affairs of the Trust or promoting the interests of the Trust. They oversee, review and supervise the activities of all consultants and professional advisers to the Trust.

Number. There are currently ten positions on the Board of Trustees. This number may be changed from time to time by resolution of the Trustees; however, the number of Trustees may never be less than two or more than fifteen.

Term. Unless otherwise agreed upon, each Trustee serves a term of three years and, as long as eligible, may be re-elected to any number of successive terms. In order to facilitate the smooth working of the Board of Trustees, the Trustees shall be divided into three classes, as equal in number as practicable, so arranged that the term of one class shall expire at the respective annual meetings or votes of Investors held following the conclusion of each fiscal year of the Trust. At all annual meetings or votes, a class of Trustees shall be elected to fill the class whose term then expires.

Eligibility. Pursuant to the Declaration, an individual eligible to be a Trustee must be an authorized representative of a public agency which is an Investor of the Trust. An authorized representative includes a treasurer or other financial officer or any other person authorized by the Investor public agency.

Elections and Vacancies. Election of the Trustees is by the affirmative vote of a majority of the Investors at an annual meeting or annual vote of Investors, except when a Trustee is unable to complete the term to which such Trustee has been elected. If such vacancy occurs, the remaining Trustees will, by a majority vote, elect an eligible individual to serve for the balance of the term for which vacancy said Trustee was elected to fill.

Officers. The Trustees may elect two members of the Board of Trustees to serve as Chairperson and Vice Chairperson of the Trust. They may also elect two individuals, who need not be Trustees, to serve as Treasurer of the Trust and Secretary of the Trust. These officers (the "Officers") are elected annually by a majority vote of the Trustees.

Compensation. The Trustees serve without compensation, but they are reimbursed by the Trust for reasonable travel and other out-of-pocket expenses incurred in connection with their duties as Trustees.

Duties. The Trustees are responsible for the general policies and programs of the Trust. They are also responsible for the general supervision and administration of the business and affairs of the Trust. However, the Trustees are not required to devote their entire time to the affairs of the Trust and are not required to personally conduct all of the business of the Trust. Specifically, the Trustees oversee the investment program implemented by the Investment Adviser but do not make investment decisions for the Trust. Accordingly, consistent with their ultimate responsibility, the Trustees have appointed an administrator, an investment adviser, a distributor and a custodian bank to which the Trustees have assigned such duties as they deem to be appropriate.

Service Providers

Investment Adviser, Administrator, and Transfer Agent

PFM Asset Management LLC
222 North LaSalle, Suite 910
Chicago, Illinois 60601

PFM Asset Management LLC is registered under the Investment Advisers Act of 1940, as amended, and is under common ownership with Public Financial Management, Inc. ("PFM"), a financial advisory firm. PFM Asset Management LLC was established by the shareholders of PFM in July 2001 to conduct the investment advisory business in which PFM had been engaged since 1980. PFM Asset Management LLC personnel, and the investment management staff that serves the Trust, formerly employed by PFM, are now employed by the Investment Adviser. Together, PFM Asset Management LLC and PFM have acted as financial or investment advisers to thousands of cities, townships, boroughs, counties, school districts, and authorities and health and higher education institutions nationally. For additional information on the Investment Adviser, visit www.pfm.com.

As Investment Adviser, PFM Asset Management LLC is responsible for supervising each Portfolio's investment program, managing each Portfolio's assets, implementing any training programs approved by the Trustees, providing the Trustees with quarterly performance evaluations, maintaining the books and records of the Portfolios, and for selecting the CDs that are offered through the Certificates of Deposit Investment Program and the separate account securities for each SAM and BAM Program Participant.

PFM Asset Management LLC also provides certain administrative services to the Trust, such as:

- Calculating NAV of each Portfolio.
- Arranging for quarterly Trustees meetings.
- Overseeing the preparation of tax returns, reports to the Trustees, shareholder reports, regulatory filings.
- Coordinating the activities of other service providers.

In addition, PFM Asset Management LLC serves as transfer agent for the Portfolios. It receives, validates, and processes orders to buy and sell Portfolio shares.

In this document, the term "Investment Adviser" is used to indicate PFM Asset Management LLC, even when referring to them in their capacity as Administrator or Transfer Agent, if applicable.

Distributor

PFM Fund Distributors, Inc.
One Keystone Plaza, Suite 300
North Front & Market Streets
Harrisburg, PA 17101-2044

PFM Fund Distributors, Inc., a wholly owned broker-dealer subsidiary of PFM Asset Management LLC, offers shares of the Portfolios on a continuous basis. It is responsible for printing and distributing sales materials.

Custodian

U.S. Bank, N.A.
800 Nicollet Mall
Minneapolis, Minnesota 55402

Custodian. The Trust entered into a Custodian Agreement with U.S. Bank, N.A. The Trust's agreement with the Custodian remains in effect from year to year if approved annually by the Trustees or by a majority of the Investors. The agreement is not assignable without the Trust's prior written consent and may be terminated without penalty on sixty (60) days' written notice at the option of the Trustees or the Custodian.

Duties. The Custodian acts as safekeeping agent for the investment portfolios and also serves as the depository in connection with the direct investment and withdrawal mechanisms of the Trust. The Custodian does not participate in the Trust's investment decision making process. The Trust may invest in obligations of the Custodian and buy and sell Permitted Investments from and to it.

Additional Custodians. The Trustees or the Custodian may in their discretion employ one or more custodians in addition to the Custodian referred to above. Any such additional custodians must be institutions and entities as specified in Illinois law. Such additional custodians shall perform such safekeeping duties (including duties applicable only to a designated Portfolio) as may be set forth in an agreement between the Trust and the additional custodian. An additional custodian need not have an office in the State of Illinois.

Independent Auditor

PricewaterhouseCoopers LLP
300 Madison Avenue
New York, New York 10017

PricewaterhouseCoopers LLP serves as the Trust's independent auditor.

Legal Counsel

Schiff Hardin LLP
6600 Willis Tower
Chicago, Illinois 60606

Schiff Hardin LLP serves as legal counsel to the Trust.

The Sponsors

Sponsor Agreements. The Trustees have arranged with the Illinois Association of Park Districts ("IAPD") and the Illinois Park and Recreation Association ("IPRA" and collectively with "IAPD" the "Sponsors") to serve as the Sponsors of the Illinois Portfolio IPDLAF+ Class pursuant to agreements for services (the "Consulting Agreements"). The Consulting Agreements remain in effect until May 1, 2020, subject to annual approval by the Trustees. The Consulting Agreements may be terminated without penalty upon sixty (60) days' written notice by either party.

Sponsor Duties. The Sponsors provide consulting services to the Trust, as specified in each of the separately executed agreements, and assist in the preparation and dissemination of Trust information through the Trust's various publications. The Sponsors are paid fees for services to the Trust, as more fully described herein.

The Portfolios

Information Common to All Portfolios

The Investment Adviser maintains records of all Portfolio securities owned, performs the bookkeeping for all Portfolio sales and purchases, determines the daily and monthly Portfolio income distribution amounts, and under the direction of the Trustees determines the net asset value of shares of the Portfolio each Business Day.

Authorized Investments

The Trust is specifically designed for public agencies. Accordingly, its Portfolios invest solely in instruments in which public agencies are permitted to invest (“Permitted Investments”), all of which are permitted investment pursuant to the Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq.: Such instruments currently include the following:

- (1) bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued or guaranteed by the full faith and credit of the United States of America as to principal and interest;
- (2) bonds, notes, debentures, or other similar obligations of the United States of America or its agencies or instrumentalities;
- (3) interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, bankers’ acceptances or any other investments constituting direct obligations of any bank that are permitted by applicable law. These investments may also be: (i) federally insured; or (ii) collateralized by any of the classes of securities permitted by the Illinois Public Trusts Investment Act. No more than 5% of the Illinois Portfolio’s assets may be invested in bankers’ acceptances of any one bank;
- (4) short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least two nationally recognized statistical rating organizations and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation’s outstanding obligations and (iii) at the time of purchase no more than one-third of a Portfolio of the Trust may be invested in short term obligations of corporations;
- (5) money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual funds is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations;
- (6) repurchase agreements with respect to securities described under subsection (1) and (2) without regard to the maturity of the securities underlying the agreements. Repurchase agreement transactions must be collateralized as provided herein;
- (7) variable-rate and floating-rate obligations. Debt obligations purchased by the Trust may have interest rates that are periodically adjusted at specified intervals or whenever a benchmark rate or index changes. These floating-rate and variable-rate instruments may include certificates of participation in such instruments. These securities may have demand features which give the Trust the right to demand repayment of principal on specified dates or after giving a specified notice. Adjustable rate securities and securities with demand features may be deemed to have maturities shorter than their stated maturity dates.

Investment Restrictions

The Trustees, have adopted the following investment restrictions and fundamental investment policies for the Portfolios. These cannot be changed without approval of the Investors holding a majority of the outstanding shares of each Portfolio or series within a Portfolio to be affected by the change. No Portfolio will do any of the following:

- Purchase any securities other than those listed under “Authorized Investments” above unless Illinois State legislation at some future time redefines the types of securities which are legal investments for all classes of Investors, in which case the permitted investments for the Portfolios may be conformed to such changes. No change in the permitted investments for the Portfolios will be effected without prior written notification to the Investors affected by such change.

- Invest in securities of any issuer in which a Trustee, or officer, or employee or agent of the Trust is an officer, director, or 10% or greater shareholder unless such investment is periodically authorized by resolutions adopted by a majority of the Trustees who are not officers, directors, or 10% shareholders of such issuer.
- Make loans, provided that a Portfolio may enter into repurchase agreements with terms as long as 397 days, if, as a result thereof, not more than 10% of that Portfolio's total assets would be subject to repurchase agreements that mature in more than seven days, unless they are subject to irrevocable puts exercisable in less than seven days, (this 10% limitation does not apply to the Illinois TERM Portfolio).
- Borrow money or pledge, hypothecate, or mortgage its assets to an extent greater than 25% of the market value of total assets of the Portfolio, and then only as a temporary measure for extraordinary or emergency purposes, to facilitate withdrawal requests which might otherwise require untimely dispositions of Portfolio securities. All such borrowings must be repaid before the Portfolio makes any additional investments. Interest paid on such borrowings will reduce net income.

Main Risks

There are risks associated with investment in the Trust's Portfolios which should be considered carefully by Investors and potential Investors in light of their particular circumstances as they may exist from time to time. The Portfolios of the Trust may not be an appropriate investment in certain situations for some Investors and potential Investors. Although the Trust has been designed and is operated with the goal of minimizing risk, Investors and potential Investors should carefully consider the factors described in this section in light of their particular circumstances. The risks specified in this section may also be applicable to certain investments in individual portfolios ("Individual Portfolios") which the Trust offers to Investors. Individual Portfolios allow public agencies the option to contract with the Investment Adviser to have an individual portfolio managed to meet the agency's specific investment objectives. For additional information regarding Individual Portfolios, please refer to the "ADDITIONAL PROGRAMS AND SERVICES" section of this document.

Income, Market and Credit Risk. Investments in the Trust's Portfolios are subject to income, market and credit risk. Income risk is the potential for a decline in current income of a Portfolio of the Trust. The current income of the Trust's Portfolios are based on short-term interest rates, which can fluctuate substantially over short periods. Accordingly, investments in the Trust's Portfolios are subject to current income volatility. Market risk is the potential for a decline in the market value of fixed-income securities held in a Portfolio of the Trust as a result of a rise in prevailing interest rates. This could result in the incurrence of a loss with respect to a security in the event that such a security were to be sold for a market price less than its amortized value. Credit risk is the possibility that an issuer of securities held in a Portfolio of the Trust fails to make timely payments of principal or interest. The credit risk of a Portfolio is a function of the credit quality of its underlying securities. A discussion of the credit risks associated with certain Permitted Investments is set forth below.

Repurchase Agreements. The Trust's Portfolios may invest in Permitted Investments which may include repurchase agreements. In a repurchase agreement, an investment is sold to the Portfolio at which time the seller agrees to repurchase the investment from the Portfolio at a specified time and at an agreed upon price. The yield on the repurchase agreement is determined at the time of sale. This yield may be more or less than the interest rate on the underlying collateral. All collateral is delivered to and held by the Custodian or by another custodian appointed by the Trustees.

Although the Portfolios enter into such repurchase agreement arrangements only with recognized and established securities firms (the "Counterparty") selected by the Investment Adviser, there can be no assurance that such Counterparty will pay the agreed upon repurchase amount on the designated date. In the event that such Counterparty fails to pay the agreed upon price at the specified time, the Portfolios of the Trust might suffer a loss resulting from (i) diminution of the value of the underlying Permitted Investment to an amount below the amount of the anticipated repurchase price, (ii) the costs associated with the resale of the investment, and (iii) a delay experienced in foreclosing upon and selling the investment.

Although at the time the Portfolios enter into a repurchase agreement the underlying collateral has a market value which is equal to 102% of the price paid by the Portfolios and equal to or greater than the anticipated repurchase price, there can be no assurance that such market value will continue to equal or exceed the repurchase price. In the event the market value of the underlying collateral falls below the agreed upon repurchase price, the responsible person with which the Portfolios have entered into the repurchase agreement will be required to deliver additional collateral to the Portfolios of the Trust.

There can be no assurance that such deliveries of additional collateral will be made in all circumstances. In the event that such a delivery is not made and the responsible person does not pay the repurchase price on the specified date, the amount of the Portfolios' loss will be increased as a consequence of such failure of delivery.

Obligations of United States Government Agencies and Instrumentalities. Investors should be aware that not all obligations issued by agencies and instrumentalities of the United States Government are guaranteed by the full faith and credit of the United States Government. The obligations of some agencies and instrumentalities of the United States Government that may be purchased by the Portfolios of the Trust from time to time are obligations only of the applicable agency or instrumentality and are not full faith and credit obligations of the United States. The creditworthiness of such obligations relates only to the credit of the issuing agency or instrumentality. No assurance can be given that the agency or instrumentality will under all circumstances be able to obtain funds from the United States Government or other sources to support all of its obligations.

Certificates of Deposit. Although the Investment Adviser uses the investment criteria established by the Trustees in order to reduce risk when determining which institutions will be used for such investments, no assurance can be given that such an institution will not become insolvent during the life of an investment in it. Certificates of deposit in amounts above Federal Deposit Insurance Corporation ("FDIC") insurance limits are not insured. In determining FDIC insurance limits, Federal regulations provide that all amounts deposited by a depositor, including amounts deposited directly, through brokers or through other means in a financial institution – regardless of the source – will be combined in determining the insurance limit.

FDIC-Insured Certificates of Deposit. Some of the assets of the Trust's Portfolios may be invested in certificates of deposit subject to applicable FDIC insurance limits in effect at the time of purchase.

In the event that an institution issuing an insured certificate of deposit in which the Trust's Portfolios have invested becomes insolvent, or in the event of any other default with respect to such a certificate of deposit, an insurance claim will be filed with the FDIC by the Trust, if appropriate. In such a case, there may be delays before the FDIC, or other financial institution to which the FDIC has arranged for the deposit to be transferred, makes the relevant payments. Such delays may be occasioned by requirements relating to the filing and processing of insurance claims, including requests for additional information by the FDIC. Furthermore, if the defaulted deposit is transferred to another institution, the transferee institution may, instead of paying the insured amount, elect to keep the deposit in existence with or without changing its original terms. Such changes of terms may include a reduction of the original interest rate paid on the deposit.

The amount insured by the FDIC is the principal of the relevant deposit and the interest accrued on the deposit to the date of default, up to applicable FDIC insurance limits in effect at the time of purchase in the aggregate. There is no insurance with respect to interest on a deposit between the date of the default and the date of the payment of insurance by the FDIC. Accordingly, a default by an institution might result in a delay in the receipt of invested principal and pre-default accrued interest by an affected Investor and a loss of interest related to the period between the date of the default and the payment of the insurance.

In addition, the FDIC could deny any claim that it does not deem to be valid. Any such denial might have to be challenged in judicial or administrative proceedings brought by the Trust and any affected Investor.

Collateralized Certificates of Deposit. From time to time, the Trust's Portfolios may invest in collateralized certificates of deposit as permitted by Illinois Law. In the event of a default on such a certificate of deposit, it may be necessary to foreclose on the collateral. Such foreclosure will entail certain risks for the Investors in the Trust. These risks include losses resulting from a diminution in the value of the collateral before it can be sold, procedural delays relating to the foreclosure, costs of foreclosure and a failure to realize an amount in the foreclosure equal to the principal of and interest on the defaulted certificate of deposit.

Commercial Paper. The Trust's Portfolios may purchase commercial paper which qualifies as a Permitted Investment. Commercial paper is a debt instrument that is issued by a company and is secured only by the assets, if any, of that company. The creditworthiness of such an obligation relates only to the creditworthiness of the issuing company. No assurance can be given that a company will not become insolvent during the life of an investment in it. In the event of such insolvency or in the event of any other default with respect to such commercial paper, a claim will be filed by the Trust

against the company, if appropriate. However, there is no assurance that the Trust will receive any recovery as a result of filing a claim.

Management and Administrative Costs

Adviser Fee

Illinois Portfolio. The Investment Adviser is paid a fee for its services as investment adviser for the Illinois Portfolio at an annual rate applied to the total average daily net assets of all Investors invested in the Illinois Portfolio of the Trust. That rate is 0.06%.

Illinois TERM Portfolio. In addition, the Trust pays the Investment Adviser a fee in an amount not greater than 0.25% (annualized) of the funds invested in Illinois TERM by the Investors, and such fee is for the services of the Investment Adviser, the Administrator and the Distributor with respect to Illinois TERM.

Administrator Fee

Illinois Portfolio. The Administrator is paid a fee for its services as Administrator for the Illinois Portfolio at an annual rate applied to the total average daily net assets of all Investors invested in the Illinois Portfolio of the Trust. That rate is as follows:

Illinois Portfolio Average Daily Net Assets	Rate
First \$500,000,000	0.09%
\$500,000,001 to \$750,000,000	0.08%
Over \$750,000,000	0.07%

This fee is computed daily and paid monthly.

Marketing Fee

Illinois Portfolio. The Administrator or PFM Fund Distributors, Inc. as applicable, is paid a fee 0.10% for marketing services related to the Illinois Portfolio at the applicable annual percentage specified below based on the total average daily net assets of the IIIT Class and the IPDLAF+ Class.

The fee is computed daily and paid monthly. This fee shall be allocated between and be paid from the Illinois Portfolio's IIIT Class and IPDLAF+ Class based on the average daily net assets in each such class which is accrued daily.

Sponsor Fees (IPDLAF+ Class only)

IPDLAF+ Class. The Sponsors are paid a fee for the services rendered as sponsor to the Illinois Portfolio's IPDLAF+ Class at an annual rate applied to the total average daily net assets of all Trust Investors invested in the IPDLAF+ Class of the Trust. That rate and sponsoring organization is as follows:

Organization	Liquid Class Rate
Illinois Association of Park Districts	.05%
Illinois Park and Recreation Association	.05%

Custodian & Cash Management Fees.

Illinois Portfolio. Under its agreement with the Trust, the Custodian may charge an annual administration charge for the Illinois Portfolio. The Custodian is also paid a fee for its services as custodian of the Illinois Portfolio at an annual rate equal to 0.00333% of the Illinois Portfolio's average monthly market value. The market value of the Illinois Portfolio is computed as of the close of business on each Friday. The average monthly market value is computed by adding together the total for each weekly valuation and dividing by the number of Fridays occurring in the month. The custodian fee for the Illinois Portfolio is computed and paid monthly. The Custodian is also paid various transaction fees.

The Custodian fee is computed and paid monthly.

Other Fees and Expenses

The Administrator pays the Trust's expenses for printing certain documents such as the Information Statement and the administrative costs of the Trust such as postage, telephone charges and computer time. The Administrator also furnishes the Trust, at the Administrator's expense, with the services of persons who perform certain administrative and clerical functions for the Trust and with office space, utilities, office equipment, and related services.

Except as otherwise noted herein with respect to certain expenses paid or reimbursed by the Administrator, the Trust pays the reasonable out-of-pocket expenses incurred by the Trustees and officers in connection with the discharge of their duties, and other expenses including brokerage commissions, the fees of the Investment Adviser under the Administration and Investment Advisory Agreement and for PFM Fund Distributors, Inc. under the Distribution Agreement, the fees of the Custodian under the Custodian Agreement, the legal fees of the Trust, the fees of the Trust's independent accountants, the costs of appropriate insurance for the Trust and its Trustees and officers, and various other expenses. These expenses are allocated between the Trust's Illinois Portfolio and Illinois TERM either (a) on a pro-rata basis, (b) on the basis of actual cost to a series, or (c) as otherwise provided in the Agreement.

Each Service Provider may, but shall not be obligated to, reduce a portion of its fees to assist the Trust in an attempt to maintain a positive yield. In the event that a Service Provider elects to initiate a fee reduction, such fee reduction shall be applicable to the computation of the net asset value ("NAV") of the Trust on the Business Day immediately following the date on which the Service Provider gives notice to the Trust on the rate of the fee reduction to be applied in calculating the NAV. A fee reduction shall remain in effect until notice is provided to the Trust by the Service Provider regarding its intent to terminate its fee reduction or revise, upward or downward, the rate of its fee reduction.

At any time after a fee reduction has been terminated, the relevant Service Provider may elect to have the amount of its accumulated reduced fees restored in whole or in part under the conditions described in the Service Provider's Fee Reduction Agreement with the Trust by way of a payment of fees in excess of the rate it was entitled to, prior to any fee reduction, all as set forth in the respective Fee Reduction Agreement, but cannot exceed 110% of contractual fee.

Information Specific to the Illinois Portfolio

Investment Restrictions

The Trustees, have adopted the following investment restrictions and fundamental investment policies for the Illinois Portfolio. These cannot be changed without approval of the Investors holding a majority of the outstanding shares of the Illinois. The Illinois Portfolio will not do any of the following:

- Purchase any Permitted Investment if the effect of such purchase would be to make the average dollar-weighted maturity of the Illinois Portfolio greater than 60 days and the dollar-weighted average life (portfolio maturity computed to final maturity without regard to interest rate adjustments on investments) greater than 120 days.
- Purchase the securities of any single issuer (other than obligations issued and guaranteed as to principal and interest by the government of the United States, its agencies or instrumentalities) if, as a result, more than ten percent (10%) of the Portfolio's total assets would be invested in the securities of any one issuer.
- Invest more than 5% of net assets in illiquid investments. Illiquid investments are securities that cannot be sold or disposed of in the ordinary course of business at approximately the value ascribed to it by the Trust. Illiquid investments include:
 - Restricted investments (those that, for legal reasons, cannot be freely sold).
 - Fixed time deposits with a maturity of more than seven days that are subject to early withdrawal penalties.
 - Any repurchase agreement maturing in more than seven days and not terminable at approximately the carrying value in the Trust before that time.
 - Other investments that are not readily marketable at approximately the carrying value in the Trust.

If the 5% limitation on investing in illiquid securities is adhered to at the time of investment, but later increases beyond 5% resulting from a change in the values of the Trust's portfolio securities or total assets, the Trust shall then bring the percentage of illiquid investments back into conformity as soon as practicably possible. The Trust believes that these

liquidity requirements are reasonable and appropriate to assure that the securities in which the Trust invests are sufficiently liquid to meet reasonably foreseeable redemptions of Shares.

Maturity

The Illinois Portfolio maintains a dollar-weighted average maturity of no more than 60 days and a dollar-weighted life (final maturity, adjusted for demand features but not interest rate adjustments) of no more than 120 days.

Certain obligations of the United States Government or any of its agencies or instrumentalities owned by the Portfolio may have remaining maturities exceeding one year if such securities provide for adjustments in their interest rates at least annually, and the adjustments are sufficient to cause the securities to have market values, after adjustments, which approximate amortized cost values. Investments in the Portfolios are denominated in U.S dollars and have remaining maturities (or, in the case of repurchase agreements, remaining terms) of 397 days or less at the time of purchase. However, the Portfolios may invest in securities with maturities greater than 397 days if certain maturity shortening features (such as interest rate resets or demand features) apply.

Dividends

All net income of the Illinois Portfolio is determined as of the close of business on each Illinois banking day (and at such other times as set forth in the Trust's By-Laws). Net income is converted as of the close of business of each calendar month into additional shares of beneficial interest which are credited to and are held in each Investor's account. Such net income is converted into full and fractional shares of beneficial interest at the rate of one share for each one dollar (\$1.00) paid. Although income is not automatically transmitted in cash, Investors may obtain cash by withdrawing shares at their net asset value without charge.

For the purpose of calculating Illinois Portfolio dividends, net income shall consist of interest earned plus any discount ratably amortized to the maturity date plus or minus all realized gains and losses on the sale of securities prior to maturity, less ratable amortization of any premium and less all accrued expenses of the Illinois Portfolio, including the fees payable to the Investment Adviser, the Administrator, the Distributor and others who provide services to the Illinois Portfolio.

Valuation of Shares

The net asset value per share of the Illinois Portfolio for the purpose of calculating the price at which shares are issued and redeemed is determined by the Administrator as of the close of business of each Illinois banking day or at such other time or times as set forth in the Trust's By-Laws or as the Trustees by resolution may determine, except that on any day on which the Securities Industry and Financial Markets Association ("SIFMA") has called for an early close of trading in the bond market, the net asset value of shares shall be determined as of the close of trading in the bond market on such day (as determined by SIFMA). It is calculated by dividing the value of the Illinois Portfolio's total assets less its liabilities (including accrued expenses) by the number of shares outstanding for both the IIIT Class and the IPDLAF+ Class.

In making these computations, the Administrator values the Illinois Portfolio's investments by using the amortized cost method. The amortized cost method of valuation involves valuing an investment instrument at its cost at the time of purchase and thereafter assuming a constant amortization to maturity of any discount or premium, regardless of the impact of fluctuating interest rates on the market value of the instrument. While this method provides certainty in valuation, it may result in periods during which value, as determined by amortized cost, is higher or lower than the price the Illinois Portfolio would receive if it sold the instrument. During such periods, the yield to Investors may differ somewhat from that which would be obtained if the Illinois Portfolio used the market value method for valuing all its portfolio investments. For example, if the use of amortized cost resulted in a lower (higher) aggregate portfolio value on a particular day, a prospective Investor of the Illinois Portfolio would be able to obtain a somewhat higher (lower) yield than would result if the Illinois Portfolio used the market value method, and existing Investors would receive less (more) investment income. The purpose of this method of calculation is to attempt to maintain a constant net asset value per share of one dollar (\$1.00).

The Trustees have adopted certain procedures with respect to the Illinois Portfolio's use of the amortized cost method to value its investment portfolio. These procedures are designed and intended (taking into account market conditions and the Trust's investment objectives) to stabilize net asset value per share as computed for the purpose of investment and redemption at one dollar (\$1.00) per share. The procedures include a valuation of the Illinois Portfolio by the Administrator and the Custodian using the market value method and a periodic review by the Trustees, in such manner as they deem appropriate and at such intervals as are reasonable in light of current market conditions, of the relationship between net asset

value per share based upon the amortized cost value of the Illinois Portfolio's investments and the net asset value per share based upon available indications of market value with respect to such portfolio investments. In the event that there is a difference of more than 0.5% between the amortized cost value and the market value, it is anticipated that the Trustees will take such steps as they consider appropriate (such as shortening the average portfolio maturity or realizing gains or losses) to minimize any material dilution or other unfair results which might arise from differences between the two methods of valuation.

It is a fundamental policy of the Illinois Portfolio to maintain a net asset value of \$1.00 per share for both the IIIT Class and the IPDLAF+ Class, but for the reasons here discussed there can be no assurance that the net asset value of the shares will not vary from \$1.00 per share. The market value basis net asset value per share for the Illinois Portfolio may be affected by general changes in interest rates resulting in increases or decreases in the value of securities held by the Illinois Portfolio. The market value of such securities will tend to vary inversely to changes in prevailing interest rates. Thus, if interest rates rise after a security is purchased, such a security, if sold, might be sold at a price less than its amortized cost. Similarly, if interest rates decline, such a security, if sold, might be sold at a price greater than its amortized cost. If a security is held to maturity, no loss or gain is normally realized as a result of these price fluctuations; however, withdrawals by Investors could require the sale of portfolio securities prior to maturity. In the event that the difference between the amortized cost basis net asset value per share and market value basis net asset value per share exceeds 1/2 of 1 percent, the Investment Adviser and the Trustees will consider what, if any, corrective action should be taken to minimize any material dilution or other unfair results which might arise from differences between the two.

This action may include the reduction of the number of outstanding shares by having each Investor proportionately contribute shares to the portfolio's capital, suspension or rescission of dividends, declaration of a special capital distribution, sales of Illinois Portfolio securities prior to maturity to reduce the average maturity or to realize capital gains or losses, transfers of Illinois Portfolio securities to a separate account, or redemptions of shares in kind in an effort to maintain the net asset value at \$1.00 per share. If the number of outstanding shares is reduced in order to maintain a constant net asset value of \$1.00 per share, Investors will contribute proportionately to the Illinois Portfolio's capital the number of shares which represent the difference between the amortized cost valuation and market valuation of the Illinois Portfolio. Each Investor will be deemed to have agreed to such contribution by its investment in the Illinois Portfolio.

Yield

Current yield information for the Illinois Portfolio, specifically the IIIT Class and IPDLAF+ Class may, from time to time, be quoted in reports, literature and advertisements published by the Trust. The current yield, which is also known as the current annualized yield or the current seven-day yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally valued at \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7.

The Trust may also quote a current effective yield for the Illinois Portfolio, including the IIIT Class and the IPDLAF+ Class from time to time. The current effective yield represents the current yield compounded to assume reinvestment of dividends. The current effective yield is computed by determining the net change in account value over a seven-day base period (exclusive of capital changes and income other than investment income), over a seven day period in the value of a hypothetical account with a balance of one share at the beginning of the period, dividing the difference by the value of the account at the beginning of the period to obtain the base period return, then compounding the base period return by adding 1, raising the sum to a power equal to 365 divided by 7, and subtracting 1 from the result. The current effective yield will normally be slightly higher than the current yield because of the compounding effect of the assumed reinvestment.

The Trust also may publish a "monthly distribution yield" for the IIIT Class and IPDLAF+ Class on each Investor's month-end account statement. The monthly distribution yield represents the net change in the value of one share (normally valued at \$1.00 per share) resulting from all dividends declared during a month by the applicable class of the Illinois Portfolio expressed as a percentage of the value of a hypothetical account with a balance of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

At the request of the Trustees or Investors, the Trust may also quote the current yield of the IIIT Class and the IPDLAF+ Class from time to time on bases other than seven days for the information of its Investors.

Information Specific to the Illinois TERM Portfolio

Maturity

The Illinois TERM Portfolio is a fixed-term investment portfolio of the Trust with a maturity of up to one year, depending on the termination date of any particular series within the Portfolio.

Dividends

Dividends on shares of Illinois TERM are declared and paid on the termination date of each series, except for dividends on shares redeemed pursuant to a Planned Early Redemption or a Premature Redemption before the termination date of such series, which will be declared and paid when such shares are redeemed. Dividends will be paid from net income, which will consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratable amortization of any premium and all accrued expenses of the series.

Dividends on shares which are declared and paid on a Planned Early Redemption Date are equal to the projected yield for such shares to the Planned Early Redemption Date, less any losses affecting projected yield attributable to such shares. Dividends on shares declared and paid on a Premature Redemption Date are equal to the projected yield for such shares to the Premature Redemption Date, less any losses affecting projected yield attributable to such shares. Dividends on shares declared and paid on a termination date for a series are equal to the projected yield for such shares to the termination date, less any losses affecting projected yield attributable to such shares, plus an additional dividend, if any, equal to any excess net income of the series attributable to such shares. Any excess net income of a series on the termination date of the series, will be allocated on a pro rata basis to all shares then outstanding. Dividends are deposited into an Investor's Illinois Portfolio account.

Investment securities may be distributed to the Investors in any series in lieu of cash whenever the Trustees determine that such distributions would be in the best interest of the Investors in the series.

Valuation of Shares

Premature Redemption. The redemption value per share for shares redeemed on a Premature Redemption Date is equal to the original purchase price for such share, plus dividends thereon, less such share's allocation of any losses incurred by the series, less a Premature Redemption penalty if any. The Premature Redemption penalty will be calculated by the Trust's Investment Adviser and will be equal to (i) all penalty charges, losses and other costs (including, without limitation, interest paid on funds borrowed to pay the redemption) associated with amending, terminating, selling or otherwise affecting any of the investments in the series in order to pay the Premature Redemption and (ii) an amount sufficient to maintain the projected yield on the remaining shares to the stated termination date for the series or to the Planned Early Redemption Date, as the case may be, less any losses affecting projected yield attributable to such shares. Thus, a Premature Redemption of shares may result in a penalty which could reduce the return and the principal value of the investment in amounts not ascertainable at the time shares of Illinois TERM are issued. The redemption value per share could be lower than the purchase price of the share, and the return could be lower than the projected yield quoted at the time of issuance of the share.

Termination Date. The redemption value per share on the termination date of a series of Illinois TERM will be equal to the original purchase price for such share, plus dividends thereon, less such share's allocation of any losses incurred by the series (other than losses resulting from Premature Redemption of shares of a series).

Planned Early Redemption Date. The redemption value per share for shares being redeemed on a Planned Early Redemption Date is equal to the original purchase price for such shares plus dividends thereon, less such share's allocation of any losses incurred by the series (other than losses resulting from Premature Redemption of shares of the series.).

Each series of Illinois TERM provides for a fixed-rate, fixed-term investment by Investors, but the market value of the underlying assets will, prior to their maturity, tend to fluctuate inversely with the direction of interest rates. It is the intent of the Trust to manage each series of Illinois TERM in a manner that produces a share price of at least \$1.00 on the

termination date and on each Planned Early Redemption Date for the Investor that redeems on said date. However, there can be no guarantee that this objective will be achieved.

The Investment Adviser, on behalf of the Trust, determines the net asset value of the shares of Illinois TERM at the close of each business day for purpose of computing fees. For this purpose, the net asset value per share for Illinois TERM is calculated by dividing the total value of investments and other assets less any liabilities by the total outstanding shares of a series of Illinois TERM as of the day the calculation is made.

Yield

The yield quoted for any investment in a series of Illinois TERM is determined by dividing the expected net income per share for the period from the settlement date to the termination date or Planned Early Redemption Date, as applicable, by the purchase price per share, dividing this result by the actual number of days between the settlement date and the termination date or Planned Early Redemption Date, as applicable, and multiplying the result by 365.

The yields quoted by the Trust or any of its representatives should not be considered a representation of the yield of the Illinois Portfolio (including the IIIT Class and the IPDLAF+ Class) or any series of Illinois TERM in the future, since the yield is not fixed. Actual yields will depend on the type, quality, yield and maturities of securities held by the portfolios, changes in interest rates, market conditions and other factors.

The Programs

Information Common to All Programs

Program Investments are not Assets of the Trust

Any CDs purchased through the Certificates of Deposit Investment Program and any securities purchased for the SAM Program or BAM Program are direct investments of the Investor, are not assets of the Trust, and are not held in any Portfolio of the Trust. The Trust does not issue, or in any way guarantee, the CDs or securities purchased under these Programs. Neither the Portfolios nor the Trust has any involvement with, or interest, financial or otherwise, in any Program CD or security purchased under these Programs, except that a Portfolio may receive funds for reinvestment from a Separate Account or from the payment of principal or interest on the CDs. There can be no assurance that the investment objectives of the Program will be achieved. Investments made by a Participant in any Program are governed solely by the terms of any agreement between the Program Participant and the Investment Adviser and the Trust plays no role with respect to such investments.

Limitations on Voting Rights

Because the CDs purchased through the Certificates of Deposit Investment Program and securities held in a SAM Program or BAM Program are not assets of the Trust, participation in any of these Programs does not entitle you to vote at any meeting of shareholders or otherwise exercise rights of a shareholder in a Portfolio of the Trust.

Information Specific to the Certificates of Deposit Investment Program

FDIC and NCUSIF Insurance

The availability of FDIC or NCUSIF insurance is a critical factor in considering whether a bank or thrift institution (referred to herein as a “financial institution”) is eligible to participate in the Certificates of Deposit Investment Program, in that the number, size and location of many of the smaller community financial institutions which could participate in the Certificates of Deposit Investment Program make extensive credit review unfeasible. In light of this, and in order to assist the financial institutions in raising funds, the Federal government administers the FDIC and NCUSIF insurance programs with its provisions for investment, within prescribed limits, by institutional Investors. As a result, it is the Investment Adviser’s view that FDIC or NCUSIF insurance, in conjunction with a limited credit review as described below, is appropriate to identify financial institutions that will provide attractive investment returns without undue credit risk.

The Certificates of Deposit Investment Program is designed to provide Program Participants with the ability to purchase CDs from financial institutions throughout the United States that are intended to be insured by the FDIC or NCUSIF.

Deposits in savings accounts or time deposits or share accounts of financial institutions insured by the FDIC or NCUSIF are legal investments under relevant Illinois statutory provisions for funds of public agencies. Nevertheless, the investment policies of individual Program Participants may contain limitations that do not permit investment in the above-described investments. **Each Program Participant represents that FDIC-insured and NCUSIF-insured CDs are permitted investments of the Program Participant under applicable laws and under the Program Participant's investment policies.**

Although the Investment Adviser will recommend only those financial institutions that meet the criteria described below under "Criteria for Financial Institutions to Participate in the CD Program", the financial institutions that participate in the Certificates of Deposit Investment Program are generally small in size and are not rated by national credit rating organizations. **The CDs will not be collateralized;** hence there will be reliance only on federal deposit insurance and it is crucial that a Program Participant's CDs be fully covered by FDIC or NCUSIF insurance.

The FDIC insurance limits are set forth in the Federal Deposit Insurance Act, 12 U.S.C. §1811, et seq., and in the related regulations found in Part 330 of Title 12 of the Code of Federal Regulations (12 C.F.R. Part 330). The NCUSIF insurance limits are set forth in the Federal Credit Union Act, 12 U.S.C. §1751, et seq., and in the related regulations found in Part 745 of Title 12 of the Code of Federal Regulations (12 C.F.R. Part 745). By participating in the Certificates of Deposit Investment Program, **each Program Participant should obtain its own legal advice regarding these regulations and is responsible for its own compliance with them.**

CDs in amounts above applicable FDIC or NCUSIF insurance limits are not insured. In determining FDIC or NCUSIF insurance limits, Federal regulations provide that all amounts deposited by a depositor, including amounts deposited directly, through brokers or through other means in a financial institution regardless of the source, will be combined in determining the insurance limit.

Individual CDs will normally be limited by the Investment Adviser to amounts such that the principal and accrued interest will be within FDIC or NCUSIF insurance limits for the term of the CD. The Certificates of Deposit Investment Program may facilitate the simultaneous purchase of multiple CDs with the same maturity at multiple banks. The minimum CD purchase will be approximately \$95,000. The minimum maturity is 60 days. Some financial institutions may impose further limits on the size of deposits.

By participating in the Certificates of Deposit Investment Program, each Program Participant authorizes the Investment Adviser to assume, unless the Program Participant informs the Investment Adviser to the contrary, that the Program Participant is entitled to the respective applicable limits of FDIC insurance and NCUSIF insurance on the aggregate of CDs purchased through the Certificates of Deposit Investment Program with any FDIC- or NCUSIF-insured financial institution.

The Investment Adviser will maintain records of all deposits made by a Program Participant through the Certificates of Deposit Investment Program to assist the Program Participant in maintaining CDs within applicable insurance limits, but the Investment Adviser is not responsible for the effects on FDIC or NCUSIF insurance limits of deposits made directly by the Program Participant outside of the Certificates of Deposit Investment Program. The Investment Adviser will not monitor deposits made directly by the Program Participant outside of the Certificates of Deposit Investment Program or through other arrangements outside of the Certificates of Deposit Investment Program. **It is the Program Participant's sole responsibility to determine that deposits made directly by the Program Participant outside of the Certificates of Deposit Investment Program do not result in the CDs purchased by the Program Participant under the CD Program exceeding the insurance limits, and neither the Investment Adviser nor the Trust has any responsibility in that regard.**

The Investment Adviser advises each Program Participant against purchasing CDs issued by a financial institution with which the Program Participant has a depository relationship outside of the Certificates of Deposit Investment Program.

At the time of purchase, the Investment Adviser will require that an authorized representative of the Program Participant affirm that the purchase of a CD through the Certificates of Deposit Investment Program will not put the Program Participant in a position of exceeding the applicable FDIC or NCUSIF insurance limits with respect to the issuing financial institution.

Criteria For Financial Institutions To Participate In The Certificates of Deposit Investment Program

The Certificates of Deposit Investment Program guidelines are as follows. First, the Investment Adviser limits the eligibility of financial institutions that participate in the Certificates of Deposit Investment Program to those that are members of the FDIC or NCUSIF. Second, on a quarterly basis the Investment Adviser will review each financial

institution's financial condition as reported to the FDIC or NCUSIF to determine that the financial institution meets all of the following criteria:

- Has total assets of at least \$50 million.
- Has total Tier 1 Capital of at least 6%.
- Has not had any major capital-related enforcement actions brought against it within the last 12 months.

Available Investments and Rates

The Investment Adviser will maintain a computer system with a database on each financial institution that offers CDs through the Certificates of Deposit Investment Program. Current rates will be entered into the data tables for each financial institution. This database will enable the Investment Adviser to access and quote rates on individual CDs and blended rates on groups of CDs issued by multiple financial institutions to facilitate the simultaneous investment by a Program Participant in multiple CDs based on a single blended rate.

At the request of a Program Participant, the Investment Adviser will timely advise the Program Participant of CDs available to satisfy the Program Participant's investment requirements. Upon authorization by the Program Participant, the Investment Adviser will use its best efforts to obtain the most favorable execution and interest rate in connection with the purchase and sale of CDs selected by the Program Participant. The Program Participant has no obligation to purchase any CD recommended by the Investment Adviser.

As an additional limitation, the Investment Adviser will monitor on a continuous basis the total amount of CDs issued and outstanding by a financial institution through the Certificates of Deposit Investment Program and similar programs administered or advised by the Investment Adviser in other states, and will not recommend a financial institution where the aggregate of such outstanding CDs exceeds 10% of the financial institution's assets.

Program Termination

The CD Agreement between each Program Participant and the Investment Adviser for placing CDs through the Certificates of Deposit Investment Program may be terminated by the Program Participant or Investment Adviser at any time, without cause by notice in writing transmitted by first class mail or recognized courier service. Each Program Participant's Agreement will terminate automatically and without notice in the event that the Investment Adviser shall cease to be the Administrator of the Certificates of Deposit Investment Program for the Trust or in the event that such Program Participant shall withdraw as a shareholder of the Illinois Portfolio. Notwithstanding the foregoing, termination shall not relieve the Program Participant of its obligation to pay any fee which has become payable to the Investment Adviser up to and including the date notification of termination has been received in writing by the counterparty.

Information Specific to the SAM Program

In the SAM Program, the Investment Adviser works closely with each Program Participant to create a comprehensive investment strategy and individual portfolio for the Program Participant. Each SAM account is created by the Investment Adviser following a review of budget and cash flow projections and schedules of the Program Participant. SAM accounts will be managed on a discretionary basis.

Entities participating in the SAM Program receive a cash flow review, investment policy review and assistance in determining acceptable benchmarks, in addition to other cash management services (during the term of the investment advisory agreement). SAM is designed to apply to all or a substantial portion of a Program Participant's cash flow on an annual basis.

Transactions. The Investment Adviser has full discretion in arranging for the execution of all security transactions in a SAM Program Separate Account on behalf of the Program Participant. Cash to facilitate Portfolio transactions is normally either redeemed from or reinvested through the Program Participant's pre-designated Illinois Portfolio, IIIT Class or IPDLAF+ Class account using the Trust's convenient and economic cash management tools. In arranging for security transactions, the Investment Adviser will give primary consideration to obtaining the most favorable price and efficient execution of transactions. Investment transactions can only be executed during normal operating hours.

Investments. The Investment Adviser will purchase investments for a Portfolio based upon specific instructions received from the Program Participant, or at the discretion of the Investment Adviser if the Program Participant has agreed to give

discretion. If expected withdrawals from the Separate Account are known, the Program Participant should provide a drawdown schedule to the Investment Adviser that will be used in managing investments to help assure adequate overall liquidity. Investment purchases for a Separate Account are settled by the Custodian by redeeming shares from the Program Participant's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ account.

Withdrawals A Program Participant may initiate the sale of investments from its Separate Account by contacting the Investment Adviser directly. Funds made available from the sale of a security or securities will be invested in the Program Participant's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ Class account. Sales made prior to maturity will be made at the current market price, which may be lower or higher than the investment's book value.

Neither the Trust nor the Portfolios assume any responsibility for the fees paid to the Investment Adviser or the Custodian, except for costs associated with purchases and redemptions in the Illinois Portfolio IIIT Class or IPDLAF+ account associated with the Program Participant's SAM Program Separate Account. Program Participants are responsible for payment of any and all costs associated with the SAM Program.

Bond proceeds may not be invested in the SAM Program.

Information Specific to the BAM Program

Purpose

The BAM Program and its associated services have been established by the Trust to provide local governments with comprehensive investment management, accounting and arbitrage rebate calculation services for proceeds of borrowings (not including tax or revenue anticipation note issues). Investors may also establish individual, professionally managed investment accounts (Individual Portfolio) by separate agreement with the Investment Adviser. Individual Portfolios are not assets of the Trust and the Trust assumes no liability for Individual Portfolios

Separate Accounts. By separate agreement with the Investment Adviser, an Investor has the option of investing all or a portion of its proceeds of their borrowings in one or more fixed rate investments separately from the Individual Portfolio's investments, including collateralized certificates of deposit ("Collateralized CDs"), obligations of the United States of America or any of its agencies or instrumentalities (collectively, "Open Market Securities"), and certificates of deposit insured by the FDIC, purchased through the Certificates of Deposit Investment Program. These Individual Portfolios will be managed by the Investment Adviser upon receipt of specific instructions from the Investor, and will be coordinated with the Investor's Illinois Portfolio IIIT Class or IPDLAF+ account. Securities in each Individual Portfolio will be held by the Custodian in a separate account in the Investor's name, unless the Investor otherwise instructs the Trust prior to purchasing the securities that the Investor will utilize another custodian serving as trustee for a revenue bond issue issued by or on the behalf of the Investor (an "Individual Portfolio Custodian"). In order for the Investor to utilize its bond trustee as an Individual Portfolio Custodian, the bond trustee must meet certain minimum criteria.

Please refer to the section entitled "Certificates of Deposit Investment Program" below for detailed information regarding the custodial arrangements for CDs purchased through the Certificates of Deposit Investment Program, which are intended to be fully insured by the FDIC or NCUSIF. Individual Portfolios **are not part of the Trust estate, and an investor receives the sole benefit of such an Individual Portfolio.** Earnings and proceeds from the maturity or sale of any investment in an Individual Portfolio will be deposited automatically into the Investor's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ Class account.

Funds in the Individual Portfolios will be invested exclusively in investments that are permitted under terms of the applicable statutes. A public agency should discuss the characteristics of specific investments in an Individual Portfolio with the Investment Adviser and should confirm with its legal counsel the legality of those investments under the trust indenture, ordinance or resolution under which bonds are issued. Investments for Individual Portfolios may have a maturity in excess of 397 days (13 months).

Expenses of Individual Portfolios. Each Program Participant will be billed monthly a fee for investment management based on the agreed upon fees within their investment management contract based on the value as determined by the Investment Adviser of such assets in the Individual Portfolio. A Program Participant will also be billed a fee for custodial services in connection with these securities. In the event that a Program Participant elects to utilize its bond trustee as an Individual Portfolio Custodian, the fee for such services should be negotiated directly between the Program Participant and the Individual Portfolio Custodian. The Trust is not involved with such negotiations.

FDIC-Insured Certificates of Deposit. For services provided for Individual Portfolio investment constituting FDIC-insured CDs purchased through the Certificates of Deposit Investment Program, each Program Participant will pay to the Investment Adviser a management fee at a rate not greater than 0.25% per annum of the yield of each such CD. The Program Participant's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ Class account will be charged for the management fee under either of the following arrangements at the election of the Program Participant: (i) the entire amount of the fee will be deducted from the Participant's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ Class account upon settlement of the CD (refundable pro rata upon an early redemption), or (ii) the monthly amount of the management fee will be deducted from the Program Participant's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ Class account after the close of each month. The Investment Adviser will pay from the management fee the brokerage and certain bank wire costs for the CDs and will reimburse the Trust for certain other costs associated with the Illinois Portfolio.

Further information on these fees is available from the Investment Adviser.

Neither the Trust nor the Illinois Portfolio of the Trust assumes any responsibility for the payment of fees to the Investment Adviser, the Custodian or an Individual Portfolio Custodian, except for costs associated with purchases and redemptions in the Program Participant's pre-designated Illinois Portfolio IIIT Class or IPDLAF+ Class account.

Payment of any and all costs associated with the Certificates of Deposit Investment Program are in accordance with the terms of the separate agreement between the Program Participant and the Investment Adviser.

Rebate Calculation Reports. The Investment Adviser also may provide rebate calculation services to Investors in the Illinois Portfolio. These services are designed to assist Investors in complying with the rebate requirements of the Code and related Regulations, rulings, and procedures. The Investment Adviser will rely on information provided related to each bond issue, including the information supplied in the Confirmation Letter and account information compiled by the Investment Adviser.

Rebate Calculation Expenses. An Investor may request that program counsel furnish a formal legal opinion in conjunction with an arbitrage rebate calculation, yield reduction payment calculation or exception compliance report prepared by the Investment Adviser. If requested, the fee will be \$1,000 for a formal legal opinion associated with any calculation or exception compliance report for a fixed rate bond issue all proceeds of which have been invested under the Illinois Portfolio during the entire period of the formal report or exception compliance report. For variable-rate bond issues and in other special circumstances there will be an additional fee.

Custodial Arrangements. U.S. Bank National Association, St. Paul, MN, is Custodian for the Portfolio and Individual Portfolios related to proceeds from general obligation bond issues. The Custodian holds all cash and securities of the Portfolio and the Individual Portfolios, except that certain securities owned by the Portfolio or Individual Portfolios and subject to repurchase agreements may be held by other custodians acting for the Trust or respective Individual Portfolio. The Custodian does not participate in determining the investment policies of the Trust or in investment decisions. The Investment Adviser may invest funds of the Portfolio or Individual Portfolios in the Custodian's obligations and may buy or sell securities through the Custodian.

Tax Matters. Section 115(1) of the Code provides that gross income does not include income that is derived from the exercise of any essential government function and accrues to a state or any political subdivision thereof. The investment of the proceeds of a bond issue in order to receive some yield until such proceeds are spent on the governmental purpose of the bond issue should constitute the exercise of an essential governmental function for purposes of Section 115(1) of the Code. The Investors have an unrestricted right to receive in their own right (a) their proportionate share of the Portfolio's income as it is earned, based on their ownership of the Shares, and (b) the income of the investments held in their Individual Portfolios under the provisions of the Illinois Portfolio. Consequently, both the Illinois Portfolio's income and the income for the Individual Portfolios accrue to the Investors within the meaning of Section 115(1) of the Code.

Based on the foregoing, the income of the Illinois Portfolio and of an Individual Portfolio derived from the investment of the proceeds of an Investor's bond issues is excludable from the gross income of the Investor.

A Confirmation Letter sent by the Investment Advisor will request certain information from an Investor with respect to the investment of proceeds of its bond issue in the Illinois Portfolio or an Individual Portfolio in connection with the requirements of the Code relating to tax exempt bonds (or tax advantaged bonds). The Investment Adviser relies on the accuracy of the information supplied by the Investor in the Confirmation Letter, and the Investment Adviser will make no independent determination of the information supplied in the Confirmation Letter. If the Investor supplies inaccurate information in the Confirmation Letter, or if the Investor fails to return a completed Confirmation Letter, then the services provided by the Investment Adviser may not be accurate.

For More Information

We send each Investor annual reports containing independently audited financial statements for the Portfolios. We also provide monthly account summaries, which describe dividends declared and shares purchased through dividend reinvestment. Other individual account information is available upon request.

To buy or sell shares of a Portfolio, make additional deposits, receive free copies of this document or the Portfolio's reports, or for general inquiries, please contact us:

By telephone:

(800) 731-6870 for the IIIT Class

(800) 731-6830 for the IPDLAF+ Class.

By mail:

PFM Asset Management LLC

222 North LaSalle, Suite 910

Chicago, Illinois 60601

On our websites: www.iiit.us or www.ipdlaf.org

*This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Trust's investment objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in the Trust's current Information Statements, which should be read carefully before investing. A copy of the Trust's Information Statement for the IIIT Class of the Illinois Portfolio and Illinois TERM may be obtained by calling 1-800-731-6870 or is available on the Trust's website at www.iiit.us. A copy of the Information Statement for the IPDLAF+ Class and Illinois TERM may be obtained by calling 1-800-731-6830 or is available on its website at www.ipdlaf.org. While both the IIIT and IPDLAF+ Classes of the Illinois Portfolio seek to maintain a stable net asset value of \$1.00 per share and the Illinois TERM series seek to achieve a net asset value of \$1.00 per share at its stated maturity, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is a wholly owned subsidiary of PFM Asset Management LLC.*



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: February 11, 2019

TO: Committee of the Whole

FROM: Tim Schloneger
Village Manager

SUBJECT: Proposed Budget – 2019/2020 - Water and Sewer Operating Fund

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

The fiscal year 2019/2020 Water and Sewer Operating Fund budget is proposed estimated expenditures of \$7,967,300, which includes a \$1,320,000 transfer to the Water and Sewer Capital Fund.

ANTICIPATED REVENUE - WATER AND SEWER OPERATING FUND – (\$9,904,000)

Approximately \$9,620,000 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 – (\$7,967,300)

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 2019/2020 Water and Sewer Operating Fund

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

PERSONNEL - (Water \$1,483,000 - Sewer \$1,318,000)

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 \$693,000 - Sewer \$790,600)

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 \$217,475 – Sewer \$166,700) This account includes the costs for services of lab testing, valve maintenance, water system leak audit, outsourcing of utility billing, maintenance of the SCADA system, and the state's increased fee for the sewage treatment plant NPDES fee.

ACCOUNT 42262, SLUDGE REMOVAL - Under the Sewer Division, this item covers the contract cost for sludge hauling and disposal (\$123,500) and is based on the estimated volume of sludge generated at the sewage treatment plant. Due to new regulations, the landfilling

Proposed 2019/2020 Water and Sewer Operating Fund

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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 \$340,600 - Sewer \$274,500)

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

<u>Account #</u>	<u>100% Water Division</u>		<u>Account #</u>	<u>100% Sewer Division</u>	
43309	Anthracite	\$5,000	43342	Ferric Chloride	\$75,000
43342	Softening Salt	\$17,500	43342	Polymer for Sludge Thickening	\$36,000
43342	Citric Acid	\$25,000			
43342	Sodium Hypochlorite	\$90,000			
43342	Orthophosphate	\$40,000			
43342	Fluoride	\$8,500			

<u>Account #</u>	<u>50% Water and 50% Sewer Divisions</u>	
43317	Postage for Water & Sewer Bills and Notices	\$48,000
43348	Meters & Meter Supplies	\$30,350

MAINTENANCE - (Water \$429,000 - Sewer \$381,500)

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

<u>Account #</u>	<u>100% Water Division</u>		<u>Account #</u>	<u>100% Sewer Division</u>	
44418	Remove & Inspect Well No. 7	\$40,000	44412	BNR Recirculation Pump Replacement	\$25,000
44418	Remove & Inspect Well No. 10	\$80,000	44412	Blower 403 Rebuild	\$10,000
44418	Remove & Inspect Well No. 9	\$40,000	44412	Intermediate Pump 402 Rebuild	\$20,000

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CAPITAL EXPENDITURES - (Water \$29,250 - Sewer \$29,250)

ACCOUNT 43335, VEHICLES & EQUIPMENT - \$30,000 to replace existing Ford Escape with a Kia hybrid SUV.

ACCOUNT 45590, CAPITAL PURCHASES - \$28,500 for the water and sewer share of the Cityfront artificial intelligence application. This line item accounts for the capital outlay for each of the divisions for purchases of \$10,000 and over. Certain purchases are specific to either division while other purchases are shared between both divisions.

OTHER CHARGES - (Water \$21,700 - Sewer \$20,400)

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 19/20, pursuant to the most recent water and sewer rate and fee study. Fund balance will be applied to future infrastructure maintenance and replacement projects. Operation and maintenance costs are increasing due to expansion to water and sewer distribution and treatment processes and continued aging of the entire system.

The water and sewer operating budgets are recognizing the balance of operation and maintenance costs equally between Water and Sewer Divisions (approximately 52% water – 48% sewer). There is 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 future budgets.

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 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Q2	FY 19/20 Budget
07000400	33035	Donations-Operating-W&S	\$ 26,631.29	\$ 1,127.69	\$ 3,202.62	\$ 1,000.00	\$ 2,245.92	\$ 2,000.00
07000400	33235	Grants-Operating		9,637.70	2,962.30	-	-	-
07000400	34100	Rental Income ¹	64,545.37	50,805.99	48,793.12	77,000.00	290.00	80,000.00
07000400	34200	Miscellaneous Billings	-	-	(89.68)	-	-	-
07000400	34700	Water Fees	2,859,680.50	2,895,172.14	3,101,445.92	3,300,000.00	1,729,798.90	3,700,000.00
07000400	34710	Sewer Fees	2,726,441.33	2,866,342.96	3,304,618.29	3,800,000.00	1,907,509.68	4,600,000.00
07000400	34715	Infrastructure Fee	-	659,589.67	1,318,838.97	1,300,000.00	661,927.68	1,320,000.00
07000400	34720	Administrative Fees	1,308.96	2,002.50	2,075.00	1,500.00	1,660.00	2,000.00
07000400	34730	Late Charges	66,827.07	66,259.02	70,954.47	66,000.00	38,364.01	66,000.00
07000400	34740	Reinstatement Fees	14,010.99	11,986.58	15,482.20	11,000.00	6,754.70	12,000.00
07000400	34820	Meter Sales	37,966.00	26,622.00	33,769.00	25,000.00	28,428.00	40,000.00
07000500	36001	Interest	611.84	1,509.24	1,875.87	2,000.00	948.99	2,000.00
07000500	36020	Interest - Investment Pools	10,282.18	19,050.68	73,115.42	26,000.00	37,638.45	70,000.00
07000400	37100	Restitution	4,809.27	1,384.22	630.81	500.00	-	-
07000500	37110	Insurance Claims	-	2,787.82	-	-	-	-
07000400	37905	Sale of Surplus Property	9,763.11	3,739.32	31,764.22	10,000.00	6,109.55	10,000.00
Water & Sewer Operating Fund Total			\$ 5,822,877.91	\$ 6,618,017.53	\$ 8,009,438.53	\$ 8,620,000.00	\$ 4,421,675.88	\$ 9,904,000.00
Actual figures have been adjusted, per auditor.								
¹ - Accounts for rental from wireless service providers for tower rental fees.								

Water and Sewer Operating Fund

Total Expenses

			FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Q2	FY 18/19 Budget	FY 19/20 Dept.	FY 19/20 Manager	FY 19/20 Budget
07700400		Water Division Total	\$ 2,742,114.56	\$ 2,616,175.38	\$ 2,734,859.23	\$ 1,656,238.54	\$ 3,204,800.00	\$ 2,980,961.00	\$ 2,996,550.00	\$ -
07800400		Sewer Division Total	2,606,936.32	2,519,549.89	2,554,701.80	1,812,243.21	2,891,700.00	2,861,295.00	2,814,250.00	-
07080400	46680	Bond Principal Payment	590,000.00	610,000.00	630,000.00	-	665,000.00	695,000.00	695,000.00	-
07080400	46681	Bond Interest Expense	202,734.91	184,984.91	166,634.91	79,712.50	159,500.00	139,500.00	139,500.00	-
07080400	46682	Bond Fees	428.00	428.00	428.00	-	2,000.00	2,000.00	2,000.00	-
07800500	48012	Transfer to W/S Capital	-	-	1,318,838.97	661,927.68	1,697,000.00	1,320,000.00	1,320,000.00	-
Subtotal			\$ 6,142,213.79	\$ 5,931,138.18	\$ 7,405,462.91	\$ 4,210,121.93	\$ 8,620,000.00	\$ 7,998,756.00	\$ 7,967,300.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ 97,813.40	\$ 54,075.64	\$ 14,601.58	\$ -	\$ -	\$ -	\$ -	\$ -
07800400	47853	Pension Expense W/S	84,320.06	46,754.22	12,930.26	-	-	-	-	-
07800400	47785	Depreciation Expense	3,513,150.00	3,486,871.00	3,457,134.00	-	-	-	-	-
Subtotal			\$ 3,695,283.46	\$ 3,587,700.86	\$ 3,484,665.84	\$ -	\$ -	\$ -	\$ -	\$ -
Water and Sewer Operating Fund Total			\$ 9,837,497.25	\$ 9,518,839.04	\$ 10,890,128.75	\$ 4,210,121.93	\$ 8,620,000.00	\$ 7,998,756.00	\$ 7,967,300.00	\$ -
Depreciation Expense, which is an adjustment made by the auditors each year, has been moved from the Sewer Division budget to this summary budget.										

Public Works - Water Division

Expenses

		FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 19/20	
		Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget	
Personnel										
07700400	41103	IMRF	\$ 119,269.87	\$ 119,062.18	\$ 119,132.30	\$ 57,184.30	\$ 122,000.00	\$ 108,000.00	\$ 110,000.00	\$ -
07700400	41104	FICA	78,508.12	78,744.43	79,301.42	39,309.09	83,000.00	85,000.00	85,000.00	-
07700400	41105	Unemployment Tax	1,628.53	1,558.72	1,377.38	100.71	1,800.00	1,800.00	2,000.00	-
07700400	41106	Health Insurance	195,276.08	174,803.46	171,978.93	86,905.06	185,000.00	187,000.00	186,000.00	-
07700400	41110	Salaries	1,048,704.44	1,047,067.85	1,021,538.51	513,773.55	1,040,000.00	1,070,000.00	1,070,000.00	-
07700400	41140	Overtime	29,212.58	30,215.44	5,056.30	19,542.99	30,000.00	30,000.00	30,000.00	-
Subtotal			\$ 1,472,599.62	\$ 1,451,452.08	\$ 1,398,384.84	\$ 716,815.70	\$ 1,461,800.00	\$ 1,481,800.00	\$ 1,483,000.00	\$ -
Contractual Services										
07700400	42210	Telephone	\$ 14,580.36	\$ 19,492.78	\$ 20,087.54	\$ 9,479.87	\$ 18,600.00	\$ 22,700.00	\$ 22,700.00	\$ -
07700400	42211	Natural Gas	15,477.54	17,803.37	18,689.90	3,360.90	20,000.00	20,350.00	20,350.00	-
07700400	42212	Electric	240,950.37	242,154.79	230,298.17	85,579.17	245,000.00	250,000.00	250,000.00	-
07700400	42225	Bank Processing Fees	19,523.96	21,213.28	23,934.01	12,743.64	25,000.00	27,000.00	27,000.00	-
07700400	42226	ACH Rebate	-	9,960.00	21,135.00	11,174.00	21,000.00	23,000.00	23,000.00	-
07700400	42230	Legal Services	144.38	2,209.38	306.25	218.75	4,000.00	4,000.00	4,000.00	-
07700400	42231	Audit Services	5,345.44	4,459.95	4,549.19	3,724.15	5,100.00	5,100.00	5,100.00	-
07700400	42232	Engineering Services	33,319.77	17,474.02	-	-	30,000.00	30,000.00	30,000.00	-
07700400	42234	Professional Services	115,910.80	136,537.35	190,465.91	67,882.75	209,700.00	217,416.00	217,475.00	-
07700400	42236	Insurance	77,100.81	82,573.02	64,112.69	63,702.88	65,000.00	86,000.00	86,000.00	-
07700400	42242	Publications	711.82	744.04	516.00	444.50	1,250.00	1,125.00	1,125.00	-
07700400	42243	Printing & Advertising	2,847.32	3,541.56	3,385.66	3,267.91	3,650.00	3,650.00	3,650.00	-
07700400	42260	Physical Exams	392.50	329.25	158.25	126.00	1,600.00	1,600.00	1,600.00	-
07700400	42270	Equipment Rental	201.60	576.56	-	339.36	1,000.00	1,000.00	1,000.00	-
Subtotal			\$ 526,506.67	\$ 559,069.35	\$ 577,638.57	\$ 262,043.88	\$ 650,900.00	\$ 692,941.00	\$ 693,000.00	\$ -
Supplies & Materials										
07700400	43308	Office Supplies	\$ 482.36	\$ 645.90	\$ 353.04	\$ 240.84	\$ 550.00	\$ 500.00	\$ 500.00	\$ -
07700400	43309	Materials	10,263.55	8,754.54	13,777.60	3,575.35	18,050.00	18,050.00	18,050.00	-
07700400	43317	Postage	26,168.65	25,389.72	24,973.31	12,658.12	26,000.00	26,000.00	26,000.00	-
07700400	43320	Tools, Equipment & Supplies	24,924.02	14,962.37	11,151.65	5,104.42	9,000.00	9,000.00	9,000.00	-
07700400	43332	Office Furniture & Equipment	43,822.08	758.37	1,521.65	689.99	1,000.00	1,500.00	1,500.00	-
07700400	43333	IT Equipment	-	43,337.43	47,771.45	31,358.51	43,800.00	56,000.00	56,000.00	-
07700400	43340	Fuel	16,447.02	17,853.10	17,650.74	11,011.72	18,000.00	17,000.00	17,000.00	-
07700400	43342	Chemicals	154,462.46	151,939.24	164,118.86	78,207.19	185,000.00	187,000.00	187,000.00	-
07700400	43345	Lab Supplies	11,116.44	8,613.29	9,963.39	4,353.67	9,900.00	10,400.00	10,400.00	-
07700400	43348	Meters & Meter Supplies	68,021.05	39,174.84	28,134.71	2,583.53	17,500.00	15,120.00	15,150.00	-
Subtotal			\$ 355,707.63	\$ 311,428.80	\$ 319,416.40	\$ 149,783.34	\$ 328,800.00	\$ 340,570.00	\$ 340,600.00	\$ -
Maintenance										
07700400	44410	Booster Station	\$ 21,058.57	\$ 17,077.10	\$ 6,356.90	\$ 6,646.83	\$ 23,500.00	\$ 17,200.00	\$ 17,200.00	\$ -
07700400	44411	Storage Facility	15,069.89	6,636.95	8,677.14	5,895.00	14,500.00	8,500.00	8,500.00	-
07700400	44412	Treatment Facility	36,594.20	46,600.89	87,303.41	350,066.94	375,750.00	34,400.00	34,400.00	-
07700400	44415	Distribution System	14,324.55	32,925.73	51,483.80	12,574.65	47,950.00	55,450.00	55,500.00	-
07700400	44418	Wells	82,922.77	48,389.97	135,116.80	59,522.85	126,100.00	168,600.00	168,600.00	-
07700400	44420	Vehicle Maintenance (S)	54,393.23	20,556.72	20,457.53	11,948.51	24,000.00	20,000.00	20,000.00	-
07700400	44421	Equipment Maintenance (S)	(8,144.54)	17,036.42	25,393.12	13,217.20	26,000.00	20,000.00	20,000.00	-
07700400	44423	Building Services (S)	88,616.41	91,280.15	93,216.24	48,731.93	106,000.00	104,000.00	104,000.00	-
07700400	44426	Office Equipment Maintenance	350.00	367.89	431.05	312.97	800.00	800.00	800.00	-
Subtotal			\$ 305,185.08	\$ 280,871.82	\$ 428,435.99	\$ 508,916.88	\$ 744,600.00	\$ 428,950.00	\$ 429,000.00	\$ -
Capital Expenditures										
07700400	43335	Vehicles & Equipment	\$ 65,660.70	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -
07700400	45590	Capital Purchase	1,406.25	-	-	11,250.00	-	-	14,250.00	-
07700400	45593	Capital Improvement	-	-	-	-	-	-	-	-
Subtotal			\$ 67,066.95	\$ -	\$ -	\$ 11,250.00	\$ -	\$ 15,000.00	\$ 29,250.00	\$ -
Other Charges										
07700400	47740	Travel/Training/Dues	\$ 7,691.09	\$ 6,470.13	\$ 5,243.09	\$ 3,377.88	\$ 8,500.00	\$ 11,500.00	\$ 11,500.00	\$ -
07700400	47760	Uniforms & Safety Items	7,357.52	6,883.20	5,740.34	4,050.86	10,200.00	10,200.00	10,200.00	-
Subtotal			\$ 15,048.61	\$ 13,353.33	\$ 10,983.43	\$ 7,428.74	\$ 18,700.00	\$ 21,700.00	\$ 21,700.00	\$ -
Water Total			\$ 2,742,114.56	\$ 2,616,175.38	\$ 2,734,859.23	\$ 1,656,238.54	\$ 3,204,800.00	\$ 2,980,961.00	\$ 2,996,550.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ 97,813.40	\$ 54,075.64	\$ 14,601.58	\$ -	\$ -	\$ -	\$ -	\$ -
Water Total (Audited)			\$ 2,839,927.96	\$ 2,670,251.02	\$ 2,749,460.81	\$ 1,656,238.54	\$ 3,204,800.00	\$ 2,980,961.00	\$ 2,996,550.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										

Public Works - Sewer Division

Expenses

			FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 19/20
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Personnel										
07800400	41103	IMRF	\$ 103,504.43	\$ 102,648.74	\$ 104,851.90	\$ 51,343.50	\$ 110,000.00	\$ 103,000.00	\$ 100,000.00	\$ -
07800400	41104	FICA	68,128.85	68,064.53	70,198.00	35,635.74	75,000.00	81,000.00	78,000.00	-
07800400	41105	Unemployment Tax	1,411.70	1,366.53	1,260.07	203.82	1,650.00	1,600.00	2,000.00	-
07800400	41106	Health Insurance	153,588.54	136,732.32	137,042.39	65,000.52	160,000.00	162,000.00	142,000.00	-
07800400	41110	Salaries	905,867.38	897,841.76	921,193.76	465,017.19	941,000.00	1,007,000.00	966,000.00	-
07800400	41140	Overtime	21,694.46	25,464.87	32,679.88	15,116.11	25,000.00	25,000.00	30,000.00	-
Subtotal			\$ 1,254,195.36	\$ 1,232,118.75	\$ 1,267,226.00	\$ 632,316.88	\$ 1,312,650.00	\$ 1,379,600.00	\$ 1,318,000.00	\$ -
Contractual Services										
07800400	42210	Telephone	\$ 7,684.86	\$ 11,634.30	\$ 15,371.79	\$ 7,522.42	\$ 22,000.00	\$ 21,000.00	\$ 21,000.00	\$ -
07800400	42211	Natural Gas	10,007.57	11,084.65	8,741.83	1,426.21	14,000.00	15,050.00	15,075.00	-
07800400	42212	Electric	308,055.88	316,503.06	282,064.26	94,422.74	317,000.00	317,000.00	317,000.00	-
07800400	42225	Bank Processing Fees	19,523.85	21,213.21	23,933.89	12,743.63	25,000.00	27,000.00	27,000.00	-
07800400	42226	ACH Rebate	-	10,001.00	21,225.50	11,223.00	21,000.00	23,000.00	23,000.00	-
07800400	42230	Legal Services	144.37	284.37	43.75	-	4,000.00	4,000.00	4,000.00	-
07800400	42231	Audit Services	5,345.44	4,459.95	4,549.20	3,724.15	5,100.00	5,100.00	5,100.00	-
07800400	42232	Engineering Services	19,818.76	-	1,673.97	-	29,000.00	4,000.00	4,000.00	-
07800400	42234	Professional Services	87,876.28	93,294.75	148,744.49	75,221.92	164,900.00	166,700.00	166,700.00	-
07800400	42236	Insurance	75,789.57	74,541.95	60,859.76	55,238.18	63,000.00	78,000.00	78,000.00	-
07800400	42242	Publications	573.00	744.04	567.52	528.94	1,100.00	1,125.00	1,125.00	-
07800400	42243	Printing & Advertising	285.08	753.43	575.49	656.90	1,000.00	1,000.00	1,000.00	-
07800400	42260	Physical Exams	502.50	342.75	405.25	268.00	1,600.00	1,600.00	1,600.00	-
07800400	42262	Sludge Removal	136,920.30	94,040.70	92,468.25	23,837.40	121,500.00	123,500.00	123,500.00	-
07800400	42270	Equipment Rental	-	1,210.50	701.60	-	1,000.00	2,500.00	2,500.00	-
Subtotal			\$ 672,527.46	\$ 640,108.66	\$ 661,926.55	\$ 286,813.49	\$ 791,200.00	\$ 790,575.00	\$ 790,600.00	\$ -
Supplies & Materials										
07800400	43308	Office Supplies	\$ 455.58	\$ 559.63	\$ 258.71	\$ 163.58	\$ 550.00	\$ 500.00	\$ 500.00	\$ -
07800400	43309	Materials	3,123.26	5,811.69	4,883.17	1,933.16	18,800.00	18,800.00	18,800.00	-
07800400	43317	Postage	26,173.59	25,179.50	24,977.31	12,658.07	26,000.00	26,000.00	26,000.00	-
07800400	43320	Tools, Equipment & Supplies	32,976.86	22,359.82	15,718.96	19,553.78	17,000.00	19,500.00	19,500.00	-
07800400	43332	Office Furniture & Equipment	55,397.05	25.00	12,574.50	490.00	500.00	3,000.00	3,000.00	-
07800400	43333	IT Equipment	-	63,309.42	57,985.34	29,640.37	42,100.00	55,000.00	55,000.00	-
07800400	43340	Fuel	10,880.94	13,537.33	16,681.81	10,003.62	13,000.00	14,500.00	14,500.00	-
07800400	43342	Chemicals	45,598.40	39,308.27	60,043.33	16,474.56	238,000.00	114,500.00	114,500.00	-
07800400	43345	Lab Supplies	5,595.73	6,165.18	3,905.30	2,604.65	6,900.00	7,500.00	7,500.00	-
07800400	43348	Meters & Meter Supplies	69,112.24	39,030.68	26,788.59	1,815.25	17,500.00	15,120.00	15,200.00	-
Subtotal			\$ 249,313.65	\$ 215,286.52	\$ 223,817.02	\$ 95,337.04	\$ 380,350.00	\$ 274,420.00	\$ 274,500.00	\$ -
Maintenance										
07800400	44412	Treatment Facility	\$ 182,918.28	\$ 183,891.99	\$ 154,036.31	\$ 18,082.48	\$ 148,400.00	\$ 84,100.00	\$ 84,100.00	\$ -
07800400	44414	Lift Station Maintenance	68,643.47	36,655.78	59,868.20	5,053.21	50,700.00	58,950.00	58,950.00	-
07800400	44416	Collection System Maintenance	4,914.55	787.95	3,471.73	11,525.31	22,500.00	77,350.00	77,350.00	-
07800400	44420	Vehicle Maintenance (S)	17,984.91	36,291.40	29,271.88	15,495.76	30,000.00	30,000.00	30,000.00	-
07800400	44421	Equipment Maintenance (S)	28,408.98	17,248.66	33,845.96	15,432.37	29,000.00	28,000.00	28,000.00	-
07800400	44423	Building Services (S)	112,658.62	122,505.62	94,770.07	52,072.40	106,000.00	102,000.00	102,000.00	-
07800400	44426	Office Equipment Maintenance	600.00	621.35	731.05	335.26	1,100.00	1,100.00	1,100.00	-
Subtotal			\$ 416,128.81	\$ 398,002.75	\$ 375,995.20	\$ 117,996.79	\$ 387,700.00	\$ 381,500.00	\$ 381,500.00	\$ -
Capital Expenditures										
07800400	43335	Vehicles & Equipment	\$ -	\$ 19,550.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -
07800400	45590	Capital Purchase	1,406.25	-	-	11,250.00	-	-	14,250.00	-
Subtotal			\$ 1,406.25	\$ 19,550.00	\$ -	\$ 11,250.00	\$ -	\$ 15,000.00	\$ 29,250.00	\$ -
Other Charges										
07800400	47740	Travel/Training/Dues	\$ 5,694.36	\$ 6,616.44	\$ 4,776.98	\$ 2,199.08	\$ 7,300.00	\$ 7,700.00	\$ 7,700.00	\$ -
07800400	47760	Uniforms & Safety Items	7,670.43	7,866.77	8,029.79	4,402.25	12,500.00	12,500.00	12,700.00	-
Subtotal			\$ 13,364.79	\$ 14,483.21	\$ 12,806.77	\$ 6,601.33	\$ 19,800.00	\$ 20,200.00	\$ 20,400.00	\$ -
Sewer Total			\$ 2,606,936.32	\$ 2,519,549.89	\$ 2,541,771.54	\$ 1,150,315.53	\$ 2,891,700.00	\$ 2,861,295.00	\$ 2,814,250.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ 84,320.06	\$ 46,754.22	\$ 12,930.26			\$ -	\$ -	\$ -
Sewer Total (Audited)			\$ 2,691,256.38	\$ 2,566,304.11	\$ 2,554,701.80	\$ 1,150,315.53	\$ 2,891,700.00	\$ 2,861,295.00	\$ 2,814,250.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.										



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: February 11, 2019

TO: *Committee of the Whole*

FROM: *Tim Schloneger*

SUBJECT: ***Proposed Budget – 2019/2020 - 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 2019/2020. Each of these special funds operates independently from the General Fund; however, the Swimming Pool Fund needs to be supported by a transfer (\$141,500) from the General Fund to maintain a balance of revenues and expenditures. Interest from the monies in the Cemetery Trust Account is intended to fund major repairs such as gravestones. The proposed expenditures for the Cemetery Fund and Swimming Pool Fund are balanced with expenditures at \$42,600 and \$258,700, 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 balance corresponding expenditures to ensure the long-term financial stability of the Algonquin Cemetery. Further, implementation of administrative rules for the Cemetery Oversight Act require additional performance standards and licensing fees for municipal cemeteries, which are accounted for in the fee schedule.

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

The \$1,500 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.

Proposed 2019/2020 Cemetery and Swimming Pool Funds

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ESTIMATED EXPENDITURES - CEMETERY FUND \$42,600

ACCOUNT 42234, PROFESSIONAL SERVICES - \$31,000 - This item accounts for the majority of the cemetery expenditures. It is reflective of the current contract for maintenance of the cemetery which consists of all lawn mowing, weed control, trimming, snow removal, and leaf raking. When monuments or markers become so dilapidated as to disfigure the remainder of the cemetery, the Village as trustee may require to either have the markers or monuments repaired by the friends or relatives of the owner of the lot or to remove the markers.

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

ACCOUNT 42290, GRAVE OPENINGS - \$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.

SUMMARY - CEMETERY FUND

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

Proposed 2019/2020 Cemetery and Swimming Pool Funds

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ANTICIPATED REVENUE - SWIMMING POOL FUND - \$258,700

RENTAL INCOME - \$28,000 - This revenue item covers rental fees for pool parties scheduled after hours and reimbursement for staff time needed to oversee swim team and school use of the pool when the general public is not in attendance. It also includes locker rental and the use agreement with the Trails Swim Team for use of the facility.

SWIMMING ANNUAL FEES - \$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 - \$28,000 - Based on past experiences, this line item estimates the amount of daily fees from non-pass users. However, the revenue varies from year to year due to weather conditions and temperatures during the season.

LESSONS - \$16,500- 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 - \$141,500 - 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-five percent (55%) of the pool revenue is accounted for by this transfer.

ESTIMATED EXPENDITURES – SWIMMING POOL FUND - \$258,700

PERSONNEL - \$95,400 - 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 an employee referral program to encourage pool staff to help recruit Lifeguard positions, which has been challenging in recent years.

Proposed 2019/2020 Cemetery and Swimming Pool Funds

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CONTRACTUAL SERVICES - \$27,600 - 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 - \$8,200 - This expenditure account includes the general operational needs for office supplies, ID supplies, software, cash register, and pool forms.

MAINTENANCE - \$115,000 - 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 appropriate from the 44423 account. Outsourced building maintenance items include the following:

1. Replacement flooring in locker rooms (\$32,000): This expense will cover the floor preparation and installation of rubber-foam tile (anti-slip). Existing flooring is concrete with several cracks and chipped paint areas with rubber mats along walkway areas. The areas not covered by rubber mats creates the risk of slip hazards and injury to patrons. The mats further create trip hazards between transition areas and also prohibit proper water flow to drains in locker area. Solution will create a uniform soft/rubber tile system that will allow drainage to floor drains and greatly reduce trip and slip hazards for staff and patrons.
2. Bath House Water Heater (\$5,000): The current bath house water heater was manufactured in 1996, therefore this unit is 22 years in age, these units have a useful life of 10 years.
3. Summarization/Winterization Services (\$12,000): Outsource the startup and shut down of the pool. Work includes draining/filling of pool, facility inspection, chemical establishment etc. This cost-effective solution provided by pool companies will eliminate operating peaks for staff and further reduce building services annual expenditures.

A future expenditure to replace the Sand Filters (Pump House) is not included in the budget. The pool currently has three (3) fiber glass sand filters to clean the pool. These filters last replaced in 1997 and have a useful life of 20-25 years. The current filters are experiencing hairline cracks causing leaks in the pump room. In the current condition the pool can remain open (meeting state guideline for flow rate), however, if these fail the pool will be immediately shut down. The estimated replacement cost for like filters is in the range of \$200,000 to \$250,000. Plans for this repair need to be made for future to avoid permanently closing the pool. Public Works is working to find additional companies to provide this replacement for cost comparisons.

Proposed 2019/2020 Cemetery and Swimming Pool Funds

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OTHER CHARGES - \$12,500 - 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 (55% of the pool's expenses) to cover the increasing maintenance costs, recreational swimming opportunities continue to be offered to the public in the 2019 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 pursuit of a Parks and Recreation Master Plan in FY 19/20 (budgeted in Park Fund) will assist in determining the future direction and service delivery alternatives for park and recreation facility (including aquatics) development consistent with resident demand and expectations. The FY 19/20 budget as proposed will continue to provide aquatic recreational opportunities to our community at a good value.

Attachment

Cemetery Fund

Revenues

			FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Q2	FY 19/20 Budget
02000100	34100	Rental Income ¹	\$ 21,386.43	\$ 22,028.02	\$ 22,688.86	\$ 23,000.00	\$ 23,369.53	\$ 24,000.00
02000100	34300	Lots & Graves	2,400.00	2,650.00	8,600.00	3,000.00	4,350.00	5,000.00
02000100	34310	Grave Opening	6,225.00	13,400.00	16,350.00	10,000.00	4,900.00	12,000.00
02000100	34320	Perpetual Care ²	500.00	750.00	2,500.00	1,000.00	1,250.00	1,500.00
02000500	36001	Interest	5.89	5.82	8.07	-	5.29	-
02000500	36020	Interest - Investment Pools	524.52	1,305.53	2,843.09	2,000.00	2,318.66	4,500.00
02000500	36026	Interest - Cemetery Trust ²	16.04	16.12	16.75	-	8.91	-
Cemetery Fund Total			\$ 31,057.88	\$ 40,155.49	\$ 53,006.77	\$ 39,000.00	\$ 36,202.39	\$ 47,000.00
¹ - Rental Income includes the annual rental payment for a ground lease by a wireless service provider at the cemetery.								
² - Restricted Account								

Cemetery Fund

Expenditures

			FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Q2	FY 18/19 Budget	FY 19/20 Dept.	FY 19/20 Manager	FY 19/20 Budget
02400100	42234	Professional Services	\$ 21,100.00	\$ 20,851.46	\$ 26,957.93	\$ 9,576.00	\$ 27,800.00	\$ 31,000.00	\$ 31,000.00	\$ -
02400100	42236	Insurance	912.78	1,086.50	1,084.11	1,054.38	1,100.00	1,100.00	1,100.00	-
02400100	42290	Grave Opening	6,000.00	10,250.00	12,800.00	4,350.00	8,000.00	10,000.00	10,000.00	-
02400100	43319	Supplies	-	837.83	-	-	1,100.00	500.00	500.00	-
Cemetery Fund Total			\$ 28,012.78	\$ 33,025.79	\$ 40,842.04	\$ 14,980.38	\$ 38,000.00	\$ 42,600.00	\$ 42,600.00	\$ -

Swimming Pool Fund

Revenues

			FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Q2	FY 19/20 Budget
05000100	33030	Donations-Operating-Gen. Gov.	\$ 471.00	\$ 286.20	\$ 126.00	\$ -	\$ 1,614.20	\$ 100.00
05000100	34100	Rental Income ¹	22,440.80	25,906.00	26,153.80	25,000.00	28,780.00	28,000.00
05000100	34500	Swimming Annual Pass	31,325.00	30,275.00	31,865.00	34,000.00	35,670.00	35,000.00
05000100	34510	Swimming Daily Fees ²	30,144.45	25,890.63	25,885.35	26,000.00	28,826.00	28,000.00
05000100	34520	Swimming Lesson Fees	20,301.00	23,010.00	18,073.00	22,000.00	15,599.25	16,500.00
05000100	34560	Concessions	8,657.83	9,151.96	9,243.13	9,000.00	9,617.51	9,500.00
05000500	36001	Interest	3.04	14.63	67.36	-	83.48	100.00
05000500	37900	Miscellaneous Revenue	-	-	-	-	-	-
05000500	38001	Transfer from General Fund	87,486.88	88,628.70	80,617.42	147,000.00	76,695.23	141,500.00
Swimming Pool Fund Total			\$ 200,830.00	\$ 203,163.12	\$ 192,031.06	\$ 263,000.00	\$ 196,885.67	\$ 258,700.00
Notes:								
¹ - Trails Swim Team contribution.								
² - Includes reduced admission for groups.								

Swimming Pool Fund

Expenditures

			FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 19/20
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Nondepartmental Personnel										
05900100	41104	FICA	\$ 5,654.52	\$ 5,400.47	\$ 5,459.32	\$ 4,915.32	\$ 6,500.00	\$ 6,700.00	\$ 6,700.00	\$ -
05900100	41105	Unemployment Tax	554.48	600.13	606.62	465.77	750.00	700.00	700.00	-
05900100	41110	Salaries	73,916.10	70,595.16	71,363.96	62,543.49	83,000.00	86,000.00	86,000.00	-
05900100	41140	Overtime	-	-	-	1,708.92	-	2,000.00	2,000.00	-
Subtotal			\$ 80,125.10	\$ 76,595.76	\$ 77,429.90	\$ 69,633.50	\$ 90,250.00	\$ 95,400.00	\$ 95,400.00	\$ -
Contractual Services										
05900100	42210	Telephone	\$ 184.80	\$ 852.08	\$ 1,440.41	\$ 699.14	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ -
05900100	42211	Natural Gas	2,041.46	2,888.64	3,588.50	2,918.08	4,000.00	4,800.00	4,800.00	-
05900100	42212	Electric	5,923.20	5,835.34	5,097.70	4,740.06	6,000.00	6,000.00	6,000.00	-
05900100	42213	Water	4,067.44	4,770.81	4,425.77	4,963.62	5,000.00	5,500.00	5,500.00	-
05900100	42234	Professional Services	900.00	1,580.00	1,040.00	1,766.74	1,400.00	1,550.00	1,550.00	-
05900100	42236	Insurance	6,553.09	6,320.30	6,575.97	7,110.24	7,500.00	7,500.00	7,500.00	-
Subtotal			\$ 19,669.99	\$ 22,247.17	\$ 22,168.35	\$ 22,197.88	\$ 26,150.00	\$ 27,600.00	\$ 27,600.00	\$ -
Supplies & Materials										
05900100	43308	Office Supplies	\$ 986.67	\$ 197.47	\$ 951.25	\$ 837.73	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ -
05900100	43320	Tools, Equipment & Supplies	592.41	1,551.19	10,336.06	6,720.33	8,200.00	6,850.00	6,900.00	-
05900100	43332	Office Furniture & Equipment	-	199.00	-	-	-	-	-	-
05900100	43333	IT Equipment	-	621.30	419.90	-	-	-	-	-
Subtotal			\$ 1,579.08	\$ 2,568.96	\$ 11,707.21	\$ 7,558.06	\$ 9,500.00	\$ 8,150.00	\$ 8,200.00	\$ -
Maintenance										
05900100	44423	Building Services (S)	\$ 91,816.37	\$ 78,966.03	\$ 61,860.37	\$ 82,164.31	\$ 86,000.00	\$ 66,000.00	\$ 66,000.00	\$ -
05900100	44445	Outsourced Building Maint.	-	17,000.00	10,209.62	3,499.00	40,300.00	49,000.00	49,000.00	-
Subtotal			\$ 91,816.37	\$ 95,966.03	\$ 72,069.99	\$ 85,663.31	\$ 126,300.00	\$ 115,000.00	\$ 115,000.00	\$ -
Other Charges										
05900100	47701	Recreation Programs	\$ 947.00	\$ 353.00	\$ -	\$ 875.50	\$ 1,300.00	\$ 1,400.00	\$ 1,400.00	\$ -
05900100	47740	Travel/Training/Dues	715.00	910.00	1,375.00	1,218.00	1,200.00	2,100.00	2,100.00	-
05900100	47760	Uniforms & Safety Items	1,685.92	1,341.68	1,602.42	1,234.34	1,800.00	1,800.00	1,800.00	-
05900100	47800	Concession Purchases	4,491.03	4,920.59	5,121.13	6,084.70	6,500.00	7,200.00	7,200.00	-
Subtotal			\$ 7,838.95	\$ 7,525.27	\$ 8,098.55	\$ 9,412.54	\$ 10,800.00	\$ 12,500.00	\$ 12,500.00	\$ -
Swimming Pool Fund Total			\$ 201,029.49	\$ 204,903.19	\$ 191,474.00	\$ 194,465.29	\$ 263,000.00	\$ 258,650.00	\$ 258,700.00	\$ -
(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 11, 2019
TO: *Committee of the Whole*
FROM: *Tim Schloneger*
Village Manager

SUBJECT: ***Proposed Budget – 2019/2020 – Building Services Fund***

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

ANTICIPATED REVENUE

BUILDING SERVICES FUND - (\$862,000)

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 - (\$862,000)

BUILDING MAINTENANCE - PERSONNEL - (\$417,700)

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

BUILDING SERVICES - CONTRACTUAL – (\$9,700)

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

BUILDING SERVICES - SUPPLIES AND MATERIALS - (\$151,300)

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 (\$268,000)

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

BUILDING SERVICES - CAPITAL EXPENDITURES - \$0

No capital expenditures are anticipated.

BUILDING SERVICES – OTHER CHARGES - (\$15,300)

Other charges include the Division's share of travel, training, and dues for professional organizations, as well as uniforms and safety equipment needed by 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 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Q2	FY 18/19 Budget	FY 19/20 Budget
28	33160	Donations	\$ -	\$ 90.00	\$ 120.00	\$ 60.00	\$ -	\$ -
28	34900	Building Services Billings	917,936.72	870,060.10	842,417.09	494,029.04	930,200.00	862,000.00
28	37110	Insurance Claims	-	-	-	-	-	-
28	37905	Sale of Surplus Property	265.00	161.95	170.69	145.08	-	-
Building Services Fund Total			\$ 918,201.72	\$ 870,312.05	\$ 842,707.78	\$ 494,234.12	\$ 930,200.00	\$ 862,000.00

Building Services Fund

Expenses

			FY 15/16	FY 16/17	FY 17/18	FY 17/18	FY 18/19	FY 19/20	FY 19/20	FY 19/20
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Personnel										
28900000	41103	IMRF	\$ 34,217.00	\$ 33,404.11	\$ 37,427.85	\$ 19,098.63	\$ 42,000.00	\$ 37,000.00	\$ 30,000.00	\$ -
28900000	41104	FICA	22,614.26	22,667.67	25,805.94	13,621.86	29,000.00	30,000.00	25,000.00	-
28900000	41105	Unemployment Tax	440.61	595.60	546.74	52.54	700.00	700.00	700.00	-
28900000	41106	Health Insurance	52,002.92	48,174.92	51,311.59	26,285.37	56,000.00	58,000.00	52,000.00	-
28900000	41110	Salaries	295,803.05	298,121.02	334,450.60	175,989.61	347,000.00	359,000.00	298,000.00	-
28900000	41140	Overtime	10,708.52	6,731.44	12,478.48	7,000.74	12,000.00	12,000.00	12,000.00	-
Subtotal			\$ 415,786.36	\$ 409,694.76	\$ 462,021.20	\$ 242,048.75	\$ 486,700.00	\$ 496,700.00	\$ 417,700.00	\$ -
Contractual Services										
28900000	42210	Telephone	\$ 4,256.10	\$ 3,867.52	\$ 3,856.08	\$ 1,859.00	\$ 5,300.00	\$ 5,405.00	\$ 5,500.00	\$ -
28900000	42211	Natural Gas	-	-	-	-	-	-	-	-
28900000	42234	Professional Services	12,915.90	256.07	32,777.00	53.50	2,750.00	2,750.00	2,750.00	-
28900000	42242	Publications	250.00	-	-	15.94	500.00	250.00	250.00	-
28900000	42243	Printing & Advertising	57.90	14.81	-	-	50.00	550.00	550.00	-
28900000	42260	Physical Exams	165.00	215.00	60.00	35.00	300.00	150.00	150.00	-
28900000	42270	Equipment Rental	-	-	-	-	500.00	500.00	500.00	-
Subtotal			\$ 17,644.90	\$ 4,353.40	\$ 36,693.08	\$ 1,963.44	\$ 9,400.00	\$ 9,605.00	\$ 9,700.00	\$ -
Supplies & Materials										
28900000	43308	Office Supplies	\$ 203.26	\$ 283.18	\$ 150.00	\$ 128.74	\$ 150.00	\$ 225.00	\$ 225.00	\$ -
28900000	43317	Postage	-	-	-	-	500.00	500.00	500.00	-
28900000	43319	Building Supplies	148,570.29	148,673.92	142,256.74	68,676.78	140,950.00	180,550.00	142,525.00	-
28900000	43320	Tools, Equipment & Supplies	12,744.25	4,363.06	4,295.49	3,015.81	5,400.00	2,900.00	2,900.00	-
28900000	43332	Office Furniture & Equipment	4,574.81	829.41	-	-	-	250.00	250.00	-
28900000	43333	IT Equipment	-	2,266.86	1,071.01	3,755.25	4,600.00	1,900.00	1,900.00	-
28900000	43340	Fuel	2,100.76	2,210.23	2,871.36	1,636.13	3,000.00	3,000.00	3,000.00	-
Subtotal			\$ 168,193.37	\$ 158,626.66	\$ 150,644.60	\$ 77,212.71	\$ 154,600.00	\$ 189,325.00	\$ 151,300.00	\$ -
Maintenance										
28900000	44420	Vehicle Maintenance (S)	\$ 5,723.76	\$ 5,597.72	\$ 5,208.03	\$ 2,916.87	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
28900000	44421	Equipment Maintenance (S)	789.36	1,626.80	115.50	6.43	7,000.00	5,000.00	5,000.00	-
28900000	44426	Office Equipment Maintenance	514.33	545.89	616.05	497.97	1,000.00	1,750.00	1,750.00	-
28900000	44445	Outsourced Building Maint.	287,842.38	283,395.04	193,297.52	167,791.42	249,000.00	417,640.00	255,250.00	-
Subtotal			\$ 294,869.83	\$ 291,165.45	\$ 199,237.10	\$ 171,212.69	\$ 263,000.00	\$ 430,390.00	\$ 268,000.00	\$ -
Capital Expenditures										
28900000	43335	Vehicles & Equipment	\$ -	\$ 11,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28900000	45590	Capital Purchase	-	-	-	-	-	-	-	-
Subtotal			\$ -	\$ 11,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges										
28900000	47740	Travel, Training & Dues	\$ 3,020.65	\$ 2,902.67	\$ 12,093.40	\$ 5,793.37	\$ 12,050.00	\$ 10,820.00	\$ 10,850.00	\$ -
28900000	47760	Uniforms & Safety Items	3,506.22	3,324.27	3,394.08	2,333.40	4,450.00	4,450.00	4,450.00	-
28900000	47776	Parts Cost of Sales Variance	(28,028.65)	(10,855.16)	(21,376.10)	(6,330.24)	-	-	-	-
Subtotal			\$ (21,501.78)	\$ (4,628.22)	\$ (5,888.62)	\$ 1,796.53	\$ 16,500.00	\$ 15,270.00	\$ 15,300.00	\$ -
Building Service Fund Total			\$ 874,992.68	\$ 870,312.05	\$ 842,707.36	\$ 494,234.12	\$ 930,200.00	\$ 1,141,290.00	\$ 862,000.00	\$ -
2900000	47780	Depreciation Expense	\$ -	\$ 6,173.00	\$ 6,173.00	\$ -	\$ -	\$ -	\$ -	\$ -
FY 19/20 Total			\$ 874,992.68	\$ 876,485.05	\$ 848,880.36	\$ 494,234.12	\$ 930,200.00	\$ 1,141,290.00	\$ 862,000.00	\$ -
(S) indicates those line items that reimburse Internal Service Funds.										



**VILLAGE OF ALGONQUIN
MEMORANDUM**

DATE: February 11, 2019

TO: Committee of the Whole

FROM: Tim Schloneger
Village Manager

SUBJECT: Proposed Budget – 2019/2020 – 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 - (\$1,160,000)

There are four sources of revenue for this fund. They include payments from: (1) all Village departments for maintenance of their vehicles and equipment (\$822,000); (2) the purchase of fuel by each department of the Village (\$194,000); (3) the purchase of fuel by the Algonquin/Lake in the Hills Fire Protection District (\$44,000); and (4) outsourced fleet maintenance billings to the Algonquin/Lake in the Hills Fire Protection District and Pingree Grove Police Department (\$100,000).

PROPOSED EXPENDITURES

VEHICLE MAINTENANCE SERVICE FUND - (\$1,160,000)

VEHICLE MAINTENANCE - PERSONNEL - (\$406,000)

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

Responsibilities include the following:

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

VEHICLE MAINTENANCE - CONTRACTUAL – (\$22,750)

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 - (\$577,700)

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 (\$138,250)

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.

Proposed 2019/2020 Vehicle Maintenance Service Fund

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February 11, 2019

VEHICLE MAINTENANCE - CAPITAL EXPENDITURES - (\$0)

No funds are budgeted.

VEHICLE MAINTENANCE - OTHER CHARGES - (\$15,300)

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 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Q2	FY 18/19 Budget	FY 19/20 Budget
29	33160	Donations	\$ -	\$ 120.00	\$ 120.00	\$ 60.00	\$ -	\$ -
29	34900	Maintenance Billings	749,932.96	743,488.10	760,913.24	309,535.17	847,700.00	822,000.00
29	34920	Fuel Billings	166,907.37	178,301.70	194,212.83	107,595.42	191,000.00	194,000.00
29	34921	Fire District Fuel Billings	35,567.21	34,770.65	44,644.77	28,596.07	39,000.00	44,000.00
29	34922	IGA - Fleet Maintenance	105,220.03	58,148.04	133,545.51	69,846.92	90,000.00	100,000.00
29	37710	Insurance Claims	-	-	-	-	-	-
29	37905	Sale of Surplus Property	132.50	161.95	454.38	290.14	-	-
Vehicle Maintenance Service Fund Total			\$ 1,057,760.07	\$ 1,014,990.44	\$ 1,133,890.73	\$ 515,923.72	\$ 1,167,700.00	\$ 1,160,000.00

Vehicle Maintenance Service Fund

Expenses

			FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20	FY 19/20
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Personnel										
29900000	41103	IMRF	\$ 27,493.66	\$ 27,597.39	\$ 30,193.74	\$ 14,857.88	\$ 34,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
29900000	41104	FICA	18,544.05	18,496.87	20,599.57	10,358.22	23,500.00	24,500.00	24,500.00	-
29900000	41105	Unemployment Tax	479.73	535.31	414.65	18.86	600.00	600.00	600.00	-
29900000	41106	Health Insurance	49,022.60	43,890.61	44,261.92	23,047.53	48,000.00	51,000.00	51,000.00	-
29900000	41110	Salaries	249,245.69	248,171.04	271,212.85	139,612.79	281,000.00	292,000.00	292,000.00	-
29900000	41140	Overtime	3,724.29	1,704.56	6,976.55	251.68	7,900.00	7,900.00	7,900.00	-
Subtotal			\$ 348,510.02	\$ 340,395.78	\$ 373,659.28	\$ 188,146.96	\$ 395,000.00	\$ 406,000.00	\$ 406,000.00	\$ -
Contractual Services										
29900000	42210	Telephone	\$ 4,600.57	\$ 4,762.95	\$ 4,890.40	\$ 2,234.69	\$ 4,500.00	\$ 4,585.00	\$ 4,600.00	\$ -
29900000	42211	Natural Gas	323.28	-	-	-	-	-	-	-
29900000	42234	Professional Services	5,846.14	7,800.58	6,737.84	4,741.85	10,150.00	10,150.00	10,150.00	-
29900000	42242	Publications	4,425.95	1,500.00	1,500.00	1,500.00	4,900.00	4,300.00	4,300.00	-
29900000	42243	Printing & Advertising	72.43	309.81	-	-	50.00	550.00	550.00	-
29900000	42260	Physical Exams	75.00	105.00	-	-	-	150.00	150.00	-
29900000	42270	Equipment Rental	1,252.00	1,265.51	1,162.01	1,847.48	3,000.00	3,000.00	3,000.00	-
Subtotal			\$ 16,595.37	\$ 15,743.85	\$ 14,290.25	\$ 10,324.02	\$ 22,600.00	\$ 22,735.00	\$ 22,750.00	\$ -
Supplies & Materials										
29900000	43308	Office Supplies	\$ 202.62	\$ 284.05	\$ 200.00	\$ 79.80	\$ 200.00	\$ 225.00	\$ 225.00	\$ -
29900000	43317	Postage	9.17	85.74	13.35	-	500.00	500.00	425.00	-
29900000	43320	Tools, Equipment & Supplies	14,140.84	8,894.16	14,442.76	2,211.59	5,600.00	6,300.00	6,300.00	-
29900000	43332	Office Furniture & Equipment	1,273.17	399.96	-	136.00	-	250.00	250.00	-
29900000	43333	IT Equipment	-	5,600.00	2,567.86	3,755.25	3,900.00	-	-	-
29900000	43340	Fuel	2,393.13	2,463.18	3,201.93	1,375.70	2,500.00	2,500.00	2,500.00	-
29900000	43350	Fleet Parts/Fluids (S)	304,018.66	270,512.63	283,964.00	101,315.05	330,000.00	330,000.00	330,000.00	-
29900000	43351	Fuel - Cost of Sales (S)	200,458.56	203,961.70	218,632.33	128,548.50	230,000.00	238,000.00	238,000.00	-
Subtotal			\$ 522,496.15	\$ 492,201.42	\$ 523,022.23	\$ 237,421.89	\$ 572,700.00	\$ 577,775.00	\$ 577,700.00	\$ -
Maintenance										
29900000	44420	Vehicle Maintenance (S)	\$ 4,250.43	\$ 3,778.89	\$ 3,674.99	\$ 1,801.87	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -
29900000	44421	Equipment Maintenance (S)	-	1,111.61	-	788.00	2,500.00	2,500.00	2,500.00	-
29900000	44423	Building Services (S)	58,771.02	59,648.17	62,262.79	29,667.09	60,000.00	60,000.00	60,000.00	-
29900000	44426	Office Equipment Maint.	514.95	570.06	631.94	497.97	1,000.00	1,750.00	1,750.00	-
29900000	44440	Outsourced Maintenance (S)	71,159.17	88,483.08	50,609.73	24,368.02	70,000.00	70,000.00	70,000.00	-
Subtotal			\$ 134,695.57	\$ 153,591.81	\$ 117,179.45	\$ 57,122.95	\$ 137,500.00	\$ 138,250.00	\$ 138,250.00	\$ -
Capital Expenditures										
29900000	45590	Capital Purchase	\$ -	\$ 42,471.04	\$ -	\$ 21,866.29	\$ 25,000.00	\$ -	\$ -	\$ -
Subtotal			\$ -	\$ 42,471.04	\$ -	\$ 21,866.29	\$ 25,000.00	\$ -	\$ -	\$ -
Other Charges										
29900000	47740	Travel, Training & Dues	\$ 3,683.32	\$ 5,595.69	\$ 7,766.19	\$ 1,579.98	\$ 5,800.00	\$ 6,200.00	\$ 6,200.00	\$ -
29900000	47760	Uniforms & Safety Items	6,237.32	8,529.10	7,434.26	3,680.16	9,100.00	9,100.00	9,100.00	-
29900000	47775	Fuel Inventory Variance	1,908.40	9,099.65	20,062.33	7,342.98	-	-	-	-
29900000	47776	Parts/Fluid Inventory Variance	5,597.99	(14,413.90)	28,005.74	(11,561.51)	-	-	-	-
Subtotal			\$ 17,427.03	\$ 8,810.54	\$ 63,268.52	\$ 1,041.61	\$ 14,900.00	\$ 15,300.00	\$ 15,300.00	\$ -
Vehicle Maintenance Service Fund Total			\$ 1,039,724.14	\$ 1,053,214.44	\$ 1,091,419.73	\$ 515,923.72	\$ 1,167,700.00	\$ 1,160,060.00	\$ 1,160,000.00	\$ -
2900000	47780	Depreciation Expense	\$ 11,800.00	\$ 16,047.00	\$ 16,047.00	\$ -	\$ -	\$ -	\$ -	\$ -
FY 19/20 Total			\$ 1,051,524.14	\$ 1,069,261.44	\$ 1,107,466.73	\$ 515,923.72	\$ 1,167,700.00	\$ 1,160,060.00	\$ 1,160,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: February 12, 2019

TO: Tim Schloneger, Village Manager
Committee of the Whole

FROM: Robert Mitchard, Public Works Director

SUBJECT: Surplus and Donate Old Junk Fire Hydrants

Tim, attached you will find a letter from Kevin Sears, the Black Shift Battalion Chief from the McHenry Township Fire Protection District, requesting a donation of two fire hydrant heads that have been removed and retired from our water distribution system. Jim Kornfeind, a Maintenance Worker in our General Services division, serves as a paid-on-call fire fighter under Chief Sears' direction. We currently have these hydrants in our yard, and will disassemble them in preparation for use by the fire district.

We are requesting that the Committee of the Whole deem these hydrants as surplus and recommend that the full Board of Trustees approve the donation of two junk fire hydrants to the McHenry Township Fire Protection District for repurposing in their firehouse. Thank you for your consideration with this issue to share our retired resources with another entity that faithfully serves the public.



McHENRY TOWNSHIP FIRE PROTECTION DISTRICT

FIRE AND RESCUE SERVICES

3610 West Elm Street • McHenry, Illinois 60050

(815) 385-0075 • FAX (815) 385-9419

www.mtffd.org

February 11, 2019

Trustees

Allen R. Miller, President
Robert J. Meyer, Secretary
Christopher J. Bennett, Treasurer
Mark L. Justen
Donna A. Schaefer

Chief

Anthony T. Huemann

Director Bob Mitchard
110 Meyer Dr, Algonquin, IL 60102

Mr. Mitchard:

We recently reached out to Jim Kornfeind to see if he knew where we could find a few old fire hydrants that are no longer operable.

We are in the process of creating a new firehouse kitchen table that incorporates two fire hydrants as the base legs. We are working on a very limited budget for the job and purchasing new hydrants is not even a realistic option.

Should you have two old hydrants that are decommissioned and slated for surplus or scrap, we would be very interested in picking them up from your facility. If not, should you come across any in the near future, please give me a call.

We appreciate your help in with this special inquiry. The completed project will reflect the level of pride our people have in their firehouse and will be a very special addition for years to come.

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

Respectfully,

Kevin Sears
Battalion Chief
McHenry Township Fire Protection District

Station One

3610 W. Elm Street
McHenry, IL 60050
(815) 385-0075

Station Two

3710 N. Johnsburg Road
Johnsburg, IL 60051
(815) 385-1010

Station Three

809 Rand Road
Lakemoor, IL 60051
(815) 385-2525

Station Four

6300 Dartmoor Drive
McHenry, IL 60050
(815) 669-5588

Station Five

3705 Ringwood Road
Ringwood, IL 60072
(815) 728-7307