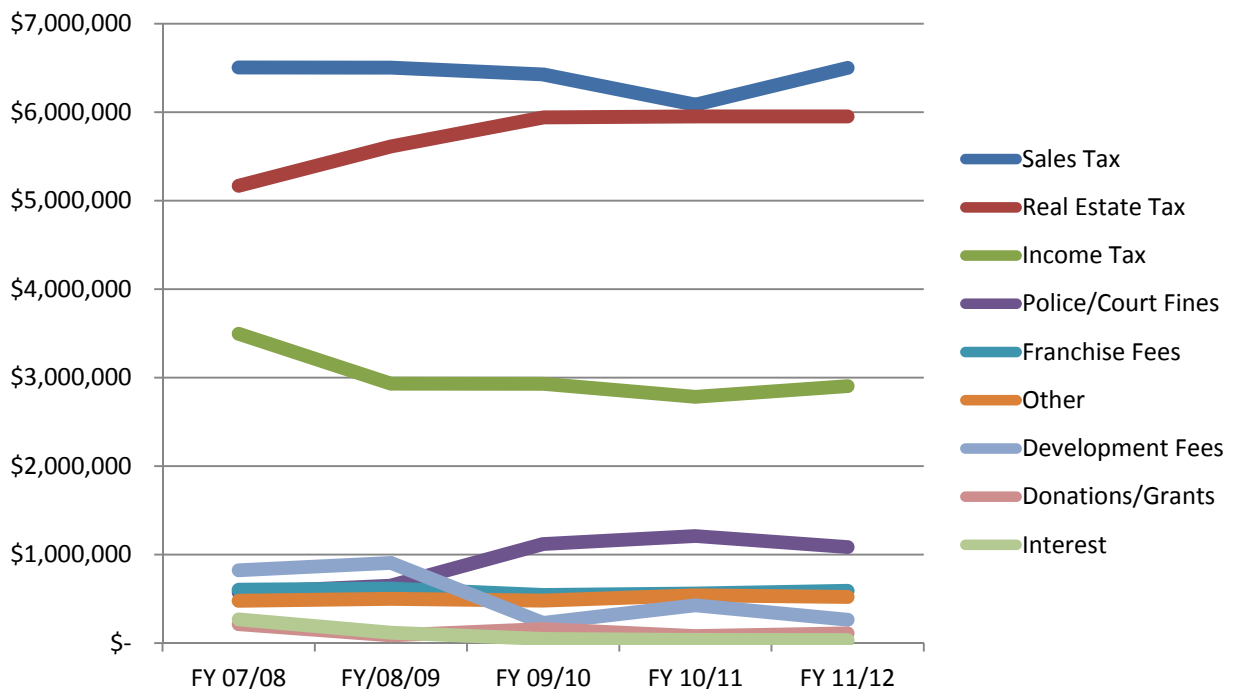


## General Fund Totals

	FY 11/12
<b>Revenues</b>	\$ 17,959,000
<i>Restricted Account Reduction</i>	\$ 256,000
<b>TOTAL</b>	<b>\$ 18,215,000</b>
<b>Expenditures</b>	
General Services Administration	\$ 2,021,300
Police	\$ 8,558,200
Community Development	\$ 1,286,800
Public Works Administration	\$ 1,363,000
Public Works Streets	\$ 2,293,200
Public Works Parks & Forestry	\$ 1,884,000
Multidepartmental	\$ 808,500
<b>TOTAL</b>	<b>\$ 18,215,000</b>
Difference	\$ -
<b>Result = Balanced Budget</b>	

### Revenue Trends (FY 07/08 - FY 11/12)



# General Fund

# Revenues

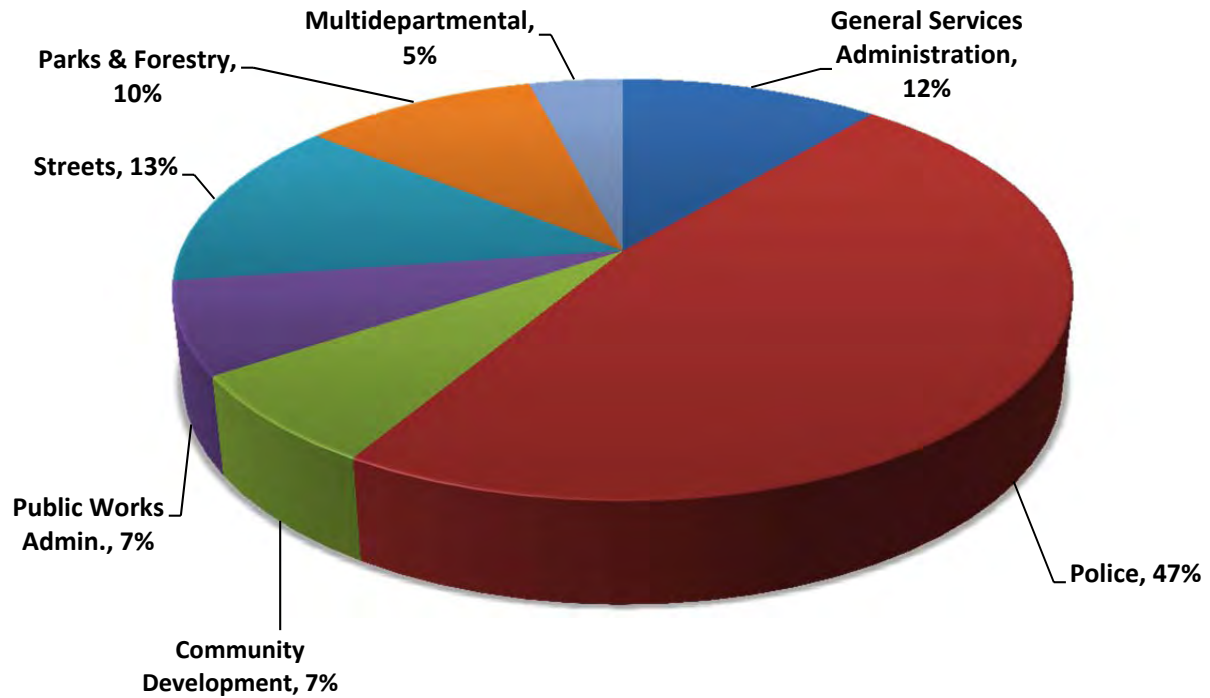
			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Sales Tax</b>							
01000500	31010	Sales Tax	\$ 6,504,411.39	\$ 6,502,175.12	\$ 6,425,318.39	\$ 6,085,000.00	\$ 6,500,000.00
<b>Subtotal</b>			\$ 6,504,411.39	\$ 6,502,175.12	\$ 6,425,318.39	\$ 6,085,000.00	\$ 6,500,000.00
<b>Income Tax</b>							
01000500	31020	Income Tax	\$ 3,426,759.50	\$ 2,868,929.44	\$ 2,876,711.41	\$ 2,730,000.00	\$ 2,850,000.00
01000500	31590	Personal Prop. Repl. Tax - Twp.	7,437.00	7,367.96	4,163.61	7,000.00	5,000.00
01000500	31591	Personal Prop. Repl. Tax - St.	61,159.82	55,999.54	49,568.08	47,000.00	49,000.00
<b>Subtotal</b>			\$ 3,495,356.32	\$ 2,932,296.94	\$ 2,930,443.10	\$ 2,784,000.00	\$ 2,904,000.00
<b>Community Development Fees</b>							
01000100	32070	Planning/Zoning/Annex.	32,698.40	34,305.00	7,381.00	6,000.00	2,000.00
01000100	32100	Building Permits	\$ 584,682.20	\$ 769,881.00	\$ 188,153.25	\$ 400,000.00	\$ 250,000.00
01000100	32101	Site Development Fee	5,375.00	4,275.00	270.50	1,000.00	1,000.00
01000100	32102	Public Art Impact Fee	5,220.00	2,596.45	-	1,000.00	500.00
01000100	34105	Platting Fees	184,681.50	83,980.00	27,870.00	10,000.00	5,000.00
01000100	35012	Building Permit Fines	11,050.00	11,150.00	5,642.00	10,000.00	6,000.00
<b>Subtotal</b>			\$ 823,707.10	\$ 906,187.45	\$ 229,316.75	\$ 428,000.00	\$ 264,500.00
<b>Police/Court Fines</b>							
01000200	34020	Police Accident Reports	\$ 4,596.90	\$ 4,819.50	\$ 4,339.00	\$ 4,400.00	\$ 4,400.00
01000200	34022	Alarm Lines	-	1,550.00	-	-	1,000.00
01000200	34025	Police Training Reimbursement	22,961.99	16,921.32	-	10,000.00	1,000.00
01000200	35050	Police Fines	67,026.56	31,920.77	18,532.44	40,000.00	20,000.00
01000200	35053	Municipal Court - Police Fines	-	30,635.00	56,487.67	50,000.00	50,000.00
01000200	35060	County-DUI Fines	4,574.00	4,097.00	3,006.00	4,000.00	3,000.00
01000200	35061	County-DARE Fines	400.00	-	-	500.00	200.00
01000200	35062	County Court Fines	449,790.67	394,106.33	305,363.35	320,000.00	290,000.00
01000200	35063	County Drug Fines	513.75	857.25	1,194.25	1,000.00	2,000.00
01000200	35064	County Prosecution Fees	2,076.00	5,309.00	3,420.00	4,000.00	4,000.00
01000200	35065	County Vehicle Fines	14,027.00	27,675.85	16,495.50	17,000.00	17,000.00
01000200	35085	Towing & Storage	5,810.00	-	21,075.00	50,000.00	75,000.00
01000200	35090	Traffic Light Enforcement	-	154,015.00	681,964.67	695,000.00	610,000.00
01000100	35095	Municipal Court	-	7,985.00	8,575.00	15,000.00	8,500.00
<b>Subtotal</b>			\$ 571,776.87	\$ 679,892.02	\$ 1,120,452.88	\$ 1,210,900.00	\$ 1,086,100.00
<b>Franchise &amp; Telecommunication Fees</b>							
01000500	31180	Cable Franchise	\$ 348,118.19	\$ 359,885.21	\$ 347,680.98	\$ 360,000.00	\$ 400,050.00
01000500	31185	Natural Gas Franchise	51,929.85	54,318.88	-	-	-
01000500	31190	Telecommunications Tax	203,617.82	200,766.75	198,069.41	200,000.00	190,000.00
<b>Subtotal</b>			\$ 603,665.86	\$ 614,970.84	\$ 545,750.39	\$ 560,000.00	\$ 590,050.00
<b>Real Estate Taxes</b>							
01000500	31500	Real Estate Tax General	\$ 1,599,099.24	\$ 1,500,220.56	\$ 1,606,921.85	\$ 1,325,000.00	\$ 1,475,000.00
01000500	31510	Real Estate Tax Police	1,349,721.31	1,740,089.15	1,806,540.51	1,550,000.00	1,688,000.00
01000500	31520	Real Estate Tax IMRF	255,093.66	270,203.83	324,378.66	450,000.00	450,000.00
01000500	31530	Real Estate Tax R&B	338,722.14	340,133.18	348,877.31	350,000.00	350,000.00
01000500	31540	Real Estate Tax GOBI	124,866.01	-	-	-	-
01000500	31550	Real Estate School Crossing	13,368.60	20,057.12	19,967.64	19,000.00	19,000.00
01000500	31560	Real Estate Tax - Insurance	577,295.21	525,284.44	553,940.45	655,000.00	350,000.00
01000500	31570	Real Estate Tax FICA	455,964.91	500,376.30	499,044.09	675,000.00	675,000.00
01000500	31575	Real Estate Tax ESDA	9,203.18	10,028.58	11,978.25	10,000.00	10,000.00
01000500	31580	Real Estate Tax Police Pension	445,268.48	677,063.39	767,531.86	917,000.00	934,000.00
<b>Subtotal</b>			\$ 5,168,602.74	\$ 5,583,456.55	\$ 5,939,180.62	\$ 5,951,000.00	\$ 5,951,000.00
<b>Donations</b>							
01000100	33030	Donations-Operating-General Govt.	\$ 13,270.39	\$ 12,890.42	\$ 8,104.50	\$ -	\$ -
01000200	33031	Donations-Operating-Public Safety	5,329.08	4,285.00	3,699.70	-	5,000.00
01000300	33032	Donations-Operating-Public Works	29,043.78	1,478.82	84,573.00	-	-
01000300	33052	Donations-Capital-Public Works	-	-	-	-	-
01000100	33100	Donation-Makeup Tax	15,120.64	16,441.29	28,296.98	30,000.00	50,000.00
01000300	33150	Donation-Ecosystem Maintenance	-	-	-	-	-
<b>Subtotal</b>			\$ 62,763.89	\$ 35,095.53	\$ 124,674.18	\$ 30,000.00	\$ 55,000.00
<b>Grants</b>							
01000100	33230	Grants-Operating General Govt.	\$ -	\$ -	\$ -	\$ -	\$ -
01000200	33231	Grants-Operating Public Safety	106,662.62	52,387.05	34,840.43	50,000.00	35,000.00
01000300	33232	Grants-Operating Public Works	44,530.11	-	-	-	20,000.00
01000200	33251	Grants-Capital-Public Safety	-	14,600.00	-	-	-
<b>Subtotal</b>			\$ 151,192.73	\$ 66,987.05	\$ 34,840.43	\$ 50,000.00	\$ 55,000.00

# General Fund

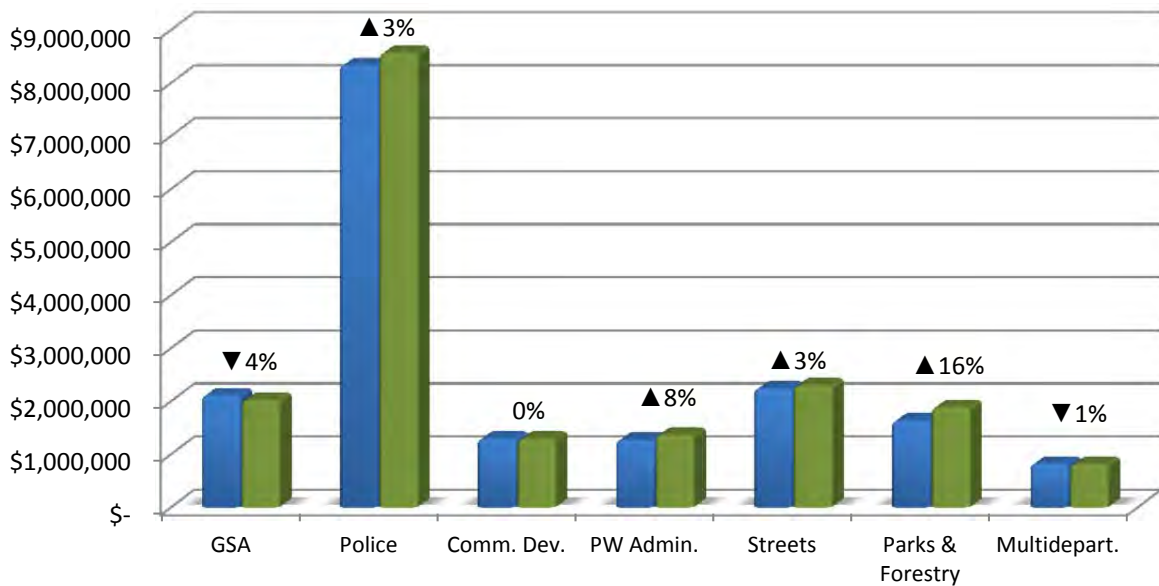
# Revenues

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Interest</b>							
01000500	36001	Interest - Vendor Claims	\$ 14,379.87	\$ 22,948.56	\$ 22,791.50	\$ 5,000.00	\$ 7,500.00
01000500	36002	Interest - Insurance	19,672.44	13,108.05	5,506.27	5,000.00	5,000.00
01000500	36003	Interest - GO Bond	1,745.08	-	-	-	-
01000500	36020	Interest - Invest. Pools	232,084.23	83,131.33	20,062.24	26,100.00	20,000.00
<b>Subtotal</b>			\$ 267,881.62	\$ 119,187.94	\$ 48,360.01	\$ 36,100.00	\$ 32,500.00
<b>Other</b>							
01000100	32080	Liquor Licenses	\$ 112,283.25	\$ 112,634.75	\$ 114,494.25	\$ 110,000.00	\$ 110,000.00
01000100	32085	Licenses	19,798.66	52,140.43	36,872.95	40,000.00	38,000.00
01000200	33010	Intergovernmental Agreements-Police	140,538.53	73,151.94	110,870.69	80,000.00	90,000.00
01000300	33012	Intergovernmental Agreements-PW	8,073.75	-	-	-	-
01000100	34010	Historical Commission	678.50	765.00	360.00	1,000.00	500.00
01000100	34012	Reports/Maps/Ordinances	1,597.21	1,964.24	3,498.54	2,000.00	2,000.00
01000100	34100	Rental Income	15,465.21	15,914.50	33,001.00	15,000.00	66,000.00
01000100	34101	Maintenance Fee	2,500.00	2,889.00	1,889.00	3,000.00	1,000.00
01000300	34102	Park Usage	15,981.25	12,960.00	10,635.00	10,000.00	10,000.00
01000300	34108	Snow Plowing Fees	-	7,478.75	8,006.25	7,000.00	3,000.00
01000100	34115	School Donation Administrative Fee	3,000.00	-	-	-	-
01000300	34230	Subdivision Signs	6,202.02	6,091.41	3,062.43	5,000.00	3,000.00
01000300	34232	Public Works Misc. Billings	21.50	-	-	-	-
01000100	34400	Senior Bus	2,743.00	2,790.85	3,960.00	-	-
01000100	34410	Recreation Programs	102,194.99	114,924.45	128,630.72	210,000.00	140,350.00
01000100	34720	Administrative Fees	919.35	(446.76)	190.00	-	-
01000200	35080	Forfeited Funds	198.24	-	-	-	-
01000200	37100	Restitution	2,567.98	773.48	674.72	1,000.00	1,000.00
01000500	37110	Insurance Claims	34,731.47	-	9,370.00	-	-
01000500	37900	Miscellaneous Revenue	2,784.70	39,958.83	413.12	1,000.00	1,000.00
01000501	37901	Miscellaneous Revenue - Insurance	-	-	802.31	-	-
01000100	37905	Sale of Surplus Equipment	5,906.33	55,659.11	12,680.62	10,000.00	10,000.00
01000500	38016	Transfer from Special Revenue-Hotel	-	-	-	45,000.00	45,000.00
<b>Subtotal</b>			\$ 478,185.94	\$ 499,649.98	\$ 479,411.60	\$ 540,000.00	\$ 520,850.00
<b>General Fund Total</b>			\$ 18,127,544.46	\$ 17,939,899.42	\$ 17,877,748.35	\$ 17,675,000.00	\$ 17,959,000.00
<b>Restricted Fund Account Reductions</b>							
01000500	31560	Real Estate Tax - Insurance	\$ -	\$ -	\$ -	\$ -	\$ 256,000.00
<b>FY 11/12 Total</b>							\$ 18,215,000.00

# General Fund Expenditures



## Department Expenditures (FY 10/11 vs FY 11/12)



# General Services Administration Department

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## Service Area Description

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

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



*The General Services Administration Department performs its operations at Village Hall*

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

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

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

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

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

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

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

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

## Personnel Summary

No new personnel budgeted for FY 11/12. One (1) Intern position will not be filled this fiscal year. The Events and Recreation Division will be directly hiring temporary recreation instructors instead of contracting these services for cost-savings. These positions will work a negligible amount of hours during the fiscal year and are budgeted separately in account 41113.

Personnel Schedule	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Change
Village Manager	1.0	1.0	1.0	1.0	1.0	-
Assistant Village Manager	1.0	1.0	1.0	-	-	-
Finance Director	1.0	1.0	1.0	1.0	1.0	-
Human Resources Director	1.0	1.0	1.0	1.0	1.0	-
Information Systems Director	-	-	-	1.0	1.0	-
Information Systems Coordinator	1.0	1.0	1.0	-	-	-
Management Assistant	-	-	-	1.0	1.0	-
Administrative Analyst	-	1.0	1.0	-	-	-
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0	-
Accountant	1.0	1.0	1.0	1.0	1.0	-
Executive Secretary	1.0	1.0	1.0	1.0	1.0	-
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	-
GIS Coordinator	1.0	1.0	1.0	1.0	1.0	-
Principal Assistant	2.0	3.0	3.0	3.0	3.0	-
Principal Secretary	1.0	-	-	-	-	-
Utility Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Information Systems Technician	1.0	1.0	1.0	1.0	1.0	-
Account Clerk/Receptionist	3.0	3.5	3.5	3.5	3.5	-
Intern	0.5	0.25	0.5	0.25	-	▼0.25
Senior Van Driver	1.25	1.25	1.25	-	-	-
<b>Total Full-Time Equivalent Positions</b>	<b>19.75</b>	<b>21.0</b>	<b>21.25</b>	<b>18.75</b>	<b>18.5</b>	<b>▼0.25</b>
<i>Full-Time Employees</i>	<i>18</i>	<i>19</i>	<i>19</i>	<i>18</i>	<i>18</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>5</i>	<i>5</i>	<i>6</i>	<i>2</i>	<i>1</i>	<i>▼1</i>

## FY 10/11 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 10/11 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### **Complete**

- Promote the 2010 Census to ensure the Village receives its fair share of state and federal funding.
- Assist with the MUNIS Building Permit module implementation as it relates to financial reporting.
- Provide 2011 Calendar and Annual Report to all Village households.
- Implement online Events & Recreation registration program.
- Launched online GIS mapping system, supported exclusively by Village staff.
- Maintain or increase Village's bond rating of AA+.
- Obtain GFOA Distinguished Budget Presentation Award for the FY 10/11 Budget.
- Obtain GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY 09/10 Comprehensive Annual Financial Report.
- Review and update the Village's Environmental Action Plan.

- Collect at least 40,000 pounds of electronic waste at Village's e-Waste Recycling event.
- Launch social media applications to enhance Village communications.



**Near Completion**

- Promote recycling to help Village obtain a 50% waste diversion rate for residential households.
- Develop additional in-house recreation programs in an effort to provide more quality and controlled programming.
- Implement recommendations of the Events & Recreation Evaluation Plan.
- Promote Village assets for co-location of wireless service antennas to increase rental income paid to the Village.
- Implement credit card payment options for Village services.
- Develop GIS data maintenance policy for GASB and asset maintenance database.
- Continue expansion of the Village's performance measurement program to further assist management in evaluating how core services are aligned with the Village's guiding principles.



**Not Complete**

- Integrate GIS for monitoring and assessing Village operations and infrastructure.
- Complete carbon emissions inventory for Village operations.
- Develop bicycle master plan for the Village.
- Complete field data collection of storm water system and sanitary sewer system.

**FY 11/12 Objectives**

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

- Redesign Village website ([www.algonquin.org](http://www.algonquin.org)) enhancing functionality and appearance.
- Implement new Geographic Information System (GIS) mapping applications for Village staff and public use.
- Increase Village website ([www.algonquin.org](http://www.algonquin.org)) web traffic and Algonquin e-News subscribership as outlined in the Performance Measures section.
- Enhance functionality of Village intranet system, providing staff with the tools to improve efficiency on public service delivery.
- Expand Events and Recreation marketing efforts on Village social media sites.

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

- Coordinate efforts with Illinois Department of Transportation (IDOT) to continue construction on the Algonquin Western Bypass (Illinois Route 31).
- Develop athletic league offerings through Village's Events and Recreation Division.

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

- Through Village's ECO-Committee, continue development of bicycling infrastructure (trails, lanes, racks) in Village.
- Continue work with Kane County for the construction of the Longmeadow Parkway corridor.

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

- Implement hybrid Voice over Internet Protocol (VoIP) phone system to reduce telephone service expenses.



- Develop intergovernmental agreements with neighboring special districts and municipalities to help reduce operating costs for both parties.
- Maintain or increase Village Standard and Poor's Bond Rating of AA+.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Expand and further utilize the reporting capabilities of Village financial management software (MUNIS).
- Implement strategies to increase Administrative Adjudication fine collection rates.

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

- Revise and enhance Village's Emergency Management Plan.

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

- Perform pilot study of e-reader technology and determine appropriate uses of technology to reduce paper and energy use in Village operations.
- Promote curbside recycling program to meet or exceed a diversion rate of 47%.
- Hold an E-Waste Recycling Event with goal of collecting and recycling 70,000 pounds of electronics.

## Performance Measures

The FY 11/12 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal/external communication.	Increase the number of Algonquin e-News subscribers	N/A	339	600	649	800
	Increase the number of unique visitors per day to www.algonquin.org	292	326	325	335	345
	Increase the number of visits per day to www.algonquin.org	478	530	525	567	575
Evaluate operations to provide the most efficient and effective customer service.	Meet or exceed number of days to respond to a FOIA request	2.99	2.27	4	1.43	4
	Resolve Information Systems Help Desk tickets within 8 hours	74.8%	79.7%	81%	88.9%	90%
	Resolve Information Systems Help Desk tickets within 3 days	91.2%	91.2%	92%	97.3%	95%



Guiding Principle #4: Assess All Viable Options to Increase/Maintain the Village's Revenue Base						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Maintain high standard of fiscal reporting and accuracy.	Maintain and/or increase S&P Bond Rating	AA+	AA+	≥AA+	AA+	≥AA+
	Obtain GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes
	Obtain GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Ensure prudent financial management of Village operations.	Administrative Adjudication fine collection rate <sup>1</sup>	98%	52%	N/A	51%	60%
	Minimize costs per water billing transaction	N/A	\$0.31	\$0.30	\$0.34	\$0.32
Operate Village in most cost-effective manner.	Maximize percentage of payments made using ACH	N/A	20.2%	21.0%	21.4%	22%
Notes: <sup>1</sup> – This rate is continuously changing due to referral to collections and payments received directly by the Village. The current year rates will be lower due to the float from the last administrative hearing in 2009. The figure will be adjusted for the next reporting period.						

Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Promote Village recycling program to encourage recycling.	Increase Waste Diversion Rate (Diversion by recycling)	47%	45%	50%	46%	47%
	Increase Amount of E-Waste Collected (lbs.)	N/A	37,150	40,000	69,110	70,000

## Statistics

Administrative Adjudication			
	2008 <sup>1</sup>	2009	2010
Cases	68	444	464
Cases Referred to Collections	0	88	139
Fines Levied	\$10,750	\$81,070	\$93,215
<b>Cases Judged Liable:</b>			
Accumulation of Debris	3	8	6
Curfew Violation	1	11	2
Fighting/Battery	3	14	4
Illegal Dumping	0	4	1
Improved Parking Surface	0	0	6
Minor Consumption Alcohol/Possession Cannabis	4	27	21
Miscellaneous Parking	0	18	35
Miscellaneous Police Matters <sup>2</sup>	0	7	8
Miscellaneous Property Code Violations <sup>3</sup>	2	21	28
Noise/Disturbing the Peace/Disorderly Conduct	1	8	9
Noxious Plants	2	5	7
Overnight Parking	0	99	104
Parking in Handicapped Zone	0	0	24
Property Damage	0	7	4
Protection of Trees	0	10	0
Sale/Delivery of Alcohol to a Minor	0	5	7
Theft	15	61	36
Trespassing	7	9	4
Unacceptable Vehicle Storage	0	2	5
Vehicle Seizure	0	0	43
Notes:			
<sup>1</sup> – Administrative Adjudication program began in September 2008, therefore only partial year data is reported.			
<sup>2</sup> – Violations include animals at large, public intoxication, false alarm, open burning, littering, obstructing police officer			
<sup>3</sup> – Violations include permit required, missing house numbers, illegal signage, illegal dumping, illegal vehicle storage.			

# General Services Administration Department

# Expenditures

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Personnel</b>							
01100100	41103	IMRF	\$ 79,396.34	\$ 81,479.59	\$ 96,528.38	\$ 109,190.00	\$ 109,200.00
01100100	41104	FICA	71,730.07	70,213.19	78,954.10	90,305.00	84,725.00
01100100	41105	Unemployment Tax	3,295.28	1,782.73	1,906.28	4,295.00	2,600.00
01100100	41106	Health Insurance	124,445.89	114,774.03	134,898.32	134,400.00	152,300.00
01100100	41110	Salaries	934,132.37	942,580.72	1,054,867.19	1,063,690.00	1,024,875.00
01100100	41113	Salary - Recreation Instructors	-	-	8,050.58	51,705.00	23,550.00
01100100	41130	Salary - Elected Officials	57,000.00	57,198.40	57,000.00	57,000.00	57,000.00
01100100	41140	Overtime	2,095.27	5,796.99	1,472.93	2,000.00	2,000.00
<b>Subtotal</b>			\$ 1,272,095.22	\$ 1,273,825.65	\$ 1,433,677.78	\$ 1,512,585.00	\$ 1,456,250.00
<b>Contractual Services</b>							
01100100	42210	Telephone	\$ 27,498.74	\$ 23,516.52	\$ 16,536.34	\$ 25,200.00	\$ 23,700.00
01100100	42211	Natural Gas	11,054.00	9,621.46	3,170.56	5,305.00	5,300.00
01100100	42230	Legal Services	94,833.02	97,560.39	60,647.95	85,000.00	85,000.00
01100100	42231	Audit Services	16,334.13	23,865.77	25,628.00	25,950.00	25,330.00
01100100	42234	Professional Services	31,282.42	321,414.20	49,110.18	19,650.00	20,150.00
01100100	42242	Publications	2,647.71	2,353.20	2,142.07	3,290.00	3,000.00
01100100	42243	Printing & Advertising	7,199.76	4,250.64	4,602.28	11,700.00	8,280.00
01100100	42245	Village Communications	23,270.39	25,384.67	19,711.87	17,695.00	15,100.00
01100100	42270	Equipment Rental	2,580.00	-	-	3,000.00	-
01100100	42272	Lease Payments	10,396.51	5,968.00	-	3,500.00	6,500.00
01100100	42305	Municipal Court	-	12,072.27	14,569.25	37,300.00	25,900.00
<b>Subtotal</b>			\$ 227,096.68	\$ 526,007.12	\$ 196,118.50	\$ 237,590.00	\$ 218,260.00
<b>Supplies &amp; Materials</b>							
01100100	43308	Office Supplies	\$ 11,537.62	\$ 14,750.87	\$ 11,657.30	\$ 15,250.00	\$ 15,200.00
01100100	43317	Postage	5,841.02	3,884.81	4,022.34	10,000.00	9,000.00
01100100	43319	Building Supplies	-	-	-	500.00	-
01100100	43320	Tools, Equipment & Supplies	1,095.96	934.75	233.97	2,500.00	1,500.00
01100100	43332	Office Furniture & Equipment	30,567.81	17,627.90	19,095.92	-	9,225.00
01100100	43340	Fuel	8,677.71	6,887.91	5,212.21	2,285.00	5,095.00
<b>Subtotal</b>			\$ 57,720.12	\$ 44,086.24	\$ 40,221.74	\$ 30,535.00	\$ 40,020.00
<b>Maintenance</b>							
01100100	44420	Vehicle Maintenance (S)	\$ 20,046.75	\$ 20,966.18	\$ 10,052.62	\$ 13,445.00	\$ 15,620.00
01100100	44423	Building Services (S)	82,664.00	135,816.38	85,260.31	114,460.00	122,315.00
01100100	44424	Grounds Maintenance (S)	5,161.54	-	-	-	-
01100100	44426	Office Equipment Maintenance	4,347.72	5,538.85	9,373.44	9,750.00	7,500.00
<b>Subtotal</b>			\$ 112,220.01	\$ 162,321.41	\$ 104,686.37	\$ 137,655.00	\$ 145,435.00
<b>Capital Expenditures</b>							
01100100	45590	Capital Purchase	\$ 335,242.63	\$ 39,534.00	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ 335,242.63	\$ 39,534.00	\$ -	\$ -	\$ -
<b>Transfers</b>							
01100100	48099	Transfer/Debt Service Fund <sup>1</sup>	592,000.00	591,000.00	612,000.00	\$ -	-
<b>Subtotal</b>			\$ 592,000.00	\$ 591,000.00	\$ 612,000.00	\$ -	\$ -
<b>Other Charges</b>							
01101100	47701	Recreation Programs	\$ 118,415.39	\$ 115,753.77	\$ 115,163.73	\$ 155,255.00	\$ 127,200.00
01100100	47740	Travel/Training/Dues	24,778.48	25,739.34	24,849.31	22,415.00	24,885.00
01100100	47741	Elected Officials - Expenses	114.00	286.21	682.54	500.00	500.00
01100100	47742	Special Census	37,882.66	-	-	-	-
01100100	47743	Environmental Programs	-	600.00	8,458.36	5,500.00	5,750.00
01100100	47745	President's Expenses	515.84	628.92	348.21	1,000.00	1,000.00
01100100	47750	Historic Commission	8,461.76	1,228.15	1,442.89	2,700.00	2,000.00
<b>Subtotal</b>			\$ 190,168.13	\$ 144,236.39	\$ 150,945.04	\$ 187,370.00	\$ 161,335.00
<b>General Services Administration Total</b>			\$ 2,786,542.79	\$ 2,781,010.81	\$ 2,537,649.43	\$ 2,105,735.00	\$ 2,021,300.00

<sup>1</sup> - This is now being funded out of the Public Works Administration budget to reflect bond costs for the Public Works Facility.

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



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# Police Department

## Service Area Description

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



The Police Department supports the Village of Algonquin’s Mission by:

- Maintaining the Village’s Revenue Base
- Maintaining the Public’s Health, Safety, and Welfare Through a Well Trained and Dedicated Staff
- Promoting Programs with a Conservation Focus

## Personnel Summary

No new personnel budgeted for FY 11/12.

Personnel Schedule	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Change
Chief	1.0	1.0	1.0	1.0	1.0	-
Deputy Chief	2.0	2.0	2.0	2.0	2.0	-
Technical Services Manager	1.0	1.0	1.0	1.0	1.0	-
Sergeant	7.0	7.0	7.0	7.0	7.0	-
Detective Sergeant	1.0	1.0	1.0	1.0	1.0	-
Officer	39.0	39.0	39.0	38.0	38.0	-
Secretary	2.0	2.0	2.0	2.0	2.0	-
Record Clerk	3.0	3.0	3.0	3.0	3.0	-
Community Service Officer	4.0	4.0	4.0	4.0	4.0	-
Crossing Guard	1.0	1.0	1.0	1.0	1.0	-
<b>Total Full-Time Equivalent Positions</b>	<b>61.0</b>	<b>61.0</b>	<b>61.0</b>	<b>60.0</b>	<b>60.0</b>	<b>-</b>
<i>Full-Time Employees</i>	<i>60</i>	<i>60</i>	<i>60</i>	<i>59</i>	<i>59</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>-</i>

## FY 10/11 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 10/11 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### **Complete**

- Utilize the Village’s GIS program to map various classifications of burglaries that occur in the Village in an effort to enhance crime prevention activities.
- Continue scheduling meetings with homeowner associations and expand the Neighborhood Watch Program.
- Work with other response partners to conduct an emergency response tabletop exercise.
- Develop and implement the process for administrative towing. This will include the development of operational policies and forms, and the revision of current towing and abandoned vehicle policies and processes.

- Continue to maintain participation in the various task forces to including: Major Investigations Assistance Team (McHenry County), Kane County Major Crimes Task Force, North Central Narcotics Task Force, and McHenry County Gang Task Force.
- Continue delivering the D.A.R.E. curriculum to students in Algonquin Schools.
- Apply for the STEP grant through the Illinois Department of Transportation. This grant will fund alcohol enforcement during night time hours and occupant restraint violations.
- To operate the police department within the guidelines of the severely constrained budget.
- Implement a policy for the deployment of traffic calming devices into residential areas.
- This would include a cooperative effort between General Services Administration, Public Works, Fire Protection District, and Police Department.



#### **Near Completion**

- In conjunction with ETSB implement additional VisionAir components which include the field based reporting module and the records management module.



#### **Not Complete**

- Conduct a Citizen's Police Academy.
- Research volunteer police programs and if appropriate develop a police volunteers program for the police department.
- Complete the ILEAP accreditation process by May 1, 2011.
- Develop a department-wide training plan. This plan should identify training that is re-occurring and required for recertification, as well as training that is necessary for the career development of department personnel.

### **FY 11/12 Objectives**

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

- To identify and apply for various grants which will enhance our operations and services to the community.

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

- Enhance specialized training for officers, especially in the areas of domestic violence, sexual assault, mental health and senior services.
- Continue in-service training for all officers in the areas of use of force, legal updates and investigative techniques.
- Comply with the accreditation standard of the Illinois Law Enforcement Accreditation Program.

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

- Participate in the "DEA Prescription Drug Take Back" program when it is offered again.

### **Performance Measures**

The FY 11/12 budget document features performance measures related to the Village's Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

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

Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Change driving behavior of motorists who disobey traffic control devices at all controlled intersections.	Crashes at controlled intersections	N/A	44	<48	<b>45</b>	<45
	Crashes at red light camera enforced intersections	N/A	23	<24	<b>18</b>	<20
Enforce traffic regulations to facilitate the smooth flow of vehicular and pedestrian traffic throughout the Village.	Traffic Accident Fatalities	0	0	N/A	<b>0</b>	0
	Hit and Run Traffic Accidents – Property Damage	73	63	N/A	<b>57</b>	TBD
	Hit and Run Traffic Accidents – Personal Injury	0	1	N/A	<b>2</b>	TBD
	Traffic Accidents: Property Damage	710	702	N/A	<b>506</b>	TBD
	Traffic Accidents: Personal Injury	73	61	N/A	<b>86</b>	TBD
	Traffic Accidents: Occurring on Private Property	282	237	N/A	<b>179</b>	TBD
Protect the safety and welfare of the public.	Part I Crimes <sup>1</sup>	735	683	N/A	<b>595</b>	TBD
	Part II Crimes <sup>2</sup>	1,618	1,886	N/A	<b>1,444</b>	TBD
	Service and Activity Calls	11,988	9,086	N/A	<b>14,925</b>	TBD

Notes:

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

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



**Police Department**

**Expenditures**

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Personnel</b>							
01200200	41103	IMRF	\$ 36,565.58	\$ 40,782.69	\$ 45,715.95	\$ 52,960.00	\$ 55,150.00
01200200	41104	FICA	318,998.44	342,734.20	345,063.49	379,200.00	387,650.00
01200200	41105	Unemployment Tax	10,277.46	6,403.63	6,505.59	12,000.00	5,400.00
01200200	41106	Health Insurance	424,606.42	445,943.47	496,661.20	532,000.00	603,150.00
01200200	41110	Salaries	398,675.47	447,613.36	478,074.14	516,390.00	517,775.00
01200200	41120	Salary-Sworn Officers	3,398,956.24	3,715,174.45	3,722,624.28	4,048,305.00	4,157,000.00
01200200	41122	Salary - Crossing Guards	12,039.00	15,780.00	17,004.00	17,800.00	17,000.00
01200200	41140	Overtime	470,787.03	403,818.76	418,692.43	358,000.00	308,000.00
01200200	41102	Pension Contribution Expense	445,268.48	677,063.39	767,531.86	917,000.00	934,000.00
<b>Subtotal</b>			<b>\$ 5,516,174.12</b>	<b>\$ 6,095,313.95</b>	<b>\$ 6,297,872.94</b>	<b>\$ 6,833,655.00</b>	<b>\$ 6,985,125.00</b>
<b>Contractual Services</b>							
01200200	42210	Telephone	\$ 57,141.33	\$ 50,196.35	\$ 33,114.35	\$ 40,000.00	\$ 40,800.00
01200200	42211	Natural Gas	12,483.18	11,065.54	3,055.18	5,525.00	5,525.00
01200200	42212	Electric	-	-	-	-	500.00
01200200	42215	Repeater Lines	11,764.65	12,876.85	17,285.74	18,000.00	20,000.00
01200200	42230	Legal Services	66,762.58	67,898.35	71,104.44	60,000.00	60,000.00
01200200	42234	Professional Services	5,249.34	15,496.37	5,341.47	6,000.00	6,000.00
01200200	42242	Publications	1,968.37	937.79	2,226.34	1,500.00	1,500.00
01200200	42243	Printing & Advertising	3,555.12	5,733.21	3,862.51	5,000.00	4,000.00
01200200	42250	SEECOM	524,584.00	548,766.64	557,548.73	600,000.00	600,000.00
01200200	42260	Physical Exams - Non-sworn	749.00	35.00	-	-	800.00
01200200	42270	Equipment Rental	9,523.95	42,270.00	7,863.53	5,660.00	3,840.00
01200201	42272	Lease Payments	3,996.00	3,996.00	4,789.45	3,100.00	1,770.00
01200200	42300	Traffic Light Enforcement	-	54,591.84	240,245.25	243,000.00	223,000.00
<b>Subtotal</b>			<b>\$ 697,777.52</b>	<b>\$ 813,863.94</b>	<b>\$ 946,436.99</b>	<b>\$ 987,785.00</b>	<b>\$ 967,735.00</b>
<b>Supplies &amp; Materials</b>							
01200200	43308	Office Supplies	\$ 9,586.81	\$ 9,227.95	\$ 8,945.84	\$ 9,540.00	\$ 9,540.00
01200200	43309	Materials	21,427.45	39,982.30	11,495.17	37,635.00	34,000.00
01200200	43317	Postage	2,983.91	3,176.45	3,357.03	3,500.00	3,500.00
01200200	43320	Tools, Equipment & Supplies	34,201.77	23,082.06	10,553.76	750.00	14,525.00
01200200	43332	Office Furniture & Equipment	48,640.91	38,436.50	33,920.36	-	8,800.00
01200200	43340	Fuel	108,525.05	100,450.50	84,102.60	92,830.00	95,435.00
01200200	43364	D.A.R.E./Community Programs	1,643.75	3,374.45	291.46	1,000.00	1,000.00
<b>Subtotal</b>			<b>\$ 227,009.65</b>	<b>\$ 217,730.21</b>	<b>\$ 152,666.22</b>	<b>\$ 145,255.00</b>	<b>\$ 166,800.00</b>
<b>Maintenance</b>							
01200200	44420	Vehicle Maintenance(S)	\$ 113,688.75	\$ 145,301.61	\$ 166,854.12	\$ 152,760.00	\$ 179,520.00
01200200	44421	Equipment Maintenance (S)	12,834.53	22,788.39	20,096.25	21,350.00	13,595.00
01200200	44422	Radio Maintenance	5,452.90	6,669.23	6,587.81	9,000.00	9,000.00
01200200	44423	Building Services(S)	72,889.53	136,811.91	71,982.71	117,540.00	133,275.00
01200200	44424	Grounds Maintenance (S)	4,967.10	-	-	-	-
01200200	44426	Office Equipment Maintenance	8,918.59	7,782.11	8,913.54	11,570.00	14,050.00
<b>Subtotal</b>			<b>\$ 218,751.40</b>	<b>\$ 319,353.25</b>	<b>\$ 274,434.43</b>	<b>\$ 312,220.00</b>	<b>\$ 349,440.00</b>
<b>Capital Expenditures</b>							
01200200	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00
01200200	45590	Capital Purchase	186,939.40	162,717.00	82,340.65	-	-
01200200	45597	Capital Lease Payments	38,067.76	6,574.96	-	-	-
<b>Subtotal</b>			<b>\$ 225,007.16</b>	<b>\$ 169,291.96</b>	<b>\$ 82,340.65</b>	<b>\$ -</b>	<b>\$ 22,000.00</b>
<b>Other Charges</b>							
01200200	47720	Board of Police Commissioners	\$ 10,662.54	\$ 3,385.60	\$ 2,938.92	\$ 500.00	\$ 500.00
01200200	47730	Emergency Service Disaster	7,743.50	7,673.70	8,463.01	8,150.00	8,150.00
01200200	47740	Travel/Training/Dues	56,384.58	50,011.77	18,341.32	25,000.00	25,000.00
01200200	47760	Uniforms & Safety Items	50,220.06	39,831.80	29,583.28	20,200.00	33,450.00
01200600	47790	Interest Expense	1,685.80	50.63	-	-	-
<b>Subtotal</b>			<b>\$ 126,696.48</b>	<b>\$ 100,953.50</b>	<b>\$ 59,326.53</b>	<b>\$ 53,850.00</b>	<b>\$ 67,100.00</b>
<b>Police Total</b>			<b>\$ 7,011,416.33</b>	<b>\$ 7,716,506.81</b>	<b>\$ 7,813,077.76</b>	<b>\$ 8,332,765.00</b>	<b>\$ 8,558,200.00</b>

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

# Community Development Department

## Service Area Description

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

The Community Development Department supports the Village of Algonquin’s Mission by:

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



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

## Personnel Summary

No new personnel budgeted for FY 11/12.

Personnel Summary	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Change
Community Development Director	-	1.0	1.0	1.0	1.0	-
Assistant Village Manager	1.0	-	-	-	-	-
Building Commissioner	1.0	1.0	1.0	1.0	1.0	-
Assistant Building Commissioner	1.0	1.0	1.0	1.0	1.0	-
Building Inspector	2.0	2.0	2.0	2.0	2.0	-
Plumbing Inspector	1.0	1.0	1.0	1.0	1.0	-
Electrical Inspector	1.0	1.0	1.0	1.0	1.0	-
Senior Planner	1.0	2.0	2.0	2.0	2.0	-
Planner	1.0	-	-	-	-	-
Property Maintenance Inspector	1.0	1.0	1.0	1.0	1.0	-
Secretary II	2.0	2.0	2.0	2.0	2.0	-
Intern	0.25	0.25	0.25	-	-	-
<b>Total Full-Time Equivalent Positions</b>	<b>12.25</b>	<b>12.25</b>	<b>12.25</b>	<b>12.0</b>	<b>12.0</b>	<b>-</b>
<i>Full-Time Employees</i>	<i>12</i>	<i>12</i>	<i>12</i>	<i>12</i>	<i>12</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>-</i>

## FY 10/11 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 10/11 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### **Complete**

- Implement work-share programs
- Continue promoting the Conservation Community Program
- Maintain existing Staff certifications and training levels
- Review revenue enhancements and work sharing/cost sharing opportunities to continue to be a fiscally responsible department
- Continue recruiting new business to the Algonquin Corporate Campus
- Continue Downtown Revitalization and Retail Marketing activities



### **Near Completion**

- Assist in handling abandoned/foreclosed properties and construction projects including Riverside Square and Creek's Crossing
- Review Sign Ordinance for compatibility with plans and policies, update as needed
- Continue to Review Zoning and Subdivision Ordinances for compatibility with plans and policies
- Complete certification of building inspectors in their areas of expertise, with particular emphasis on the International Building Code
- Begin training and educational requirements to enable economic development staff to become certified in the next four years



### **Not Complete**

- Investigate creation of rental housing inspection program and vacant building registration program

## **FY 11/12 Objectives**

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

- Continue to timely and proactively require property maintenance of abandoned/foreclosed properties

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

- Create strategic marketing plan for the Algonquin Corporate Campus
- Refresh and market the small business loan programs offered by the Village

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

- Continue to leverage developer-provided infrastructure improvements

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

- Continue to attract high quality retailers to the Randall Road, Algonquin Road, and Main Street corridors
- Attract at least one major corporate user or another multi-tenant spec building to the Algonquin Corporate Campus
- Continue and consider expansion of the Workshare program to supplement necessary work tasks from other Departments and consider offering fee-based inspection or other services to adjacent communities

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

- Prioritize Economic Development Certification for economic development staff
- Maintain proper certifications, continuing education and training for all other staff

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

- Implement the Conservation Design Ordinance requirements through development approvals
- Continue participating in ECO Committee and implement suggested programs and events

**Performance Measures**

The FY 11/12 budget document features performance measures related to the Village’s Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

<b>Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal and external communication.	Maximize the % of property maintenance violations resolved without Court action	N/A	<b>93%</b>	<b>90%</b>	<b>96.5%</b>	95%
	Business Connection Newsletters Sent	2	<b>4</b>	<b>N/A</b>	<b>1</b>	TBD

<b>Guiding Principle #2: Continue to Promote and Foster Economic Development</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Create jobs and bring visitors to our community.	Maximize the amount of new Commercial space opened (square feet)	365,844	160,525	<b>N/A</b>	<b>30,788</b>	TBD
	Commercial Occupancy Permits Issued	55	20	<b>N/A</b>	<b>53</b>	TBD
	Maintain Employment Rate above Kane and McHenry Counties <sup>1</sup>	94.9%	91.4%	<b>TBD</b>	<b>TBD</b>	TBD

Notes: <sup>1</sup> – Data provided by the Illinois Department of Employment Security, Local Area Unemployment Statistics. Target for 2011 is based upon the actual employment rate for Kane and McHenry Counties in 2011.

<b>Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public’s Health, Safety, and Welfare Through a Well Trained and Dedicated Staff</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Maintain a high level of quality, consistency, and reliability in building and property maintenance inspections.	Building Inspections	5,109	4,802	<b>N/A</b>	<b>3,301</b>	TBD
	Property Maintenance Inspections	3,940	3,609	<b>N/A</b>	<b>3,757</b>	TBD
	Residential Occupancy Permits Issued	11	13	<b>N/A</b>	<b>5</b>	TBD

# Community Development Department

# Expenditures

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Personnel</b>							
01300100	41103	IMRF	\$ 68,443.29	\$ 71,373.67	\$ 75,789.12	\$ 86,695.00	\$ 86,800.00
01300100	41104	FICA	56,757.66	59,414.28	60,556.07	64,675.00	64,750.00
01300100	41105	Unemployment Tax	2,072.44	1,316.91	1,412.83	2,225.00	1,125.00
01300100	41106	Health Insurance	79,870.17	92,460.16	102,069.96	108,900.00	111,250.00
01300100	41110	Salaries	757,211.83	782,349.67	799,578.12	838,395.00	839,575.00
01300100	41132	Salary - Planning/Zoning	2,185.00	965.00	1,935.00	2,000.00	2,000.00
01300100	41140	Overtime	2,889.53	6,520.09	3,701.21	4,800.00	2,300.00
<b>Subtotal</b>			\$ 969,429.92	\$ 1,014,399.78	\$ 1,045,042.31	\$ 1,107,690.00	\$ 1,107,800.00
<b>Contractual Services</b>							
01300100	42210	Telephone	\$ 8,502.98	\$ 7,859.93	\$ 6,149.32	\$ 8,300.00	\$ 8,560.00
01300100	42211	Natural Gas	4,493.91	4,001.68	1,208.46	1,990.00	1,990.00
01300100	42230	Legal Services	17,234.25	34,262.50	137,161.31	19,720.00	26,700.00
01300100	42234	Professional Services	142,859.99	114,011.55	17,488.50	45,575.00	30,600.00
01300100	42242	Publications	683.53	2,811.18	533.63	500.00	500.00
01300100	42243	Printing & Advertising	2,826.88	4,956.72	2,547.67	6,800.00	1,200.00
<b>Subtotal</b>			\$ 176,601.54	\$ 167,903.56	\$ 165,088.89	\$ 82,885.00	\$ 69,550.00
<b>Supplies &amp; Materials</b>							
01300100	43308	Office Supplies	\$ 4,162.85	\$ 3,867.04	\$ 1,829.39	\$ 4,100.00	\$ 4,100.00
01300100	43317	Postage	3,613.36	5,120.63	2,289.90	4,000.00	4,000.00
01300100	43320	Tools, Equipment & Supplies	1,202.95	172.30	1,333.01	500.00	500.00
01300100	43332	Office Furniture & Equipment	14,365.36	5,998.52	7,747.42	-	8,400.00
01300100	43340	Fuel	10,052.02	10,345.68	8,512.91	9,500.00	10,025.00
01300100	43362	Public Art	7,460.88	5,091.73	2,909.40	6,000.00	6,000.00
<b>Subtotal</b>			\$ 40,857.42	\$ 30,595.90	\$ 24,622.03	\$ 24,100.00	\$ 33,025.00
<b>Maintenance</b>							
01300100	44420	Vehicle Maintenance (S)	\$ 10,597.25	\$ 13,456.70	\$ 11,221.30	\$ 12,140.00	\$ 11,620.00
01300100	44423	Building Services (S)	40,849.78	73,706.57	58,490.73	39,460.00	38,350.00
01300100	44424	Grounds Maintenance (S)	1,788.16	-	-	-	-
01300100	44426	Office Equipment Maintenance	6,875.55	6,031.88	6,277.70	7,000.00	7,000.00
<b>Subtotal</b>			\$ 60,110.74	\$ 93,195.15	\$ 75,989.73	\$ 58,600.00	\$ 56,970.00
<b>Capital Expenditures</b>							
01300100	45590	Capital Purchase	\$ 34,400.00	\$ 38,440.00	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ 34,400.00	\$ 38,440.00	\$ -	\$ -	\$ -
<b>Other Charges</b>							
01300100	47710	Economic Development	\$ 62,917.33	\$ 21,997.48	\$ 3,072.30	\$ 4,500.00	\$ 4,500.00
01300100	47740	Travel/Training/Dues	12,309.31	10,651.53	8,402.84	11,615.00	14,455.00
01300100	47750	Commission Support Material	308.60	42.35	-	-	-
01300100	47760	Uniforms & Safety Items	1,167.49	760.00	199.00	500.00	500.00
<b>Subtotal</b>			\$ 76,702.73	\$ 33,451.36	\$ 11,674.14	\$ 16,615.00	\$ 19,455.00
<b>Community Development Total</b>			\$ 1,358,102.35	\$ 1,377,985.75	\$ 1,322,417.10	\$ 1,289,890.00	\$ 1,286,800.00

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

## Public Works Department - Administration Division

### Service Area Description

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

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

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



*Village staff perform a controlled burn on one of the Village's natural areas.*

### Personnel Summary

No new personnel budgeted for FY 11/12. A vacant Account Clerk II position will not be filled this fiscal year.

Personnel Schedule	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Change
Public Works Director	1.0	1.0	1.0	1.0	1.0	-
Assistant Public Works Director	1.0	1.0	1.0	1.0	1.0	-
Project Manager	1.0	1.0	1.0	1.0	1.0	-
GIS Assistant/Inspector	1.0	1.0	1.0	1.0	1.0	-
Maintenance Worker I	1.0	1.0	1.0	1.0	1.0	-
Stock Coordinator	0.5	-	-	-	-	-
Account Clerk II	1.0	1.0	1.0	1.0	-	▼1.0
Secretary I	1.0	1.0	1.0	1.0	1.0	-
Seasonal	0.5	0.5	0.5	-	-	-
<b>Total Full-Time Equivalent Positions</b>	<b>8.0</b>	<b>7.5</b>	<b>7.5</b>	<b>7.0</b>	<b>6.0</b>	<b>▼1.0</b>
<i>Full-Time Employees</i>	<i>7.5</i>	<i>7</i>	<i>7</i>	<i>7</i>	<i>6</i>	<b>▼1</b>
<i>Part-Time Employees</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>

### FY 10/11 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 10/11 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



#### **Complete**

- Training of all PW staff in OSHA and safety related matters
- Furtherance of the Natural Areas program and maintenance of Village owned properties
- Continuance of education to staff and public on storm water pollution and NPDES Phase 2
- Successful management of all operating divisions of public works



**Near Completion**

- N/A



**Not Complete**

- N/A

**FY 11/12 Objectives**

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

- Continue to manage and provide guidance to all operating division of the Public Works Department to ensure citizen satisfaction
- Continue to key in on core services and make those better while holding the line on budgets
- Continue to collect information and infrastructure for GIS.

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

- Mandatory OSHA and safety training will continue to be provided
- Project Manager and GIS Technician will attend specific training
- Public Works Director will attend APWA National Convention

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

- Continue storm water public education and provide yearly reports to the IEPA on our NPDES Phase 2 permit
- Assistant Public Works Director will be on the technical committee for the Jelkes Creek Watershed Study

**Performance Measures**

The FY 11/12 budget document features performance measures related to the Village’s Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

<b>Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village’s Infrastructure and Uphold a High Quality of Life for Residents</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Provide oversight for all major maintenance and construction projects.	Public Works Project Engineering Reviews	3	5	N/A	8	6
	Private Developer Engineering Reviews	10	3	N/A	4	4
	Site Development Permits Issued	9	1	N/A	2	3



# Public Works Administration

# Expenditures

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Personnel</b>							
01400300	41103	IMRF	\$ 38,627.45	\$ 37,650.31	\$ 41,020.39	\$ 44,325.00	\$ 43,025.00
01400300	41104	FICA	32,658.54	31,411.00	31,629.86	32,965.00	30,900.00
01400300	41105	Unemployment Tax	1,322.26	796.15	706.50	1,075.00	550.00
01400300	41106	Health Insurance	30,794.37	32,083.11	36,294.36	37,750.00	41,050.00
01400300	41110	Salaries	427,419.12	415,808.04	422,533.23	424,870.00	397,675.00
01400300	41140	Overtime	12,726.83	8,232.09	6,068.83	5,200.00	4,000.00
<b>Subtotal</b>			\$ 543,548.57	\$ 525,980.70	\$ 538,253.17	\$ 546,185.00	\$ 517,200.00
<b>Contractual Services</b>							
01400300	42210	Telephone	\$ 8,039.83	\$ 6,536.04	\$ 6,480.86	\$ 7,150.00	\$ 6,980.00
01400300	42211	Natural Gas	7,618.73	7,534.46	(1,012.04)	4,915.00	4,900.00
01400300	42230	Legal Services	4,501.25	9,327.50	9,127.64	10,000.00	10,000.00
01400300	42232	Engineering Services	1,355.00	540.00	-	-	-
01400300	42234	Professional Services	4,021.22	2,017.29	3,714.10	1,210.00	1,250.00
01400300	42242	Publications	549.05	608.51	550.93	530.00	430.00
01400300	42243	Printing & Advertising	171.88	27.01	231.28	2,050.00	2,050.00
01400300	42260	Physical Exams	-	-	-	400.00	160.00
01400300	42270	Equipment Rental	421.20	102.11	4.77	-	-
01400300	42281	Grounds Services	12,010.40	-	-	-	-
<b>Subtotal</b>			\$ 38,688.56	\$ 26,692.92	\$ 19,097.54	\$ 26,255.00	\$ 25,770.00
<b>Supplies &amp; Materials</b>							
01400300	43308	Office Supplies	\$ 4,494.28	\$ 2,968.59	\$ 2,885.63	\$ 2,500.00	\$ 2,410.00
01400300	43317	Postage	1,808.31	1,400.09	1,389.29	1,600.00	1,600.00
01400300	43319	Building Supplies	-	298.22	-	-	-
01400300	43320	Tools, Equipment & Supplies	3,852.00	5,764.67	898.75	800.00	800.00
01400300	43332	Office Furniture & Equipment	7,601.99	22,846.08	7,986.40	6,155.00	7,850.00
01400300	43340	Fuel	10,077.67	6,269.72	4,655.28	5,195.00	4,840.00
<b>Subtotal</b>			\$ 27,834.25	\$ 39,547.37	\$ 17,815.35	\$ 16,250.00	\$ 17,500.00
<b>Maintenance</b>							
01400300	44420	Vehicle Maintenance (S)	\$ 4,585.95	\$ 15,602.31	\$ 8,747.84	\$ 9,000.00	\$ 9,760.00
01400300	44421	Equipment Maintenance (S)	87.28	110.35	-	-	-
01400300	44423	Building Services (S)	52,226.41	53,190.45	41,165.54	28,290.00	24,170.00
01400300	44424	Grounds Maintenance (S)	31.37	-	-	-	-
01400300	44426	Office Equipment Maintenance	603.34	756.73	541.55	700.00	250.00
<b>Subtotal</b>			\$ 57,534.35	\$ 69,659.84	\$ 50,454.93	\$ 37,990.00	\$ 34,180.00
<b>Capital Expenditures</b>							
01400300	45590	Capital Purchase	\$ 9,561.00	\$ -	\$ 16,500.00	\$ -	\$ -
<b>Subtotal</b>			\$ 9,561.00	\$ -	\$ 16,500.00	\$ -	\$ -
<b>Transfers</b>							
01400500	48099	Transfer/Debt Service Fund <sup>1</sup>	\$ -	\$ -	\$ -	\$ 627,000.00	\$ 754,800.00
<b>Subtotal</b>			\$ -	\$ -	\$ -	\$ 627,000.00	\$ 754,800.00
<b>Other Charges</b>							
01400300	47740	Travel, Training & Dues	\$ 15,567.03	\$ 10,346.93	\$ 10,069.83	\$ 10,300.00	\$ 11,500.00
01400300	47760	Uniforms & Safety Items	2,657.72	2,316.39	2,392.10	2,150.00	2,050.00
<b>Subtotal</b>			\$ 18,224.75	\$ 12,663.32	\$ 12,461.93	\$ 12,450.00	\$ 13,550.00
<b>Contra Account</b>							
01400300	47798	Grounds Services Redistribution	\$ (12,010.41)	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>			\$ (12,010.41)	\$ -	\$ -	\$ -	\$ -
<b>Public Works Administration Total</b>			\$ 683,381.07	\$ 674,544.15	\$ 654,582.92	\$ 1,266,130.00	\$ 1,363,000.00

<sup>1</sup> - Debt Service is now reflected in this Fund since these funds are to pay off construction debt associated with the Public Works Facility.

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



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# Public Works Department - Streets Division

## Service Area Description

The Streets Division of the Public Works Department provides safe and clean roads, a reliable storm water system, an ecologically friendly retention/detention system, and an appealing view of right of ways, open spaces, wetlands, and woodlands. These services are provided to all our residents and visitors and those motorists who travel through, visit or shop in Algonquin thus providing an ecological, eye appealing environment in which to live, visit or just pass through.



The Streets Division of the Public Works Department supports the Village of Algonquin’s Mission by:

- Maintaining the Village’s Infrastructure and Upholding a High Quality of Life for Residents
- Maintaining the Public’s Health, Safety, and Welfare Through a Well Trained and Dedicated Staff
- Promoting Programs with a Conservation Focus

## Personnel Summary

No new personnel budgeted for FY 11/12. A vacant Maintenance Worker II position will not be filled this fiscal year.

Personnel Schedule	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Change
Street Superintendent	1.0	1.0	1.0	1.0	1.0	-
Streets Supervisor	2.0	2.0	2.0	2.0	2.0	-
Maintenance Worker II	2.0	2.0	2.0	2.0	1.0	▼1.0
Maintenance Worker I	10.0	10.0	10.0	10.0	10.0	-
Seasonal	0.75	1.0	1.0	-	-	-
<b>Total Full-Time Equivalent Positions</b>	<b>15.75</b>	<b>16.0</b>	<b>16.0</b>	<b>15.0</b>	<b>14.0</b>	<b>▼1.0</b>
<i>Full-Time Employees</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>14</i>	<i>▼1</i>
<i>Part-Time Employees</i>	<i>3</i>	<i>4</i>	<i>4</i>	<i>0</i>	<i>0</i>	<i>-</i>

## FY 10/11 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 10/11 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



### **Complete**

- Poured over 164 yards of concrete in the Downtown Area and Riverwood subdivision along with numerous reported trip hazards and damaged sidewalks and curbs.
- Laid over 1,900 tons of asphalt thus eliminating some serious pothole areas such as Applewood, Sawmill, Gaslight, and Brookside and completed the entire surface in such areas as Parkview Terrace South, and Highland.

- Laid drain tile in areas such as Gaslight Terrace, Fairway View, and Persimmon in Terrace Hills, eliminating some critical areas of flooding and icing hazards and completed major drainage project at Spella Park to eliminate constant flooding of bike path.



**Near Completion**

- N/A



**Not Complete**

- Highland to be completed 2011

**FY 11/12 Objectives**

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

- Repaving of Parkview Terrace North
- Concrete Work in High Hill Subdivision plus identified trip hazards

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

- Continue to send staff to any trade shows or seminars which can enhance their knowledge or increase their productivity.

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

- Finish training the rest of the plow drivers on salt conservation and attempt to develop a program to train back-up drivers on same.

**Performance Measures**

The FY 11/12 budget document features performance measures related to the Village’s Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

<b>Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village’s Infrastructure and Uphold a High Quality of Life for Residents</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Projected
Provide adequate infrastructure throughout the Village.	Street Light Work Orders	34	30	N/A	39	45
	Other Work Orders	163	147	N/A	430	500
	Potholes Repaired	370	450	N/A	424	400

## Statistics

Public Works Streets Division					
	2006	2007	2008	2009	2010
Sidewalk Concrete Poured (square feet)	7,212	1,500	980	1,640	7640
Curb Concrete Poured (linear feet)	N/A	N/A	266	700	1200
Asphalt Used (tons)	192	762	703	1,710	1857
Pipe Installed (linear feet)	1,200	1,350	750	1,800	1100
Structures Set	13	11	7	4	7
Road Striping Completed (miles)	4	8	9 <sup>1</sup>	6 <sup>2</sup>	4 <sup>3</sup>
Split Rail Fence Installed (linear feet)	400	700	1,200	530	150
Snow Fence Installed (linear feet)	6,500	9,400	11,000	11,000	11,000
Notes:					
<sup>1</sup> – 52 stop bars and 32 crosswalks were also striped. <sup>3</sup> – 17 stop bars and 10 crosswalks were also striped <sup>2</sup> – 27 stop bars and 34 crosswalks were also striped.					

# Public Works - Streets Division

# Expenditures

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Personnel</b>							
01500300	41103	IMRF	\$ 73,524.55	\$ 77,616.31	\$ 82,969.73	\$ 92,765.00	\$ 89,300.00
01500300	41104	FICA	61,941.83	65,651.71	66,937.74	69,870.00	64,225.00
01500300	41105	Unemployment Tax	2,523.04	1,734.24	1,785.65	3,075.00	1,250.00
01500300	41106	Health Insurance	158,859.37	167,671.61	170,874.47	175,500.00	187,675.00
01500300	41110	Salaries	726,914.12	806,066.88	840,164.28	863,225.00	798,400.00
01500300	41140	Overtime	102,996.74	75,542.14	55,938.66	40,000.00	40,000.00
<b>Subtotal</b>			\$ 1,126,759.65	\$ 1,194,282.89	\$ 1,218,670.53	\$ 1,244,435.00	\$ 1,180,850.00
<b>Contractual Services</b>							
01500300	42210	Telephone	\$ 4,976.96	\$ 4,859.45	\$ 4,924.13	\$ 5,050.00	\$ 5,260.00
01500300	42211	Natural Gas	9,780.06	8,071.95	(685.20)	5,160.00	4,950.00
01500300	42212	Electric	397,585.68	351,811.62	436,115.85	448,700.00	441,500.00
01500300	42230	Legal Services	-	3,148.34	13,387.50	2,000.00	3,000.00
01500300	42232	Engineering Services	7,894.98	7,212.00	5,490.24	6,000.00	4,200.00
01500300	42234	Professional Services	17,159.98	4,738.53	13,175.51	14,480.00	17,350.00
01500300	42242	Publications	-	120.00	360.13	-	-
01500300	42243	Printing & Advertising	510.30	-	246.93	50.00	50.00
01500300	42264	Snow Removal	726.77	1,412.39	2,335.11	3,700.00	3,200.00
01500300	42270	Equipment Rental	1,401.38	1,873.44	1,388.75	1,700.00	1,000.00
<b>Subtotal</b>			\$ 440,036.11	\$ 383,247.72	\$ 476,738.95	\$ 486,840.00	\$ 480,510.00
<b>Supplies &amp; Materials</b>							
01500300	43308	Office Supplies	\$ 535.05	\$ 337.61	\$ 444.14	\$ 500.00	\$ 300.00
01500300	43309	Materials	49,493.35	60,647.76	34,935.62	19,500.00	20,550.00
01500300	43317	Postage	-	51.55	59.87	50.00	60.00
01500300	43319	Building Supplies	503.00	-	-	-	-
01500300	43320	Tools, Equipment & Supplies	46,428.81	45,752.68	45,123.43	4,200.00	43,130.00
01500300	43332	Office Furniture & Equipment	-	5,744.01	6,121.00	400.00	1,340.00
01500300	43340	Fuel	97,164.59	85,212.30	60,718.19	71,870.00	81,670.00
01500300	43366	Sign Program	37,675.67	26,585.47	20,436.87	5,000.00	10,000.00
<b>Subtotal</b>			\$ 231,800.47	\$ 224,331.38	\$ 167,839.12	\$ 101,520.00	\$ 157,050.00
<b>Maintenance</b>							
01500300	44420	Vehicle Maintenance (S)	\$ 148,127.36	\$ 129,723.96	\$ 110,559.15	\$ 140,830.00	\$ 139,440.00
01500300	44421	Equipment Maintenance (S)	119,059.77	139,904.12	143,597.29	146,440.00	158,010.00
01500300	44423	Building Maintenance (S)	33,208.96	81,426.02	70,957.39	78,000.00	64,840.00
01500300	44424	Grounds Maintenance (S)	950.62	-	-	-	-
01500300	44426	Office Equipment Maintenance	827.10	694.35	549.81	720.00	500.00
01500300	44427	Curb & Sidewalk Program	6,525.16	8,695.13	2,356.50	1,000.00	1,000.00
01500300	44428	Street Maintenance	32,906.39	20,249.62	13,847.70	8,500.00	6,800.00
01500300	44429	Street Lights	3,504.12	5,945.05	1,754.68	3,000.00	12,000.00
01500300	44430	Traffic Signal Maintenance	12,178.65	12,360.12	41,857.12	13,000.00	18,400.00
<b>Subtotal</b>			\$ 357,288.13	\$ 398,998.37	\$ 385,479.64	\$ 391,490.00	\$ 400,990.00
<b>Capital Expenditures</b>							
01500300	45590	Capital Purchase	\$ 286,857.50	\$ 102,969.90	\$ -	\$ -	\$ 65,000.00
01500300	45597	Capital Lease Payments	20,640.96	3,565.05	-	-	-
<b>Subtotal</b>			\$ 307,498.46	\$ 106,534.95	\$ -	\$ -	\$ 65,000.00
<b>Other Charges</b>							
01500300	47740	Travel/Training/Dues	\$ 2,455.57	\$ 2,206.41	\$ 1,477.03	\$ 2,430.00	\$ 2,100.00
01500300	47760	Uniforms & Safety Items	7,657.30	8,223.55	8,534.29	6,700.00	6,700.00
01500600	47790	Interest Expense	914.06	27.45	-	-	-
<b>Subtotal</b>			\$ 11,026.93	\$ 10,457.41	\$ 10,011.32	\$ 9,130.00	\$ 8,800.00
<b>Streets Total</b>			\$ 2,474,409.75	\$ 2,317,852.72	\$ 2,258,739.56	\$ 2,233,415.00	\$ 2,293,200.00

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

## Public Works Department - Parks and Forestry Division

### Service Area Description

The Parks and Forestry Division provides the development and maintenance of all park and open space parcels within the Village, as well as the installation, replacement, and maintenance of all village-owned trees. Our commitment to the citizens of Algonquin provides beautifully maintained recreational parcels, as well as a well-managed urban forest which provides environmental benefit and supports community aesthetics.



*Parks and Forestry staff overlooking the Fox River Valley*

The Parks and Forestry Division of the Public Works Department supports the Village of Algonquin's Mission by:

- Maintain and/or Enhance Customer Service and Citizen Satisfaction
- Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents
- Assess All Viable Options to Increase/Maintain the Village's Revenue Base
- Continue to Promote and Develop Programs with a Conservation Focus

### Personnel Summary

No new personnel budgeted for FY 11/12.

Personnel Schedule	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	Change
Parks and Forestry Superintendent	1.0	1.0	1.0	1.0	1.0	-
Parks and Forestry Supervisor	1.0	1.0	1.0	1.0	1.0	-
Maintenance Worker II	4.0	4.0	4.0	4.0	4.0	-
Maintenance Worker I	9.0	9.0	9.0	9.0	9.0	-
Seasonal	2.0	2.0	2.0	1.0	1.0	-
<b>Total Full-Time Equivalent Positions</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>16.0</b>	<b>16.0</b>	<b>-</b>
<i>Full-Time Employees</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>15</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>4</i>	<i>4</i>	<i>-</i>

### FY 10/11 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 10/11 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



#### **Complete**

- Performance assessment data collected and reviewed.
- Customer service improved by electronic work order systems and door hanger notification of work
- In-house training in development. ISA Certified Arborist credential achieved by one (1) new staff member.
- Intensive play surface mulch rehabilitation program conducted.
- Emerald Ash Borer management program continued. Losses removed and currently funded to be replaced.



- Over 3,400 trees were pruned as part of our cyclical maintenance program.
- More than 300 trees were planted in parkways, parks, and open spaces.



**Near Completion**

- The Cornish Park and Towne Park shoreline restoration programs were bid and are awaiting construction.



**Not Complete**

- None

**FY 11/12 Objectives**

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

- Continue the implementation of the departmental training program.
- Provide the opportunity for at least one new staff member to become a Certified Arborist.

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

- Complete improvement projects at Cornish and Towne Parks, providing for a stabilized shoreline which will protect and preserve park lands.
- Implement projects for next year’s budget that enable restoration of existing park parcels as well as the development of potential park spaces.

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

- Maintain all designations and certifications in order for us to be readily qualified for potential grant opportunities.
- Work to secure off-set exchange of wood debris in order to garner a profit or necessary functional materials.

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

- Obtain Tree City USA award.

**Performance Measures**

The FY 11/12 budget document features performance measures related to the Village’s Guiding Principles to assist linking budgetary decisions to the intended outcomes determined by the Village Board. Output, efficiency, and outcome measures are used to provide a tangible link from Village services and strategies to the Guiding Principles. Aggressive targets are set during the budget process not to determine success or failure, but to continuously improve service delivery and provide core services in the most cost-effective manner possible. Additional measures and strategies will be featured in subsequent budgets.

<b>Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Maintain a highly trained and capable staff for operations.	ISA Certified Arborists	5	6	N/A	7	8

<b>Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Maintain parkway trees and urban forests as a community resource.	Tree Replacements	378	711	N/A	304	900
	Trees Pruned	2,600	3,356	N/A	3,414	3,500
	Parkway Trees Maintained	17,775	18,179	N/A	20,564	20,564
Maintain high quality Village parks for residents, businesses, and visitors.	Park Sites Maintained	21	21	N/A	21	21
	Open Space/Detention Area Maintained (Acres)	666.5	666.5	N/A	666.5	666.5
	Developed Park Area Maintained (Acres)	154.5	154.5	N/A	154.5	154.5

<b>Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus</b>						
Department Objective	Strategy/Measure	2008	2009	2010		2011
		Actual	Actual	Target	Actual	Target
Preserve and enhance Village's tree resources.	Obtain Tree City USA Award	Yes	Yes	Yes	Yes	Yes

# Public Works - Parks and Forestry Division

# Expenditures

			FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
			Actual	Actual	Actual	Budget	Budget
<b>Personnel</b>							
01600300	41103	IMRF	\$ 68,697.33	\$ 71,240.05	\$ 75,995.72	\$ 85,790.00	\$ 90,300.00
01600300	41104	FICA	59,348.72	59,556.48	59,596.49	65,585.00	66,475.00
01600300	41105	Unemployment Tax	3,529.70	1,939.37	1,998.17	3,225.00	1,500.00
01600300	41106	Health Insurance	100,812.64	107,479.05	115,788.93	117,125.00	143,375.00
01600300	41110	Salaries	729,076.31	753,777.77	787,957.35	829,170.00	842,300.00
01600300	41140	Overtime	54,794.96	33,780.93	23,891.52	26,400.00	22,400.00
<b>Subtotal</b>			\$ 1,016,259.66	\$ 1,027,773.65	\$ 1,065,228.18	\$ 1,127,295.00	\$ 1,166,350.00
<b>Contractual Services</b>							
01600300	42210	Telephone	\$ 5,805.41	\$ 4,366.29	\$ 5,406.94	\$ 5,350.00	\$ 5,110.00
01600300	42211	Natural Gas	9,234.33	8,607.88	(768.64)	5,540.00	5,325.00
01600300	42230	Legal Service	-	690.00	112.50	500.00	500.00
01600300	42232	Engineering Services	6,593.32	-	-	-	-
01600300	42234	Professional Services	24,148.50	49,328.24	54,035.69	34,500.00	42,050.00
01600300	42242	Publications	368.07	-	-	-	-
01600300	42243	Printing & Advertising	1,922.47	714.97	201.41	550.00	1,050.00
01600300	42253	Community Events	6,352.13	835.84	392.33	1,000.00	1,000.00
01600300	42260	Physical Exams	735.00	183.75	-	-	160.00
01600300	42270	Equipment Rental	4,862.73	2,160.86	928.77	2,830.00	750.00
<b>Subtotal</b>			\$ 60,021.96	\$ 66,887.83	\$ 60,309.00	\$ 50,270.00	\$ 55,945.00
<b>Supplies &amp; Materials</b>							
01600300	43308	Office Supplies	\$ 469.32	\$ 478.87	\$ 203.77	\$ 300.00	\$ 300.00
01600300	43309	Materials	32,370.27	19,577.79	19,653.85	27,700.00	19,500.00
01600300	43317	Postage	24.14	26.36	-	50.00	50.00
01600300	43320	Tools, Equipment & Supplies	25,496.94	13,322.08	16,633.65	12,000.00	13,100.00
01600300	43332	Office Furniture & Equipment	5,399.22	-	5,540.30	1,500.00	3,940.00
01600300	43340	Fuel	44,778.49	41,017.31	28,234.40	35,360.00	37,370.00
01600300	43360	Park Upgrades	-	25,271.81	17,821.58	34,000.00	22,600.00
<b>Subtotal</b>			\$ 108,538.38	\$ 99,694.22	\$ 88,087.55	\$ 110,910.00	\$ 96,860.00
<b>Maintenance</b>							
01600300	44402	Tree Planting	\$ 47,952.01	\$ 26,375.11	\$ 50,275.08	\$ 32,500.00	\$ 44,000.00
01600300	44403	Tree Trimming/Removal	1,400.00	1,907.72	-	5,000.00	4,000.00
01600300	44420	Vehicle Maintenance(S)	89,374.13	21,463.05	52,231.72	71,400.00	57,005.00
01600300	44421	Equipment Maintenance (S)	68,265.67	125,483.82	93,301.58	94,260.00	100,830.00
01600300	44423	Building Services (S)	46,429.39	70,019.43	62,920.51	59,620.00	49,565.00
01600300	44424	Grounds Maintenance (S)	15.27	-	-	-	-
01600300	44425	Open Space Maintenance	15,841.12	15,000.00	14,652.73	15,000.00	15,000.00
01600300	44426	Office Equipment Maintenance	797.83	694.35	549.83	720.00	500.00
<b>Subtotal</b>			\$ 270,075.42	\$ 260,943.48	\$ 273,931.45	\$ 278,500.00	\$ 270,900.00
<b>Capital Expenditures</b>							
01600300	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 19,500.00
01600300	45590	Capital Purchase	\$ 93,584.00	\$ 207,130.00	\$ 42,692.70	\$ -	\$ 191,000.00
01600300	45593	Park Development	17,913.55	156,523.02	-	-	-
01600300	45597	Capital Lease Payment	8,617.78	1,488.44	-	-	-
<b>Subtotal</b>			\$ 120,115.33	\$ 365,141.46	\$ 42,692.70	\$ -	\$ 210,500.00
<b>Transfers</b>							
01600500	48005	Transfer to Pool	\$ 54,795.60	\$ 36,376.48	\$ 66,097.81	\$ 52,180.00	\$ 71,495.00
01600500	48006	Transfer to Park Fund	357,797.00	-	-	-	-
<b>Subtotal</b>			\$ 412,592.60	\$ 36,376.48	\$ 66,097.81	\$ 52,180.00	\$ 71,495.00
<b>Other Charges</b>							
01600300	47740	Travel/Training/Dues	\$ 5,243.93	\$ 6,580.56	\$ 5,065.88	\$ 3,450.00	\$ 5,350.00
01600300	47760	Uniforms & Safety Items	8,893.19	7,646.94	8,031.30	7,000.00	6,600.00
01600600	47790	Interest Expense	381.64	11.47	-	-	-
<b>Subtotal</b>			\$ 14,518.76	\$ 14,238.97	\$ 13,097.18	\$ 10,450.00	\$ 11,950.00
<b>Parks &amp; Forestry Total</b>			\$ 2,002,122.11	\$ 1,871,056.09	\$ 1,609,443.87	\$ 1,629,605.00	\$ 1,884,000.00

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

# Multidepartmental

# Expenditures

			FY 07/08 Actual	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Budget	FY 11/12 Budget
01900100	42234	Professional Services <sup>1</sup>	\$ 6,180.19	\$ 11,588.61	\$ 7,615.56	\$ 7,500.00	\$ 7,125.00
01900100	42236	Insurance	504,692.49	524,954.77	378,036.97	655,000.00	606,000.00
01900100	43333	Computer Network	53,453.34	55,671.59	154,483.99	154,960.00	143,510.00
01900100	45590	Capital Purchase	-	193,786.08	11,106.90	-	51,865.00
<b>Multidepartmental Total</b>			<b>\$ 564,326.02</b>	<b>\$ 786,001.05</b>	<b>\$ 551,243.42</b>	<b>\$ 817,460.00</b>	<b>\$ 808,500.00</b>
<sup>1</sup> - Includes funding for EAP program and for Hepatitis & Flu Shots. The remaining amounts are budgeted in Fund 07.							



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