



THE VILLAGE OF
ALGONQUIN
ILLINOIS
Annual Budget

May 1, 2017 - April 30, 2018
Adopted April 4, 2017

A Glimpse into Algonquin's History...

The Village of Algonquin was settled in 1834 with the arrival of Samuel Gillian, the first settler in McHenry County. Other early settlers were Dr. Cornish, Dr. Plumleigh, Eli Henderson, Alex Dawson, and William Jackson. The Village changed names several times in the early days; the names included Cornish Ferry, Cornishville, and Osceola. The name Algonquin was finally selected in 1847 as a suggestion from Samuel Edwards as a namesake for a ship he once owned.

The Village was incorporated in 1890 and witnessed both commercial and recreational trade. Algonquin was a favorite vacation spot for residents of Chicago. Nestled in the foothills of the Fox River Valley, Algonquin became known as the "Gem of the Fox River Valley."

The first Village Hall was constructed in 1906 at 2 South Main Street and throughout the years housed fire protection, library, and school services for the community as well as accommodating the municipal offices. The building served as Village Hall until the new Village Hall was completed in 1996. The original building is now called Historic Village Hall and serves as a community facility and meeting location.

A highlight in Algonquin's history was the period from 1906 to 1913, when the Algonquin Hill Climbs were held. The event was one of the earliest organized auto racing events held in the United States. Algonquin had a population of about 600 residents at that time and the annual hill climbs would bring crowds in excess of 25,000 to the Village.

Over the years, Algonquin has developed into a growing and thriving community, with its solid base of residential and commercial development as well as an expanding industrial/business sector. A tremendous commercial success was witnessed in the fall of 2004 with the opening of Algonquin Commons, the largest lifestyle center in Illinois.

Algonquin's population as of the 2010 census was 30,046, which has more than doubled since the 1990 census, which recorded a population of 11,663. The Village has grown from a small, rural, farming community to a vibrant urban leader in McHenry and Kane Counties.

Village Officials

Tim J. Schloneger
Village Manager

Susan I. Skillman
Comptroller

Michael J. Kumbera
Assistant Village Manager

John A. Bucci
Police Chief

Robert G. Mitchard II
Public Works Director

Todd A. Walker
Human Resources Director

Craig E. Arps
Building Commissioner

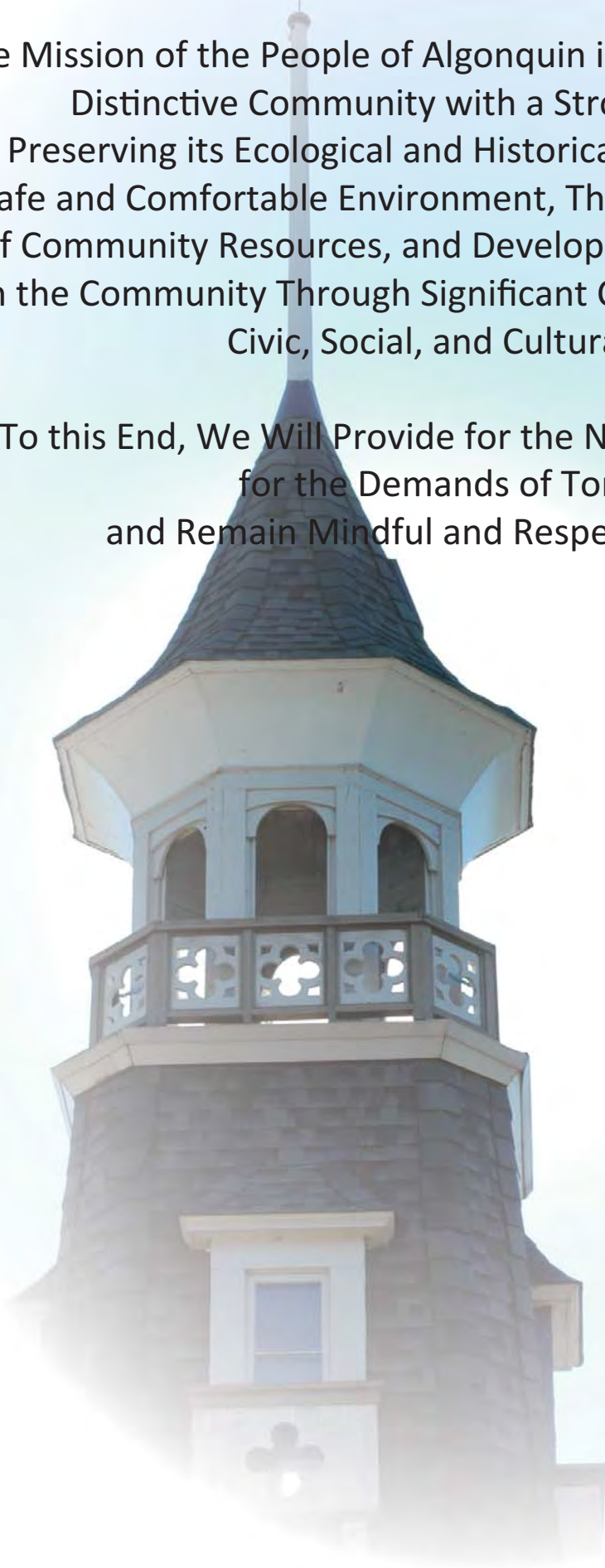
Russell W. Farnum
Community Development Director

Kevin D. Crook
Chief Innovation Officer

Village of Algonquin Mission Statement

The Mission of the People of Algonquin is to Foster a Harmonious, Distinctive Community with a Strong Sense of Place, Preserving its Ecological and Historical Richness, Providing a Safe and Comfortable Environment, Through a Responsible Use of Community Resources, and Developing Ownership and Pride in the Community Through Significant Citizen Involvement in all Civic, Social, and Cultural Affairs.

To this End, We Will Provide for the Needs of Today, Prepare for the Demands of Tomorrow, and Remain Mindful and Respectful of the Past.



Village President and Board of Trustees



John Schmitt
Village President



Jerry Kautz
Village Clerk



Brian Dianis¹
Village Trustee



Jerry Glogowski
Village Trustee



Robert Smith¹
Village Trustee



Debby Sosine
Village Trustee



John Spella
Village Trustee



Jim Steigert
Village Trustee

Note: 1 - Succeeded by Laura Brehmer and Janis Jasper, elected April 4, 2017 Consolidated Election.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Village of Algonquin

Illinois

For the Fiscal Year Beginning

May 1, 2016

A handwritten signature in black ink, appearing to read 'Jeffrey R. Ennis'.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award with a **Special Performance Measures Recognition** to the Village of Algonquin, Illinois for its annual budget for the fiscal year beginning May 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



Leaders at the Core of Better Communities

This
Certificate of Achievement

is presented to

Algonquin, IL

in recognition of its use of performance data in local government management,
including training, verification and public reporting.

Presented at the 102nd ICMA Annual Conference
Kansas City, Missouri
26 September 2016

ROBERT J. O'NEILL JR.
ICMA EXECUTIVE DIRECTOR

PATRICIA E. MARTEL
ICMA PRESIDENT

The International City/County Management Association (ICMA) recognized the Village of Algonquin, Illinois, for its performance management efforts with a Certificate of Achievement from the ICMA Center for Performance Analytics™.

ICMA assesses a local government’s performance management program and encourages analysis of results by comparing to peers and gauging performance over time. Performance management aids in cost reduction, program prioritization, and quality improvement. It also encourages accountability and transparency. Certificates are awarded at the levels of Achievement, Distinction, and the highest level, Excellence. Algonquin is among ten jurisdictions receiving the Certificate of Achievement, and one of 52 recognized overall.

ORDINANCE NUMBER
2017 - O - 09
AN ORDINANCE APPROVING THE VILLAGE OF ALGONQUIN
ANNUAL BUDGET FOR FISCAL YEAR 2017-2018

WHEREAS, the Village of Algonquin, McHenry and Kane Counties, Illinois is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

WHEREAS, the Village of Algonquin, McHenry and Kane Counties, Illinois, has adopted 65 ILCS 5/8-2-9.1 through 5/8-2-9.9 in lieu of passing an appropriation ordinance prior to the end of the first quarter of the fiscal year; and

WHEREAS, 65 ILCS 5/8-2-9.4 requires that the annual budget shall be adopted by the corporate authorities before the beginning of the fiscal year to which it applies; and

WHEREAS, Ordinance 92-O-82 requires the preparation of an annual budget Ordinance for approval by the Board of Trustees.

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Algonquin, McHenry and Kane Counties, Illinois, as follows:

SECTION 1: That the Village of Algonquin Annual Budget for Fiscal Year 2017-2018, attached hereto and made a part hereof, is hereby approved.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

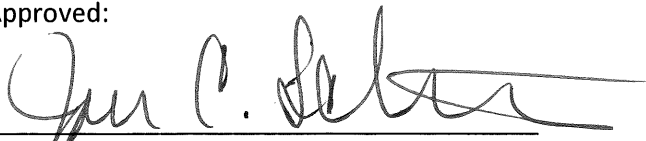
SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.


Aye: Sosine, Dianis, Glogowski, Steigert, Smith, Spella
Nay: None
Absent: None
Abstain: None

(seal)

Approved:



John C. Schmitt, Village President

ATTEST: 
Gerald S. Kautz, Village Clerk

Passed: April 4, 2017
Approved: April 4, 2017
Published: April 5, 2017

Prepared By:
Tim Schloneger, Budget Officer
2200 Harnish Drive
Algonquin, Illinois 60102



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Village of Algonquin

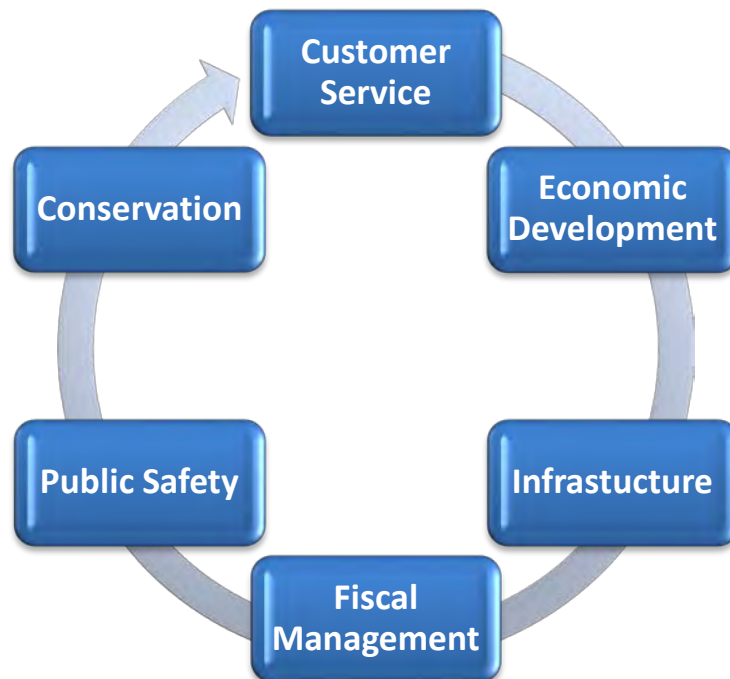
The Gem of the Fox River Valley

April 4, 2017

The Village of Algonquin Residents,
President and Board of Trustees:

On behalf of Village staff, I am pleased to present the Village of Algonquin’s Annual Budget for Fiscal Year 2017-2018. The annual budget represents the single most important policy adopted each year in any municipal organization. This is particularly true in a village such as Algonquin which offers a multitude of services and programs to its residents. The budget provides information that guides Village decision makers in making allocation choices based on anticipated revenue projections. The budget document is a planned program of expenditures based on the revenue projections that carry out the Village's scope of services and goals established by the President and Board of Trustees. This budget document is a tool used to assist Village officials in making sound and rational choices regarding the provision of services to the public.

To this end, six “Guiding Principles” have been established to guide the budget’s development and to measure the success of the recommended implementation of the budget.



Customer Service

Maintain and/or Enhance Customer Service and Citizen Satisfaction

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

Economic Development

Continue to Promote and Foster Economic Development

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

Infrastructure

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

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

Fiscal Management

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

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

Public Safety

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

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

Conservation

Continue to Promote and Develop Programs with a Conservation Focus

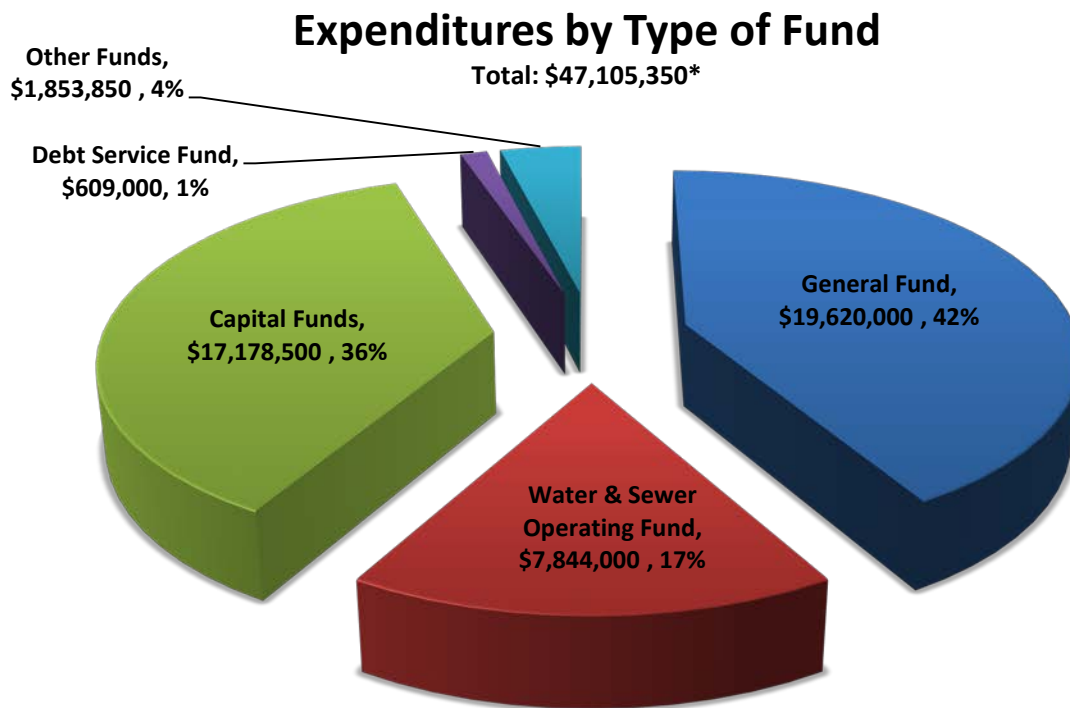
- Promoting and adhering to a conservation mindset and lifestyle have been priorities for the Village over the past several years. Conservation is imperative in order to protect and conserve natural resources such as groundwater, wetlands, and natural water bodies.
- Promote and enforce the Village's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

Budget Overview

The Village of Algonquin is currently operating under the budget system as provided for by Illinois State Statutes. This process was adopted in lieu of passing an appropriation ordinance since, under the budget system; its adoption more truly reflects anticipated receipts and disbursements. Under State statutes, the annual budget must be adopted by the corporate authorities before the beginning of the fiscal year (May 1, 2017). The President and Board of Trustees of the Village of Algonquin adopted the annual budget for FY 17/18 on April 4, 2017.

The budget for the Village is comprised of several funds. The principal operating funds are the General Fund and the Water and Sewer Operating Fund. There are several other funds that can be classified as capital improvement project (CIP) funds, debt service funds, service funds, and special funds. Each fund has specific purposes, as defined throughout the budget document. **It is important to note that the Village is able to maintain current service levels with a BALANCED General Fund budget of \$19 million.** Additionally, the General Fund is on pace to maintain a six-month cash reserve (50 percent of the General Fund) throughout FY 17/18.

The FY 17/18 budget of the Village of Algonquin for all funds totals over \$47.1 million of expenditures, including transfers. The Village establishes a budget for 16 separate funds. These funds can be further paired into five major funding groups as seen on the chart below.



** Service fund expenditures are incorporated into the operating budgets. The total amount does not include expenditures from the Building Services Fund or Vehicle Maintenance Fund.*

The FY 17/18 budget, consistent with previous years, utilized a “constraint budget process” to ensure that expenditures do not exceed the projected revenues for the operating budget. Other funds, such as capital or debt funds, have reserves established to offset any shortfalls of revenue for any particular year when the expenses exceed the revenues in order to accomplish the purpose of those limited purpose funds. The

overriding principle for the operation funds is to “live within our means.” This principle is followed closely with additional emphasis to maintain our cash reserves in excess of 50 percent (six months). Once this contingency was established in the base budget of the expenditure guidelines, the constraint budgeting process required each department to submit their individual budget maintaining the current level of service provided to our residents. This includes the maintenance of a competitive compensation and benefit package. Using this method of budgeting, the General Fund and Water and Sewer Operating Fund budgets support the largest assets of the Village - its employees. The FY 17/18 provides the means to enable the Village to maintain the high quality of life for residents.

General Fund

General Fund expenditures comprise the largest fund of the Village’s FY 17/18 budget with \$19,620,000 of expenditures. These funds go toward the majority of services provided to the community by various departments of the Village. General Fund revenues for FY 17/18 are down approximately two percent from FY 16/17 to \$19,290,000. The decrease in revenue is attributed primarily to the lower property tax revenue as well as projected lower income tax receipts. Sales tax is projected to increase one percent. The FY 17/18 budget will draw \$117,000 to replace a Public Works truck from the Vehicle Replacement Fund, a fund which sets aside revenues for future large vehicle and equipment purchases. Additionally, the budget will draw on the restricted Insurance Fund (\$213,000) to partially fund the Village’s liability insurance premium. The Village’s tax levy for 2016 by decreased by \$131,000 or 2.3 percent. Overall, this equates to a total General Fund expenditure decrease of approximately 1.8 percent.

Water & Sewer Operating Fund

The Water and Sewer Operating Fund serves as an enterprise fund in which user fees are able to fund operating expenses through the Village’s water and sewer utility. The FY 17/18 Water and Sewer Operating Fund expenditures are budgeted at \$7,844,000, which represents a 11 percent increase from FY 16/17. A transfer of \$1,200,000 of infrastructure fee revenue to the Water and Sewer Improvement and Construction Fund primarily drives increased expenditures in FY 17/18. In November 2017, rates for water and sewer services will increase in accordance with the Comprehensive Water and Sewer Rate and Fee Study which was completed in January 2016. The new rates will provide the necessary revenue for the maintenance and replacement of water and sewer infrastructure in the current and future fiscal years.

Capital Funds

The Capital Funds include various expenditures to be allocated toward improvements of the Village’s street system, water and sewer system, and parks. Total expenditures in FY 17/18 are budgeted at \$17,178,500, which is up from FY 16/17. Capital expenditures are driven by multi-year capital improvement plans, which typically feature cyclical expenditure patterns to help finance large public improvements. Revenues in FY 17/18 are budgeted at \$8,281,100 and an additional \$8,897,400 will be drawn from the capital fund balance.

Other Funds

Other Funds include a total of \$1,853,850 of expenditures in FY 17/18 and allocate dollars for pensions, school donations, cemetery, and other purposes. This represents an increase of 5.8 percent from FY 16/17, most notably from increases in benefits, refunds, and administration of the Police Pension Fund driven by several retirements in the prior year as well as increased activity in the Downtown TIF Fund, which expenditures budgeted at \$160,000.

Debt Service Fund

The final category is the Debt Service Fund, which allocates \$609,000 to retire debt previously established by the Village. Payment for Bond Series 2014A, which were used to finance the Public Works Facility, is the sole expenditure for this fund in FY 17/18, a less than 1 percent increase from FY 16/17.

Factors Contributing to Changes in the Budget

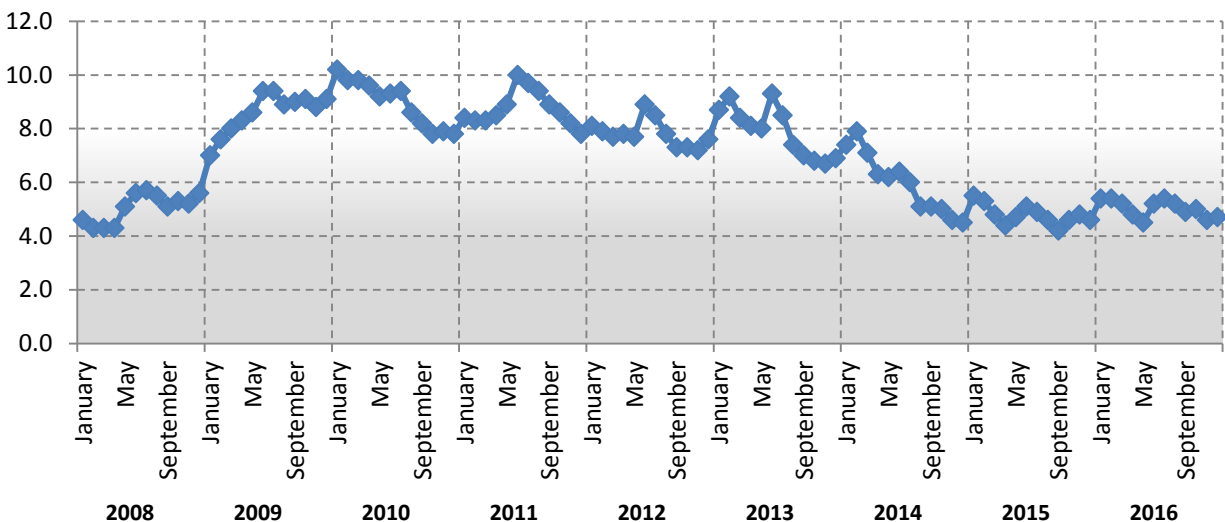
Many factors, including policy issues, legislative mandates, and economic conditions, have impacted this year's budget. Several of these factors are highlighted below and described in further detail throughout the budget document. The FY 17/18 budget features many cost-containment strategies for operations, while enhancing investment in infrastructure as Algonquin comes of age since the periods of population growth in the 1990s. The Village continues to maintain a performance-based organizational culture to maintain quality community services without increasing the tax burden on our residents.

Economic Factors Impacting the Budget

The "new economy" following the Great Recession is now among us, which allows an optimistic, but cautious outlook. Unemployment rates (shown below) continue to improve and favorable indicators in 2016 suggest continued economic growth locally. The Village should be cognizant of disruption in the marketplace which will require conformation to external factors in the five to ten-year horizon.

Algonquin Unemployment Rate

(2008 - 2016) - Source: Illinois Department of Employment Security



The Village approached the impact of the economy on the budget in a strategic and collaborative fashion. The following economic factors were significant in the development of the FY 17/18 budget:

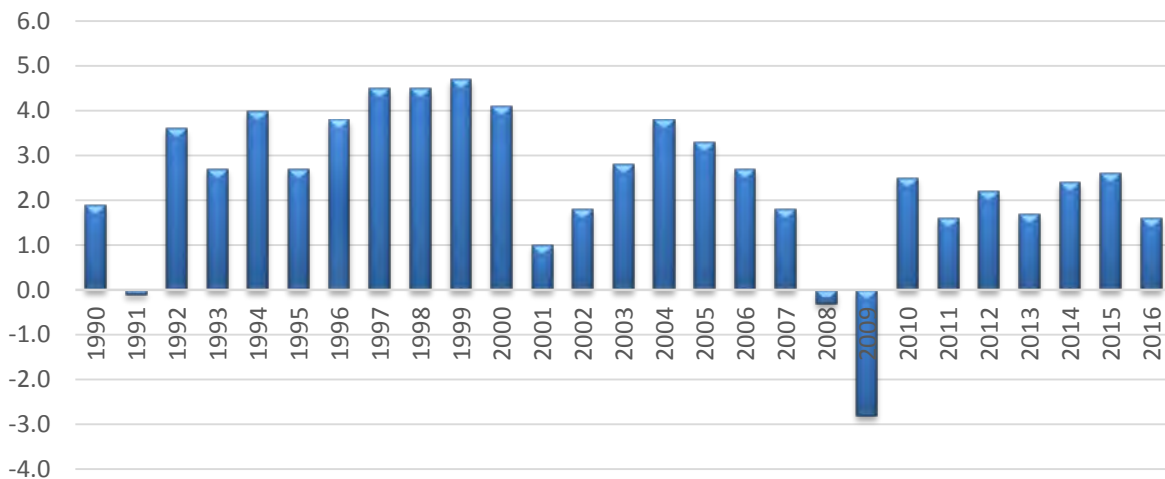
- **Unemployment:** Unemployment rates in 2016 finished the year at the lowest levels since 2008, which generally reflects full employment. The overall unemployment rate in Algonquin for 2016 is 5.0 percent, which is stable from 2015 and lower than regional rates for Kane and McHenry Counties. Additionally, low unemployment rates and positive growth in the labor force in Algonquin are both positive indicators for the local economy. Continued employment recovery is expected to show growth in revenue sources that are driven by personal disposal income.
- **Equalized Assessed Value (EAV):** Due to continued housing recovery, EAV is expected to increase during FY 17/18, representing the second year in a row in EAV in Algonquin has experienced a

positive gain. Higher EAV due to new development helps keeps property tax rates low for the community.

- **Interest Rates:** As of April 2017, the Federal Reserve maintained the federal funds rate at a target range of 75 to 100 basis points. This is another indication of economic growth nationally and should lead to very modest growth in investment income line-items in FY 17/18.
- **Retail:** The flurry of retailers closing stores nationally in 2017 including Gander Mountain, Sears, Kmart, JCPenney, Rue21, Macy’s, The Limited, American Apparel, Abercrombie & Fitch, HHGregg, RadioShack, Staples, and Payless ShoeSource to name a few, underscores the impact of online commerce and the ability of established brick and mortar operations to scale into this space. As sales tax composes 40 percent of the General Fund revenue, the Village will have to monitor this trend closely and identify more stable and predictably revenue sources to fund core operations.
- **Gross Domestic Product (GDP):** GDP (shown below) is an economic indicator which measures the total value of goods produced and services produced in the United States. Revenue sources related to economic growth, including sales tax, income tax, building permits, and certain user fees relate well to GDP. The graph below depicts more modest GDP growth than in prior economic cycles in the mid-2000s and late 1990s, suggesting corresponding slow rates of growth of certain major revenue sources.

Real Gross Domestic Product

Percent Change From Preceding Period



The Village will employ the following strategies to provide for the current needs of the community, while positioning the organization to accommodate the future infrastructure needs in Algonquin:

- **Personnel:** No new full-time employees will be hired in this fiscal year. If a position opens, the Village will evaluate the need for that position on a case-by-case basis. Through attrition and investment in training and development of current personnel, the Village will contain growth in personnel costs without sacrificing service delivery to the community. The Village has reduced personnel by 11 percent since FY 13/14. Merit raises are budgeted at 2.5 percent. Union employees will receive salary increases pursuant to their respective collective bargaining agreements.
- **Fund Balance/Cash Reserves:** The FY 17/18 budget as presented maintains a six-month unrestricted cash reserve. Additionally, the Water and Sewer Operating fund maintains a six-month cash reserve (50 percent of the Water and Sewer Operating Fund) for its operations.

- Infrastructure Investment: The Village has increased expenditures for construction and infrastructure maintenance in FY 17/18. Appropriately allocating resources to the maintenance of infrastructure reduces the need for full-scale and costlier replacement of these assets.
- Shared Services: In 2016, the Village of Algonquin was honored with a “Local Transformer Award” from Transform Illinois, a collaborative of local elected officials, civic organizations, and research institutions dedicated to promoting and supporting local government efficiency efforts in Illinois. The Village’s model for sharing staff and pooling resources with neighboring communities was specifically highlighted as a best practice. The Village will continue to explore and implement these opportunities within the region, focusing on service delivery and joint purchasing opportunities.

Policy Issues Impacting the Budget

The Village Board established many directives that led the design of the budget, including:

- Swimming Pool: The Swimming Pool Fund will be balanced for FY 17/18 but only after a transfer from the General Fund. The increasing age of the facility, coupled comprehensive regulations, requires increased maintenance expenditures to keep the facility safe and compliant. Continued operating deficits driven by the age of this facility severely challenge the swimming pool’s ability to remain viable in the future. Policy discussions are recommended to determine a long-term solution or alternative for this facility.
- Infrastructure Maintenance: Infrastructure needs in the Village are increasing due to the aging of streets and water and sewer lines. These factors are resulting in a growing gap between capital expenditures and revenues. The Village is proceeding with various capital projects in FY 17/18, including water main/sanitary sewer replacement in Downtown, road resurfacing in the Glenmoor subdivision, drainage repair at Lake Braewood, and several engineering and design projects for future construction. Infrastructure project spending in FY 17/18 exceeds \$17 million.
- Water Conservation: The Village continues to actively enforce its water conservation program which was developed in 2003. The program has been very successful in limiting water consumption to sustainable levels for the Village groundwater supply.
- Extra-Jurisdictional Maintenance: The Village provides landscape maintenance service on areas within our corporate limits that is under the jurisdiction of other state and local agencies, including the Illinois Department of Transportation and county divisions of transportation. These services are discretionary intended to maintain areas in conformance with Village standards. Policy discussions as to whether or not the Village performs these services are recommended as part of future budget developments.

Legislative Issues Impacting the Budget

- State of Illinois Budget Impasse: As of the date of this document, the State of Illinois has yet to approve a budget for the fiscal year ending in 2016 through current. The uncertainty of the State’s current and upcoming fiscal years does present several long-term planning challenges to the Village in terms of revenue, capital infrastructure, and unfunded mandates. Recent budget proposals have included a property tax freeze on local units of government. Staff will continue to monitor the State’s situation and develop any strategies necessary to maintain municipal services at the current level of service.
- Transportation: One of the poorest-rated quality of life issues in Algonquin from the Village’s annual community survey is traffic flow on major streets. While unilaterally, the Village is very limited in our abilities to address this regional issue, we are fortunate enough to have two active projects with Kane and McHenry Counties that will help alleviate regional traffic congestion and

further drive economic development. Longmeadow Parkway, when completed, will provide a critical bridge crossing of the Fox River and further help development efforts of the Algonquin Corporate Campus. Randall Road is in the engineering stages and will provide traffic congestion relief through Algonquin, Lake in the Hills, and Crystal Lake, including a redesign of the intersection at Randall Road and Algonquin Road. Staff will continue to work with McHenry County as the project develops.

- Pension Reforms: Village staff will continue to monitor public safety pension legislation. Pension expenses are one of the fastest growing expenditures the Village has and undoubtedly will create future funding challenges for Algonquin. The Village is appropriately funding its pension obligations based on the outcomes of annual actuarial studies.

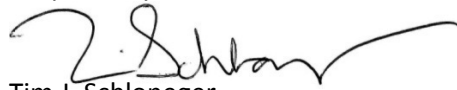
Conclusion

Overall, the Village is in sound financial condition. Due to adherence to the Village's Guiding Principles and use of constraint budgeting in previous years, the Village is in a stronger position than many other local communities. Algonquin has a strong bond rating (AAA) and cash reserves, while maintaining low debt obligations. It is essential to carefully maintain the day-to-day operations but continue to pursue important capital improvement projects. In many cases, these capital improvement projects warrant significant attention in respect to their opportunity to yield future operational cost savings. These cost savings enhance the Village's ability to contend with the many pressures upon local government presented by State and federal mandates, tax caps, declining revenue sources, escalating insurance costs, and other demands for new or improved services from our residents and businesses.

This budget takes another step in affording the Village of Algonquin the opportunity and capability to initiate the projects tied to growth management of the Village, while maintaining a sound financial base for the benefit of the residents of the community and the improvement of its infrastructure.

The combined leadership of the elected officials, support of the public, and experience and skills of professional Village staff will allow the Village of Algonquin to focus on the importance of delivering uninterrupted, high quality services to the public. With the support of the President and Board of Trustees, and the assistance of the Village staff, this budget will serve as a guide to maintaining efficient and effective municipal services and accomplishing the Village's financial objectives.

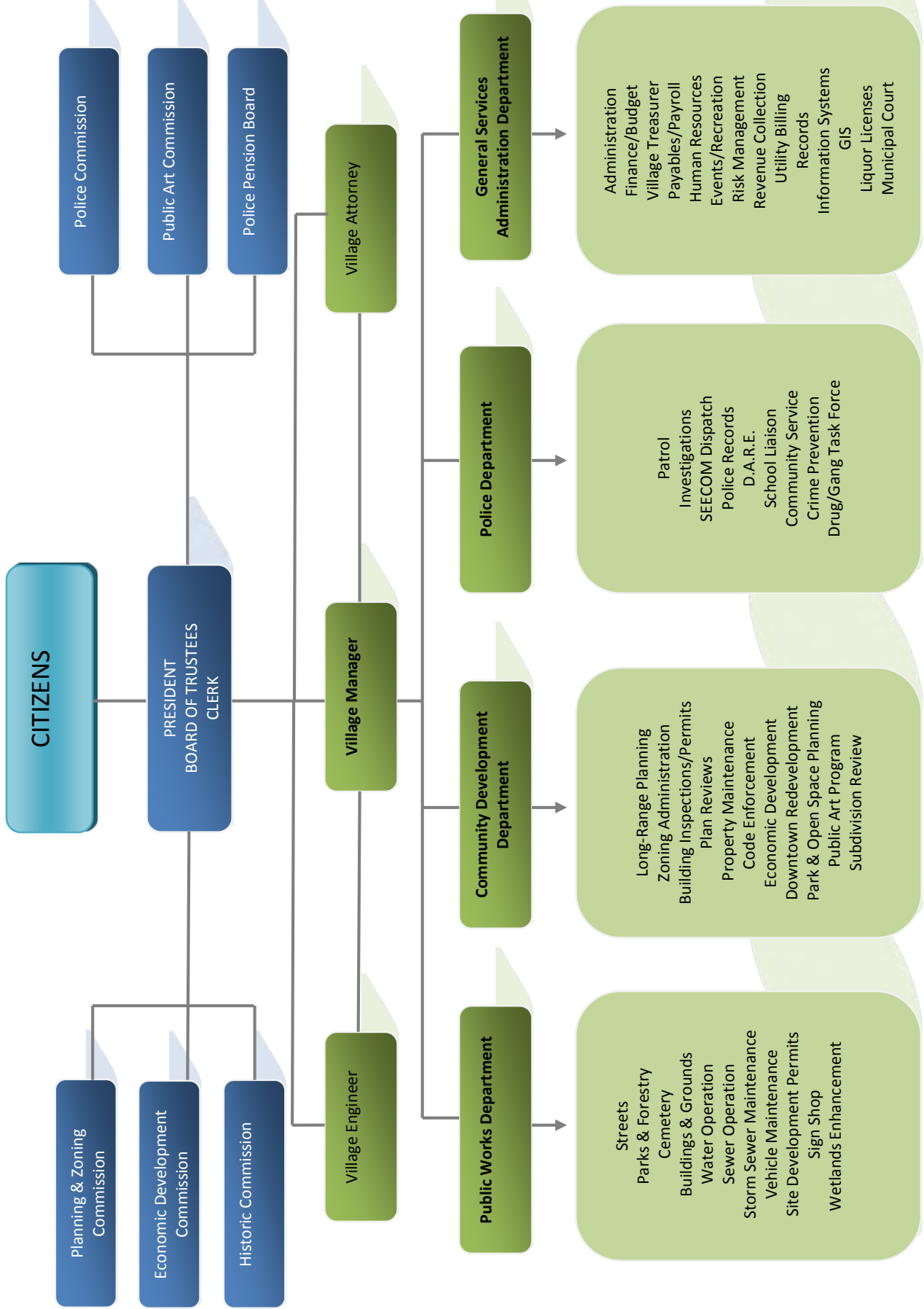
Respectfully submitted,



Tim J. Schloneger
Village Manager/Budget Officer

TJS:mjk

Village of Algonquin 2017 – 2018 Organizational Chart





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Guiding Principles

The principles listed below are, for the most part, timeless, and will be part of the fabric of the Village's direction for the coming years, if not forever. However, the means in which we meet or work towards these principles may change from year to year. This document intends to not only describe the guiding principles, but also to highlight some of the major programs and other purchases that have been included in this year's budget in order to support the guiding principles. Many programs and services can fit into more than one category; we have placed the programs in the category where they fit best.

The Guiding Principles were originally established as part of the FY 05/06 budget process, as defined in the Budget Message (see the Budget Message for additional description of each guiding principle). The Village aims to focus its time and resources in accomplishing the following objectives:

Customer Service

- *Maintain and/or Enhance Customer Service and Citizen Satisfaction*
- Develop and distribute 2017 Annual Report and Calendar to all Village residents.
- Administer the 2017 Algonquin Community Survey.
- Integrate MUNIS ERP modules (Maplink and Tyler Content Management System) into daily workflow processes.
- Distribute 12 Algonquin e-News e-mail newsletters to subscribers on a monthly basis.
- Distribute four (4) newsletters (The Algonquin Citizen) to residents along with their water bills.
- Complete scheduling, time keeping, and payroll software integration and implementation for Police Department.
- Complete on-site assessment and implementation of Human Resources module in MUNIS ERP system.
- Build on community relations with educational programs offered to residents.
- Utilize community-policing standard of assigning individual officers to village parks.
- Utilize community-policing standard of assigning officers to dedicated areas/businesses.
- Actively participate in 2017 National Night Out by holding local event.
- Complete on-line permitting implementation.
- Complete online cash register and credit card payment options.
- Consider online inspection scheduling and begin learning how to accomplish that goal.
- Continue maintaining high responsiveness to citizen requests.
- Continue to manage and provide guidance to all operating divisions of the Public Works Department to ensure citizen satisfaction.
- Continue to key in on core services and make those better while holding the line on budgets.
- Continue to use CityWorks data to analyze costs and make efficiency improvements in the Department.
- Continue to find ways to provide excellent service given resource reductions.
- Research the ability to have WiFi for customers to access while at the facility.
- Continue with Theme days at the pool to enhance customer experience.
- Look for new adult aquatic programs to offer at pool.
- Work to improve customer service via improved digital communication, and status updates of service requests.

- Reduce turnaround times on service requests. Keep all of the teams functioning with full and consistent availability of equipment.

Economic Development

- *Continue to Promote and Foster Economic Development*
 - Hold nine (9) summer concerts at Riverfront Park to attract visitors to the downtown area.
 - Hold the third annual Harvest Hustle 5K event.
 - Continue to develop, distribute, and market new brand/tag for Algonquin Recreation.
 - Redevelop spring special events to revitalize and draw more residents.
 - Continue working with schools in Algonquin to expand recreation offerings throughout the year.
 - Work with businesses in the downtown area to help provide new events or program space for Village activities.
 - Market the Algonquin Corporate Campus with the goal of attracting at least 1 large new user in FYE2018.
 - Begin strategically marketing retail sites, particularly at ICSC conferences.
 - Begin implementing the Economic Development Strategy.
 - Market Main Street redevelopment projects and sites.
 - Implement next step of East Algonquin Road Corridor Plan, after working with relevant property owners to develop 3 or 4 scenarios on key redevelopment sites, strategize developing sites.
 - Continue to offer discounted passes to neighboring communities to increase pool memberships.
 - Research cost and market pool with other media outlets to help increase pool awareness.
 - Effectively promote pool rental opportunities to schools, athletic groups, daycares, and businesses.

Infrastructure

- *Evaluate, Plan for, and Implement Important Capital Improvement Projects in order to maintain the Village's infrastructure and uphold a high quality of life for residents*
 - Continue to work with Kane County for the construction of the Longmeadow Parkway corridor.
 - Continue dialogue with McHenry County regarding the Randall Road Improvements Study.
 - Work closely with Public Works on timing and implementation of the Downtown Streetscaping.
 - Continue to assess and propose projects that alleviate costs associated to infrastructure degradation.
 - Continue ongoing maintenance and seasonal cleanups.
 - Weed control performed to keep the grounds looking manicured.
 - Downtown Streetscape Stage 1 Phase 2 Engineering.
 - Downtown Streetscape Stage 2 Phase 1 Engineering.
 - Downtown Streetscape Utility Lowering Phase 2 Engineering.
 - Glenmoor Section 1 Street Improvements.
 - Road Resurfacing 16-17 Project Construction.
 - Road Resurfacing 17-18 Projects Engineering (Broadsmore, Gaslight, Lake Drive South).

- Road Resurfacing 18-19 Projects Engineering (Algonquin Lakes, Brittany Hills, High Hill, Souwanas, Scott, Schuett, Wecks).
- Road Resurfacing 19-20 Projects Engineering (Algonquin Hills, Harnish Drive Section 1, Janaks, Square Barn Road, Stonegate Drive Section 1, Wintergreen Terrace).
- Randall Road Pedestrian Underpass Phase 1 & 2 Engineering.
- Terrace Hill Street Improvements.
- Increase expenditures for materials to provide for higher level of maintenance on Village streets.
- Engineering for Algonquin Lakes Basketball Court Rehab.
- Engineering for Kelliher Park Parking Lot.
- Engineering for Stoneybrook Park Improvements.
- Complete construction of two water interconnects with the Village of Carpentersville.
- Complete construction of the 2016 water distribution system improvements, includes one new PRV station, rehabilitation of one PRV station, addition of VFD's and piping modifications at the Countryside and Hillside BPS.
- Complete improvements to WTP no. 2 and no. 3 High Service Pumps through installation of inverter duty motors, new VFD's, and related SCADA integration.
- Sanitary sewer evaluation through SL-RAT or Sewer Line Rapid Assessment Tool and manhole camera inspections to identify pipe defects and map manhole structures.
- Complete construction of wet utilities per Stage 1 of the Downtown Streetscape Project.
- Complete Solids Stabilization Study to evaluate and develop future planning design documents as it relates to aerobic and anaerobic digestion and solids handling.
- Complete a Phosphorous Removal Study to evaluation and develop future planning and design documents as it relates to compliance with future NPDES permit requirements for nutrient discharge.
- Complete construction of online phosphorous monitoring equipment with SCADA integration to regulate chemical feed equipment in response to varying concentrations of phosphorous.
- Research cost and replace the awning for the concession stand.
- Research cost for new deck chairs for newly expanded deck area.
- Research cost and replace concession stand tables, including one ADA compliant.
- CMOM. Develop a Capacity, Management, Operation and Maintenance program to formalize the means and methods to manage our collection system, to address concerns about inflow/infiltration, to undertake basin studies, identify problem areas, and define the mechanism for repair/replacement.
- SL-RAT. Employment of the Sewer Line Rapid Assessment Tool, a precursor to camera line inspections. The technology uses acoustics to profile pipe condition, able to produce pipe defects such as grease blockages, failed pipe, and root intrusion. Information gained will better focus resources for flushing and televising on trouble areas and provide a mechanism for repair/replacement. All work is NASSCO certified.
- Annual Well Evaluations. Utilizes an industry standard for evaluation of groundwater wells, include measuring pumping rates, comparison to OEM specifications, level measurement, specific gravity testing, and camera inspection of column pipe and screening. Evaluations will help predict well maintenance schedules and identify problems.
- Annual LS Pump Evaluations. Evaluates submersible pumps utilized in the lift stations to ensure pumping rates, comparison to manufacturer's pump curves, tolerances on impellers, change of oil, checks of safety sensors. Information obtained will ensure good operation and help predict maintenance schedules and identify problems.

- Sanitary Sewer Televised – Annually. Maintain a 12-year schedule of televising the collection system, targeting 62,500 feet per year.
- Sanitary Sewer Flushed – Annually. Maintain a 6-year schedule of flushing the collection system, targeting 125,000 feet per year.
- Begin to compile the long term facility maintenance plan.

Fiscal Management

- *Assess all viable options to increase/maintain the Village's revenue base*
- Maintain Village's Standard and Poor's bond rating of AAA.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Obtain the International City/County Management Association's (ICMA) Center for Performance Measurement Certificate of Achievement.
- Continue working regionally on cooperative purchasing agreements for commodities and materials.
- Continue development of various employee wellness initiatives.
- Upgrade utility billing software to MUNIS UBCIS, which provides for future payment integration.
- Implementation of MUNIS Citizen Self-Service online customer portal.
- Evaluate existing merchant service providers and select vendor to consolidate and provide online payment services.
- Continue to implement the Downtown Study Recommendations including creating an SSA and a Main Street style business strategy.
- Water Meter Replacement Program. Undertake a three (3) replacement program installing the Metron-Farnier brand water meters with Verizon cellular data package. Year 1 will target commercial properties, including meters of 1" through 6"; approximately 500 meters.
- Internal Evaluation. Continue with the re-organization of duties and responsibilities of the Water & Sewer Division. Continue to evaluate if outsourcing is more efficient, cost effective, and allows staff to focus on their strengths. Areas of outsourcing will include fire hydrant painting, generator maintenance, landscaping maintenance, valve exercising, leak audit, and utility locating.
- Ordinance Review. Undertake a review of Chapter 6 of the Municipal Code to ensure intent of the language is being followed; to revise and/or add as appropriate, language/fees/penalties listed in Appendix B of the Code.
- Grant Monies and Rebates. Continue to search for grant monies and rebates in the areas of energy efficiency (lighting), scholarships for conferences and classes, and our participation in programs such as voluntary electrical load reductions.
- Continue to evolve the training aspects of each team. Educate new members on routine items, and evolve veterans. Reduce contractor costs, and secure new income sources.

Public Safety

- *Continue to allocate the necessary resources for the maintenance of the Public's Health, Safety, and Welfare through a well-trained and dedicated staff*
- Complete employee engagement survey.

- Create a policy manual that is legally defensible and is based on best policing practices (Lexipol).
- Provide ongoing training to current employees regarding policies.
- Increased involvement with McHenry County Mental Health program.
- Increase involvement with local schools regarding emergency response.
- Create career development plans for all employees.
- Continue fully funding Staff travel, training and dues line item. Adopt and implement updated building codes.
- Public Works Director to attend APWA International Congress.
- Continue to support training opportunities and staff development.
- Certify/recertify staff in lifeguarding skills/water safety instruction.
- Certify/recertify staff in CPR/AED/First Aid Skills.
- Certify/recertify staff in safe food handling per McHenry County.
- Training/Engagement Programs. Continue to create opportunities to improve staff skill levels in areas of safety, personal growth, licensing, and management; i.e. IPSI, NASSCO, Pool Operator, water & wastewater operators, manufacturer's and safety training specifically related to one's duties.
- Illinois Public Service Institute. Introduction of a water operator and M2 to the 3-year management program, learning from industry leaders in the field of public works.
- Continue to assess and improve the HVAC system. New controls and team members will allow for more efficient use of, and improvement to, the operating system.

Conservation

- *Continue to promote and develop programs with a Conservation Focus*
- Hold one (1) recycling and document shredding event.
- Represent Village on McHenry County Solid Waste Advisory Committee.
- Implement the Fox River Plan, continue to implement code requirements that support the Woods Creek Watershed and various other conservation plans.
- Continue to promote stormwater awareness and establish guidelines for maintenance of natural areas.
- Continue to evolve a park-wide recycling program.
- Lake Braewood Drainage Phase 1 & 2 Engineering.
- Ratt Creek Reach 5 Phase 1 Engineering.
- Souwanas Creek Reach 2 Phase 1 Engineering.
- Phase 2 Engineering for Dixie Creek park and Drainage Improvements.
- Maintenance activities on Blue Ridge Naturalized Detention Basin.
- Maintenance activities on Spella Naturalized Detention Basin.
- Maintenance activities on Spella Fen Restoration.
- Woods Creek Corridor burns.
- Use feedback from the energy audit to develop energy efficient practices for the bathhouse.
- Create and promote a recycling program for this facility.
- Water Leak Survey. Continue to participate in an annual leak survey to improve accountability and identify water losses throughout the 160 miles of distribution system.
- Continue to search for waste streams that are environmentally defensible.

Personnel Summary

Please note that all budgeted positions are shown. Some positions may not have been filled during all or a portion of the fiscal year listed. More detailed summaries can be found in the program description for each division/department.

Department/Division	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
General Services Administration						
Full-Time Equivalent Positions	18.50	18.75	18.00	18.00	17.00	▼ 1.0 ⁴
<i>Full-Time Employees</i>	18	18	17	17	16	▼ 1
<i>Part-Time Employees</i>	1	2	2	2	2	-
Police						
Full-Time Equivalent Positions	60.00	60.00	57.00	53.00	53.00	-
<i>Full-Time Employees</i>	59	59	56	52	52	-
<i>Part-Time Employees</i>	4	4	4	4	3	▼ 1 ²
Community Development						
Full-Time Equivalent Positions	12.00	12.00	12.00	12.00	11.00	▼ 1.0 ³
<i>Full-Time Employees</i>	12	12	12	12	11	▼ 1
<i>Part-Time Employees</i>	0	0	0	0	0	-
Public Works Administration						
Full-Time Equivalent Positions	6.00	6.00	4.00	4.00	4.00	-
<i>Full-Time Employees</i>	6	6	4	4	4	-
<i>Part-Time Employees</i>	0	0	0	0	0	-
Public Works General Services*						
Full-Time Equivalent Positions	29.50	29.50	29.00	28.00	26.00	▼ 2.0 ⁴
<i>Full-Time Employees</i>	28	28	27	26	24	▼ 2
<i>Part-Time Employees</i>	6	6	8	8	8	-
Public Works Water and Sewer Utilities						
Full-Time Equivalent Positions	20.75	20.75	20.75	20.75	19.75	▼ 1.0 ⁵
<i>Full-Time Employees</i>	20	20	20	20	19	▼ 1
<i>Part-Time Employees</i>	3	3	3	3	3	-
Public Works Building Services						
Full-Time Equivalent Positions	4.00	4.00	5.00	4.25	5.75	▲ 1.5 ⁶
<i>Full-Time Employees</i>	4	4	5	4	5	▲ 1
<i>Part-Time Employees</i>	0	0	0	1	2	▲ 1
Public Works Vehicle Maintenance						
Full-Time Equivalent Positions	5.00	5.00	4.25	4.25	4	▼ 1.0 ⁷
<i>Full-Time Employees</i>	5	5	4	4	4	-
<i>Part-Time Employees</i>	0	0	1	1	0	▼ 1
Swimming Pool						
Full-Time Equivalent Positions	4.75	4.75	4.75	4.25	4.25	-
<i>Part-Time Employees</i>	35	32	32	29	29	-
<i>Full-Time Employee Subtotal</i>	152	152	145	139	135	▼ 4
<i>Part-Time Employee Subtotal</i>	49	47	51	49	47	▼ 2
TOTAL EMPLOYEE HEADCOUNT	201	199	196	188	182	▼ 6
TOTAL FTEs	160.50	160.75	155.25	148.75	144.75	▼ 4.00⁸

¹ – A vacant Principal Secretary position will not be filled this year.

² – A vacant Crossing Guard position will not be filled this year. Additional hours will be assigned to existing Crossing Guards to maintain current FTE count.

³ – A vacant Permit Clerk position will not be filled this year.

⁴ – A vacant Maintenance Worker I position will not be filled this year. A Maintenance Worker II position was transferred to Public Works Building Services.

⁵ – A vacant Utilities Supervisor position will not be filled this year.

⁶ – A Maintenance Worker II position was transferred from Public Works General Services. A part-time Facility Maintenance Worker has been hired for Public Works Building Services.

⁷ – A seasonal Intern position will not be filled this year.

⁸ – Total does not include Temporary Recreation Instructors, which will work a negligible amount of hours during the fiscal year. This also does not include elected officials or commission members, whose compensation are set by municipal code.

Fund Balance Projections

	* Projected Fund Balance at 05/01/17	FY 17/18 Revenues	FY 17/18 Expenditures	Projected Fund Balance at 04/30/18
General Fund	17,621,189	19,290,000	19,620,000	17,291,189
Cemetery Fund	310,229	39,000	37,850	311,379
Motor Fuel Fund	2,207,580	813,000	777,500	2,243,080
Street Improvement Fund	10,062,245	5,480,000	9,506,000	6,036,245
Swimming Pool Fund	1,531	260,500	260,500	1,531
Park Fund	1,201,004	380,000	273,000	1,308,004
W & S Operating Fund	55,747,175	7,910,000	7,844,000	55,813,175
W & S Improvement & Construction Fund	7,488,604	1,600,000	6,622,000	2,466,604
Development Fund	923,033	53,000	88,000	888,033
Village Construction Fund	146,757	8,100	-	154,857
Building Services Fund	53,001	927,500	927,500	53,001
Vehicle Maint. Service Fund	75,366	1,155,000	1,155,000	75,366
Downtown TIF Fund	(689,639)	160,025	160,000	(689,614)
Police Pension Fund	24,959,545	3,835,500	1,307,500	27,487,545
SSA #1 - Riverside Plaza	17,002	70,000	-	87,002
Debt Service Fund	1,194,078	628,500	609,000	1,213,578
TOTALS	121,318,701	42,610,125	49,187,850	114,740,976

*Projected Fund Balance at 05/01/17 is estimated actual

2016-2018 Summary of Estimated Financial Sources and Use

(For Budgetary Purposes Only)

	General Fund			Special Revenue Funds		
	2016 Actual	* 2017 Budgeted	* 2018 Budgeted	2016 Actual	* 2017 Budgeted	* 2018 Budgeted
Financial Sources:						
Property Tax						
Other Taxes	\$ 5,863,879	\$ 6,121,000	\$ 5,990,000	\$ 17,515	\$ 19,995	\$ 230,000
Licenses and Permits	127,844	130,000	125,000	5,761,529	5,793,000	5,898,000
Intergovernmental, Grants, Contributions	823,414	565,000	531,000	-	-	-
Charges for Services & Uses	11,864,161	11,697,500	11,298,000	938,713	905,000	810,000
Fines, Fees and Forfeitures	259,638	198,400	281,800	518,932	111,500	107,500
Interest	551,438	371,000	363,000	-	-	-
Miscellaneous	94,066	86,000	100,600	22,490	13,105	19,425
	841,472	551,100	565,600	44,298	44,500	45,600
Total Estimated Financial Sources						
	\$ 20,425,912	\$ 19,720,000	\$ 19,255,000	\$ 7,303,477	\$ 6,887,100	\$ 7,110,525
Expenditures:						
General Government	\$ 3,948,311	\$ 4,479,200	\$ 4,417,000	\$ 792,600	\$ 472,450	\$ 411,350
Public Safety	8,864,640	9,516,800	9,646,800	-	-	-
Public Works	446,780	391,000	376,000	-	-	-
General Services Public Works	3,945,411	4,289,200	4,207,000	1,814,923	8,789,000	5,495,500
Debt Service	24,755	-	-	-	-	-
Water & Sewer	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Capital Outlay	489,758	567,000	203,200	1,579,996	5,080,000	5,161,000
Total Budget:	\$ 17,719,655	\$ 19,243,200	\$ 18,850,000	\$ 4,187,519	\$ 14,341,450	\$ 11,067,850
Excess of revenues or (expenditures)	2,706,257	476,800	405,000	3,115,958	(7,454,350)	(3,957,325)
Transfers In/Out	(652,316)	(705,800)	(735,000)	52,487	95,800	110,000
Other Financing Sources	-	-	-	-	-	-
Capital Contributions	-	-	-	-	-	-
Net Increase (Decrease) in Fund Balance	2,053,941	(229,000)	(330,000)	3,168,445	(7,358,550)	(3,847,325)
Fund Balance - May 1	\$ 14,266,270	\$ 16,320,211	\$ 16,091,211	\$ 12,539,507	\$ 15,707,952	\$ 8,349,402
Fund Balance - April 30	\$ 16,320,211	\$ 16,091,211	\$ 15,761,211	\$ 15,707,952	\$ 8,349,402	\$ 4,502,077

* The Fund Balance was determined by using budgeted figures for 2017 and 2018

2016-2018 Summary of Estimated Financial Sources and Uses

(For Budgetary Purposes Only)

	Water & Sewer Funds			Non Major Funds		
	2016 Actual	* 2017 Budgeted	* 2018 Budgeted	2016 Actual	* 2017 Budgeted	* 2018 Budgeted
Financial Sources:						
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental, Grants, Contributions	-	8,000	12,000	1,696,978	2,267,800	2,338,650
Charges for Services & Uses	6,828,315	6,665,000	6,986,000	1,975,564	2,155,500	2,082,500
Fines, Fees and Forfeitures	80,838	616,700	1,276,500	-	-	-
Interest	24,551	20,500	25,000	3,291	5,300	5,450
Miscellaneous	80,427	10,500	10,500	14,403	1,490,000	1,503,000
Total Estimated Financial Sources	\$ 7,014,131	\$ 7,320,700	\$ 8,310,000	\$ 3,690,236	\$ 5,918,600	\$ 5,929,600
Expenditures:						
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	-	-	-	1,014,263	1,204,000	1,307,500
Public Works	-	-	-	1,932,691	2,159,500	2,082,500
General Services Public Works	-	-	-	-	-	-
Debt Service	203,163	809,000	811,000	609,110	605,000	609,000
Water & Sewer	9,230,380	6,923,500	8,805,000	-	-	-
Miscellaneous	-	-	-	-	-	-
Capital Outlay	81,260	1,921,000	3,650,000	14,773	46,000	-
Total Budget:	\$ 9,514,803	\$ 9,653,500	\$ 13,266,000	\$ 3,570,837	\$ 4,014,500	\$ 3,999,000
Excess of revenues or (expenditures)	(2,500,672)	(2,332,800)	(4,956,000)	119,399	1,904,100	1,930,600
Transfers In/Out	-	-	-	599,829	610,000	625,000
Financing Sources	-	-	-	-	-	-
Capital Contributions	-	-	-	-	-	-
Net Increase (Decrease) in Fund Balance	(2,500,672)	(2,332,800)	(4,956,000)	719,228	2,514,100	2,555,600
Fund Balance - May 1	\$ 64,211,258	\$ 61,710,586	\$ 59,377,786	\$ 22,452,951	\$ 23,172,179	\$ 25,686,279
Fund Balance - April 30	\$ 61,710,586	\$ 59,377,786	\$ 54,421,786	\$ 23,172,179	\$ 25,686,279	\$ 28,241,879

* The Fund Balance was determined by using budgeted figures for 2017 and 2018

2016-2018 Summary of Estimated Financial Sources and Uses

(For Budgetary Purposes Only)

	Total All Funds		
	2016 Actual	* 2017 Budgeted	* 2018 Budgeted
Financial Sources:			
Property Tax	\$ 5,881,394	\$ 6,140,995	\$ 6,220,000
Other Taxes	5,889,373	5,923,000	6,023,000
Licenses and Permits	823,414	565,000	531,000
Intergovernmental, Grants, Contributions	14,499,852	14,878,300	14,458,650
Charges for Services & Uses	9,582,449	9,130,400	9,457,800
Fines, Fees and Forfeitures	632,276	987,700	1,639,500
Interest	144,398	124,905	150,475
Miscellaneous	980,600	2,096,100	2,124,700
Total Estimated Financial Sources	\$ 38,433,756	\$ 39,846,400	\$ 40,605,125
Expenditures:			
General Government	\$ 4,740,911	\$ 4,951,650	\$ 4,828,350
Public Safety	9,878,903	10,720,800	10,954,300
Public Works	4,194,394	2,550,500	2,458,500
Streets Department	3,945,411	13,078,200	9,702,500
Debt Service	837,028	1,414,000	1,420,000
Water & Sewer	9,230,380	6,923,500	8,805,000
Miscellaneous	-	-	-
Capital Outlay	2,165,787	7,614,000	9,014,200
Total Budget:	\$ 34,992,814	\$ 47,252,650	\$ 47,182,850
Excess of revenues or (expenditures)	3,440,942	(7,406,250)	(6,577,725)
Transfers In/Out	-	-	-
Financing Sources	-	-	-
Capital Contributions	-	-	-
Net Increase (Decrease) in Fund Balance	3,440,942	(7,406,250)	(6,577,725)
Fund Balance - May 1	\$ 113,469,986	\$ 116,910,928	\$ 109,504,678
Fund Balance - April 30	\$ 116,910,928	\$ 109,504,678	\$ 102,926,953

* The Fund Balance was determined by using budgeted figures for 2017 and 2018

Executive Summary

The annual budget is a financial statement of the goals and objectives for the Village during the fiscal year. These goals and objectives have been assessed and reconfirmed over the past year regarding the delivery of basic Village services. The following table shows projected revenues, expenditures, and the net surplus/(deficit) by fund for the FY 17/18 budget:

Fund	Budget Summary		
	Revenues	Expenditures	Surplus/(Deficit)
GENERAL			
General	19,290,000	19,620,000	(330,000) ¹
Subtotal:	19,290,000	19,620,000	(330,000)
CAPITAL PROJECTS			
Motor Fuel Tax (MFT)	813,000	777,500	35,500
Park	380,000	273,000	107,000
Street Improvement	5,480,000	9,506,000	(4,026,000) ²
Water & Sewer Improvement & Construction	1,600,000	6,622,000	(5,022,000) ²
Village Construction	8,100	-	8,100
Subtotal:	8,281,100	17,178,500	(8,897,400)
ENTERPRISE			
Water & Sewer Operating	7,910,000	7,844,000	66,000
Subtotal:	7,910,000	7,844,000	66,000
SPECIAL REVENUE			
Cemetery	39,000	37,850	1,150
Swimming Pool	260,500	260,500	-
Development	53,000	88,000	(35,000) ²
Downtown TIF	160,025	160,000	25
Special Service Area #1	70,000	-	70,000
Subtotal:	582,525	546,350	36,175
DEBT			
Debt Service	628,500	609,000	19,500
Subtotal:	628,500	609,000	19,500
INTERNAL SERVICE			
Vehicle Maintenance	1,155,000	1,155,000	-
Building Services	927,500	927,500	-
Subtotal:	2,082,500	2,082,500	-
PENSION TRUST			
Police Pension	3,835,500	1,307,500	2,528,000
Subtotal:	3,835,500	1,307,500	2,528,000
TOTAL ALL FUNDS:	42,610,125	49,187,850	(6,577,725)

Notes:

1 – Budgeted expenditures are being funded from the Vehicle Replacement Fund and Insurance Fund.

2 – Various capital fund projects are being partially funded from fund balance.

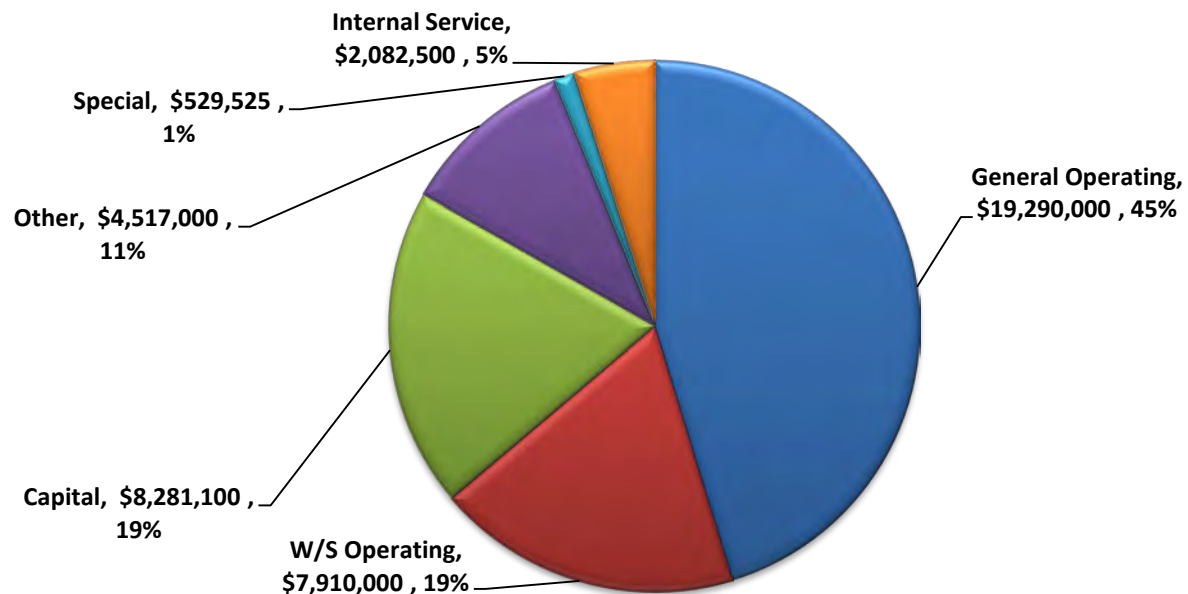
Revenue Summary

The budget is prepared on a fund account basis. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities and outcomes. The following table presents actual fund revenues for FY 14/15 and FY 15/16, budgeted revenues for FY 16/17, and budgeted revenues for FY 17/18:

Total Revenues By Fund

	FY 14/15 Actual	FY 15/16 Budget	FY 16/17 Budget	FY 17/18 Budget
General Fund	\$ 19,893,506	\$ 20,460,920	\$ 19,755,000	\$ 19,290,000
Cemetery Fund	33,033	31,058	40,500	39,000
Motor Fuel Tax Fund	1,102,931	812,142	815,500	813,000
Street Improvement Fund	6,045,282	5,360,831	5,407,000	5,480,000
Swimming Pool Fund	224,187	200,830	247,300	260,500
Park Fund	66,014	776,757	345,100	380,000
Water/Sewer Operating Fund	5,979,979	5,822,878	6,920,700	7,910,000
Water/Sewer Construction Fund	584,023	1,191,253	400,000	1,600,000
Development Fund	165,025	176,834	142,500	53,000
Village Construction Fund	114,429	6,475	4,100	8,100
Building Services Fund	739,192	918,202	808,500	927,500
Vehicle Services Fund	1,315,651	1,057,760	1,347,000	1,155,000
Downtown TIF Fund	0	17,519	20,000	160,025
Police Pension Fund	2,799,371	1,704,831	3,756,000	3,835,500
Special Service Area #1	0	0	0	70,000
Debt Service Fund	599,413	603,045	613,000	628,500
TOTAL	\$ 39,662,035	\$ 39,141,334	\$ 40,622,200	\$ 42,610,125

The Village is projecting a total of \$42.6 million in revenues for FY 17/18, which includes inter-fund transfers. The operating funds (General and Water & Sewer) comprise of 64 percent of revenues for FY 17/18. Capital revenues have increased from FY 16/17 due to a transfer in of Water and Sewer Infrastructure Fees with 19 percent of total revenues. Below is a graph displaying FY 17/18 revenues by fund type:



Total Revenues By Category

	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
Taxes	\$ 22,195,199	\$ 23,908,474	\$ 24,043,995	\$ 23,833,000
Licenses & Permits	418,475	878,219	594,000	566,000
Donations & Grants	2,125,682	1,649,524	1,154,500	1,068,000
Charges for Services	8,715,156	9,283,126	9,775,600	10,756,900
Fines & Forfeitures	751,529	527,819	365,000	356,000
Investment Income	938,429	150,329	1,612,705	1,651,625
Other Income	1,465,822	2,021,527	2,300,600	2,373,600
Other Financing Sources (Transfers)	977,900	722,316	775,800	2,005,000
TOTAL	\$ 37,588,192	\$ 39,141,334	\$ 40,622,200	\$ 42,610,125

Taxes – Taxes are the largest and most stable revenue source for the Village, comprising of 56 percent of the revenues for the FY 17/18 budget. Taxes are largely comprised of sales, income, and real estate taxes. This source is projected to decrease \$210,995 (0.9 percent) from the FY 16/17 budget due to a reduced property tax levy for the 2016 tax year and declining state income tax receipts.

Licenses & Permits – Licenses and Permits is made up of primarily community development fees such as building permits and development fees. Additionally, liquor and other licenses make up this revenue source. Licenses and Permits revenues are projected to be down 4.7 percent from the FY 16/17 budget due to more modest building permits activity.

Donations & Grants – Donations and Grants are revenues applicable to specific capital or operational expenditures. Intergovernmental agreements with the Police Department also make up revenue in this category. Revenues in FY 17/18 are down 7.5 percent from FY 16/17 in this category due to declining motor fuel tax allotments, a per capita distribution from the State of Illinois.

Charges for Services – Charges for Services are comprised largely of user fees, fees only applicable to those who use the service. The largest revenue source in this category is water and sewer fees in the Water and Sewer Operating Fund. Additionally, a majority of the revenue from the internal service funds are derived from billings to other Village departments. This category is up approximately 10.0 percent from FY 16/17 due to the newly implemented water and sewer rate and fee structure.

Fines & Forfeitures – Fine and Forfeiture revenues are generated primarily through police and court fines. This category is projected to decrease approximately 2.5 percent from FY 16/17, due to continued declining County fine receipts. Overall, revenues in this category continue a long-term downward trend.

Investment Income – Gradual growth of the federal funds rate is expected to continue in FY 17/18. The Village has increased its portfolio balance that is actively managed by its investment advisor to improve yield. This category is projected to increase \$38,920 (2.4 percent) from the FY 16/17 budget.

Other Income – Other Income is predominately comprised of Police Pension contributions (employee and employer). This category is up 3.2 percent from FY 16/17 due to increased employer contributions in the Police Pension Fund.

Other Financing Sources – Other Financing Sources include transfers, which is the method the Village uses to move monies between funds for expenditures such as debt service. This category has budgeted \$2,005,00 for FY 17/18, reflecting the transfer of the infrastructure fee line-item from the Water and Sewer Operating Fund to the Water and Sewer Improvement and Construction Fund.

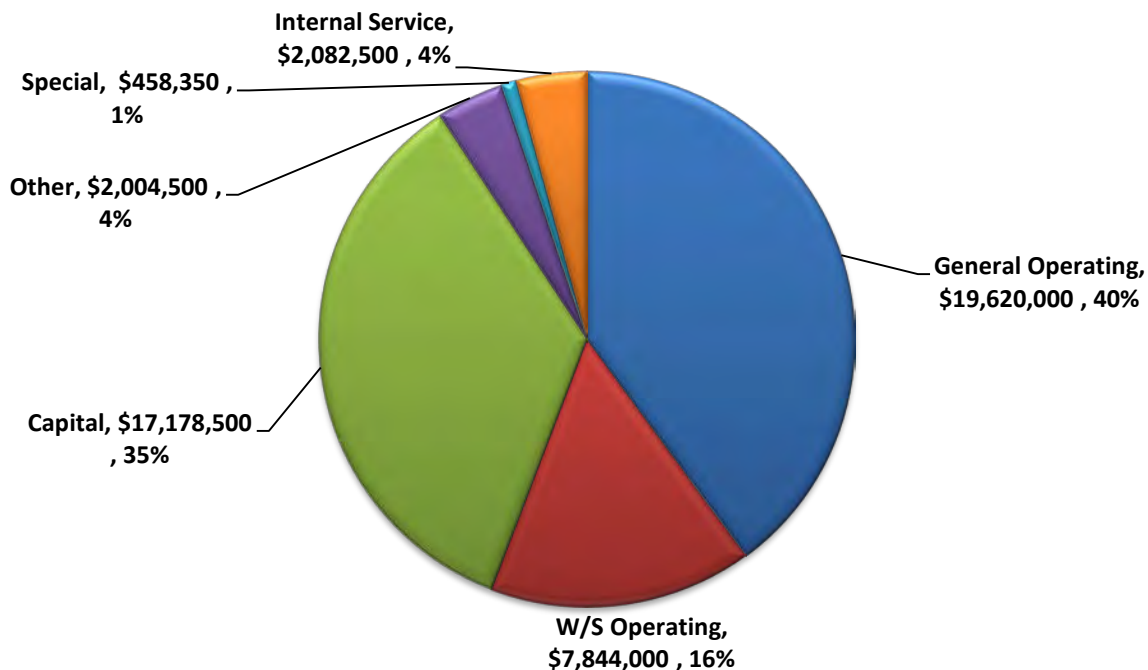
Expenditure Summary

The Village is projecting a total of \$49.2 million in expenditures for FY 17/18, including inter-fund transfers. Similar to revenues, the funds with the largest expenditures are the General Fund and Water and Sewer Operating Fund. These funds account for the Village's costs of personnel and daily operations. The Motor Fuel Tax, Street Improvement, Park, and Water and Sewer Improvement and Construction Funds account for the Village's capital expenditures.

Total Expenditures By Fund

	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
General Fund	\$ 18,868,951	\$ 18,406,971	\$ 19,984,000	\$ 19,620,000
Cemetery Fund	27,747	28,013	32,150	37,850
Motor Fuel Tax Fund	940,526	528,825	1,800,000	777,500
Street Improvement Fund	4,981,451	2,432,900	11,376,000	9,506,000
Swimming Pool Fund	225,552	201,029	247,300	260,500
Park Fund	32,551	68,306	653,000	273,000
Water/Sewer Operating Fund	9,488,610	9,837,497	7,079,300	7,844,000
Water/Sewer Construction Fund	661,680	267,302	2,574,200	6,622,000
Development Fund	89,427	375,444	178,000	88,000
Village Construction Fund	-	14,773	50,000	0
Building Services Fund	782,401	881,166	808,500	927,500
Vehicle Services Fund	1,315,651	1,051,524	1,347,000	1,155,000
Downtown TIF Fund	279,467	573,002	90,000	160,000
Police Pension Fund	646,554	1,014,511	1,204,000	1,307,500
Special Service Area #1	0	0	0	0
Debt Service Fund	754,538	609,110	605,000	609,000
TOTAL	\$ 39,095,105	\$ 36,290,373	\$ 48,028,450	\$ 49,187,850

Below is a graph displaying FY 17/18 expenditures by fund type:



Total Expenditures By Category

	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
Personnel	\$ 16,894,901	\$ 16,671,424	\$ 18,092,050	\$ 18,117,250
Contractual Services	4,966,292	5,091,366	8,770,150	8,627,600
Supplies & Materials	5,096,359	3,134,764	7,887,050	6,380,450
Maintenance	2,466,442	2,676,848	2,803,950	2,917,900
Capital Expenditures	3,571,861	2,169,495	7,614,000	9,084,200
Debt Services	1,544,851	1,402,273	1,414,000	1,420,000
Other Charges	3,797,644	4,421,888	671,450	635,450
Transfers	756,756	722,316	775,800	2,005,000
TOTAL	\$ 39,095,105	\$ 36,290,374	\$ 48,028,450	\$ 49,187,850

Personnel – Personnel costs account for salaries, health insurance, FICA, pension and other costs related to Village employees. This category is flat from FY 16/17 expenses. One of the largest personnel-related cost increases was \$63,000 for police pension contribution expense. Overall, cost-containment strategies such as attrition and joining the Intergovernmental Personnel Benefits Cooperative for health insurance have led to stable expenditure levels in personnel related line-items.

Contractual Services – Contractual Services is budgeted at \$8,627,600 for FY 17/18. This category includes utilities, contracted services, and equipment rental. This category is down 1.6 percent from FY 16/17. A significant level of expenses for engineering and design services (\$4,330,600) will continue this fiscal year as well as growth in professional services expenses related to newly outsourced services (landscaping, utility location, maintenance, etc.).

Supplies & Materials – The Supplies and Materials category accounts for the daily items required for Village operations includes building and office supplies, fuel, tools, community programs, and other equipment. This category has decreased 19.1 percent in FY 17/18, budgeted at \$6,380,450, due to a reduced number of road construction projects budgeted in the infrastructure maintenance line-item for the upcoming fiscal year.

Maintenance – Maintenance expenditures include costs for maintaining Village buildings, vehicles, and infrastructure. Maintenance costs are budgeted at \$2,917,900 for FY 17/18, with increased expenses for building maintenance and vehicle maintenance, budgeted at 15 percent and 12 percent, respectively.

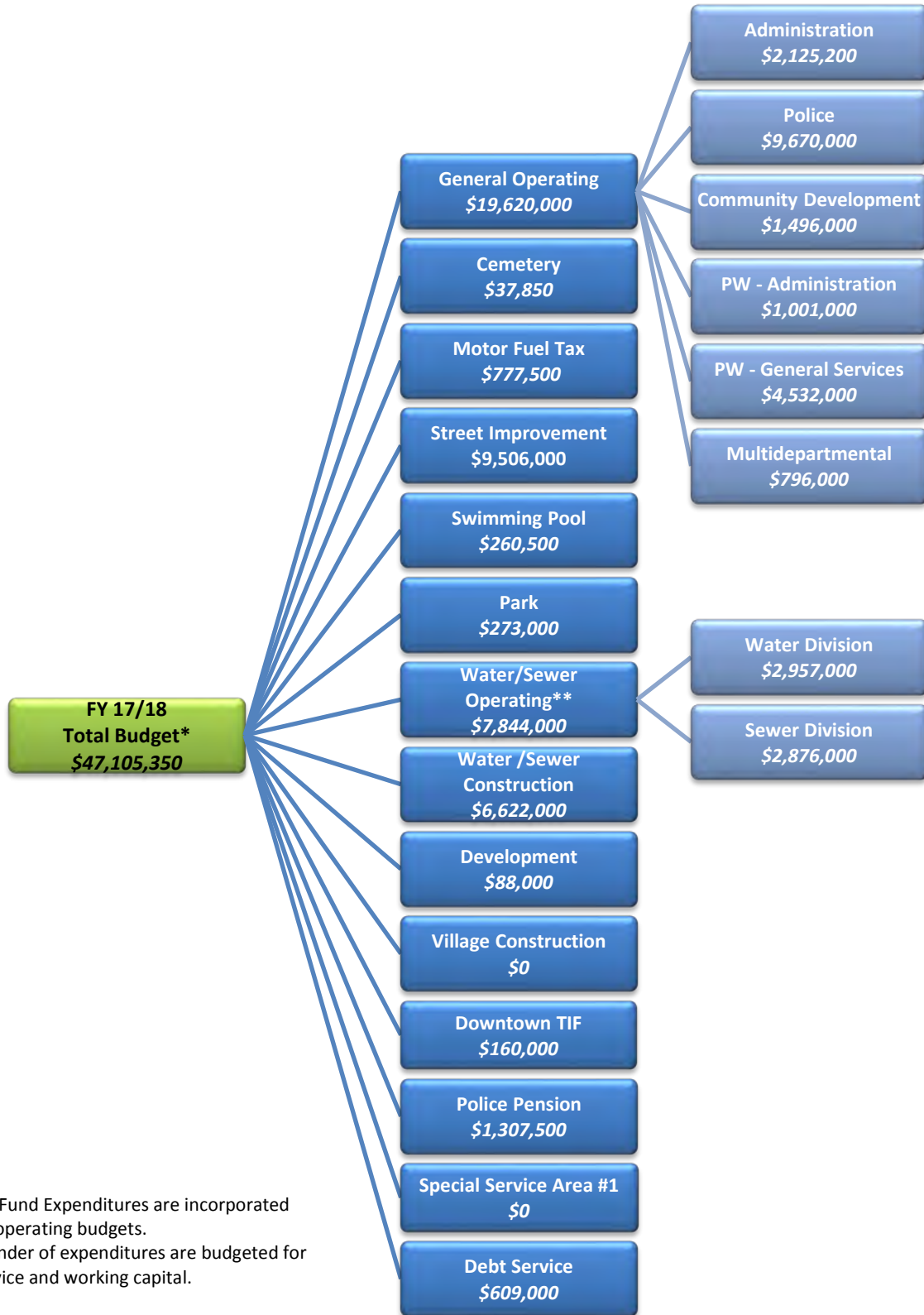
Capital Expenditures – Capital Expenditures are large dollar amount purchases of facilities and equipment. Capital Expenditures for FY 17/18 are budgeted 19.3 percent more than FY 16/17 to reflect current infrastructure projects including Downtown utility relocation, Woods Creek restoration, Corporate Campus fiber optic installation, Snapper Field court replacement, and Downtown water main and sanitary sewer replacements budgeted for the upcoming year.

Transfers – Transfers includes monies that are transfer between accounts. The FY 17/18 budget includes \$2,005,000 worth of transfers including \$1,200,000 from Water and Sewer Operating to Water and Sewer Improvement and Construction to fund capital infrastructure improvements.

Other Charges – Other charges include recreation programming, elected officials’ expenses, police pension expenses, and other training expenses. This category makes up a minor portion of the FY 17/18 budget with \$635,450 of expenditures, down 5.4 percent from FY 16/17.

A chart illustrating the allocation of the funds to individual cost centers are shown on the following page. Internal Service Funds are accounted for in the operating budgets.

Fund Structure and FY 17/18 Budget Allocation



*Service Fund Expenditures are incorporated into the operating budgets.
 **Remainder of expenditures are budgeted for debt service and working capital.

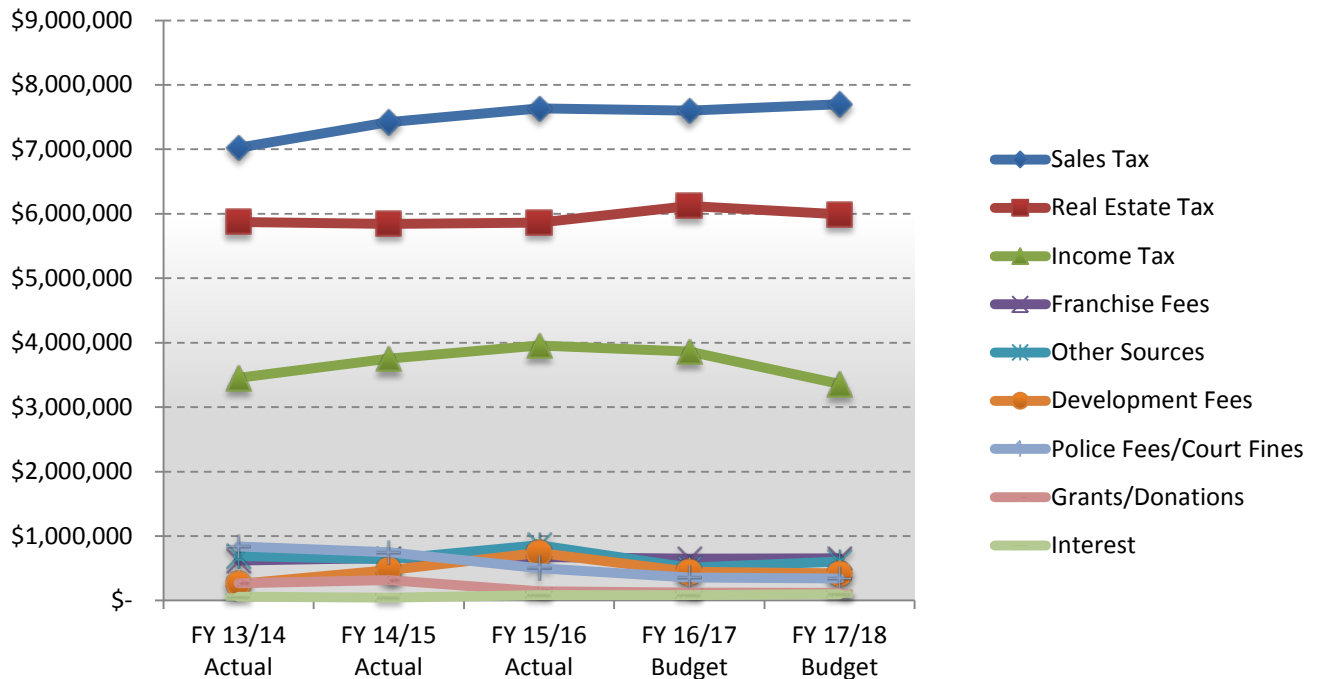
General Fund Budget Overview

The General Fund budget maintains its conservative projections of revenues and expenditures, and attempts to solve some of the concerns for improved service delivery identified by elected officials, Village staff, and citizens of this community. The budget for the General Fund followed a “constraint budgeting” process to ensure maintenance of the existing services while enhancing budget goals by department and division in the allocation of the anticipated revenue growth for the Village. It is the overriding principle of the budget to deliver outstanding service to our citizens at a reasonable cost.

The FY 17/18 General Fund budget projects a 1.8 percent decrease in revenues and expenditures as compared to the budget for FY 16/17. It is also important to note that the Village will use \$117,000 from the Vehicle Replacement Fund and \$213,000 from the Insurance Fund; however, this are not reflected as a revenue source. The FY 17/18 budget is balanced at \$19,620,000.

General Fund Anticipated Revenue - \$19,290,000 - There are many sources of revenue needed to fund a \$19 million General Fund budget. Some of the revenue accounts are predictable based on past trends, while other revenues are more difficult to predict with a volatile economy and unpredictable State shared revenues. This section will address the larger revenue accounts and those revenue accounts involving various assumptions and deviations from the FY 16/17 budget.

The following chart shows the budget trends for revenues that support the general fund, by category:



The major categories of revenue line items are as follows:

Sales Tax - \$7,700,000 – Recent sales tax trends and retail development activity in the community suggest continued growth in sales tax for FY 17/18. Projected sales tax contributes approximately 40 percent of the total anticipated revenue for the General Fund and is the largest revenue source in the General Fund.

Sales tax is elastic and can fluctuate based upon competition from adjacent communities, e-commerce, and external economic forces from year to year and should not be completely relied upon as the ever increasing revenue source. The timing of new commercial uses and predicting resulting sales taxes to be generated by these new and sometimes competing businesses make sales tax less predictable as a revenue source. A benefit to sales tax is that it is largely funded by non-residents who shop within the Village.

Real Estate Taxes - \$5,990,000 – The real estate tax revenues include the distribution of the real estate taxes as levied. The real estate tax revenue contributes approximately 31 percent to the General Fund Budget and is down slightly from FY 16/17, due primarily to the reduced Village levy. The Village Board approved a property tax levy decrease of \$131,000 for 2016 (payable 2017), which will lower the Village’s tax rate by approximately eight percent. Real Estate Taxes are the second largest source of revenue next to sales tax. Real Estate Taxes are a more stable revenue source than sales tax and will increasingly be depended on for funding Village operations. Equalized Assessed Valuation is projected to increase in Algonquin for the second year in a row to \$852,365,740.

Income Tax - \$3,360,000 – Income taxes received by the State are based upon the census of population and overall income tax collected by the State. Income tax revenue is projected to decrease 13 percent from the budget projection for FY 16/17 based on staff projections and those from the Illinois Municipal League. Income tax revenue consists of 17 percent of the total revenue for the General Fund.

Police and Court Fines - \$341,000 – This series of revenue accounts makes up the payments from fines, prosecution fees and forfeited funds related to police and court activities, plus any reimbursement for police training. Decreased court revenue trends contribute to a 4 percent decrease in these accounts. Police and Court Fines account for 2 percent of the General Fund revenue.

Franchise Fees - \$655,000 – These items cover revenues provided to the Village by utility companies for use of the public rights of way through franchise agreements. This stable revenue source accounts for approximately 3 percent of the revenue in the General Fund and is generally flat from the FY 16/17 budget.

Community Development Fees - \$420,000 – The revenue from building permits, platting fees, and annexation may fluctuate based on the economy and the extent of building activity. More modest projections for anticipated housing starts led to a 5.8 percent decrease from FY 16/17 in overall community development fees. Community development fees account for 2 percent of the General Fund revenue in this budget.

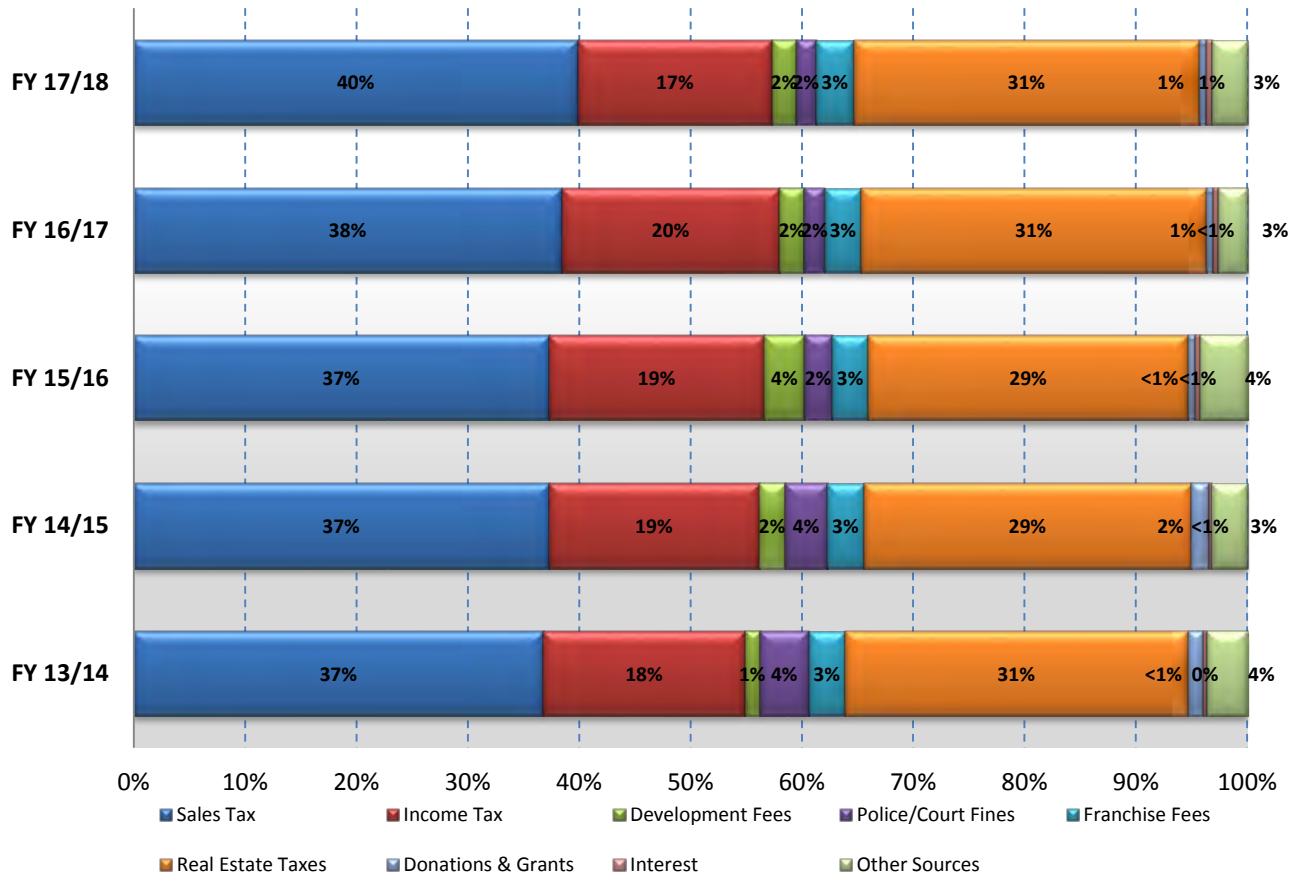
Grants and Donations - \$118,000 – This line item recognizes the revenue anticipated for various grant programs. Grants will be recorded as they are received this fiscal year, therefore, the budget as presented does not show any anticipated revenues. The revenues for grants and donations have decreased from FY 16/17 and equal 1 percent of the General Fund revenues.

Interest - \$100,600 – These revenue line items include modest interest received from the various investment institutions utilized by the Village. With stable cash reserves and low interest rates, this revenue source accounts for 1 percent of the General Fund revenue. Recent increases in the federal funds rate account for the year-to-year increase in this category.

Other Revenue - \$605,400 – Seventeen other revenue sources account for the balance of the total revenue stream for the General Fund. A 18.5 percent increase is expected in FY 17/18 from the prior year budget.

The increase is primarily due to the recreation programming line-item as it was budgeted based on operating assumptions versus historical trends on program offerings. All of the smaller revenue accounts together make up 3 percent of the General Fund revenue.

The following chart shows the current and historical breakdown of revenue items that fund the General Fund budget:



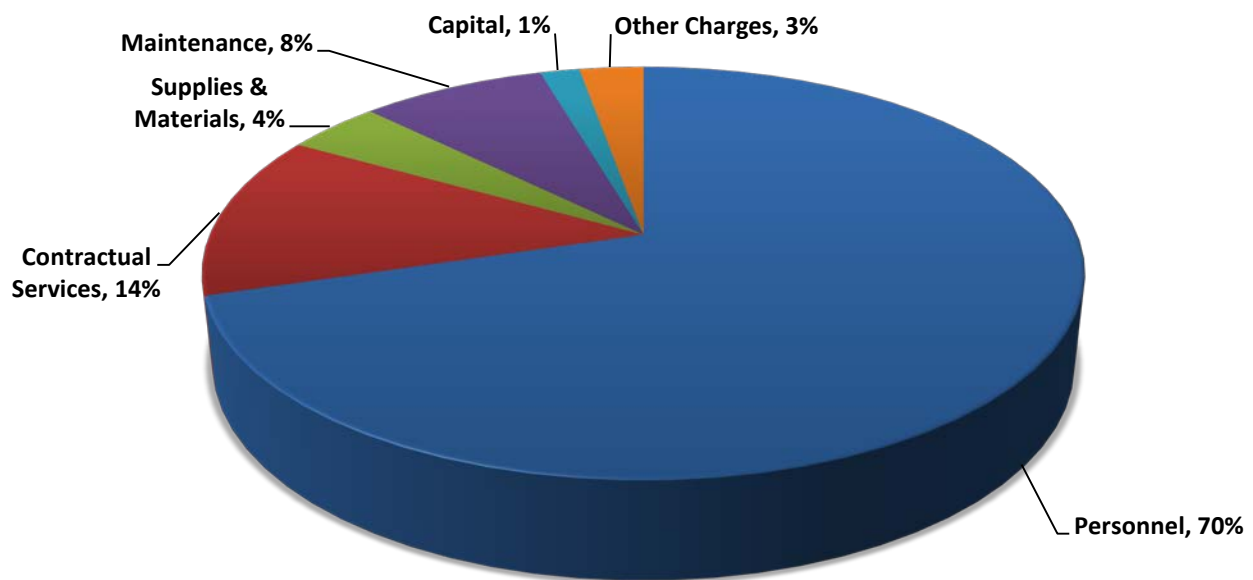
General Fund Expenditures

Administration, Police, Community Development, and Public Works are separate Departments funded by the General Fund. Public Works has two distinct divisions of responsibility covered under the General Fund: (1) General Services and (2) Public Works Administration. The General Services Division combines the former Streets and Parks & Forestry Divisions. The Water and Sewer Division is also under the Public Works Department, but is classified under the Water and Sewer Operating Fund, and is considered a separate free-standing Enterprise Fund. The Building Service and Vehicle Maintenance Service Funds are administered through the Public Works Department, but receive their revenue from each department based upon the needs of vehicle and equipment maintenance.

General Fund Expenditures by Department

Department	Expenditures	Percent of Total
General Services Administration	\$ 2,125,000	11%
Police	9,670,000	49%
Community Development	1,496,000	8%
Public Works - Administration	1,001,000	5%
Public Works –General Services	4,532,000	23%
Multidepartmental	796,000	4%
TOTAL:	\$ 19,620,000	100%

General Fund Expenditures by Category*



*Does not include transfers to other funds (Debt Service, Swimming Pool, etc.), long-term debt costs, working capital, or vehicle replacement.

Personnel - \$13,254,400 - The overall employee headcount for the General Fund in FY 17/18 decreased by 4.0 FTEs by attrition. The Village will utilize existing staff to maintain core Village services and assign employees across departments in lieu of hiring additional full-time staff.

The General Fund budget suggests modest salary increases for current personnel. The Village Board will be considering whether there will be any increases to the merit compensation plan for nonunion employees, which is examined annually. The plan provides that the department heads, with the advice and consent of the Village Manager, will review all nonunion employees for possible merit increases. Each department establishes a merit pool, so the proposed raises can reflect job performance rather than automatic across-the-board pay increases. For budget purposes, an approximate 2.5 percent merit pool increase is recommended at this time. Implementation of the merit compensation plan as established by the Village Board will determine the appropriate merit pool increases for the employees during FY 17/18. Police Pension Contributions represent the largest increase in personnel expenditures in FY 17/18.

Contractual Services - \$2,431,600 – The Contractual Services category generally consists of utilities and other services provided to the Village by a third party. The Village’s liability insurance premium increased 2.6 percent for FY 17/18. Additionally, professional services expenditures have increased due to MUNIS human resources implementation training in General Services Administration, an economic development consultant in Community Development, and outsourced utility locating and landscaping services in Public Works General Services.

Supplies and Materials - \$783,400 – Supplies and Materials consist of day-to-day items required to provide community services, such as office supplies, tools, fuel, and postage costs. IT Equipment and Computer Network line-items, which captures hardware and software expenditures, makes up a majority of this category, budgeted at \$323,300 in FY 17/18. Additionally, park upgrade expenditures budgeted at \$90,250 are planned for the upcoming year, including Algonquin Lakes Park backstop replacement, Willoughby Farms Park court repair, Snapper Field court replacement, and Cornish Park fountain relining.

Maintenance - \$1,526,100 – Maintenance costs have increased in FY 17/18, reflective of the Village aging facilities and fleet and associated costs to do so. A majority of these services are provided to Village departments by the Internal Services Division of the Public Works Department. Infrastructure maintenance expenditures in Public Works General Services have increased in the areas of street, storm sewer, and traffic signal as additional resources are being dedicated to maintain infrastructure to avoid premature failure.

Capital Expenditures - \$325,000 - The FY 17/18 budget as presented does contain certain capital purchases to replace existing vehicles and equipment. Police will replace two patrol squads for \$79,300. The Public Works General Services Division will replace an existing chassis for \$180,000, which is being partially-funded from the Vehicle Replacement Fund. Additionally, two snow plow rebuilds, a trailer, and a dump box will be purchased for a total of \$42,500.

Other Charges - \$529,500 – The Other Charges category is for specific expenditures related to Village operations. The largest area includes uniforms and professional development costs for Village employees. Travel, Training, and Dues for the General Fund are budgeted at \$133,960, which is approximately one percent of payroll expenditures.

Water and Sewer Operating Fund

The Water and Sewer Operating fund is a separate enterprise account that does not receive any tax income since revenue is derived solely from the use of the Village’s water and sewer services. It is this reason the fund is classified as a true Enterprise Fund. The revenues and expenditures are directly related to the demand for these water and sewer services and are not supplemented by any other fund.

The FY 17/18 Water and Sewer Operating Fund budget is budgeted at \$7,844,000 (11 percent increase from FY 16/17). As part of the recent bond refinancing of Series 2013 (which refunded 2005A), debt service is now budgeted in the Water and Sewer Operating Fund. Additional revenues will be applied to fund balance for future operating and capital projects.

Anticipated Revenue – Water and Sewer Operating Fund - \$7,910,000 – Approximately \$6.5 million is expected to be generated from water and sewer fees, which reflects a full year of the new water and sewer rates. This source alone accounts for 82% of the revenue needed to operate the water and sewer system of the Village. The FY 17/18 budget continues the implementation of the Comprehensive Water

and Sewer Rate and Fee Study, completed in January 2016 by RHMG Engineers, Inc. Infrastructure fees are budgeted at \$1,200,000 which is 15 percent of the overall budget. Other revenue sources are generated from interest on cash reserves, service charges, late charges, wireless service provider rental fees, and new meter sales.

Proposed Expenditures – Water and Sewer Operating Fund - \$7,844,000 – The expenditure format for the Water and Sewer Operating Fund separates the Water and Sewer Divisions; however, many of the expenditure items are split evenly between the two Divisions’ line items.

With regard to personnel for the Utilities Division, this budget proposes no new positions. A vacant Utilities Supervisor position will be eliminated. A total of 19.75 FTEs will focus on operations of the expanded Wastewater Treatment Plant, maintaining water and sewer distribution lines, and operation of the Water Treatment Plants. The priority of this year’s water and sewer operating budget is continued maintenance of the existing system and environmental protection of our water and sewer utility system.

Internal Service Funds

Building Services Fund – \$927,500 – 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 supplies and 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 “overhead” in each of the departments’ respective budgets. The Building Services Fund is proposed with a 15 percent increase from FY 16/17, with increased expenditures in personnel, contractual services, and other charges.

Vehicle Maintenance Service Fund – \$1,155,000 - The Vehicle Maintenance Service Fund is established to account for all the vehicle and equipment maintenance necessary across all departments of the Village. All 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 over 300 vehicles and other pieces of equipment (chain saws, weed whips, etc.) that comprise the Village’s fleet. The Vehicle Maintenance Service Fund is proposed with a 14 percent decrease in expenditures from FY 16/17.

Capital Improvement Project Funds

The Capital Improvement Project Funds are specifically designated for infrastructure projects in Algonquin. This includes the engineering, design, and construction of roads, parks, and water and sewer facilities. The Village maintains the following five funds to develop these community assets.

Motor Fuel Tax (MFT) Fund – The MFT Fund is used for maintenance and improvements of Village streets. The budget for FY 17/18 includes \$813,000 for revenues and \$777,500 for expenditures. Major projects in this fund include Bunker Hill Drive (\$225,000) and Harper Drive Bike Path (\$70,000), both of which projects are carryovers from FY 16/17. Additionally, \$482,500 of materials (salt, concrete, asphalt, etc.)

is budgeted to support infrastructure maintenance. Budgeted surplus will be applied to fund balance to finance future year expenditures.

Street Improvement Fund – The Street Improvement Fund is used for street maintenance and construction as well as drainage projects. An important difference between the Street Improvement Fund and MFT Fund is that the Street Improvement Fund relies on Village funding for capital projects, while the MFT fund is primarily state-shared revenue. With revenues budgeted at \$5,480,000 in FY 17/18, an additional \$4,026,000 of fund balance will be used to balance the \$9,506,000 of proposed expenditures. The FY 17/18 expenditures include \$2,161,000 of engineering and construction management projects. Major projects include Glenmoor Subdivision (\$2,000,000), Downtown Utility Relocation (\$2,150,000), Highland Avenue (\$700,000), Lake Braewood Drainage Repair (\$750,000), and Woods Creek Restoration (\$600,000), which is partially grant funded.

Park Fund - The Park Fund provides for large-scale new development of park sites as well as major wetland restoration and stream corridor maintenance projects. FY 17/18 revenues are budgeted at \$380,000. Total expenditures in FY 17/18 are budgeted at \$273,000, with surplus being applied to fund balance for future expenditures. The largest project in FY 17/18 is the second year of Snapper Field Court replacement, budgeted at \$100,000. An additional \$95,000 is budgeted for engineering services for future construction projects.

Water and Sewer Improvement and Construction Fund - The Water and Sewer Improvement and Construction Fund provides for maintenance and improvements to Village water and sewer distribution and infrastructure. Revenues for FY 17/18 are projected at \$1,600,000 with expenditures at \$6,622,000. Accumulated reserves from the fund balance will offset the difference. The primary projects include replacement water meters (\$400,000), Downtown water main replacement (\$1,300,000), Downtown sanitary sewer replacement (\$1,300,000), water treatment plant pump improvements (\$450,000), and WTP #1 motor control center replacement (\$400,000).

Village Construction Fund – The Village Construction Fund provides funding for the construction and capital improvements to Village facilities. Revenues are primarily development-driven, outside of the interest earned on the current fund balance. Projected revenues for FY 17/18 are \$8,100 due to fees from some limited residential development in the Village and interest income. There are no proposed expenditures for the current fiscal year.

Swimming Pool Fund

The Swimming Pool Fund is used for the maintenance and operation of the Village’s municipal pool. This fund is balanced at \$260,500 for FY 17/18 with a transfer from the General Fund of \$145,000. New deck chairs and ADA accessible concession tables (\$8,500) are budgeted for FY 17/18. Total maintenance costs for FY 17/18 are budgeted at \$119,000.

Debt Fund

The Village has two bond series with covenants that require debt service. One of the bonds is related to the Water and Sewer Utility as follows:

- Series 2013 refunded Series 2005A which partially financed the Phase 6 expansion of the Wastewater Treatment Facility.

All of the Water and Sewer bonds were covered under the Water & Sewer Operating and Water & Sewer Improvement & Construction funds.

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

- Series 2014A refunded Series 2005B (previously Series 2002B) which was also issued to partially finance the construction and equipping of the Public Works Facility.

The Debt Service Fund is used for the payment of principal and interest related to the 2014A bond series which partially financed the Public Works Facility. The Village's bond issues are structured to be a level debt service schedule, which allows expenditures to remain stable in future years.

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

Pension Trust

Police Pension - Revenues for the Police Pension Fund total \$3,835,500 including employee contributions of \$421,000, investment income of \$1,503,000, employer contributions of \$1,900,000 and prior service contributions and interest of \$11,500. Expenditures for pension benefits/contribution refunds are \$1,170,000 and administration expenses are \$137,500 for total expenditures of \$1,307,500.

Development Fund

This Development Fund was created in FY 09/10 to consolidate line items for the Hotel Tax, School Donations, Cul De Sac, and Community Development revolving loan, described below:

Community Development Revolving Loan - This program was discontinued and associated funds were transferred to the Street Improvement Fund.

School Donation – Per Village Auditor comment, impact fees collected on behalf of school districts will be a balance sheet transaction only. Accordingly, this item will no longer be budgeted.

Cul De Sac – Due to the absence of new subdivision development, revenues are only investment income of \$2,200. Expenditures of \$40,000 are for contractual snow plowing. Long-term, the Village will have to identify another source of revenue to fund this activity.

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

The total revenues for the Development Fund are \$53,000 with expenditures of \$88,000. The difference will be offset from the restricted fund balance.

Downtown TIF Fund

In 2014, the Village Board approved a tax increment financing (TIF) district for the downtown Algonquin area. The FY 17/18 budget is the third year the Downtown TIF Fund is formally budgeted. Revenues are budgeted conservatively at \$160,025 from property tax increment and interest income. Expenditures are budgeted at \$160,000 for engineering service and capital improvements.

Special Service Area #1 Fund

In 2013, Special Service Area (SSA) #1 was established for the property located at 1 N Main St in Algonquin. The SSA provides for the reimbursement for Streetscape Construction Special Services provided by the Village. Accordingly, revenues for FY 17/18 are projected at \$70,000 with no associated expenditures.



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Village of Algonquin Community Overview

A Place to Call Home

The Village of Algonquin provides residents and businesses alike an exceptional quality of life with outstanding recreational amenities, educational opportunities, and an expansive mixture of restaurants and shopping malls offering a variety of leisure time activities.

Algonquin sets the standard for excellence for providing a family-friendly and safe community. In our most recent Annual Community Survey, 94 percent of residents rated Algonquin as a place to live as either “Excellent” or “Good” along with 88 percent of residents rating Algonquin as either “Excellent” or “Good” as a place to raise children. In addition, 96 percent of residents reported to feeling safe in their neighborhoods during the day.

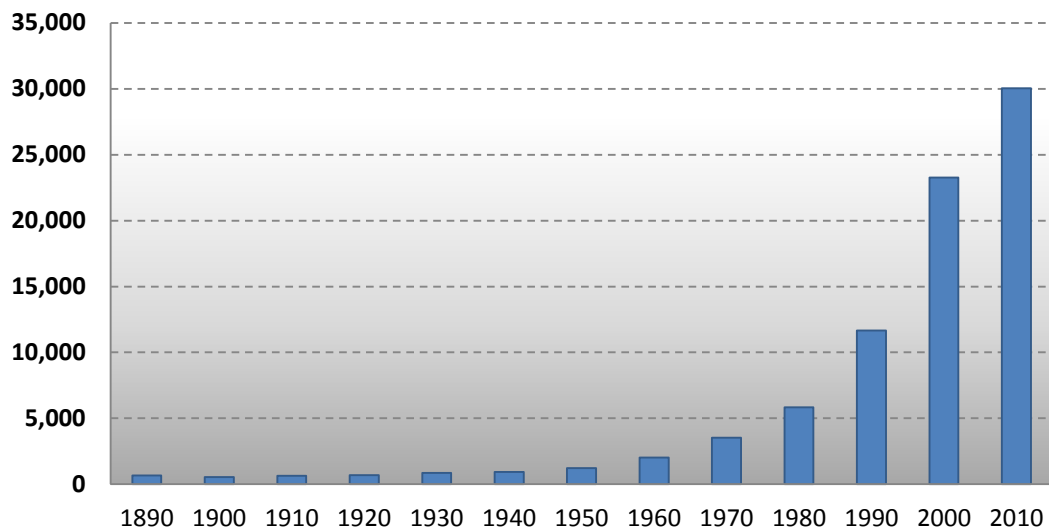
In addition to providing a friendly and safe community, Algonquin believes in providing residents leisure opportunities involving the great outdoors. Parks and Recreation amenities are abundant in Algonquin, with a park located within walking distance of most residents. There are 21 parks conveniently located throughout the Village to ensure regional connectivity. The Village of Algonquin strives to achieve environmental friendly initiatives along with appealing environmental aesthetics. 89 percent of Algonquin residents rated the maintenance of parks as either “Excellent” or “Good”. Algonquin continues to receive recognition for providing premier parks and trails for its residents as it has been named a Tree City USA for 21 consecutive years, since 1996, by the Arbor Day Foundation.

Demographics

Home to approximately 30,046 people, Algonquin is nestled in the Fox River Valley which lies in both Kane and McHenry Counties and is conveniently located 45 miles from the Chicago Loop. The Village officially incorporated in 1890 and experienced much of its growth since 1990. At the 1990 Census, Algonquin had 11,663 residents which increased to 23,276 at the 2000 Census and to 30,046 at the 2010 Census. The

Population Growth

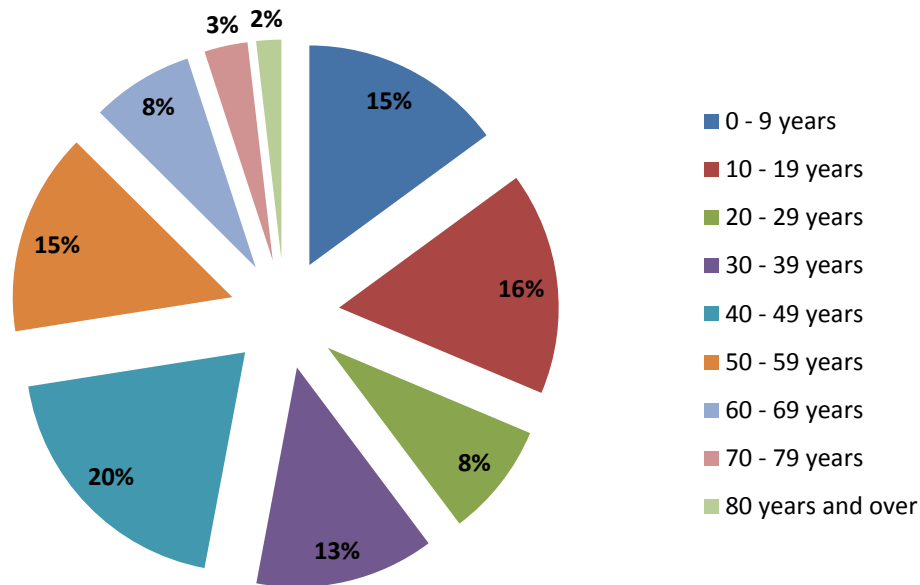
Source: United States Census Bureau



median age of Algonquin residents has been steadily increasing with further population growth. In 1980, the median age of Algonquin residents was 28.9, with the median age at 38.7 in the 2010 Census. The population's age within Algonquin is relatively evenly distributed. Approximately 32 percent of residents are classified as adolescents with ages 19 years and younger. Nearly 14 percent of residents are classified as working citizens with ages 20 to 34 years and about 36 percent of working citizens are 35 to 54 years. About 16 percent of Algonquin's population with ages 55 to 74 years are either working citizens or retired. Finally, approximately three percent of Algonquin's residents are retired.

Population by Age

Source: U.S. Census Bureau, 2010 Demographic Profile Data



The median household income in Algonquin is \$98,092 according to the 2010 Census, up 23 percent from 2000. Approximately 86 percent of Algonquin households have an annual household income above \$50,000.

The Village of Algonquin offers a variety of housing choices, a large majority of which fall into the single family category. Single family homes can be found varying in unique and charming styles, set into many types of neighborhoods. The diversity in housing choices adds to the appeal of Algonquin which is demonstrated by 95.5 percent of total housing units being occupied.

Government

The Village of Algonquin is formally organized under the Trustee-Village form of government and combines the strong political leadership of elected officials (in the form of the Village Board) with the professional experience of an appointed local government administrator (Village Manager). The Village Board consists of a President, six Trustees, and a Village Clerk, elected at large to serve overlapping four-year terms. The Village Board appoints the Village Manager to carry out its directives and oversee the delivery of public services. The Village Manager also supervises the daily operations of the Village and all of its departments.

Furthermore, Algonquin is a home-rule unit of government. As a home-rule unit, the Village has no tax rate or debt limitations, nor is it required to conduct a referendum to authorize the issuance of debt or to increase property taxes.

Village Services

The Village of Algonquin earns its reputation as the “Gem of the Fox River Valley” by providing quality services and amenities to the community. The 2016 Annual Community Survey which was sent to 1,500 randomly selected residential households highlights the top quality services per department. In addition, the survey highlighted the Village’s customer service. **Overall, employee interaction was rated overwhelmingly Excellent or Good in all three evaluation categories: knowledgeable (91 percent), responsive (92 percent), and courteous (93 percent).**

Village services are organized among four major service areas: General Services Administration, Community Development, Police, and Public Works. Each of these departments is further delineated into specific divisions that provide public services. Overall, the Village has 135 full-time and 47 part-time/seasonal employees.

The General Services Administration Department (GSA) administers several functions of Village operations including the Village Manager’s Office, Finance, Human Resources, Information Systems, Geographic Information Systems (GIS), Recreation, and Office of Adjudication. This section of the Algonquin Community Survey asked respondents to evaluate services and programs ranging from the Village newsletter to promoting the Village to attract visitors. **Overall, 83 percent of respondents rated overall general services as either Excellent or Good.**

Community Development is responsible for planning and zoning, economic development, and building and code enforcement. **Overall, 75 percent of respondents rated overall community development services as either Excellent or Good.**

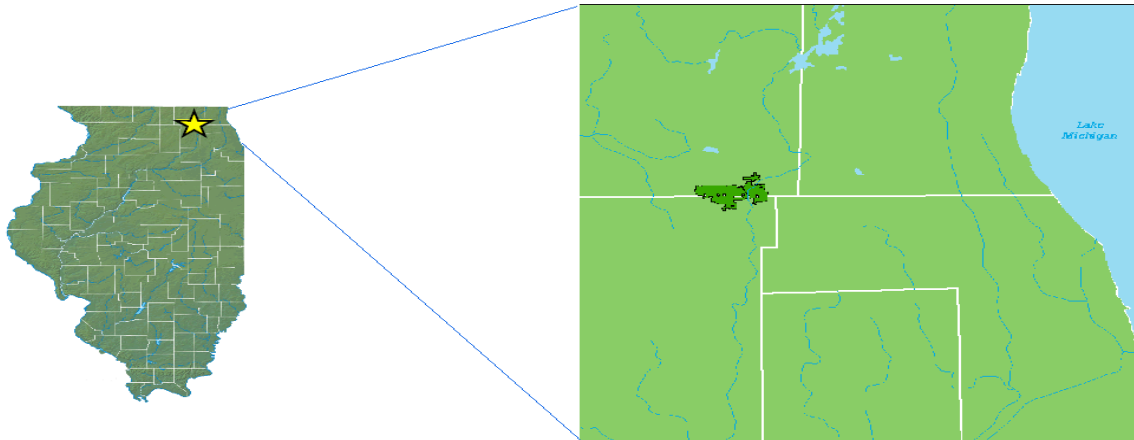
The Police Department has several operating functions including patrol, investigations, traffic, records, and administrative. Several Police Department employees are represented by a labor union (Metropolitan Alliance of Police Locals 78 and 183) which collectively bargains labor contracts. **Overall, 96 percent of residents feel either Very Safe or Somewhat Safe in their neighborhood during the day, while 92 percent feel either Very Safe or Somewhat Safe in their neighborhood after dark.**

The Public Works Department is divided into four primary operating divisions: Administration, Streets, General Services, Internal Services, and Utilities. Several Public Works Department employees are also represented by a labor union (International Union of Operating Engineers Local 150) to collectively bargain labor contracts. **Overall, 80 percent of respondents rated overall public works services as either Excellent or Good.**

Fire protection services are provided to Village residents by a separate taxing district, depending on their location of residence.

Business and Industry

Algonquin has a balanced land use distribution with approximately 63 percent of its land zoned residential, 14 percent commercial, 13 percent industrial, and 10 percent open space. Neighboring communities include Lake in the Hills and Cary to the north, Barrington Hills to the east, Carpentersville to the south, and Huntley to the west.



The Village of Algonquin serves as an important center of commerce in northern Kane and McHenry Counties. Since 2006, less than one million square feet of commercial space has been added to the Village. This includes space on both the Randall Road and Algonquin Road corridors and the Old Town District. The largest retail space in the Village is Algonquin Commons, a lifestyle center which features over 80 specialty shops and restaurants.

The Algonquin Industrial Park, located south of Algonquin Road, is home to major employers such as PEP Wauconda, LLC, Kenmode Tool & Engineering, and VCP Printing. The Algonquin Corporate Campus is a more recent development on the Village’s south side which has attracted employers such as Young Innovations Incorporated and Advantage Moving and Storage. Below is a listing of major employers in the Village of Algonquin:

Major Employers in Algonquin	
Employer	Number of Employees
Community Unit School District 300	396
Jewel-Osco	305
Meijer	255
Walmart	245
Target	185
Kenmode Tool and Engineering, Inc.	150
Village of Algonquin	145
Home Depot	140
Joe Caputo and Sons Fruit Market	132
Kohls	105

The following table displays the top ten job counts as well as their share of total jobs located within Algonquin classified by the North American Industry Classification System (NAICS).

Jobs by NAICS Industry Sector in Algonquin		
<i>Source: onthemap.ces.census.gov (2014)</i>		
<u>Job</u>	<u>Count</u>	<u>Share</u>
Retail Trade	2,443	38.0%
Accommodation and Food Services	1,064	16.6%
Health Care and Social Assistance	695	10.8%
Manufacturing	420	6.5%
Professional, Scientific, and Technical Services	299	4.7%
Construction	269	4.2%
Other Services (excluding Public Administration)	229	3.6%
Wholesale Trade	200	3.1%
Public Administration	185	2.9%
Finance and Insurance	167	2.6%

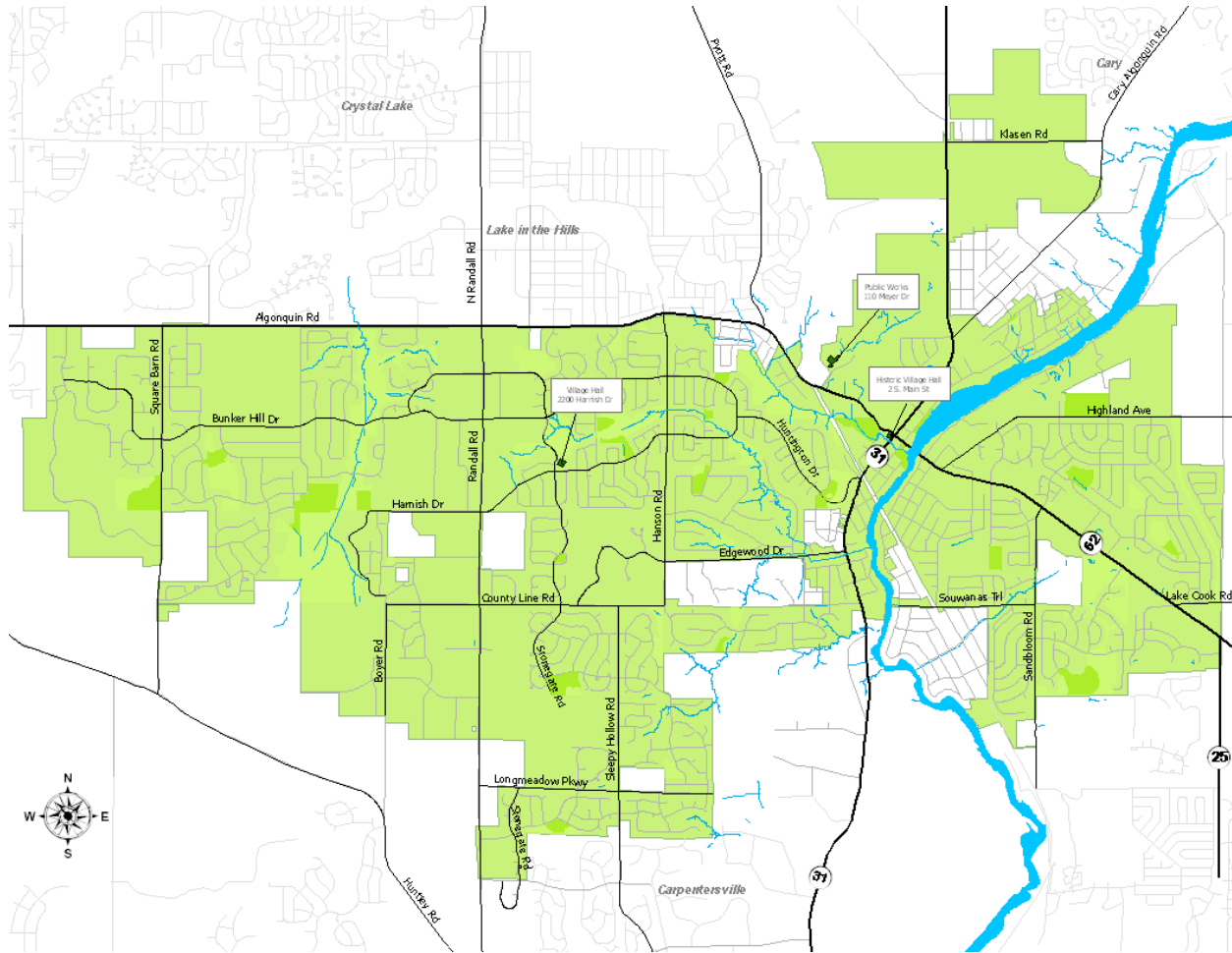
The following table displays historic unemployment rates comparing Algonquin to county, state, and national rates. During each of the past three years, Algonquin’s unemployment rate has been lower than the other comparable rates.

Historic Unemployment Rates (Source: Illinois Department of Labor & Illinois Department of Economic Security)				
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Algonquin	7.8%	5.9%	4.9%	5.0%
Kane County	8.7%	6.8%	5.7%	5.5%
McHenry County	8.7%	6.6%	5.4%	5.3%
Illinois	9.1%	7.1%	5.9%	5.9%
U.S.	7.4%	6.2%	5.3%	4.9%

Location

Located conveniently five miles north of the Jane Addams Tollway (Interstate 90), which easily connects the Village to the Chicago and Rockford regions, Algonquin features all of the characteristics of a premier, well-rounded city. Algonquin’s appeal is largely due to quality master-planned communities, a wide variety of business opportunities and convenient proximity to the Chicago Loop. The Village is served by three state highways (Illinois Routes 25, 31, and 62) as well as the Randall Road corridor, which is the Village’s primary retail artery. Commuter rail access (Metra) to Chicago is provided by the Union Pacific Northwest line and Milwaukee District West line with stops in nearby communities including Crystal Lake, Cary, Fox River Grove, Barrington, and Elgin.

The Village is also fortunate to have access to two international airports within a 45-minute commute. Chicago O’Hare International Airport is conveniently located 30 minutes southeast of the Village. Rockford International Airport is located 40 minutes west of Algonquin. Less than two minutes to the north, the Lake in the Hills Airport is a reliever airport for Chicago O’Hare and primarily accommodates single-engine aircraft.



Education

The Village of Algonquin is covered by two public school districts: Community Unit School District 300 and Consolidated School District 158. The following schools serve Algonquin residents:

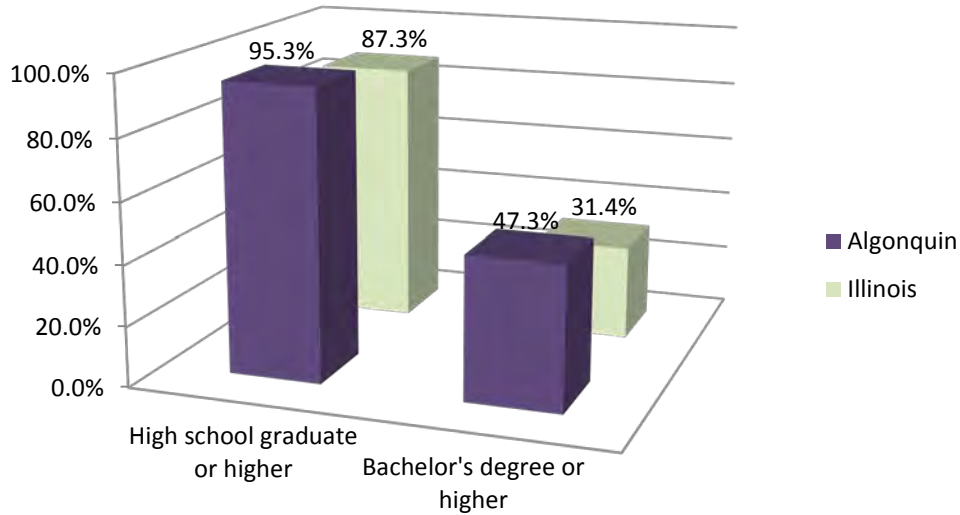
Elementary	Middle	High
Algonquin Lakes	Algonquin	Dundee-Crown
Eastview	Heinemann	Huntley
Neubert	Westfield Community	Jacobs
Liberty		
Lincoln Prairie		
Westfield Community		
Conley		
Mackeben		

Additionally, the Village contains several parochial schools including St. John's Evangelical Lutheran School and St. Margaret Mary Catholic School. Algonquin is in close proximity two local community colleges – McHenry County College in Crystal Lake and Elgin Community College in Elgin. The Village is served by several independent library districts. The Algonquin Area Public Library District, which includes two facilities, serves the majority of the Village. The Huntley Public Library, Dundee Township Library, Cary, Library, and the Barrington Area Library also service certain sections of the Village.

In addition to quality educational institutions in Algonquin, the Village also boasts an educated and skill labor force. As of the 2010 Census, approximately 95 percent of Algonquin residents have at least a high school diploma. This includes 54 percent having an Associate's degree or more, 44 percent having a Bachelor's degree or more and 16 percent having a Graduate or Professional degree.

Educational Degrees In Comparison with the State

Source: U.S. Census Bureau, data collected from 2009-2013 of persons age 25+





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The Budget Process

The budget process is an essential procedure that requires a substantial amount of staff time and dedication. It serves many important purposes, including the following:

- The budget process allows staff and elected officials the opportunity to scrutinize and evaluate existing processes and weigh alternatives for increased efficiencies and effectiveness.
- It is an opportunity to compare the actions of the Village to the plans and goals that are guiding the Village.
- Through the budget process, staff confirms that all legal and statutory requirements are being met.
- The budget process is a means for elected officials and staff to set the course of action for the future operations of the Village.

Budgeting Philosophies

Constraint Budgeting

We continued to follow a constraint budgeting process for the FY 17/18 budget. In 2002, in response to fiscal challenges, such as a struggling economy, increasing liability and medical insurance costs, union contract obligations, and other financial barriers, and increasing demand for municipal services, the Village of Algonquin followed a new method for budgeting, which was originally adopted for FY 03/04. This method was modeled after a budget process outlined in a May 2002 article on “*constraint budgeting*” that appeared in the International City/County Management Association (ICMA)’s Public Management magazine.

The constraint budgeting methodology allows department heads to know in advance their bottom-line budget amount. This gives them the flexibility to prioritize their needs, with items that were cut or postponed placed on their enhanced budget request. We feel that, in the words of the ICMA article authors MacReynold and Fuhrer, “the system is simple, promotes fiscally responsible behavior, and is an effective aid in the decision-making process.”

Guiding Principles

The main tenets that guide the Village and its operations are crystallized in the Guiding Principles, core standards that serve as the guideposts for decision-making in the Village of Algonquin. The Guiding Principles were formulated based on several informal planning processes that occur regularly in the Village on an on-going basis, such as at Board meetings, staff brainstorm sessions, focus groups, and so on. The Guiding Principles are outlined in a separate document in this budget.

Preparation for Government Finance Officer’s Association Budget Awards Program

Each year, the budget team sets out to improve a specific section of the budget document, often to respond to recommendations made by GFOA reviewers as well as to changes in the financial industry and best practices. The Village was originally awarded GFOA’s Distinguished Budget Presentation Award for the FY 04/05 budget, and has been honored to receive this distinction for the fiscal years ending 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, and 2016. The requirements of the award program are significant, requiring additional input from department heads and the Budget Team. Adding information to our budget as required by GFOA also enriches it as a communications tool with elected officials and residents.

Participants, Roles, and Responsibilities – The Budget Team

The Budget Team consists of the Budget Officer, Assistant Village Manager, and Comptroller. Department Heads, Village Board, and Village residents also play crucial roles in the budgeting process. Department Heads are responsible for evaluating the needs of their department/divisions, soliciting input from staff, and compiling those needs and priorities into a cohesive and straightforward budget request. The Village Board is critical in evaluating the budget as proposed by the Budget Officer, asking questions, and, eventually, approving the budget. Residents and their needs are, of course, the driving force behind the budget process. In addition, residents have opportunities to view the budget proposal and attend the Committee meetings, Board meetings, and public hearings when the budget is addressed.

Budget Development Timeline

The timing of the budget process is critical, for two reasons. One, we operate under the system of “constraint budgeting,” which requires more up front work, as described below; second, we continue to alter and enhance the budget document in preparation for submittal to the Government Finance Officer’s Association’s (GFOA) Distinguished Budget Awards Program. Below is the timeline that we adhered to in preparing our budget.

August to October, 2016

- *Initial Budget Meetings – Budget Officer and Assistant Village Manager:* These preparatory meetings took place from August to October 2016, in order to assess the budget process, consider altering it to meet the Village’s financial situation as well as current economic conditions, and determine a method for implementing the budget process.

November 2016

- *Preliminary Revenue Analysis:* As a part of the constraint budgeting philosophy, the Assistant Village Manager established revenue estimates for the General Fund in advance of distributing the worksheets to the Department Heads. Once the revenues were calculated, bottom line, constraint budget figures were established for each division’s budget. This step in the process was completed in November 2016. Through much dialogue, several budget parameters were set to guide staff through the budget process; guidelines were developed to assist Department Heads in defining realistic budgets.
- *Redistribution Account Submittal and Review and Entering Fixed Costs:* Prior to releasing the General Fund budget worksheets for completion, any and all redistribution accounts were budgeted and dispersed to the individual budgets. This allowed Department Heads to be aware of up front costs before they determined the rest of their request. Redistribution accounts include those for building supplies and maintenance, grounds maintenance, and vehicle and equipment maintenance. In addition, the Comptroller projected personnel costs, and those figures were entered into the worksheets. All other fixed costs (human resources training, most transfers, audit costs, and so forth) were entered up front as well. This step of the process took place in November 2016.
- *Capital Improvement Plan Review:* The Public Works Director reviewed and evaluated the Capital Improvement Plans, which include Streets, Water and Sewer, and Parks.
- *Budget Worksheets Distributed to Department Heads:* Once the fixed costs had been added to each division’s budget, the worksheets were distributed to Department Heads for review and completion.

January 2017

- *Review of the Algonquin Community Survey:* The survey was presented to Department Heads and the Village Board in January to evaluate resident perceptions on quality of life factors as well as the quality/importance of Village services to help focus and prioritize resource allocation.
- *Performance Management Reports:* Departments submit their annual performance reports for calendar year 2016 to further define objectives and strategies of the upcoming fiscal year.
- *Budget Submissions by Department Heads:* Throughout December, the Department Heads analyzed and prioritized the needs for their division, and budgeted those necessary items and costs into their budget requests. They submitted their budget proposals over a staggered schedule throughout January 2017.

January to February 2017

- *Review of Submittals and Budget Meetings:* The Budget Team met with each Department Head to review budget proposals. Adjustments were made, as necessary, to ensure a balanced budget (in the case of the General Fund), and that the goals and priorities of the Village Board and staff were being met through the budget. These meetings took place throughout January and February 2017.
- *Board Review:* The Committee of the Whole met on January 24, 2017, to review the Capital Funds (MFT, Street Improvement, Park, and Water and Sewer Improvement and Construction Funds).
- *Board Review:* The Committee of the Whole met on February 14, 2017, to review the Enterprise Funds (Water and Sewer Operating, Cemetery, and Swimming Pool funds) and the Building Services and Vehicle Maintenance Service Funds.

March 2017

- *Board Review:* On March 14, 2017, the Committee of the Whole met to review the General Fund and the remaining (“Other”) funds.
- *Public Hearing:* A public hearing was held on March 21, 2017, to allow for citizen comment on the budget document. One (1) comment was received regarding the level of expenditures related to Downtown Algonquin. The Village President responded that the expenditures are related water and sewer infrastructure replacement in the area and that the tax increment financing district will help offset this cost.

April 2017

- *Official Adoption by the Village Board:* The Village Board officially adopted the Fiscal Year 2017-2018 budget on April 4, 2017.
- *Printing and Distribution of the Budget Document:* The budget document was compiled, printed, and distributed in April 2017. In addition, budget documents were filed with the Kane and McHenry County Clerks.
- *Finalization of Capital Improvement Plans:* Public Works finalizes the Capital Improvement Plans based on available funding and discussions held throughout the budget process.

May 2017

- *Submittal to GFOA:* The budget will be submitted to the Government Finance Officer’s Association for their consideration as part of GFOA’s Distinguished Budget Awards program.
- *Implementation:* Throughout the May 1, 2017 to April 30, 2018 fiscal year, Village staff will focus on implementation of the budget. The Village Manager, Assistant Village Manager, and Department Heads all work together to ensure sound financial practices and consistent adherence to the budget.

A summary of the budget calendar in table format appears on the following page:

Summary Calendar

Task	Assigned Staff	2016					2017						
		August	September	October	November	December	January	February	March	April	May	June	July
Citizen Input													
Initial Budget Meetings	Budget Team												
Preliminary Revenue Analysis	AVM												
Redistribution Account Submittal	Public Works, AVM												
Review and Enter Fixed Costs	AVM												
Capital Improvement Plan Development and Review	Public Works, Budget Team												
Budget Worksheets Distributed	AVM												
Budget Proposals Due	DH, AVM												
Performance Management Reports Due	DH, AVM												
Presentation of the Algonquin Community Survey	DH, AVM, COTW												
Review of Submittals	DH, Budget Team												
Presentations of Budgets to Elected Officials/Public	BO, AVM, MI, COTW												
Budget Public Hearing	BO, AVM, MI, COTW												
Budget Adopted by Village Board	VB												
Finalization of Capital Improvement Plans	Public Works, BO, AVM												
Filing Budgets with Counties	AVM												
Printing of Budget Documents	AVM												
Budget Implementation Begins	Budget Team, DH, VB												
Submittal of Budget to GFOA	AVM												
Review GFOA Comments and Begin FY 18/19 Budget	Budget Team												

*BO=Budget Officer/Village Manager
 AVM=Assistant Village Manager
 COTW=Committee of the Whole

DH=Department Heads
 VB=Village Board

**Formal citizen input is scheduled for January through budget approval in April. However, we welcome citizen input on the budget at any time throughout the year.

Revenue Assumptions and Trends

Budgeted Revenues – All Funds

Budgeted revenue in all funds for Fiscal Year (FY) 17/18 is \$42,610,125 which is an increase of \$1,987,925 (4.9 percent) over the comparable budget for FY 16/17. While revenue in the General Fund is down from FY 16/17, Sales Tax is projected to grow by \$100,000. Revenues in the Water & Sewer Operating Fund increased 14.3 percent over the budget for FY 16/17, due to associated increases in rates and fees. Interest income is projected to minimally increase due to the federal funds rate expected to continue at present levels which impacts interest bearing accounts.

Common Assumptions

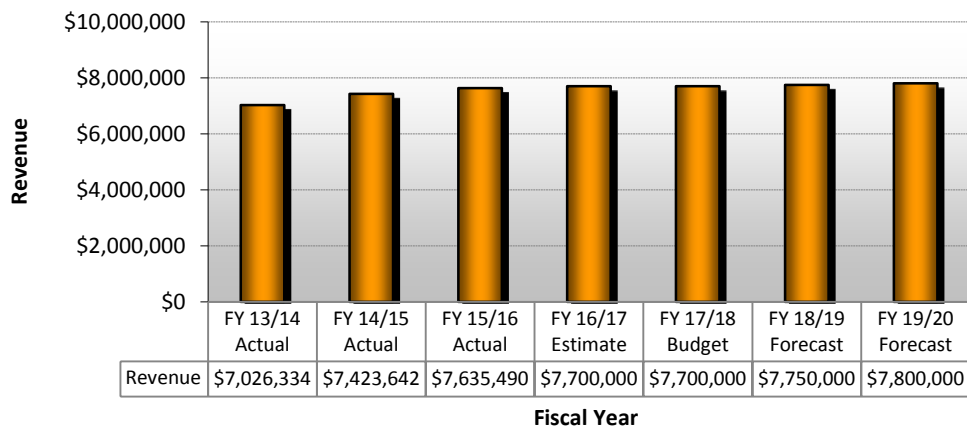
1. Interest Income Rate – 0.75 to 1.00 percent in the state investment pool and operating accounts.
2. The cash basis of accounting is used for budget purposes.
3. Trend analysis with historical information is used to project the budget unless another method is indicated.

General Fund

1. Sales Tax

The budget assumes that the State of Illinois will continue to timely remit the municipal portion (1 percent) of the State Sales Tax to the Village on point of sale basis. Retail sales in Algonquin have been steadily improving since the Great Recession and the addition of new retailers have contributed to this trend. The FY 17/18 budget for sales tax is \$7,700,000 or 0.8 percent more than the FY 15/16 actual and equal to the FY 16/17 estimate. The Village maintains its status as a regional shopping destination, pulling from a retail trade area beyond its municipal limits. This has maintained continued growth for this revenue item, however slowing future growth is being projected in the upcoming years.

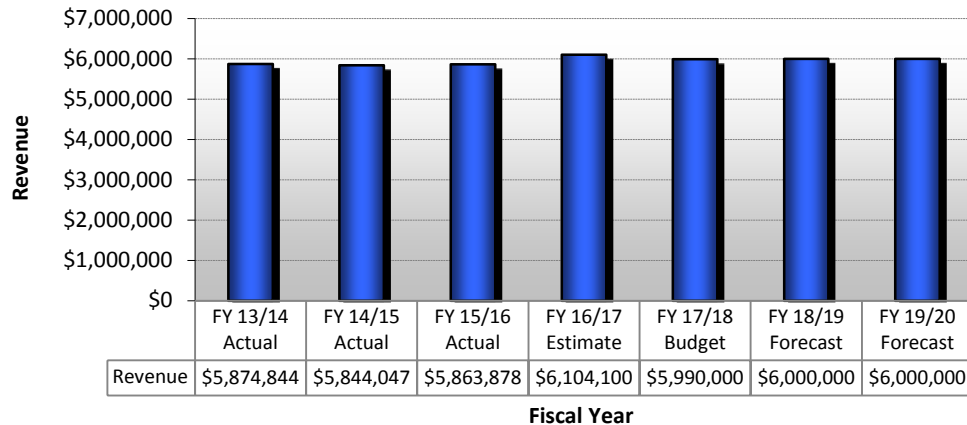
Sales Tax



2. Real Estate Tax

The FY 17/18 budget for real estate taxes in the General Fund is \$5,990,000 which is 1.9 percent less than the FY 16/17 estimate. The Village decreased its property tax levy for 2016, payable 2017 by \$131,000. EAV is anticipated to increase which will further reduce the Village's tax rate. The Village attained home rule status in 2003. As a result, the Illinois Property Tax Limitation Act does not reduce the village's tax extensions.

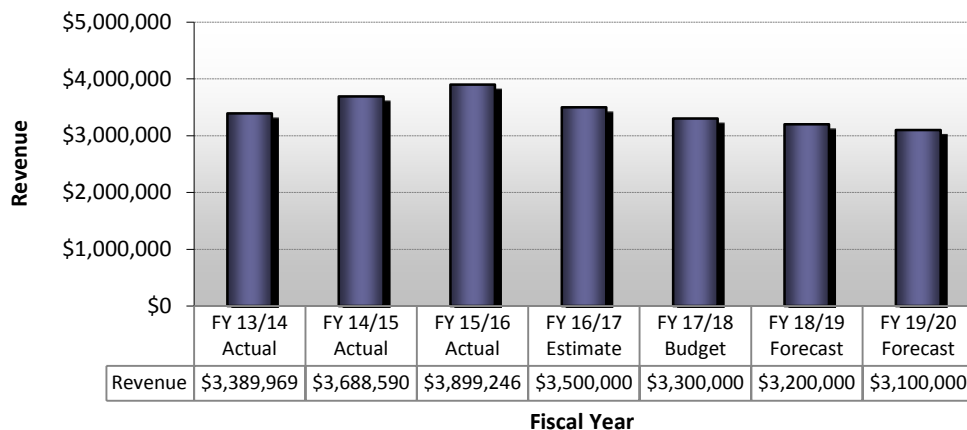
Real Estate Tax



3. State Income Tax

The State of Illinois allocates a portion of State Income Tax and Use Tax revenues to local governments with the distributions for each government based upon population. Our budget for FY 17/18 is \$3,300,000 representing twelve cash distributions. The total is 5.7 percent less than the FY 16/17 estimated actual and 18.2 percent less than the FY 15/16 actual. Allocations are budgeted using per capita estimates determined by the Illinois Municipal League (IML) and our current population of 30,046 and internal staff projections.

State Income Tax

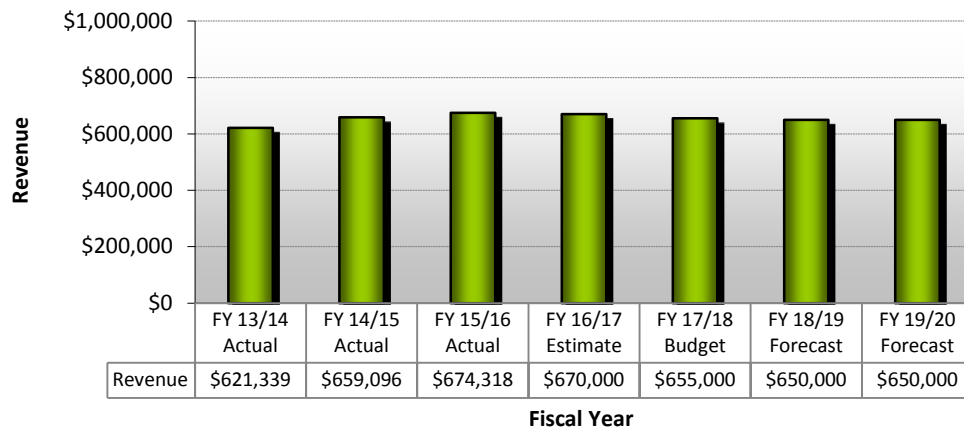


4. Cable Franchise & Telecommunication Fees

Video Television Franchise Fees are based on 5 percent of the gross revenues collected by the local cable service provider and new video service provider. For FY 17/18, Cable Television Franchise Fees are projected at \$655,000 reflecting historical receipts. That budget is 2.2 percent less than the FY 16/17 estimate and 2.9 percent less than the FY 15/16 actual.

Telecommunication Fees were implemented as a Simplified Municipal Telecommunications Tax as of January 1, 2003. The tax is administered by the Illinois Department of Revenue and collections are remitted by the state to the participating local governments. Receipts of this revenue item have been steadily declining in recent years.

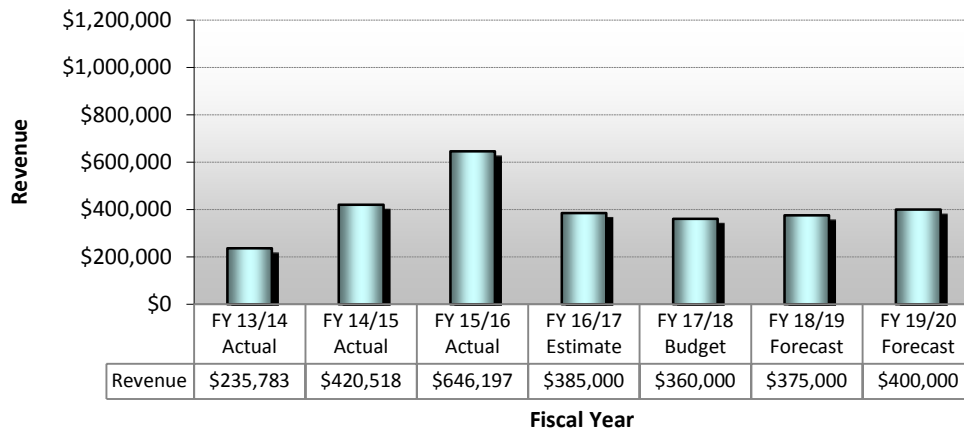
Franchise & Telecommunication Fees



5. Building Permit Fees

FY 17/18 permit fees are budgeted at \$360,000 reflecting maintenance permits and several new residential home permits. The budget is 6.5 percent less than the FY 16/17 estimate as budget assumptions do not include any large scale commercial construction. The long-term trend looks stable due to continued housing recovery.

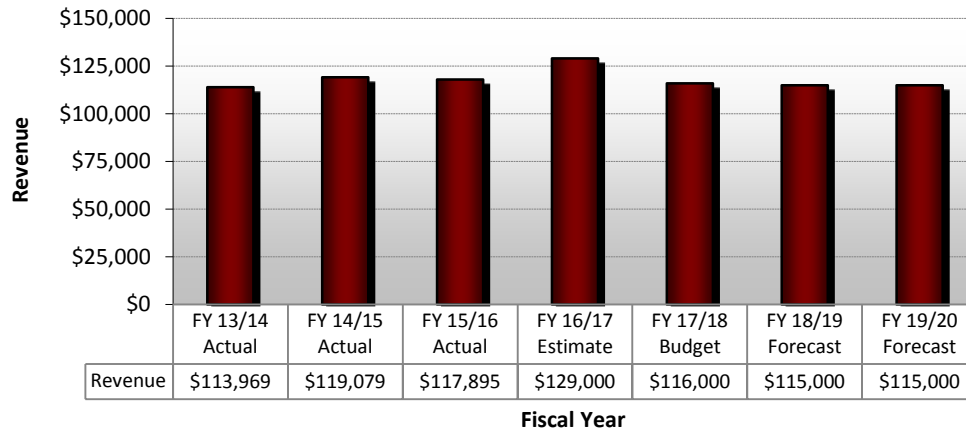
Building Permit Fees



6. Liquor License Fees

The FY 17/18 budget of \$116,000 for liquor licenses reflects the fee schedules associated with the authorized licenses and fees for new owners. This is 1.6 percent less than the FY 15/16 actual and 10 percent lower than the estimated actual for FY 16/17. In FY 16/17, several business ownerships changed during the licensing period, resulting in higher than expected receipts for the reporting period.

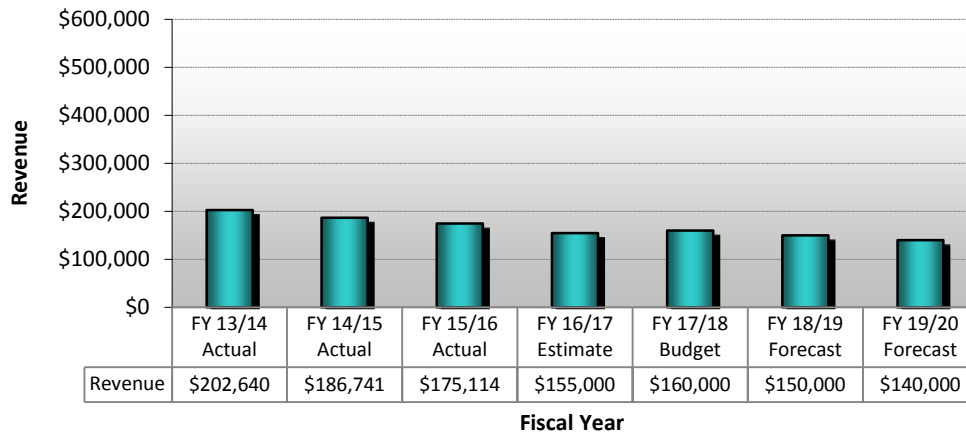
Liquor License Fees



7. Court Fines

Court fines are collected by McHenry County and forwarded to the Village based on ticket violations issued by the Village. The FY 17/18 budget of \$160,000 is 8.6 percent less than the FY 15/16 actual and 3.2 percent more than the estimate for FY 16/17.

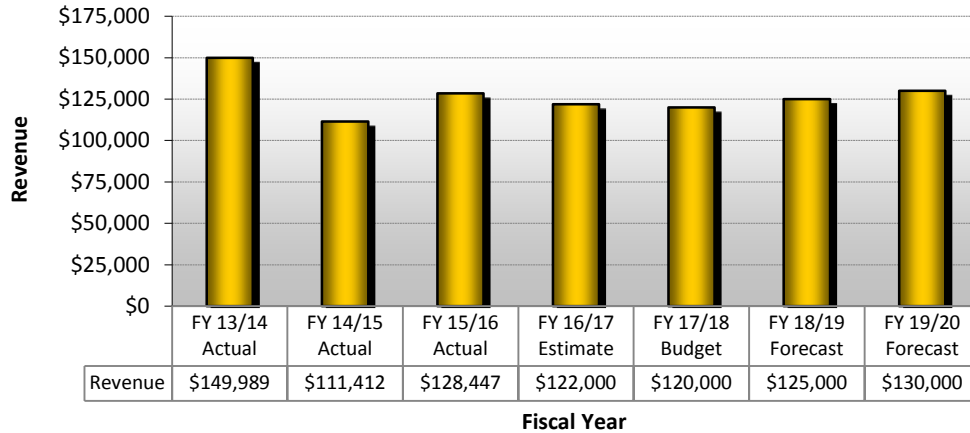
County Court Fines



8. Intergovernmental Agreements

This line item accounts for payments received from other units of local government pursuant to agreements for police officer assignments and certain other agreements with nearby local governments for sharing of staff duties. This includes funding for a liaison officer assigned to Community Unit School District 300 with another officer assigned to the North Central Narcotics Task Force. Other budgeted amounts are fleet maintenance and fuel billings to the local fire district. The budget for FY 17/18 is 1.6 percent less than the estimate for FY 16/17.

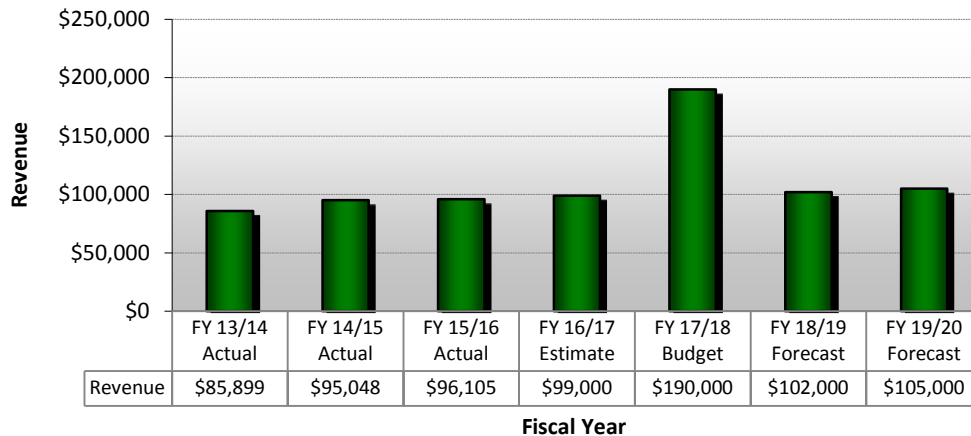
Intergovernmental Agreements



9. Recreation Programs

This line-item accounts for registrations for recreation programs. Revenues are projected at \$190,000, which assumes all offered classes and programs will be operated. Long-term trends depict a gradual increase in revenues for this line-item.

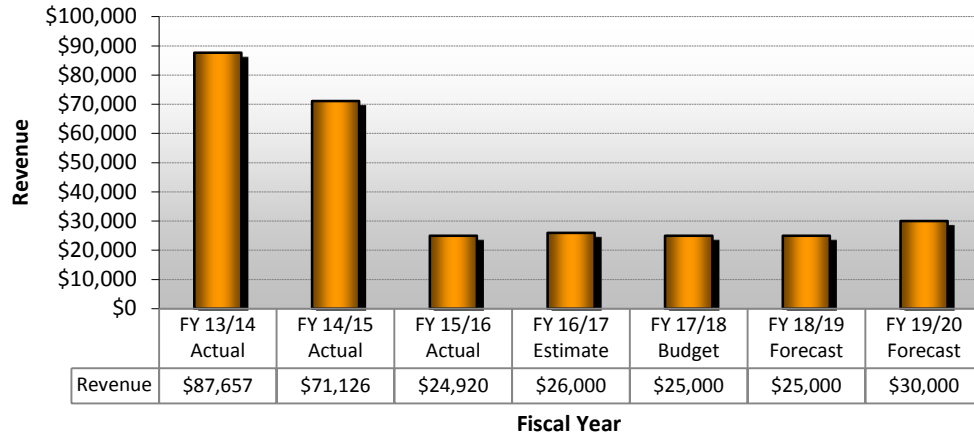
Recreation Programs



10. Sale of Surplus Equipment

Surplus property that is approved for sale through auction includes motor vehicles, outdated computer equipment and other equipment. A total of \$25,000 is projected to be received in FY 17/18 which is 0.3 percent more than FY 15/16 actual and 3.9 percent less than the FY 16/17 estimate. Vehicles that are used as trade-ins for the purchase of new vehicles impact this revenue item.

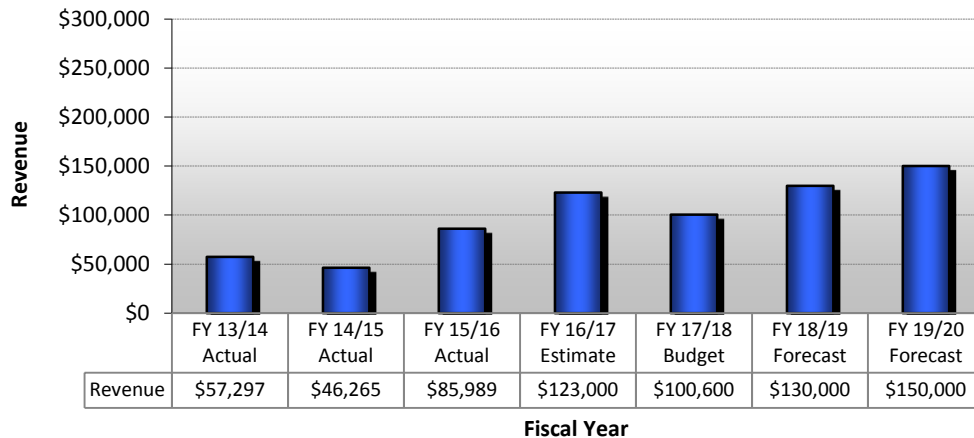
Sale of Surplus Equipment



11. Interest Income

Interest income in the General Fund is budgeted at \$100,600 which is 17 percent more than the FY 15/16 actual and 18 percent less than FY 16/17 estimate. The current policy of the Federal Reserve regarding gradually increasing the Federal Funds Rate in 2017 will favorably impact our investment yields for state investment pools, certificates of deposit and other interest bearing accounts. This revenue has the potential to increase due to investments in short-term fixed income securities held to maturity with reinvestments in an increasing interest rate environment.

Interest Income

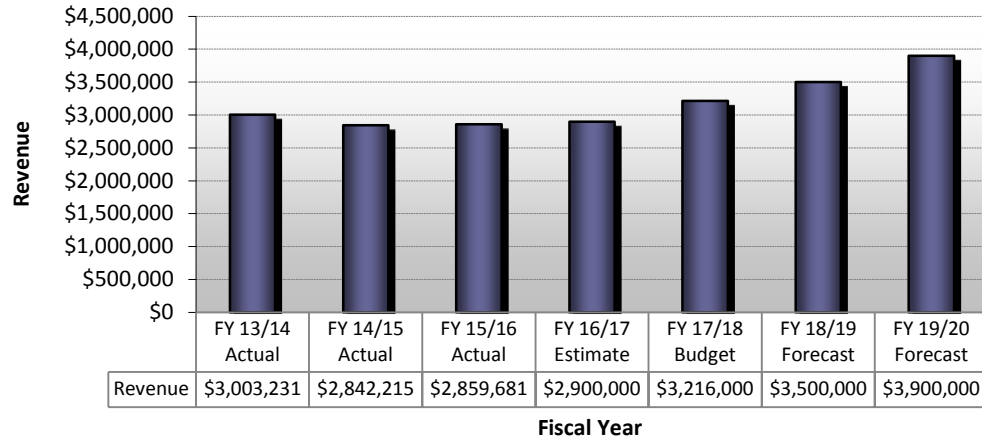


Water and Sewer Fund

1. Water Fees

The FY 17/18 budget of \$3,216,000 is 12.5 percent higher than FY 15/16 actual and 10.9 percent higher than estimate for FY 16/17. The implementation of the new water rate structure in November 2017 and water consumption projections lead to a higher estimate for this revenue source.

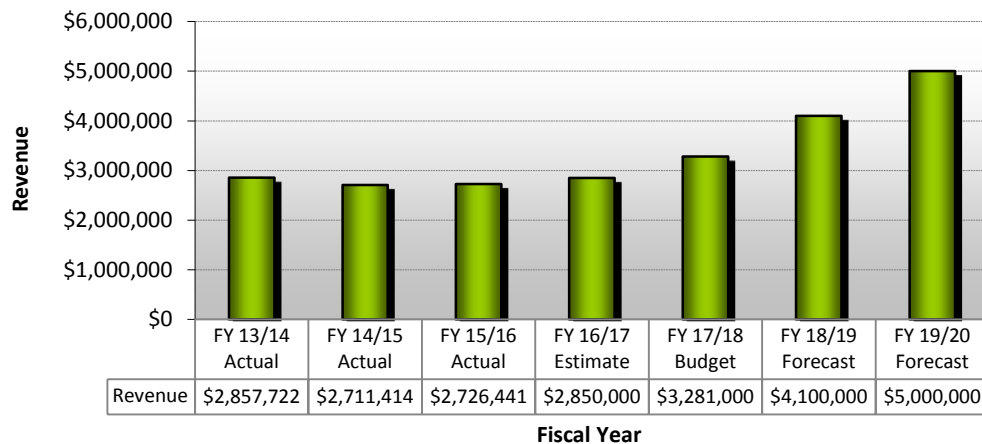
Water Fees



2. Sewer Fees

The FY 17/18 budget of \$3,281,000 is up 20 percent from the FY 15/16 actual and 15 percent higher than FY 16/17 estimate due to rate increases that will occur in November 2017.

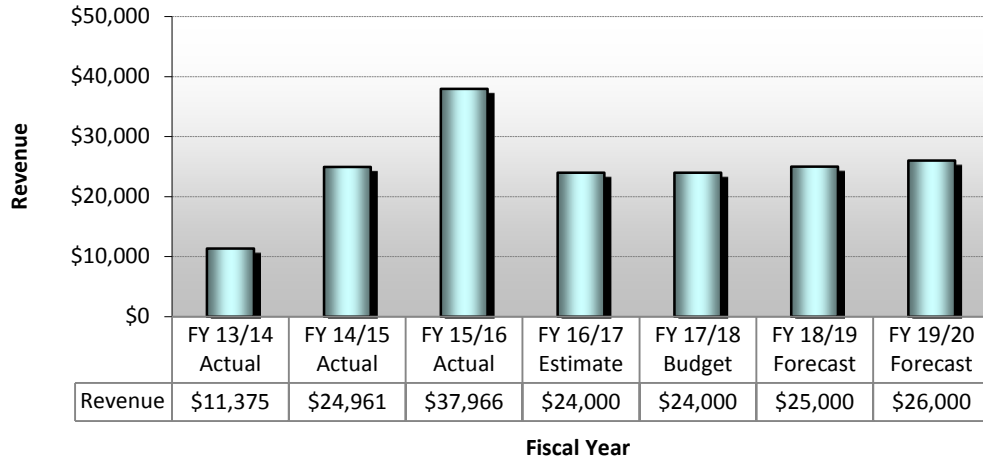
Sewer Fees



3. Meter Sales

The FY 17/18 meter sales budget of \$24,000 is 37 percent lower than the FY 15/16 actual and flat compared to the FY 16/17 estimate based on the expectation of smaller-scale development in the fiscal year. The meter exchange program budgeted in FY 17/18 for existing accounts does not impact this revenue item.

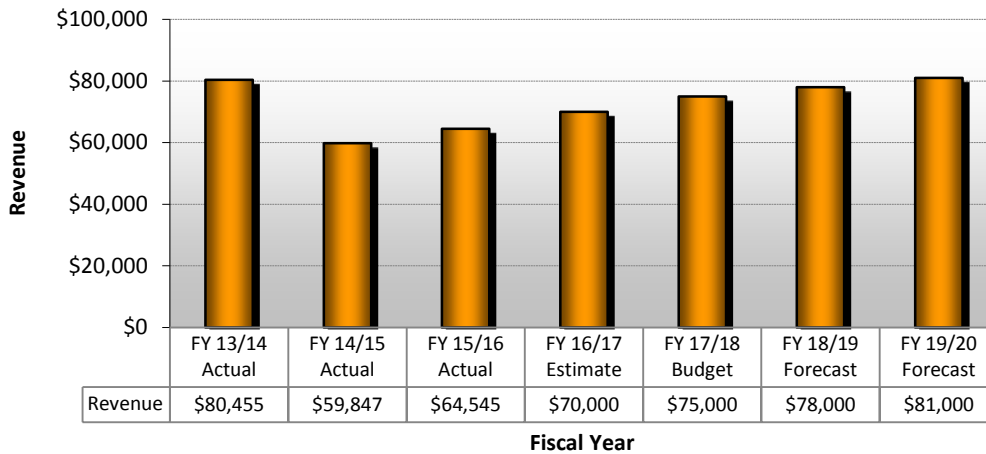
Meter Sales



4. Rental Income

The FY 17/18 budget of \$75,000 is up from the FY 15/16 actual and \$5,000 more than the FY 16/17 estimate. The rental income is generated from wireless service provider payments for antennas placed on Village utility properties. The budgetary assumption includes the contractual escalation provisions for each existing site lease agreement.

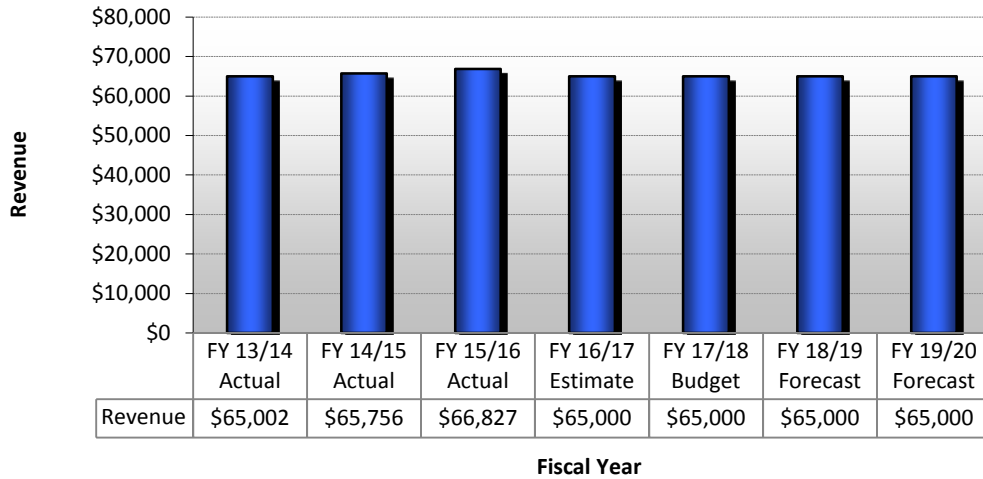
Rental Income



5. Late Charges

The FY 17/18 late charges budget of \$65,000 is flat compared to FY 15/16 actual the FY 15/16 estimate. Fees of 10 percent are assessed when utility bill payments are received after the due date and are generally stable.

Late Charges



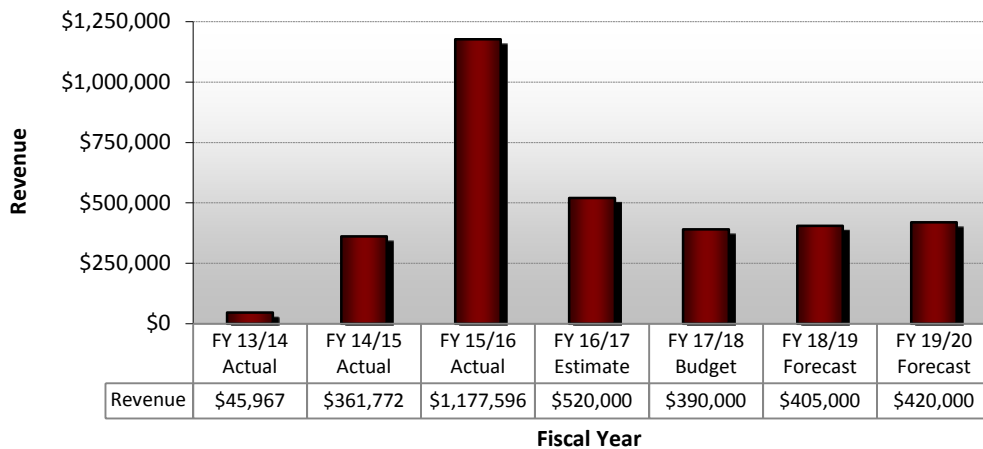
Water and Sewer Improvement and Construction Fund

1. Connection Fees

Water Tapping Fees for homes connecting to the Village’s water mains are assessed fees based on the number of bedrooms in the dwelling unit. The FY 17/18 budget is \$200,000 in the Water & Sewer Improvement and Construction Fund this year.

Sewer Tapping Fees for homes connecting to the Village’s sewer mains are also assessed fees based on the number of bedrooms in the dwelling unit. The FY 17/18 budget is projected at \$190,000 for sanitary sewer connection fees, for a total of \$390,000 in this category.

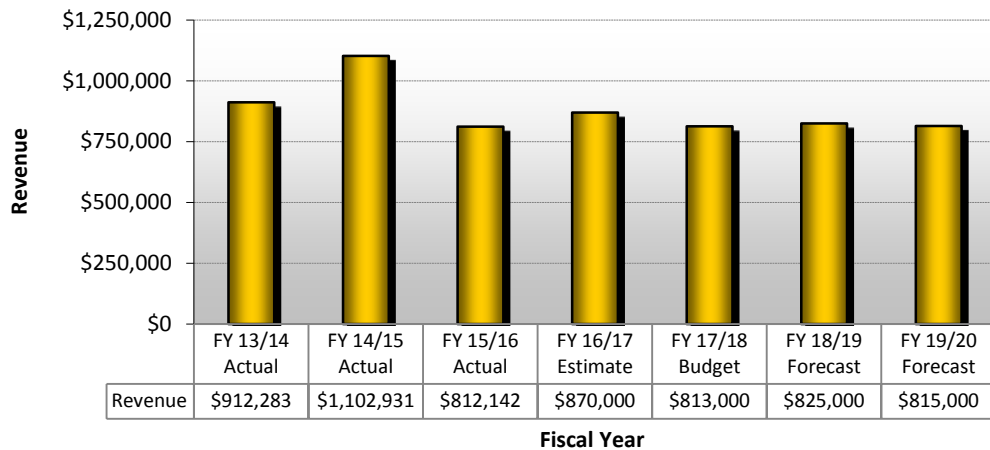
Connection Fees



Motor Fuel Tax Fund

This is a state shared revenue source that is based on state taxes collected on gasoline and diesel fuel sales. The state distribution to municipalities is based on population and the funds can be used for the construction, maintenance, and extension of municipal streets as well as other authorized uses. The Village must comply with strict standards and regulations for the use of these funds. The Village must comply with strict standards and regulations for the use of these funds. The total budgeted distributions of motor fuel tax allocations are \$813,000. The Village also participates in the state's High Growth City Distribution.

Motor Fuel Tax Fund

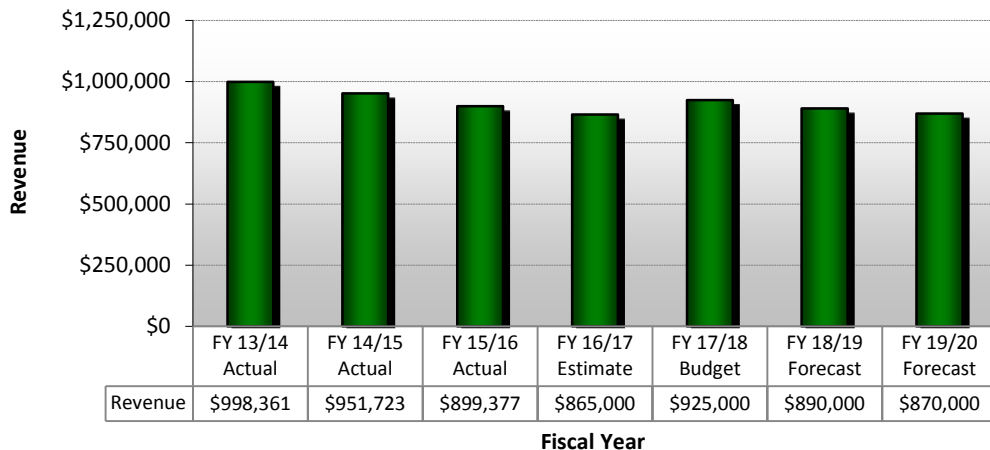


Street Improvement Fund

1. Utility Tax Receipts

The FY 17/18 budget for Utility Tax is \$925,000 attributable to the 4 percent use tax on electric kilowatt usage and a 1 percent use tax billed on natural gas therm usage. Since housing growth in the Village has slowed, changes in these revenues depend on energy usage by existing customers due to seasonal temperatures. This utility tax budget is 2.9 percent more than the FY 15/16 actual, however down 6.9 percent from the FY 16/17 estimate.

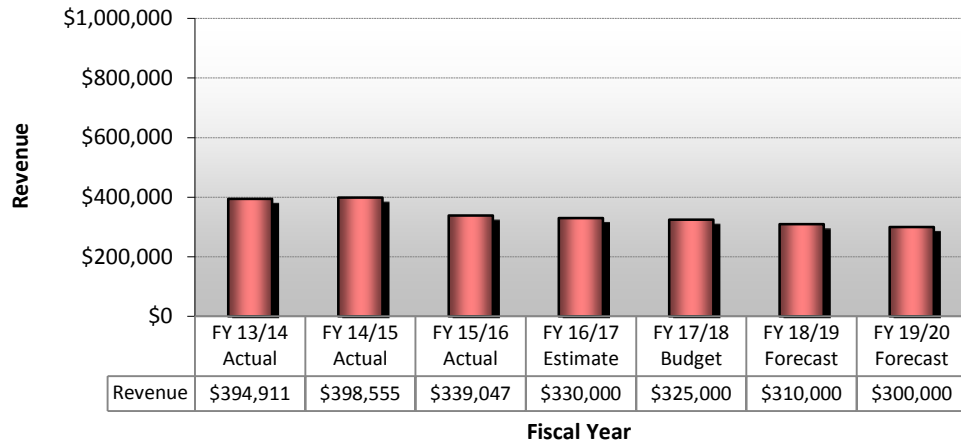
Utility Tax Receipts



2. Telecommunications Tax

The Telecommunications Tax has been administered by the State of Illinois Department of Revenue since January 1, 2003 as part of the Simplified Municipal Telecommunications Tax. The tax is collected from the vendors by the state and then remitted to participating local governments. Receipts have been slowly declining over recent years. The FY 17/18 budget of \$325,000 is 4 percent less than actual for FY 15/16 and 1.5 percent less than the FY 16/17 estimate. The village allocates these revenues between the General Fund, Street Improvement Fund, and Park Fund. There is no information available for analysis at the municipal level.

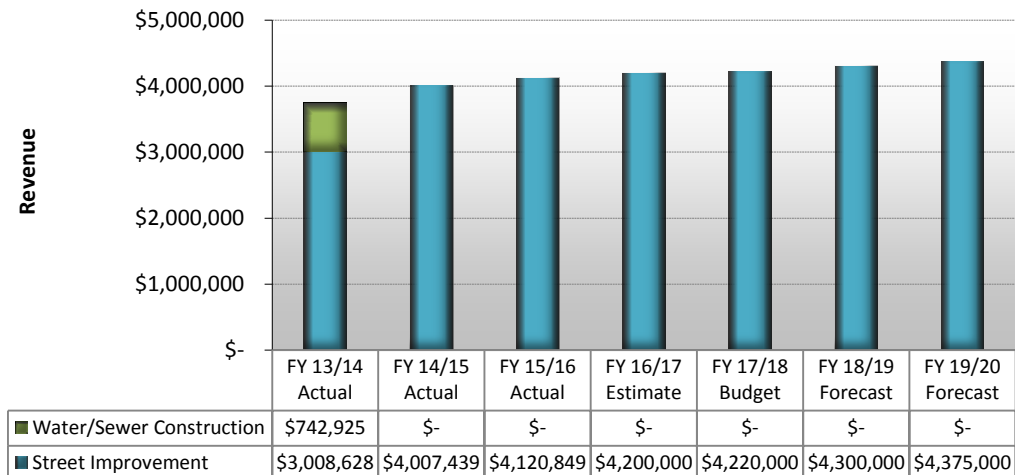
Telecommunications Tax



3. Home Rule Sales Tax

The Village of Algonquin is a home rule municipality and State statutes allow home rule municipalities the ability to impose an additional sales tax on retail sale items with the exception of certain foods, drugs and licensed vehicles. As of July 1, 2006, a home rule sales tax of 0.75 percent was implemented in the Village. The funds have been allocated to capital projects and debt service including this fund. The Home Rule Sales Tax Revenue is allocated 100% to the Street Improvement Fund beginning with FY 14/15.

Home Rule Sales Tax



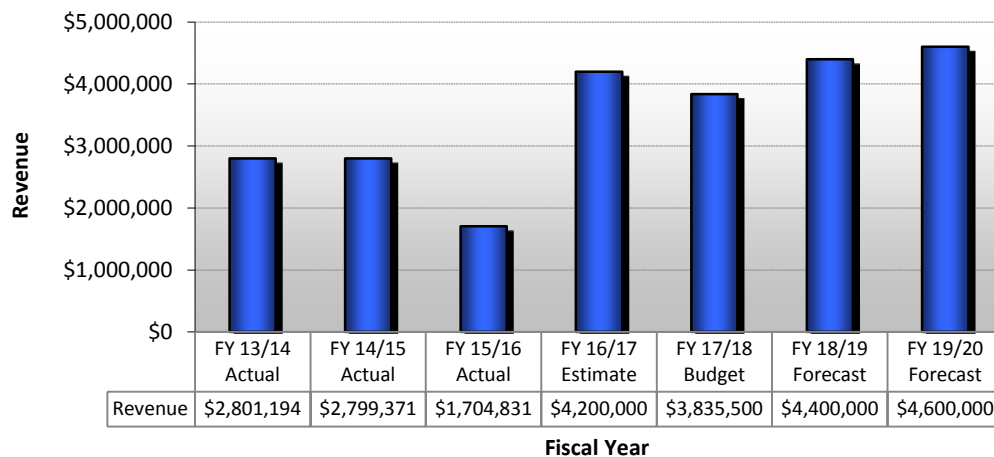
Police Pension Fund

The major revenues in this fund fall into three categories: Employer Contributions, Investment Income, and Employee Contributions. The employer contribution is determined using an annual independent actuarial study and becomes the employer contribution to the Pension Fund when collected via property taxes. The FY 17/18 budget of \$1,900,000 is 53 percent higher than FY 15/16 actual and 3.4 percent higher than the FY 16/17 budget.

Investment income of \$1,503,000 is estimated by an analysis of existing investments and the current market conditions which influence the expected return on investment. This budget is up significantly from the FY 14/15 actual earnings of \$14,005 and 1 percent higher than FY 16/17 budget.

The final major revenue of \$421,000 is contributions from officer salaries at 9.91 percent which is set by state statute. The FY 17/18 budget is 4.5 percent more than FY 15/16 actual. The budget is flat the FY 15/16 estimate due to an increase in retirements and the hiring of new officers at lower salaries. The total FY 17/18 revenue budget of \$3,835,500 is a decrease of 8.7 percent over the FY 16/17 estimate and 125 percent over the FY 15/16 actual.

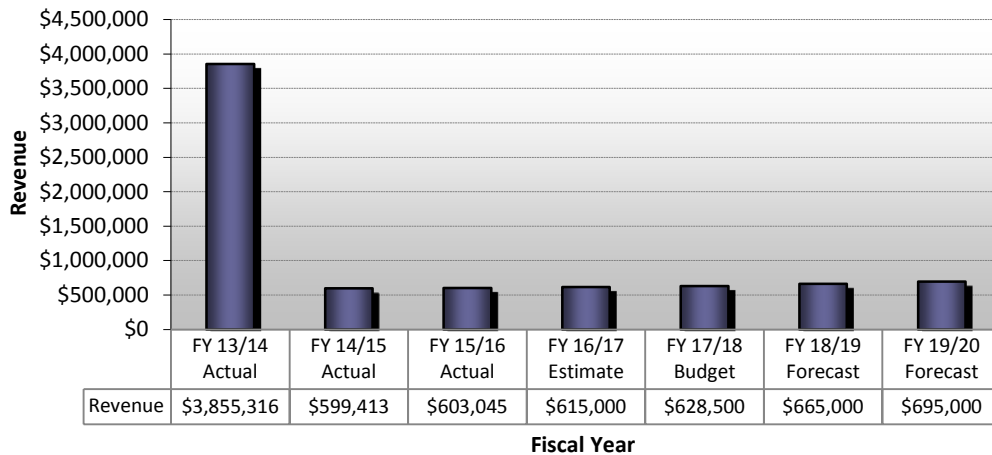
Police Pension Fund



Debt Service Fund

The Village has one debt service fund which is used for the retirement of debt issued for construction of buildings in the general fund. Inter-fund transfers provide funding for expenditures. The budgeted debt service transfer from the General Fund in FY 17/18 is \$628,500 which is 9 percent higher than the FY 15/16 actual.

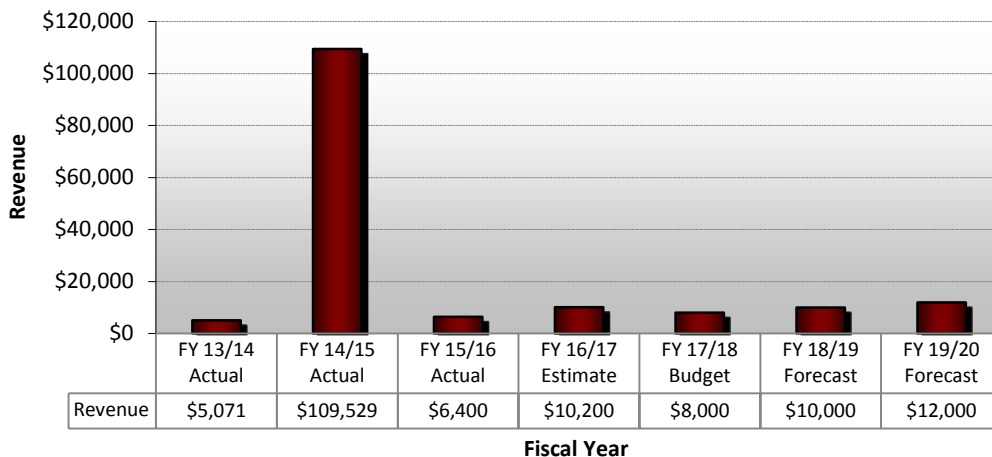
Debt Service Fund



Municipal Facility Fee

Continued gradual construction of single-family homes contributes to a minor up-tick in fees for FY 17/18. Larger-scale commercial and institutional construction is attributable to the amount of fees received in FY 14/15.

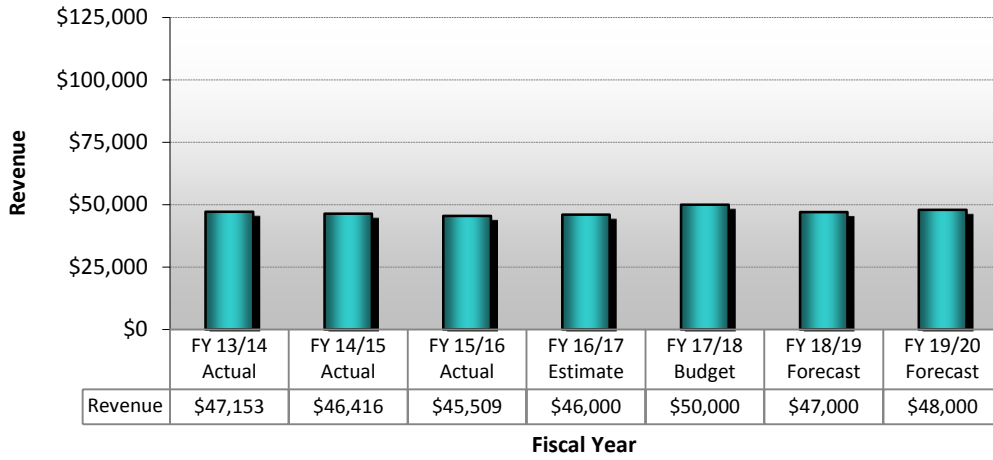
Municipal Facility Fees



Hotel Tax Fund

The hotel tax rate is 5 percent of hotel room billings and the FY 17/18 budget is \$50,000 which is 10 percent higher than the FY 15/16 actual and 9 percent higher to the FY 16/17 estimate. These revenue receipts have been generally flat in recent years.

Hotel Tax Receipts



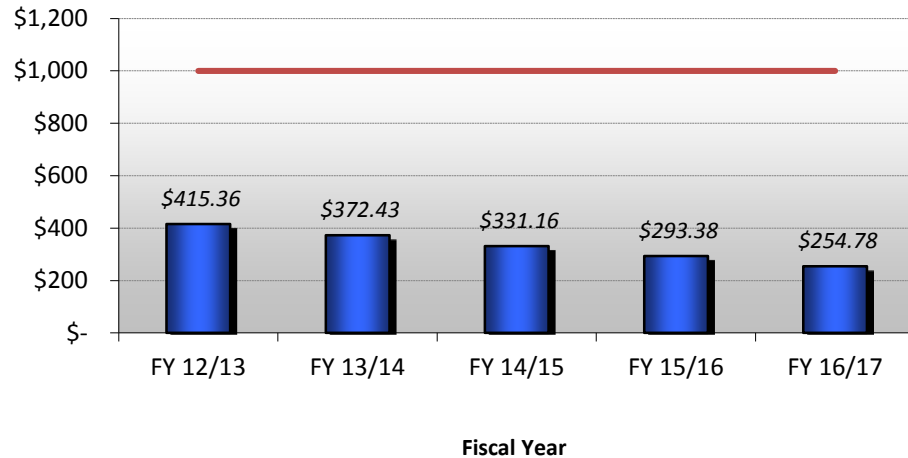
Debt Management Trends

The following information displays the financial limit ratios set forth by the Village in its debt management policy adopted in 2009. The charts below display a five-year history of debt management trends and aid Village staff in future capital financing and validating compliance with the financial limit ratios set forth by the Village. This information is continually tracked to monitor the Village's debt service and position.

General Obligation Debt per Resident

The graph below illustrates General Obligation (G.O.) debt per Village resident. This graph does not include debt of overlapping jurisdictions (school districts, fire protection districts, library districts, etc.). In FY 04/05, the Village issued debt for the expansion of its Wastewater Treatment Facility. The decreasing trend in debt per resident shown below is expected to continue as the Village pays down existing debt.

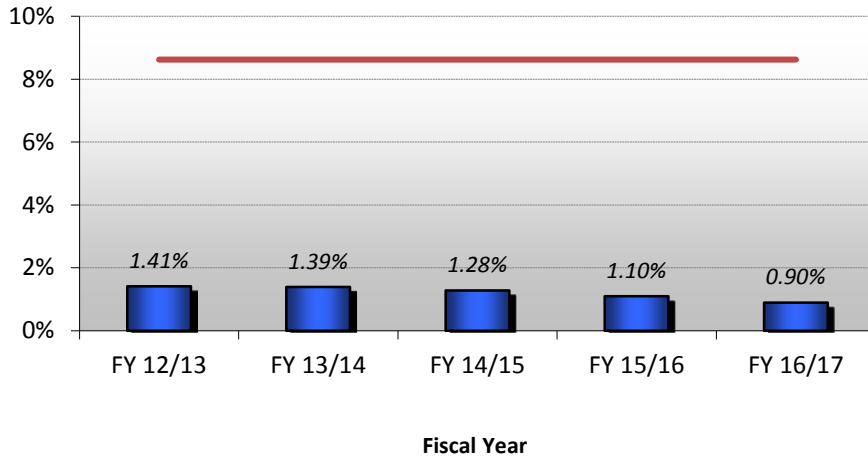
G.O. Debt per Resident



Ratio of General Obligation Debt to EAV

This graph illustrates the ratio of G.O. debt to the Village's equalized assessed value (EAV). As a home rule community, the Village has adopted a threshold set forth by State Statutes for non-home rule municipalities' limitation of the amount of debt that may be legally incurred. The limitation set by Statute is 8.625 percent of the most recent EAV of the real estate in the Village's boundaries. The ratio of G.O. Debt to EAV is well below this threshold and is generally decreasing. In prior years, declining EAV in the Village has caused some fluctuation in the ratio, however it remains well below 8.625 percent.

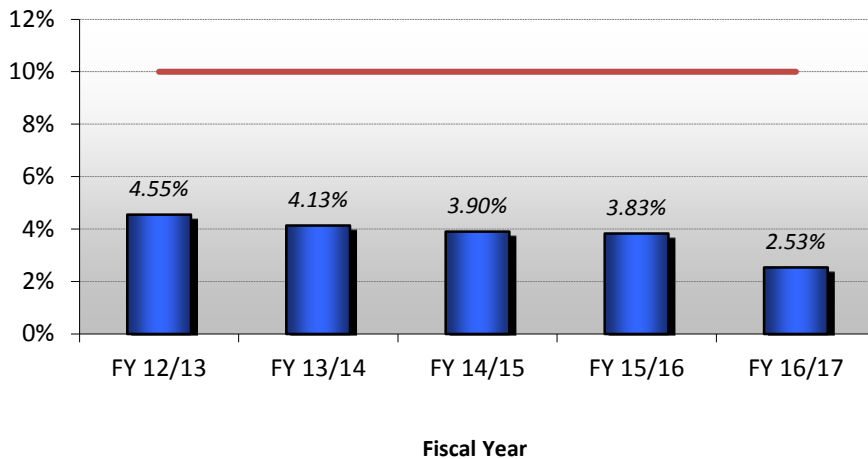
Ratio of G.O. Debt to EAV



Ratio of General Obligation Debt Expenditures to Total Budget Expenditures

The ratio of G.O. Debt expenditures to total budget expenditures monitors what portion of the Village's operating budget is dedicated to debt service. The Village is well within its self-imposed 10 percent limit with the exception of FY 11/12 which spiked because of a bond refunding.

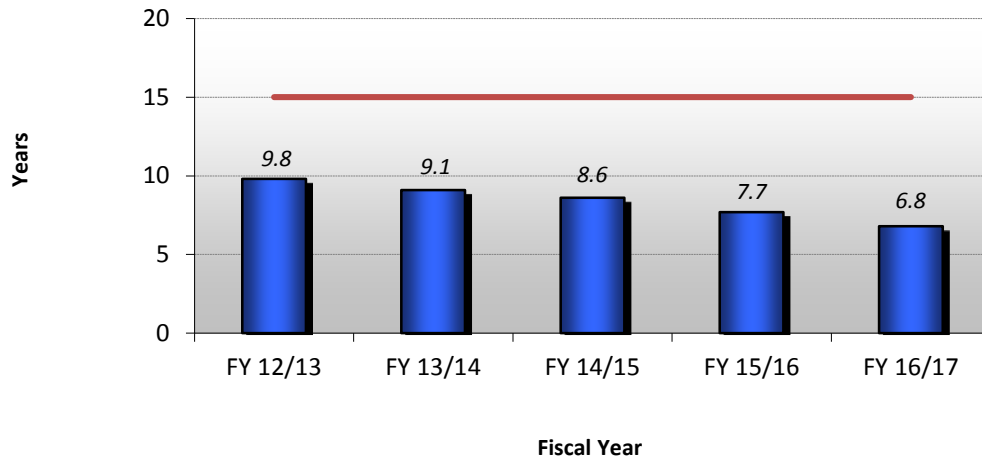
Ratio of G.O. Debt Expenditures to Total Budget Expenditures



Weighted Average Maturity of General Obligation Debt

When practical, the Village utilizes an even annual debt service pattern in its capital financing. During high growth periods of the late 1990s and early 2000s, the Village issued debt to construct facilities to serve the growing population. As such, this measure peaked in FY 06/07 and continues to decrease as the Village pays down existing debt. This trend is expected to continue in the near future, creating a larger margin between the weighted average maturity of G.O. debt and the 15-year limit set by the Village.

Weighted Average Maturity of G.O. Debt



Revenue Debt Coverage

The Village of Algonquin does not have any revenue debt outstanding.



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Financial Policies

The Village of Algonquin has a tradition of sound municipal financial management. The Annual Budget includes a set of policies to be followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition, as well as quality services now and in the future.

Budget Policies

1. Budget System

The Village of Algonquin adopted the budget system for spending limits via Ordinance 92-O-82 pursuant to 65 ILCS 5/8-2.9.1 through 5/8-2-9.9 as authority. The budget system provides for the following:

By a vote of two-thirds of the corporate authorities then holding office, a budget officer may be appointed in every city or village. The budget officer shall be designated by the president with the approval of the corporate authorities. The designated budget officer in the Village of Algonquin is the Village Manager.

Among other duties, the budget officer has the responsibility to complete an annual budget which the corporate authorities must adopt before the beginning of the fiscal year to which it applies. The budget must include estimates of revenues available to the municipality for the fiscal year together with recommended expenditures for the municipality and all of the departments, commissions and boards.

The budget system has two significant improvements over the appropriation system which is another method of setting spending limits for the municipality. First, revision of the annual budget is permitted by a vote of two-thirds of the members of the corporate authorities then holding office. The budget may be revised by deleting, adding to, changing or creating sub-classes within object clauses and object clauses themselves. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

Second, the budget system authorizes the accumulation of funds over a period of years to be used to construct capital improvements along with a fund for contingency purposes.

2. Reserve Policy

The Village will maintain an operating cash reserve of at least 25% with a future goal of 50% of the total General Corporate Fund annual budgeted expenditures. The reserve shall be the minimum cash and cash equivalent unencumbered monies created and maintained to provide the capacity to:

- A. offset unexpected downturns or revision in any general corporate fund revenue.
- B. provide a sufficient cash flow for daily financial needs at all times.
- C. offset unexpected increases in general corporate fund expenditures.

The Village will maintain a Vehicle Replacement Cash Reserve with the funds designated for replacement of vehicles (with the exception of police squad cars) in the General Fund. The

intention is to smooth the impact of high cost vehicle purchases with annual monies set aside to provide funds for replacement of vehicles as follows:

- A. The vehicle replacement schedule with values will be determined by the Internal Services Superintendent.
- B. The funding source will not increase tax rates or debt burden.
- C. The funding will come from unencumbered cash surpluses that exceed the requirements for a 25% operating cash reserve.
- D. Funds for purchases will come from the Vehicle Replacement Cash Reserve.

Comment: The FY 17/18 Vehicle Replacement Cash Reserve will fund purchases of \$117,000 with no funding source to increase reserves. The FY 17/18 Insurance Fund will draw \$213,000 to partially fund the Village's liability insurance premium.

The Village will maintain a Water and Sewer Operating Fund cash reserve of at least 25% of the total Water and Sewer Operating Fund annual budgeted expenditures less debt service.

The Village will maintain a Village Construction Fund operating cash reserve for the construction of village facilities other than water and sewer related structures. Funding is provided from a Municipal Facility Fee on new home permits as well as transfers from the General Fund that will not impair the cash reserve policy of the General Corporate Fund. The cash reserve is expected to assist the pay-as-you go policy as referenced in section 12. Debt Administration.

If fund balances are used to support one-time capital and one-time non-operating expenditures, the funds must be specifically budgeted by the Village Board.

3. Contingencies

The annual budget may contain funds set aside for contingency purposes not to exceed 10 percent of the total budget without the amount set aside for contingency purposes. The budget officer shall have authority to make changes to the budget using the contingency budget.

Comment: The FY 17/18 expenditure budget contains a \$0 working capital contingency.

4. Cash Basis of Accounting

Budgets are prepared on the cash basis of accounting with only transactions involving the source and use of cash being budgeted. Non-cash transactions such as depreciation and revenue accruals are not recognized in the budget. Refer to the Basis of Accounting (Section 10) for further explanation of this basis of accounting.

5. Balanced Budget

A balanced budget exists when revenues are equal to or in excess of expenditures for operating expenses and/or a cash reserve exists to offset large capital expenses.

6. Revenue Policies

The Village endeavors to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effect of an economic downturn.

- A. Through the Village's economic development program, the Village will strive to strengthen its revenue base.

- B. Each existing and potential revenue source will be reexamined annually.
- C. The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.
- D. The Village will oppose state and/or federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.
- E. The Village follows a "cost of service" approach which results in user fees, rates and customer charges being sufficient to cover the cost of providing the service. Each year the Village will establish user fees, rates and charges at a level related to the cost of providing the service and to adjust for the effects of inflation.
- F. The Village will set fees and user charges for each enterprise fund, such as Water and Sewer, at a level that fully supports the total direct and indirect cost of the activity.
- G. The Village will not use one-time revenue for continuing expenses. All new and continuing expenses will be based on known and conservatively projected revenue sources. The identification of new, but one-time revenue opportunities (i.e. state and federal grants) will be used to fund one-time expenses such as capital equipment, purchases and small capital projects not involving on-going operating expenses.

7. Expenditure Policies

- A. The Village will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.
- B. Expenditures will be within the confines of generated revenue and/or cash reserves.
- C. The Village will maintain expenditure categories according to state statute and administrative regulation.
- D. Services will parallel and adjust to the Village's inelastic revenue sources in order to maintain the highest level of service. During period of economic upturn, long term expansion of core services will be limited to the anticipated increase of those sources.
- E. Expenditure forecasts will be cognizant of the elastic and inelastic structure of revenues.
- F. Annual operating budgets should provide for adequate design, construction, maintenance and replacement of the Village's capital plant and equipment.
- G. A performance based employee compensation package consistent with sound economic policies of the Village of Algonquin is maintained to recruit and to retain qualified employees.

8. Cash Management

- A. An investment policy has been adopted by the Village Board. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the Village while protecting its pooled cash.
- B. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.
- C. In order to maximize interest earnings, the Village commingles the cash of all funds with the exception of the Police Pension Fund. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance or investments of each fund.
- D. Criteria for selecting investments and the order of priority are:
 - i. Legal - The investment program must be in conformance with federal laws, state statutes, local ordinances, and internal policies and procedures. State statutes govern the investment

of public funds and provide the general framework for investment activity and fiduciary responsibilities.

- ii. Safety - The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The Village only invests in those investments that are considered safe.
- iii. Liquidity - This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal and interest. Liquidity is an important investment quality especially when the need for unexpected funds occur occasionally.
- iv. Yield – This is the potential dollar earnings an investment can provide, and is sometimes described as the rate of return.
- v. All monies that are due to the Village shall be collected as soon as possible. Monies that are received shall be deposited in an approved financial institution no later than the next business day after receipt by the Village.

9. **Accounting, Auditing and Financial Reporting Policies**

The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principals (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB). The following summarizes significant accounting policies of the Village.

- A. Reporting Entity - the Village is a municipal corporation under Illinois Compiled Statutes governed by an elected Board of Trustees and Village President.
- B. Fund Accounting - the accounts of the Village are organized on the basis of funds and account groups, each considered to be a separate set of self-balancing accounts comprising assets, liabilities, fund balance or equity, revenue, and expenditures or expenses as appropriate. Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds are grouped as follows:

General Fund – the General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is divided into the following functional areas:

Village Board/Clerk/Commissions/Committees
General Services Administration
Police Department
Public Works Department
Community Development Department
Multidepartmental

Special Revenue Funds – the Special Revenue Funds are used to account for the accumulation of revenues that are legally restricted to expenditures for specific purposes. The special revenue funds include 1) Cemetery Fund – to account for the operations of the Village owned cemetery with funding from fees, donations, and Cemetery Trust cash and transfers from the General Fund. 2) Motor Fuel Tax Fund – accounts for motor fuel tax revenues and expenditures for the maintenance and construction of street related purposes/programs and capital projects authorized by the Illinois Department of Transportation. Financing is provided from the Village's share of State motor fuel taxes. 3) Street Improvement Fund – to account for infrastructure maintenance and improvements with funding provided by home rule sales tax, utility taxes and

the telecommunications tax. 4) Swimming Pool Fund – accounts for the operations of the municipal swimming pool with funding from seasonal passes and daily fees, 5) Park Fund – to account for the acquisition and development of new park sites financed by state grants and developer contributions. 6) Development Fund – includes the Community Development Block Grant - accounts for the use of State grant monies earmarked for small business loans; Cul de Sac – to account for the maintenance of cul-de-sacs within the Village with funding provided by developer impact fees; Hotel/Motel Tax – to account for village and tourism related uses with funding provided by hotel/motel taxes; and School Donations – to account for revenue from developer impact fees that the Village transfers to the appropriate school district. 7) Downtown TIF Fund – accounts for revenues and expenditures related to the redevelopment of the downtown Algonquin area.

Debt Service Funds – Debt Service accounts for the accumulation of resources for the payment of general obligation bond debt service and related costs. Water & Sewer Bond & Interest is accounted for in the Water & Sewer Operating Fund. Debt service for Series 2013 is accounted for in the Water and Sewer Operating Fund while debt service for Series 2014A is accounted for in a separate Debt Service Fund.

Capital Project Funds – Village expansion projects are accounted for in the Village Construction Fund and are financed by cash reserves, debt issuance, a portion of the home rule sales tax and/or development fees. Village expansion projects in the enterprise fund are accounted for in the Water and Sewer Improvement and Construction Fund with funding from debt issuance, developer tapping fees, and a portion of the home rule sales tax and donations.

Enterprise Fund – Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises, with the intent that the cost of providing goods or services to the general public on a continuing basis be financed through user charges. The Water and Sewer Operating Fund accounts for water and sewer services to the residents and businesses of the Village. The activities necessary to provide such services are accounted for in this fund and include administration, water and sewer operations, maintenance, financing, related debt service and billing and collection.

Internal Service Funds – The Vehicle Maintenance Fund accounts for the fueling, repair and maintenance of Village vehicles and equipment. The Building Maintenance Services Fund accounts for the maintenance of the buildings, equipment and fixtures (plumbing, heating, etc.). Activities necessary to provide such services include, but are not limited to, administration, operations, maintenance, financing, and related billing and collection.

Fiduciary Funds – Trust Funds are used to account for assets held by the Village in a trustee capacity. The Police Pension Fund is a pension trust fund that was established to account for benefits to be provided to Police Officers.

10. **Basis of Accounting**

Basis of accounting refers to the timing of when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. All governmental and agency funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when measurable and available and expenditures are reported when the fund liability is incurred. A sixty day availability period is used for the majority of the Village's governmental fund revenues.

The financial statements of the enterprise and pension trust funds reflect the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when the liability is incurred.

Because the budget is prepared on a cash basis while the financial statements are prepared on a modified accrual (governmental funds) and accrual (enterprise and pension trust funds) basis, certain differences between the two methods need to be explained. The most significant differences are 1) depreciation expense – the budget (cash) basis does not recognize depreciation expense and will, therefore, result in higher fund balance/retained earnings than the accrual basis when adjusting for depreciation expense; 2) purchase of capital items – the cash basis recognizes the full cost of a capital asset when it is purchased rather than depreciating it over time and will, therefore, result in a lower fund balance/retained earnings than the accrual basis when adjusting for the purchase of capital items; 3) revenue accruals – the cash basis does not recognize year end revenue accruals and will, therefore, result in a lower fund balance/retained earnings than the accrual basis when adjusting for year end revenue accruals; and 4) debt service principal payments and receipt of long-term debt proceeds – the GAAP basis of accounting used in proprietary funds does not report these transactions in operations while the opposite is true under our budgetary basis of accounting. The cash basis treatment of debt service principal payments will result in lower fund balance/retained earnings while the cash basis treatment of debt proceeds will result in higher fund balance/retained earnings.

Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by Fund.

- A. An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Comprehensive Annual Financial Report.
- B. Annually, the Village will seek the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.
- C. The Village will promote full disclosures in its annual financial statements and its bond presentations.

11. Debt Administration

As of May 1, 2017, the Village has two General Obligation Refunding Bonds outstanding with a principal total of \$7,655,000. The following objectives are used in managing debt:

- A. The Village will confine long-term borrowing to capital improvements that cannot be financed from current revenues or reserves.
- B. The Village will target long-term borrowing for construction of long-lived capital assets only, with the remainder financed on a pay-as-you-go basis.
- C. Long-term debt will not be used for operations.
- D. The Village will maintain good communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.
- E. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

12. Outstanding Debt

The outstanding debt of \$7,655,000 is comprised of the following bond issues:

- A. The Village issued \$7,645,000 General Obligation Refunding Bond Series 2013 dated December 3, 2013, with principal maturing April 1, 2015-2025, amounts ranging from \$570,000 to \$830,000, interest payable semi-annually each October 1 and April 1, commencing April 1, 2014, at rates of 3.0% to 3.25%. The bonds were a current refunding of General Obligation Sewer Bond Series 2005A which was issued to partially finance Phase 6 of the expansion of the Village's sewerage treatment plant. The tax levy for debt payment is abated annually using revenues from the water & sewer operating fund for the debt service. The principal balance as of May 1, 2017, is \$5,875,000.
- B. The Village issued \$2,925,000 General Obligation Refunding Bond Series 2014A dated January 21, 2014, with principal maturing April 1, 2015-2020, amounts ranging from \$15,000 to \$625,000, interest payable semi-annually each October 1 and April 1, commencing April 1, 2014, at rates of 2.00% to 2.50%. The bonds were a current refunding of the Village's General Obligation (Capital Appreciation Alternate Revenue Source) Bond Series 2005B and paid the costs of issuing the 2014A Bonds. Series 2005B was an advance refunding of General Obligation (Capital Appreciation Alternate Revenue Source) Bonds, Series 2002B. Series 2002B partially financed the construction and equipping of a new Public Works Facility. The tax levy for debt payment is abated annually using sales tax revenues from the General Fund. The principal balance as of May 1, 2017, is \$1,780,000.



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Village of Algonquin

Debt Management Policy

I. PURPOSE

The Village of Algonquin's Debt Management Policy is designed to be a management tool for debt issuance and capital infrastructure planning. The long term financial planning approach of this policy is consistent with the Village's mission statement as to providing for the needs of today and preparing for the demands of tomorrow.

The Debt Management Policy formally establishes parameters for issuing and managing debt while encompassing the Village's Capital Improvement Plan (CIP). The goals of this policy are to promote prudent financial management; preserve and enhance the Village's credit rating; ensure compliance with the CIP; maintain capital assets and plan for future needs; ensure compliance with federal and state statutes; and promote coordination and cooperation among public and private entities.

II. DEBT LIMITATIONS

A. Legal Authority

- i. The provisions set forth in this policy shall be consistent with the Bond Authorization Act (30 ILCS 305/0.01, et. seq.) of the State of Illinois.
- ii. The Village of Algonquin is a Home Rule municipality; therefore the debt limitations of bond laws are not applicable.

B. Types of Debt

- i. Long-Term Debt
 1. Long-term debt may be used when final maturities of bond are no less than thirteen (13) months and no greater than twenty (20) levy years.
 2. The Village may issue such debt which may include, but not limited to general obligation (GO) bonds, revenue bonds, tax increment bonds, alternate revenue bonds, special assessment bonds, debt certificates, and leasing in lieu of a debt issue.
 3. The Village may issue long-term debt when appropriate assessment of the need and priority of the capital improvement project has been performed; current resources are insufficient to finance the project; and when debt issuance is the optimal structure given the Village's outlook pertaining to the long range financial plan.
 4. Long-term debt shall not be used for operating costs or routine maintenance.
 5. Long-term debt shall be structured as to not exceed the expected useful life of the projects financed or twenty (20) years, whichever comes first.
- ii. Short-Term Debt
 1. Short-term debt may be used when maturities of bond are less than thirteen (13) months.
 2. The Village may issue such debt which may include, but not limited to bond anticipation notes (BANs), tax anticipation notes (TANs), revenue anticipation notes (RANs), grant anticipation notes (GANs), tax and revenue anticipation notes (TRANs), and tax-exempt commercial paper (TECP).
 3. The Village may issue short-term debt to provide interim financing which will be refunded with the proceeds of long-term obligations or to provide for

the temporary funding of operational cash flow deficits or anticipated revenues.

4. Lines of Credit should only be considered as an alternative to other short-term borrowing options. The lines of credit shall be structured to limit concerns as to the Internal Revenue Code.
- iii. Variable Rate Debt
 1. The Village may choose to issue bonds that pay a rate of interest that varies depending on market conditions, consistent with state laws and covenants of pre-existing bonds. Such market conditions include, but are not limited to:
 - a. High Interest Rate Environment
 - i. Current interest rates are above historic average trends.
 - b. Variable Revenue Stream
 - i. The revenue stream for repayment is variable, and is anticipated to move in the same direction as market-generated variable interest rates, or the dedication or revenues allows capacity for variability.
 2. The Village shall have financing structure and budgetary safeguards in place to prevent adverse impacts from interest rate shifts. Such structures may include, but are not limited to, interest rate swaps, interest rate caps, and the matching of assets and liabilities.
 3. The Village shall have no more than fifteen (15) percent of its outstanding general obligation debt in variable term debt.

C. Capital Improvement Plan

- i. The Capital Improvement Plan, prepared under the direction of the Village Manager, and reviewed by the Village Board, shall determine the Village's capital needs. The program shall be a multi-year plan for the acquisition, development, and/or improvement of the Village's infrastructure. Projects included in the CIP shall be prioritized; and the means for financing each shall be identified. The first year of the plan shall be the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Village Board may consider incurring debt to fund the shortfall. The Village Board, upon advice from the Village's financial advisor, may also consider funding multiple years of the CIP by incurring debt. The CIP should be revised and supplemented each year in keeping with the Village's policies on debt management.

D. Financial Limit Ratios

- i. Direct Debt
 1. The Village's General Obligation Bonded Debt to population ratio shall not exceed \$1,000 per capita, which shall be reviewed annually to ensure compliance.
 2. The Village's General Obligation Bonded Debt to Equalized Assessed Value (EAV) ratio shall not exceed the threshold set forth by the Illinois State Statutes for non-home rule municipalities at 8.625%.
 3. The Village's General Obligation Bonded Debt to Total Budget Expenditures ratio shall not exceed ten (10) percent.
 4. The weighted average maturity of General Obligation Bonded debt shall not exceed fifteen years.
- ii. Revenue Debt
 1. The Village shall maintain one and one-quarter times coverage for all indebtedness of the Water and Sewer Fund.

III. DERIVATIVES

A. Use

- i. The Village may choose to use derivative products including, but not limited to, interest rate swaps, options on swaps, and other hedging mechanisms.
- ii. Use of derivative products shall only be used to increase the Village's financial flexibility, provide opportunities for interest rate savings, alter pattern of debt service payments, create variable rate exposure, change variable rate payments to fixed rate, and otherwise limit or hedge variable rate payments.
- iii. The use of derivative products shall only be considered upon the advice of the Village's Financial Advisor.

B. Policy

- i. Derivative products shall not be used for speculation, but only to manage risks associated with the Village's assets or liabilities.
- ii. Use of derivative products shall be consistent with the Village's financial policies that reflect the current risk tolerances and management capabilities of the Village.

IV. DEBT STRUCTURING

A. Maximum Term

- i. The maximum term of any debt issuance shall not exceed the useful life of the asset the debt is financing.

B. Debt Service Pattern

- i. Increasing Principal Debt Service
 1. When prudent and feasible, General Obligation Bonds should have an increasing principal debt service structure to realize the additional financial capacity of the Village during periods of robust growth.
- ii. Even Annual Debt Service
 1. When prudent and feasible, General Obligation Bonds should have a level debt service structure to simplify the budgeting process in future years.
- iii. Even Annual Principal Debt Service
 1. When prudent and feasible, the Village should structure debt service to obtain lower interest payments over life of debt.

C. Call Provisions

- i. Village securities may contain a call feature, which shall be no later than ten years from the date of delivery of the bonds.
- ii. The Village shall avoid the sale of non-callable bonds absent careful evaluation by the Village of the value of the call option.
- iii. The Village shall minimize call premiums to a level not to exceed three percent.

D. Credit Enhancements

- i. Bond Insurance
 1. The Village may purchase Bond Insurance when such is determined to be prudent and feasible, based upon the determination of the Village's Financial Advisor.
 2. The feasibility of Bond Insurance is less likely as long as the Village maintains a bond rating of AA or higher.
 3. The said provider shall be the bidder with the most cost-effective bid consistent with the Village's specifications.
- ii. Letters of Credit
 1. The Village may purchase Letters of Credit when such is determined to be prudent and feasible, based upon the determination of the Village's Financial Advisor.

2. Only financial institutions with long-term ratings greater than or equal to the Village's, and short-term ratings of "strong credit quality" as indicated by a rating of A-1 by Standard & Poor's or VMIG 1 by Moody's Investor Service shall be considered for providing letters of credit.

E. Capital Leasing

- i. Capital Leasing may be considered for equipment costing less than \$500,000.
- ii. Leasing shall not be considered when existing funds are available or could be made available for the acquisition unless the interest expense associated with the lease is less than the interest that can be earned by investing the existing funds available or unless it is warranted by prudent and feasible financial management.
- iii. Tax-exempt rates shall be obtained when leasing through a private entity.
- iv. Leases arranged with a government or other tax-exempt entity shall obtain an explicitly defined taxable rate so that the lease will not be counted in the Village's total annual borrowing subject to arbitrage rebate.
- v. Lease agreement shall permit the Village to refinance the lease at no more than reasonable cost should the Village decide to do so. A lease which can be called at will is preferable to one which can merely be accelerated.
- vi. The Village shall obtain at least three competitive proposals for any major lease financing. The net present value of competitive bids shall be compared, taking into account whether payments are in advance or in arrears, and how frequently payments are made.
- vii. The advice of the Village's Bond Counsel shall be sought in any capital leasing arrangement and when federal tax forms are prepared to ensure that all federal tax laws are obeyed.

V. DEBT ISSUANCE

A. Sale Method

- i. Competitive
 1. When economically feasible, the Village shall pursue a debt issue through a competitive sale. Village bonds shall be awarded to the bidder providing the lowest true interest cost (TIC) as long as the bid adheres to the requirements set forth in the official notice of sale (NOS).
- ii. Negotiated
 1. A negotiated sale may be pursued in such scenarios where the size of the issue may limit the number of potential bidders; a complex debt structure that requires a significant pre-marketing effort; a volatile interest rate market in which the Village would be best served with more flexibility.
- iii. Private Placement
 1. When economically feasible, the Village may privately place its debt. This method may be used for small debt issues or as recommended by the Village's Financial Advisor.

B. Refunding

- i. The Village may consider refunding outstanding debt when financially feasible and consistent with all applicable laws and statutes.
- ii. A net present value debt savings of at least three percent or greater must be realized unless currently callable, in which case a lower savings percentage is acceptable.

C. Financial Advisor Selection

- i. When deemed necessary by Village staff, the Village may retain a Financial Advisor to assist in its debt issuance and debt administration process.
- ii. The financial advisor shall not be permitted to underwrite the proposed negotiated sale of bonds, or resign in order to underwrite the said bond sale.

- iii. Unless an existing professional relationship exists, the Financial Advisor shall be selected by the use of a Request for Proposal (RFP) process to promote fairness, objectivity, and transparency.
- iv. Criteria to select a financial advisor may include, but is not limited to: overall experience, capability, fees, insurance, and access to current market information.

D. Underwriter Selection

- i. Competitive Sale
 - 1. The Village shall retain an outside Financial Advisor prior to undertaking competitive debt financing.
 - 2. The underwriter shall be selected based upon the lowest true interest cost (TIC) as long as the bid adheres to the requirements set forth in the official notice of sale (NOS).
- ii. Negotiated Sale
 - 1. The Village shall retain an outside Financial Advisor prior to undertaking negotiated debt financing.
 - 2. The Financial Advisor shall not be permitted to underwrite the proposed negotiated sale of bonds, or resign in order to underwrite the said bond sale.
 - 3. Unless an existing professional relationship exists, the Underwriter shall be selected by the use of a Request for Proposal (RFP) process to promote fairness, objectivity, and transparency.
 - 4. Criteria to select an Underwriter in a negotiated sale may include, but is not limited to: overall experience, capability, marketing philosophy, financial statements, underwriter's discount, and access to market information.

E. Bond Counsel Selection

- i. When deemed necessary by Village staff, the Village may retain a Bond Counsel to render an opinion on the validity of the bond offering, security for the offering and whether and to what extent interest on bonds is exempt from income and other taxation.
- ii. Unless an existing professional relationship exists, the Bond Counsel shall be selected by the use of a Request for Proposal (RFP) process to promote fairness, objectivity, and transparency.
- iii. Criteria to select a Bond Counsel may include, but is not limited to: overall experience, capability, and references.

F. Ratings

- i. The Village's debt capacity shall be maintained at a level to maintain and/or improve its rating of AA+ (S&P) as of September 2008.

VI. DEBT ADMINISTRATION

A. Investment

- i. The investment of bond proceeds shall be consistent with federal and state statutes that govern the investment of public funds.
- ii. Bond proceeds shall be invested as to minimize risk; ensure liquidity; and optimize returns.

B. Arbitrage

- i. The Village shall minimize the cost of arbitrage rebate and yield restriction while maintaining full compliance with the law.
- ii. The Village shall not issue debt except for projects identifiable in the CIP with likely prospects of timely initiation. Debt shall be issued as closely in time as feasible to the time any contracts are expected to be awarded so that the debt proceeds are spent quickly.
- iii. Bond Counsel may be retained to consult on any arbitrage rebate regulations.

- iv. Bond proceeds shall be spent before Village cash reserves.
- v. The Finance Director, or designee, shall be responsible for monitoring the amount of unspent debt proceeds including interest which is on hand and for ensuring that, to the extent feasible, the oldest proceeds on hand are spent first.

C. Law Compliance

- i. The Village and any retained counsel shall ensure compliance with the Tax Reform Act of 1986 (TRA) with respect to interest on tax-exempt securities.
- ii. The Village shall remain in compliance with Securities and Exchange Commission (SEC) Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders by October 30 each year.

D. Market and Investor Relations

- i. Rating Agencies and Investors
 - 1. The Village Finance Director, or designee, shall be responsible for maintaining the Village's relationship with Standard & Poor's and Moody's Investors Service.
 - 2. Communication with credit analysts from the aforementioned agencies shall be conducted at least once each fiscal year.
 - 3. Prior to any competitive or negotiated sale, the Finance Director, or designee, shall contact agency analysts with respect to the planned sale.
- ii. Village Board
 - 1. As appropriate, the Finance Director, or designee, shall forward communications from rating agencies and/or investors to the Village Manager regarding the Village's financial strengths and weaknesses, providing recommendations for addressing any weaknesses. Subsequently, information shall be communicated to the Village Board.

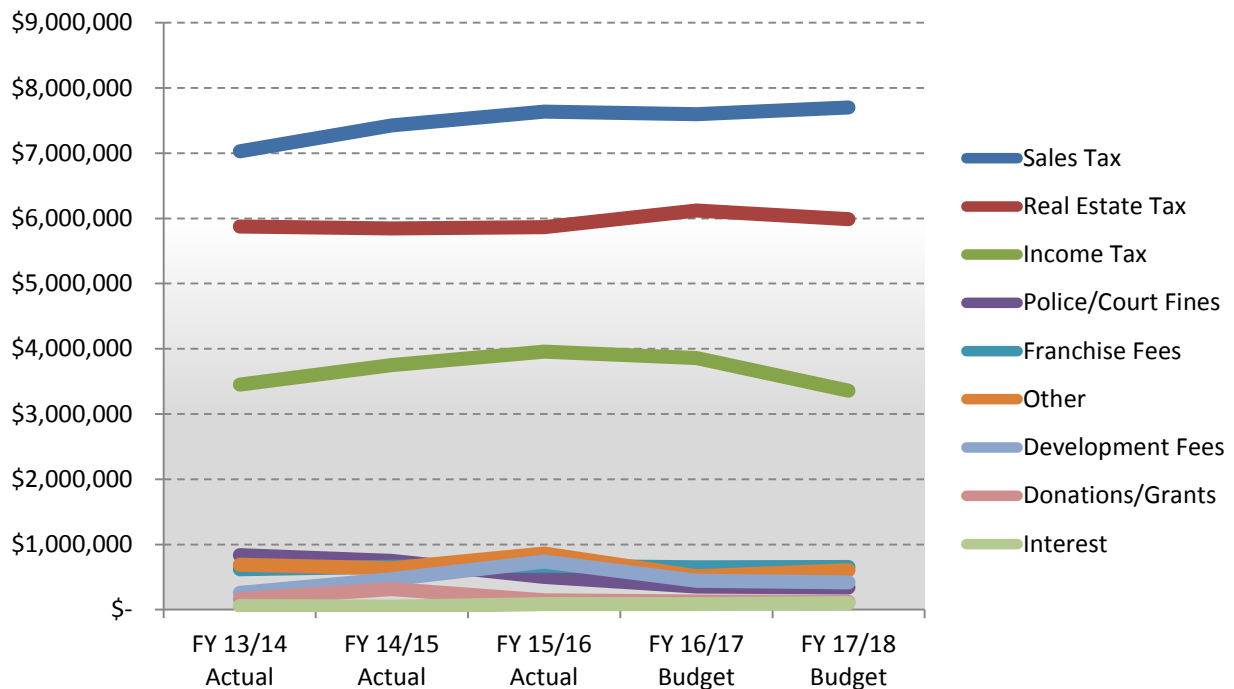
E. Policy Review

- i. The Village's Debt Management Policy shall be reviewed annually by the Village Manager and Finance Director.

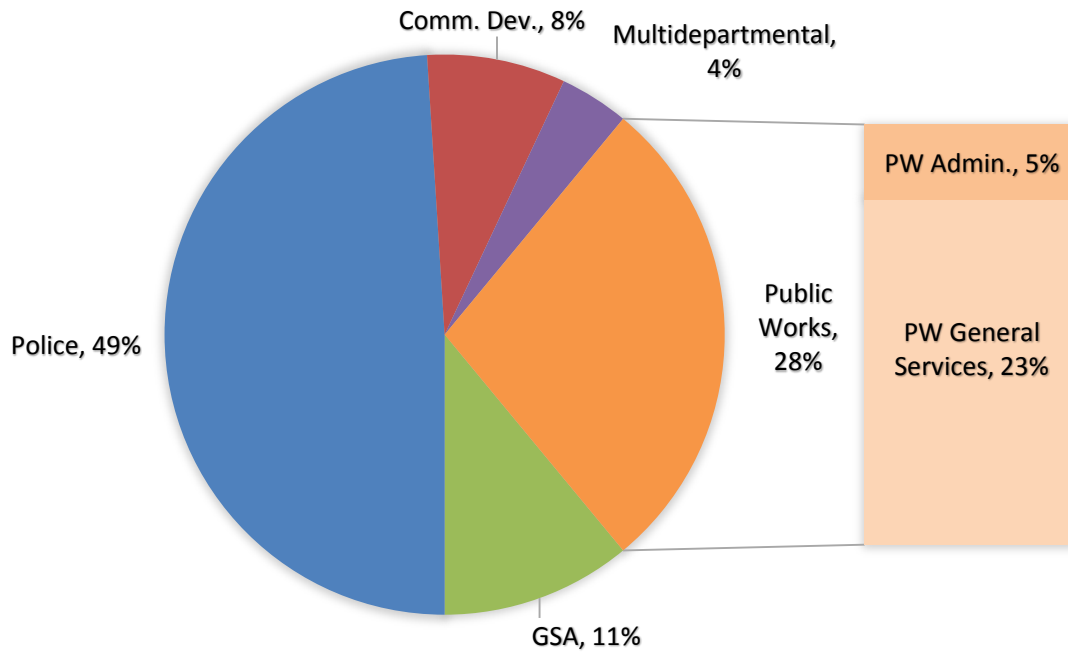
General Fund Totals

	FY 17/18
Revenues	\$ 19,290,000
<i>Restricted Account Reduction</i>	\$ 330,000
TOTAL	\$ 19,620,000
Expenditures	
General Services Administration	\$ 2,125,200
Police	\$ 9,670,000
Community Development	\$ 1,496,000
Public Works Administration	\$ 1,001,000
Public Works General Services	\$ 4,532,000
Multidepartmental	\$ 796,000
TOTAL	\$ 19,620,000
Difference	\$ -
Result = Balanced Budget	

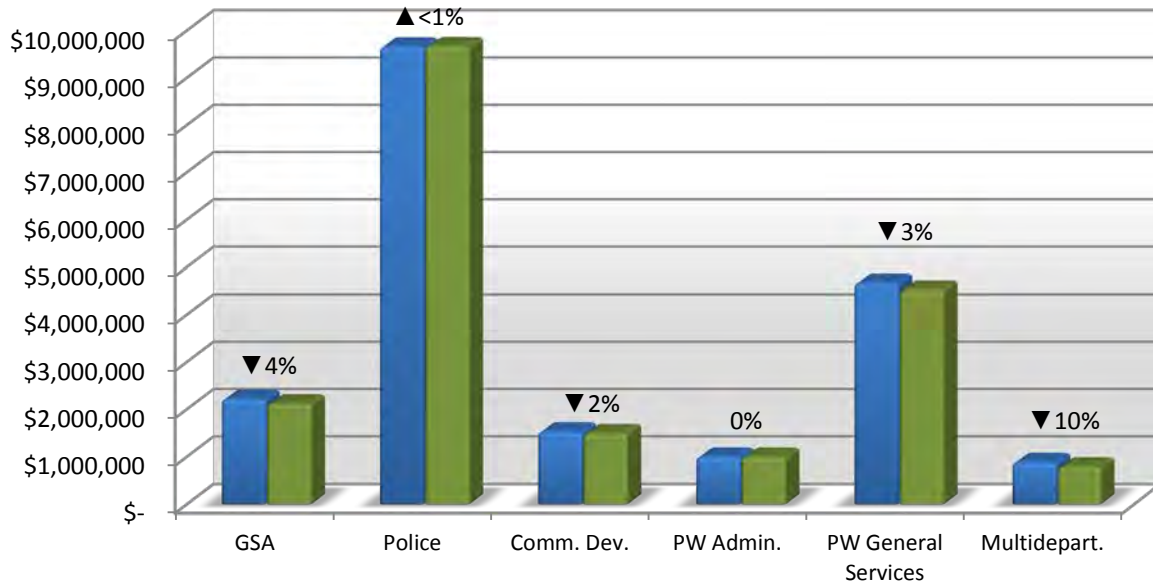
Revenue Trends (FY 13/14 - FY 17/18)



General Fund Expenditures



Department Expenditures (FY 16/17 vs FY 17/18)



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

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

General Services Administration Department

Service Area Description

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

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



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

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

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

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

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

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

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

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

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

Personnel Summary

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

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

FY 16/17 Accomplishments

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



Complete

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

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



Near Completion

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



Not Complete

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

FY 17/18 Objectives

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

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

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

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

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

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

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

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

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

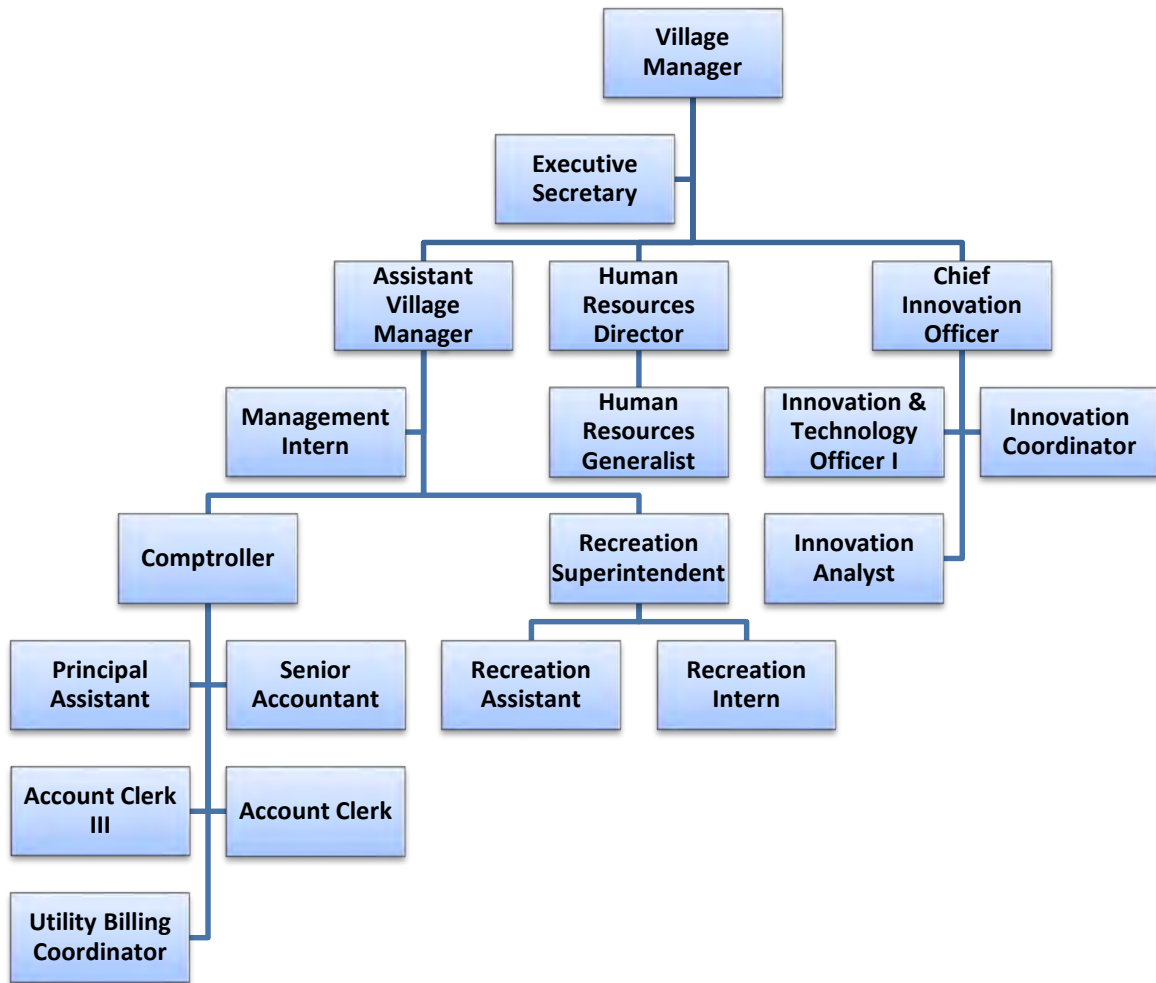
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- Complete employee engagement survey.

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

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

Department Organizational Chart



Performance Measures

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

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal/external communication.	Increase the number of <i>Algonquin e-News</i> subscribers	844	1,231	1,500	1,459	1,650
	Increase the number of unique visitors/users per day to www.algonquin.org	N/A ²	339	350	321	325
	Increase the number of visits/sessions per day to www.algonquin.org	N/A ²	551	575	535	550
	Maximize Excellent to Good rating for website (www.algonquin.org) ¹	81.2%	78.9%	80%	81.9%	82%
Evaluate operations to provide the most efficient and effective customer service.	Meet or exceed number of days to respond to a FOIA request	1.93	2.84	2.00	3.23	3.00
	Resolve Information Systems Help Desk tickets within 8 hours	85.1%	79.1%	80%	N/A ³	N/A
	Resolve Information Systems Help Desk tickets within 3 days	95.1%	92.7%	95%	N/A ³	N/A

Notes: ¹ – Rating is based on the Annual Community Survey. Survey was first administered in 2012.
² – Due to web server upgrade in 2013-2014, complete year statistics are unavailable.
³ – Due to server changeovers, complete year statistics are unavailable.

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

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

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

General Services Administration Department

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
Personnel							
01100100	41103	IMRF	\$ 112,318.57	\$ 118,977.09	\$ 102,834.70	\$ 117,000.00	\$ 115,500.00
01100100	41104	FICA	80,609.07	81,634.42	70,838.52	80,200.00	80,500.00
01100100	41105	Unemployment Tax	1,053.46	1,478.79	1,461.38	2,400.00	3,000.00
01100100	41106	Health Insurance	160,307.37	169,753.94	147,370.57	156,600.00	158,500.00
01100100	41110	Salaries	1,047,186.21	1,078,293.45	915,365.68	970,000.00	971,000.00
01101100	41113	Salary - Recreation Instructors	7,738.36	9,100.73	13,390.02	12,000.00	15,000.00
01100100	41130	Salary - Elected Officials	57,000.00	57,000.00	57,000.00	57,000.00	57,000.00
01100100	41140	Overtime	971.47	586.64	1,181.22	6,000.00	5,500.00
Subtotal			\$ 1,467,184.51	\$ 1,516,825.06	\$ 1,309,442.09	\$ 1,401,200.00	\$ 1,406,000.00
Contractual Services							
01100100	42210	Telephone	\$ 24,081.96	\$ 16,595.75	\$ 17,946.29	\$ 16,100.00	\$ 16,700.00
01100100	42211	Natural Gas	1,444.40	1,875.01	640.12	1,800.00	1,500.00
01100100	42228	Investment Management	9,087.06	12,652.74	6,201.98	10,000.00	5,000.00
01100100	42230	Legal Services	97,010.48	150,792.62	81,783.15	100,000.00	80,000.00
01100100	42231	Audit Services	25,926.00	41,608.25	31,234.12	44,700.00	29,000.00
01100100	42234	Professional Services	27,475.77	21,167.37	24,415.51	58,500.00	66,000.00
01100100	42242	Publications	3,318.04	1,864.70	2,458.80	2,700.00	2,600.00
01100100	42243	Printing & Advertising	4,872.93	3,785.72	5,590.14	6,500.00	6,500.00
01100100	42245	Village Communications	12,192.18	12,216.17	12,247.57	16,000.00	16,000.00
01100100	42260	Physicals & Screenings	-	-	-	-	500.00
01100100	42272	Lease Payments	5,671.00	5,964.00	6,030.69	6,200.00	6,200.00
01100100	42305	Municipal Court	7,950.00	8,079.27	6,169.50	8,500.00	8,500.00
Subtotal			\$ 219,029.82	\$ 276,601.60	\$ 194,717.87	\$ 271,000.00	\$ 238,500.00
Supplies & Materials							
01100100	43308	Office Supplies	\$ 7,595.59	\$ 5,959.31	\$ 5,932.74	\$ 9,500.00	\$ 8,500.00
01100100	43317	Postage	8,739.02	7,872.55	7,585.01	10,000.00	10,000.00
01100100	43320	Tools, Equipment & Supplies	4,496.25	407.18	18.43	500.00	500.00
01100100	43332	Office Furniture & Equipment	8,375.06	10,074.71	18,510.48	1,100.00	-
01100100	43333	IT Equipment	-	-	-	11,000.00	8,000.00
01100100	43340	Fuel	964.09	689.54	462.54	1,000.00	500.00
Subtotal			\$ 30,170.01	\$ 25,003.29	\$ 32,509.20	\$ 33,100.00	\$ 27,500.00
Maintenance							
01100100	44420	Vehicle Maintenance (S)	\$ 2,697.54	\$ 3,088.78	\$ 2,146.89	\$ 5,000.00	\$ 4,000.00
01100100	44423	Building Services (S)	107,247.57	139,438.98	132,175.17	137,000.00	150,000.00
01100100	44426	Office Equipment Maintenance	4,190.93	3,689.15	3,753.13	4,900.00	4,500.00
Subtotal			\$ 114,136.04	\$ 146,216.91	\$ 138,075.19	\$ 146,900.00	\$ 158,500.00
Capital Expenditures							
01100100	45595	Land Acquisition	\$ 64,447.68	\$ 27,313.08	\$ -	\$ -	\$ -
01100100	45593	Capital Improvements	-	-	24,051.79	75,000.00	-
Subtotal			\$ 64,447.68	\$ 27,313.08	\$ 24,051.79	\$ 75,000.00	\$ -
Other Charges							
01101100	47701	Recreation Programs	\$ 106,810.02	\$ 104,453.70	\$ 116,456.64	\$ 254,200.00	\$ 250,000.00
01100100	47740	Travel/Training/Dues	29,443.64	24,246.76	19,813.96	34,000.00	37,500.00
01100100	47741	Elected Officials - Expenses	390.00	416.03	573.29	500.00	500.00
01100100	47743	Environmental Programs	335.59	-	-	600.00	500.00
01100100	47745	President's Expenses	590.74	382.21	259.50	1,000.00	1,000.00
01100100	47750	Historic Commission	1,623.50	4,402.70	1,463.89	2,700.00	2,500.00
01100100	47760	Uniforms & Safety Items	-	-	-	2,000.00	2,000.00
01100100	47765	Sales Tax Rebate Expense	-	-	97,988.16	-	-
01100600	47790	Interest Expense	-	-	-	-	500.00
Subtotal			\$ 139,193.49	\$ 133,901.40	\$ 236,555.44	\$ 295,000.00	\$ 294,500.00
General Services Administration Total			\$ 2,034,161.55	\$ 2,125,861.34	\$ 1,935,351.58	\$ 2,222,200.00	\$ 2,125,000.00

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

Police Department

Service Area Description

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

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

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



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

Personnel Summary

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

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

FY 16/17 Accomplishments

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



Complete

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



Near Completion

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



Not Complete

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

FY 17/18 Objectives

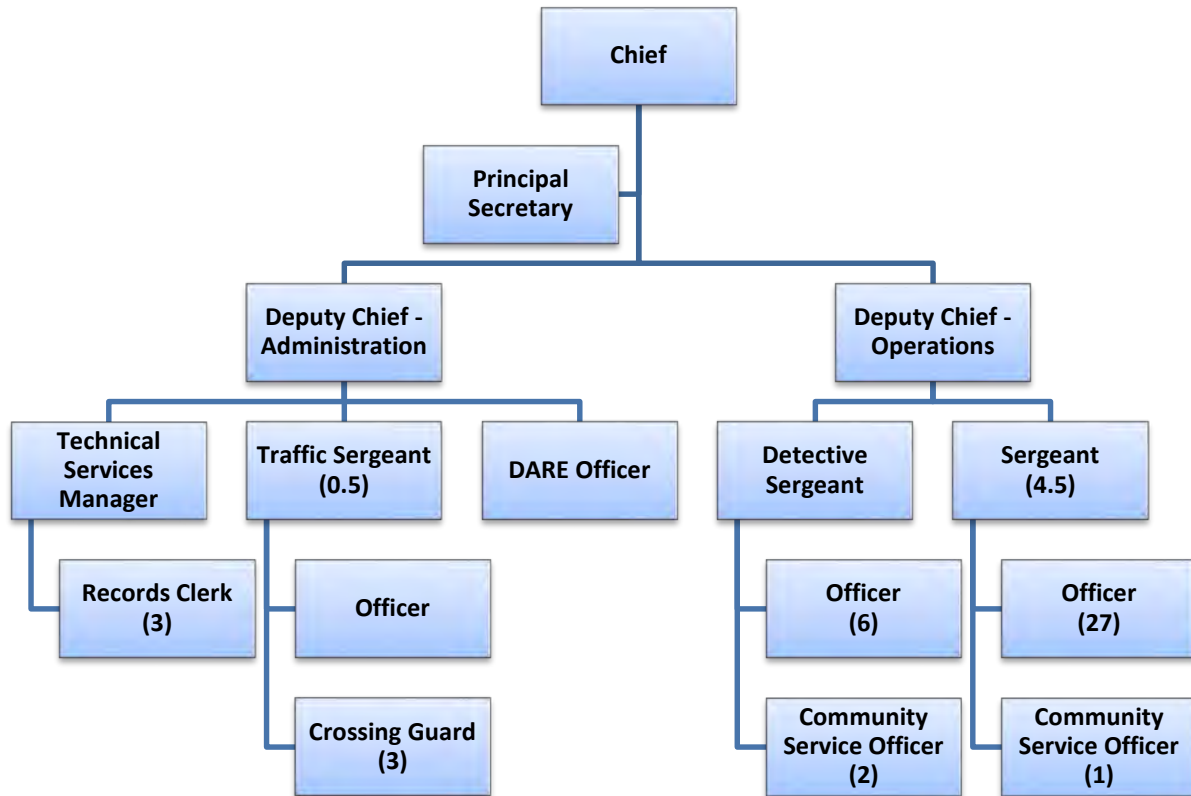
Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction

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

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

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

Department Organizational Chart



Performance Measures

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

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

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

Police Department

Expenditures

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

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



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Community Development Department

Service Area Description

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

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

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



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

Personnel Summary

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

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

FY 16/17 Accomplishments

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



Complete

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



Near Completion

Complete implementing payment options via credit cards and other alternatives; consider effecting online permit applications Consider online permit applications and inspection scheduling.

Implement taking permit applications online.

Implement next step of East Algonquin Road Corridor Plan.

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

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

Continue to market the Algonquin Corporate Campus.

Market the Block 1 redevelopment site (southeast corner of Algonquin Rd and Main St).

Work with relevant property owners to develop 3 or 4 scenarios on key redevelopment sites in the East Algonquin Road Corridor.

Continue to implement the Downtown Study, East Algonquin Road and Fox River Study recommendations.

Expand development and carefully consider infrastructure investments that will lead to improved tax base.

Continue to expand services that generate alternate revenues.

Train a broader number of staff in counter service and permit intake, processing, and issuance.

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



Not Complete

Begin implementing the Economic Development Strategy.

FY 17/18 Objectives

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

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

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

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

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

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

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

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

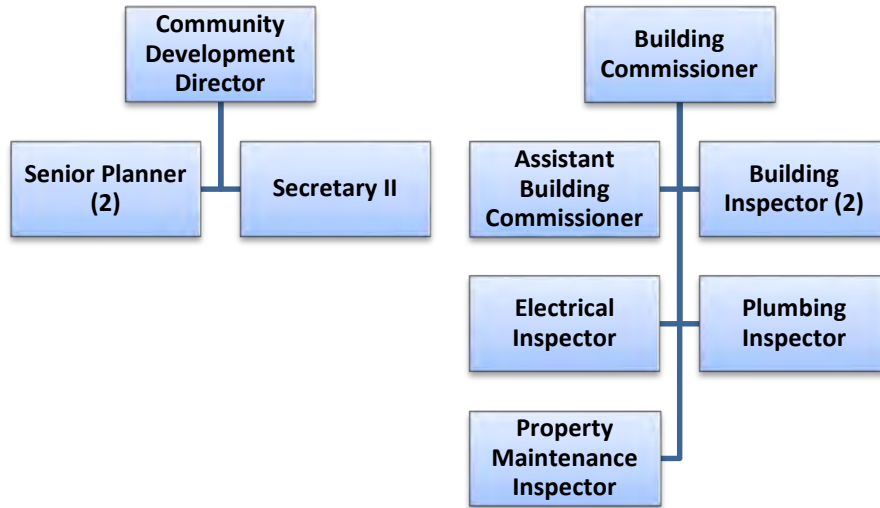
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

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

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

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

Department Organizational Chart



Performance Measures

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

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal and external communication.	Maximize the % of property maintenance violations resolved without court action	94.8%	96.8%	95%	97.0%	95%
	<i>Business Connection</i> Newsletters Sent	4	3	4	4	4
	Perform monthly staff visits with businesses	5.58	4.42	Output	3.33	Output
Maintain a high level of quality, consistency, and reliability in building and property maintenance inspections.	Maximize the Excellent to Good rating for ease and efficiency of obtaining permits	74.9%	73.9%	80%	75.6%	80%

Guiding Principle #2: Continue to Promote and Foster Economic Development						
<i>Department Objective</i>	<i>Strategy/Measure</i>	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Create jobs and bring visitors to our community.	Maximize the amount of new commercial space opened (square feet)	69,754	26,994	Output	6,050	Output
	Commercial Occupancy Permits Issued	75	24	Output	89	Output
	Maintain Employment Rate above Kane and McHenry Counties ¹	95.5%	95.2%	94.7%	95.0%	TBD
Notes: ¹ – Data provided by the Illinois Department of Employment Security, Local Area Unemployment Statistics. Target for 2014 is based on the actual employment rates for Kane and McHenry Counties in 2014.						

Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare Through a Well-Trained and Dedicated Staff						
<i>Department Objective</i>	<i>Strategy/Measure</i>	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain a high level of quality, consistency, and reliability in building and property maintenance inspections.	Building Inspections	5,661	6,340	Output	6,657	Output
	Property Maintenance Inspections	4,401	4,543	Output	4,355	Output
	Residential Occupancy Permits Issued	52	23	Output	24	Output

Community Development Department

Expenditures

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



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Public Works Department - Administration Division

Service Area Description

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



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

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

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

Personnel Summary

No new personnel are budgeted for FY 17/18.

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

FY 16/17 Accomplishments

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




Complete

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



Near Completion

- N/A

 **Not Complete**
- N/A

FY 17/18 Objectives

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

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

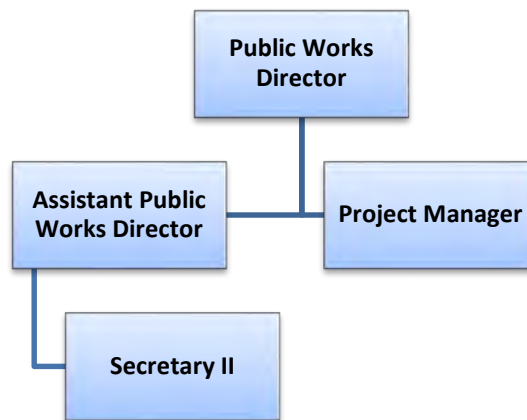
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- Public Works Director to attend APWA International Congress.

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

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

Department Organizational Chart



Performance Measures

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

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

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

Public Works Administration

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
Personnel							
01400300	41103	IMRF	\$ 45,385.32	\$ 46,637.96	\$ 28,610.99	\$ 26,000.00	\$ 26,000.00
01400300	41104	FICA	29,634.55	30,314.93	18,067.22	17,000.00	18,000.00
01400300	41105	Unemployment Tax	350.74	474.22	275.36	300.00	300.00
01400300	41106	Health Insurance	42,863.39	48,772.40	29,323.65	28,000.00	18,000.00
01400300	41110	Salaries	397,367.64	409,475.77	250,706.01	213,000.00	215,000.00
01400300	41140	Overtime	6,062.45	3,989.96	-	1,000.00	400.00
Subtotal			\$ 521,664.09	\$ 539,665.24	\$ 326,983.23	\$ 285,300.00	\$ 277,700.00
Contractual Services							
01400300	42210	Telephone	\$ 9,921.99	\$ 7,122.09	\$ 7,021.90	\$ 6,300.00	\$ 6,150.00
01400300	42211	Natural Gas	851.75	992.31	258.58	1,000.00	500.00
01400300	42230	Legal Services	8,310.00	7,017.92	3,176.25	4,000.00	6,000.00
01400300	42234	Professional Services	830.75	846.00	4,200.00	19,800.00	-
01400300	42242	Publications	478.44	266.20	499.65	550.00	400.00
01400300	42243	Printing & Advertising	146.53	24.30	86.86	70.00	50.00
01400300	42260	Physicals & Screenings	-	-	30.00	150.00	300.00
01400300	42270	Equipment Rental	-	84.37	210.11	300.00	500.00
01400300	42272	Lease Payments	-	1,533.52	2,129.41	330.00	2,400.00
Subtotal			\$ 20,539.46	\$ 17,886.71	\$ 17,612.76	\$ 32,500.00	\$ 16,300.00
Supplies & Materials							
01400300	43308	Office Supplies	\$ 1,905.67	\$ 1,622.68	\$ 1,460.98	\$ 1,400.00	\$ 1,300.00
01400300	43317	Postage	1,271.59	692.67	1,036.74	1,000.00	800.00
01400300	43320	Tools, Equipment & Supplies	379.13	67.78	861.41	300.00	200.00
01400300	43332	Office Furniture & Equipment	2,900.00	1,700.00	19,276.13	-	-
01400300	43333	IT Equipment	-	-	-	9,500.00	12,900.00
01400300	43340	Fuel	5,192.96	2,728.18	869.36	4,000.00	2,500.00
Subtotal			\$ 11,649.35	\$ 6,811.31	\$ 23,504.62	\$ 16,200.00	\$ 17,700.00
Maintenance							
01400300	44420	Vehicle Maintenance (S)	\$ 8,369.77	\$ 12,686.29	\$ 9,313.12	\$ 10,000.00	\$ 12,000.00
01400300	44423	Building Services (S)	31,400.66	32,456.02	48,772.66	34,000.00	41,000.00
01400300	44426	Office Equipment Maintenance	245.94	335.03	175.00	200.00	2,600.00
Subtotal			\$ 40,016.37	\$ 45,477.34	\$ 58,260.78	\$ 44,200.00	\$ 55,600.00
Capital Expenditures							
01400300	45590	Capital Purchase	\$ -	\$ 17,999.92	\$ 900.00	\$ -	\$ -
Subtotal			\$ -	\$ 17,999.92	\$ 900.00	\$ -	\$ -
Transfers							
01400500	48099	Transfer/Debt Service Fund	\$ 850,000.00	\$ 596,147.00	\$ 599,829.00	\$ 610,000.00	\$ 625,000.00
Subtotal			\$ 850,000.00	\$ 596,147.00	\$ 599,829.00	\$ 610,000.00	\$ 625,000.00
Other Charges							
01400300	47740	Travel, Training & Dues	\$ 8,620.64	\$ 8,397.94	\$ 19,933.75	\$ 11,900.00	\$ 8,100.00
01400300	47760	Uniforms & Safety Items	2,247.74	1,459.16	484.40	800.00	500.00
01400600	47790	Interest Expense	-	301.57	317.38	100.00	100.00
Subtotal			\$ 10,868.38	\$ 10,158.67	\$ 20,735.53	\$ 12,800.00	\$ 8,700.00
Public Works Administration Total			\$ 1,454,737.65	\$ 1,234,146.19	\$ 1,047,825.92	\$ 1,001,000.00	\$ 1,001,000.00

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

Public Works Department – General Services Division

Service Area Description

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

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

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



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

Personnel Summary

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

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

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

FY 16/17 Accomplishments

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



Complete

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

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



Near Completion

- Continue to expand the park system recycling program.



Not Complete

- N/A

FY 17/18 Objectives

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

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

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

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

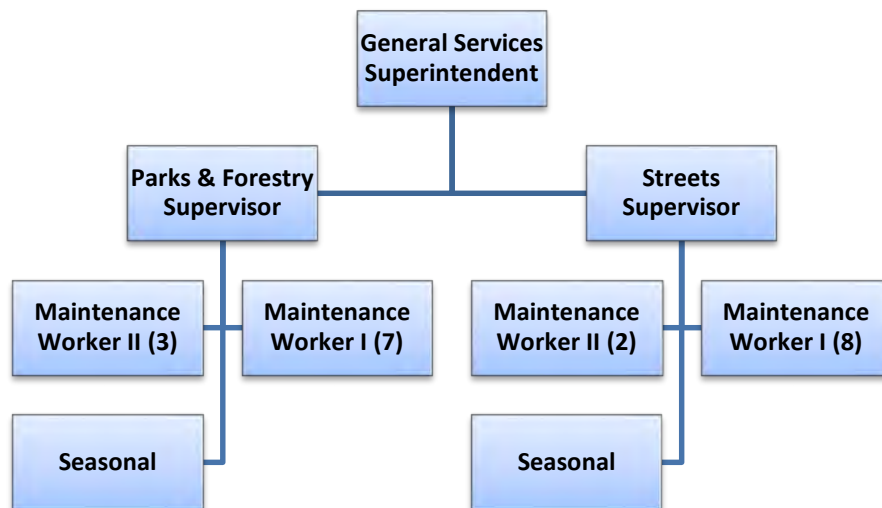
Guiding Principle #5: *Continue to Allocate the Necessary Resources for the Maintenance of the Public’s Health, Safety, and Welfare through a Well-Trained and Dedicated Staff*

- Continue to support training opportunities and staff development.

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

- Continue to evolve a park-wide recycling program.

Department Organizational Chart



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

Performance Measures

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

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

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

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

Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village's Infrastructure and Uphold a High Quality of Life for Residents						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain parkway trees and urban forests as a community resource.	Tree Replacements	0	221	450	373	400
	Trees Pruned	N/A*	4,200	5,000	2,281	5,000
	Parkway Trees Maintained	20,964	21,092	Output	21,424	Output
Maintain high quality Village parks for residents, businesses, and visitors.	Park Sites Maintained	21	21	Output	21	Output
	Open Space/Detention Area Maintained (Acres)	666.5	666.5	Output	666.5	Output
	Developed Park Area Maintained (Acres)	154.5	154.5	Output	154.5	Output
Provide adequate infrastructure throughout the Village.	Street Light Work Orders	N/A*	N/A*	Output	55	Output
	Other Work Orders	N/A*	N/A*	Output	1,965	Output
	Potholes Repaired	N/A*	N/A*	Output	N/A	Output

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

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual ¹	Actual ¹	Actual	Budget	Budget
Personnel							
01500300	41103	IMRF	\$ 196,298.17	\$ 194,081.09	\$ 180,919.78	\$ 196,000.00	\$ 189,000.00
01500300	41104	FICA	134,460.98	131,684.57	122,333.04	133,000.00	127,000.00
01500300	41105	Unemployment Tax	2,195.52	2,751.81	3,003.88	3,200.00	3,200.00
01500300	41106	Health Insurance	317,425.90	302,605.95	296,392.24	300,000.00	289,000.00
01500300	41110	Salaries	1,653,604.86	1,679,593.95	1,583,688.81	1,662,000.00	1,590,000.00
01500300	41140	Overtime	141,688.74	88,082.27	60,134.71	65,000.00	65,000.00
Subtotal			\$ 2,445,674.17	\$ 2,398,799.64	\$ 2,246,472.46	\$ 2,359,200.00	\$ 2,263,200.00
Contractual Services							
01500300	42210	Telephone	\$ 20,144.58	\$ 16,110.17	\$ 15,812.21	\$ 21,500.00	\$ 20,400.00
01500300	42211	Natural Gas	1,850.97	3,344.19	891.54	3,050.00	1,850.00
01500300	42212	Electric	342,631.63	443,822.46	379,477.54	385,200.00	375,200.00
01500300	42230	Legal Services	1,076.25	562.08	-	2,000.00	2,000.00
01500300	42232	Engineering Services	6,081.54	1,736.62	7,144.75	6,300.00	3,600.00
01500300	42234	Professional Services	83,677.90	75,069.48	206,128.20	207,200.00	274,350.00
01500300	42243	Printing & Advertising	487.42	309.71	670.52	700.00	1,300.00
01500300	42253	Community Events	1,050.00	1,423.00	1,050.00	1,500.00	1,500.00
01500300	42260	Physicals & Screenings	185.75	-	1,110.00	1,900.00	1,800.00
01500300	42264	Snow Removal	2,279.84	1,083.00	7,399.24	2,000.00	2,000.00
01500300	42270	Equipment Rental	3,551.74	5,663.42	1,845.74	4,000.00	19,000.00
01500300	42272	Lease Payments	-	-	-	650.00	-
Subtotal			\$ 463,017.62	\$ 549,124.13	\$ 621,529.74	\$ 636,000.00	\$ 703,000.00
Supplies & Materials							
01500300	43308	Office Supplies	\$ 800.00	\$ 729.27	\$ 406.31	\$ 500.00	\$ 500.00
01500300	43309	Materials	37,691.96	51,858.38	44,117.21	54,500.00	47,750.00
01500300	43317	Postage	-	51.19	94.32	100.00	100.00
01500300	43320	Tools, Equipment & Supplies	30,796.09	20,751.57	37,355.85	34,900.00	27,600.00
01500300	43332	Office Furniture & Equipment	3,872.26	6,497.03	29,641.53	-	-
01500300	43333	IT Equipment	-	-	-	35,100.00	14,300.00
01500300	43340	Fuel	152,898.14	93,298.95	62,088.08	115,000.00	68,000.00
01500300	43360	Park Upgrades	81,381.62	-	29,010.18	121,300.00	90,250.00
01500300	43366	Sign Program	10,206.81	8,564.31	14,846.85	18,600.00	24,500.00
Subtotal			\$ 317,646.88	\$ 181,750.70	\$ 217,560.33	\$ 380,000.00	\$ 273,000.00
Maintenance							
01500300	44402	Tree Planting	\$ 36,644.59	\$ 4,424.21	\$ 77,429.72	\$ 28,000.00	\$ 54,300.00
01500300	44403	Tree Trimming/Removal	-	-	-	1,500.00	-
01500300	44420	Vehicle Maintenance (S)	323,386.28	278,962.04	215,277.57	255,000.00	287,000.00
01500300	44421	Equipment Maintenance (S)	217,206.14	243,996.29	252,142.85	271,500.00	269,000.00
01500300	44423	Building Maintenance (S)	142,485.69	108,286.69	166,180.97	153,000.00	180,500.00
01500300	44425	Open Space Maintenance	15,000.00	13,920.00	14,900.00	15,000.00	-
01500300	44426	Office Equipment Maintenance	840.70	1,007.20	699.99	700.00	1,500.00
01500300	44427	Curb & Sidewalk Program	-	3,219.18	11,729.55	13,000.00	3,200.00
01500300	44428	Street Maintenance	3,295.35	-	21,781.10	32,000.00	40,000.00
01500300	44429	Street Light Maintenance	6,490.36	1,679.97	5,506.62	18,400.00	12,000.00
01500300	44430	Traffic Signal Maintenance	18,970.26	21,153.43	23,671.58	26,700.00	25,500.00
01500300	44431	Storm Sewer Maintenance	-	-	8,798.15	35,700.00	11,700.00
Subtotal			\$ 764,319.37	\$ 676,649.01	\$ 798,118.10	\$ 850,500.00	\$ 884,700.00
Capital Expenditures							
01500300	43335	Vehicles & Equipment	\$ 86,592.00	\$ 28,821.00	\$ 31,240.33	\$ 24,500.00	\$ 42,500.00
01500300	45590	Capital Purchase	152,913.00	374,760.72	251,017.34	255,000.00	180,000.00
Subtotal			\$ 239,505.00	\$ 403,581.72	\$ 282,257.67	\$ 279,500.00	\$ 222,500.00
Transfers							
01500500	48005	Transfer to Pool	\$ 82,900.00	\$ 115,608.63	\$ 87,486.88	\$ 130,800.00	\$ 145,000.00
Subtotal			\$ 82,900.00	\$ 115,608.63	\$ 87,486.88	\$ 130,800.00	\$ 145,000.00
Other Charges							
01500300	47740	Travel/Training/Dues	\$ 11,681.86	\$ 11,246.60	\$ 16,004.53	\$ 23,500.00	\$ 21,100.00
01500300	47760	Uniforms & Safety Items	14,450.53	13,427.22	14,485.21	15,400.00	19,500.00
01500600	47790	Interest Expense	-	-	-	100.00	-
Subtotal			\$ 26,132.39	\$ 24,673.82	\$ 30,489.74	\$ 39,000.00	\$ 40,600.00
General Services Total			\$ 4,339,195.43	\$ 4,350,187.65	\$ 4,283,914.92	\$ 4,675,000.00	\$ 4,532,000.00

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

1 - The first year of operation for the General Services Division in FY 15/16, which merged the Streets Division and Parks & Forestry Division. Historical values are shown for illustrative purposes.

Multidepartmental

Expenditures

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

Public Works Department – Water/Sewer Utilities Operating Division

Service Area Description

The Water and Sewer Utilities Division of the Public Works Department is responsible for the management, maintenance, and distribution of the Village’s water and sanitary sewer system. This includes one wastewater treatment facility, three water treatment plants, and the overall distribution and conveyance system within the Village.



Algonquin has over 2,200 fire hydrants in need of adoption. By adopting a fire hydrant and keeping it clear of snow, you can help to keep the community safer.

The Water and Sewer Utilities Division of the Public Works Department supports the Village of Algonquin’s mission by:

- Enhancing Customer Service and Citizen Satisfaction.
- 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 17/18. One (1) vacant Utilities Supervisor position will not be filled. Two (2) Maintenance Worker I positions were promoted to Maintenance Worker II positions. Three (3) seasonal personnel are included. Personnel expenditures in this fund also include administrative employees from General Services Administration and Public Works who perform duties as part of the water and sewer operation.

Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Utilities Superintendent ¹	1.0	1.0	1.0	1.0	1.0	-
Chief Wastewater Operator	1.0	1.0	1.0	1.0	1.0	-
Chief Water Operator	1.0	1.0	1.0	1.0	1.0	-
Wastewater Operator	2.0	2.0	2.0	2.0	2.0	-
Water Operator	3.0	3.0	3.0	3.0	3.0	-
Utilities Supervisor ¹	1.0	1.0	1.0	1.0	-	▼1.0
Lab Technician ¹	1.0	1.0	1.0	1.0	1.0	-
Maintenance Worker II ¹	2.0	2.0	2.0	2.0	4.0	▲2.0
Maintenance Worker I ²	8.0	8.0	8.0	8.0	6.0	▼2.0
Seasonal	0.75	0.75	0.75	0.75	0.75	-
Total Full-Time Equivalent Positions	20.75	20.75	20.75	20.75	19.75	▼1.0
<i>Full-Time Employees</i>	<i>20</i>	<i>20</i>	<i>20</i>	<i>20</i>	<i>19</i>	<i>▼1</i>
<i>Part-Time Employees</i>	<i>3</i>	<i>3</i>	<i>3</i>	<i>3</i>	<i>3</i>	<i>-</i>

¹ Position is funded 50% Water Division, 50% Sewer Division.

² Position breakdown includes 7.0 FTEs funded 50% Water Division, 50% Sewer Division, 1.0 FTE funded 100% Water Division, and 1.0 FTE funded 100% Sewer Division.

FY 16/17 Accomplishments

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



Complete

- Replaced the electrical service to the Jacobs EWST (Bunker Hill Dr.).
- Replaced bulk chemical tanks and chemical feed pumps, added digital scales, and provided SCADA integration at WTP no. 1 and no. 2.
- The anaerobic digester sludge feed pump used with the Belt Filter Press was replaced.
- The flight drive unit for Primary Clarifiers no. 303 and 304 was replaced.
- The sludge collector mechanism was rehabilitated on Primary Clarifier 303.
- Annual leak audit covers ~160 miles of water main, valves, and hydrants using acoustic technology to locate water leaks.
- Annual valve exercising program focused on ~420 mainline valves within the eastern portion of the distribution system. Year 1 of 5.
- Asphalt single roofs were replaced on Wells no. 5 and 9.
- Aqua Backflow was contracted for our backflow device records management. Working with staff, compliance with recording increased from 46% to 94%.
- Staff attended the AWWA annual conference in Chicago. Staff volunteerism resulted in a full registration to the conference at no cost to the Village, a savings of \$600.
- Ed Brown, Chief Wastewater Operator completed year 3 of 3 graduating from the IPSI management program.



Near Completion

- Cross connection control device survey. Required by IEPA, the Village-wide survey reaches out to businesses and residents to help identify and inventory backflow devices connected to the distribution system.
- Replace of vehicle no. 813, a service truck assigned to the Sewer Team.



Not Complete

- New electrical service to Well no. 13 (Square Barn Rd.). Anticipated completion date April 2017.
- Replacement of MCC (Motor Control Center) at WTP no. 1. The design and construction phase will continue into FY 2017-2018.
- Phosphorous Removal Feasibility Study was dependent upon the renewal of the NPDES discharge permit and the requirements of the IEPA as related to phosphorous discharge parameters.

FY 17/18 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

- **CMOM.** Develop a Capacity, Management, Operation and Maintenance program to formalize the means and methods to manage our collection system, to address concerns about inflow/infiltration, to undertake basin studies, identify problem areas, and define the mechanism for repair/replacement.
- **SL-RAT.** Employment of the Sewer Line Rapid Assessment Tool, a precursor to camera line inspections. The technology uses acoustics to profile pipe condition, able to produce pipe defects such as grease blockages, failed pipe, and root intrusion. Information gained will better focus resources for flushing and televising on trouble areas and provide a mechanism for repair/replacement. All work is NASSCO certified.

- **Annual Well Evaluations.** Utilizes an industry standard for evaluation of groundwater wells, include measuring pumping rates, comparison to OEM specifications, level measurement, specific gravity testing, and camera inspection of column pipe and screening. Evaluations will help predict well maintenance schedules and identify problems.
- **Annual LS Pump Evaluations.** Evaluates submersible pumps utilized in the lift stations to ensure pumping rates, comparison to manufacturer's pump curves, tolerances on impellers, change of oil, checks of safety sensors. Information obtained will ensure good operation and help predict maintenance schedules and identify problems.
- **Sanitary Sewer Televised – Annually.** Maintain a 12-year schedule of televising the collection system, targeting 62,500 feet per year.
- **Sanitary Sewer Flushed – Annually.** Maintain a 6-year schedule of flushing the collection system, targeting 125,000 feet per year.

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

- **Water Meter Replacement Program.** Undertake a three (3) replacement program installing the Metron-Farnier brand water meters with Verizon cellular data package. Year 1 will target commercial properties, including meters of 1" through 6"; approximately 500 meters.
- **Internal Evaluation.** Continue with the re-organization of duties and responsibilities of the Water & Sewer Division. Continue to evaluate if outsourcing is more efficient, cost effective, and allows staff to focus on their strengths. Areas of outsourcing will include fire hydrant painting, generator maintenance, landscaping maintenance, valve exercising, leak audit, and utility locating.
- **Ordinance Review.** Undertake a review of Chapter 6 of the Municipal Code to ensure intent of the language is being followed; to revise and/or add as appropriate, language/fees/penalties listed in Appendix B of the Code.
- **Grant Monies and Rebates.** Continue to search for grant monies and rebates in the areas of energy efficiency (lighting), scholarships for conferences and classes, and our participation in programs such as voluntary electrical load reductions.

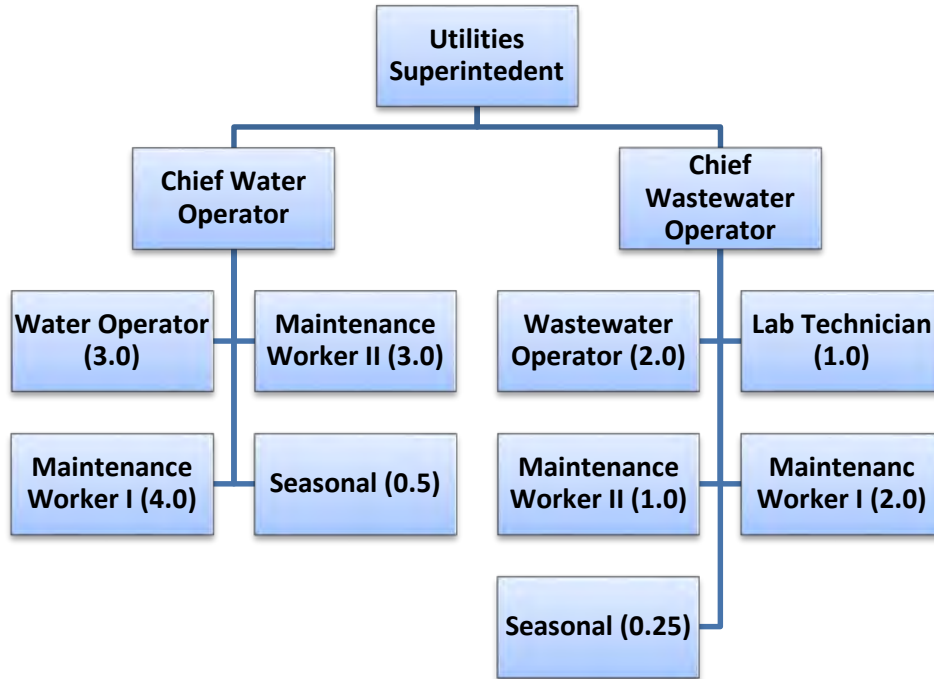
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- **Training/Engagement Programs.** Continue to create opportunities to improve staff skill levels in areas of safety, personal growth, licensing, and management; i.e. IPSI, NASSCO, Pool Operator, water & wastewater operators, manufacturer's and safety training specifically related to one's duties.
- **Illinois Public Service Institute.** Introduction of a water operator and M2 to the 3-year management program, learning from industry leaders in the field of public works.

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

- **Water Leak Survey.** Continue to participate in an annual leak survey to improve accountability and identify water losses throughout the 160 miles of distribution system.

Department Organizational Chart



Performance Measures

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

Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village’s Infrastructure and Uphold a High Quality of Life for Residents						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain Village’s infrastructure providing reliability and minimum interruptions to services.	Televise sanitary sewer system (linear feet)	118,369	7,731	62,500	5,668	62,500
	Flush sanitary sewer system (linear feet)	40,000	42,595	125,000	30,618	125,000

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

Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Provide our community a safe and reliable supply of water.	Volume of water produced (million gallons) ¹	979.09	969.46	Output	891.21	Output
	Volume of wastewater treated (million gallons) ¹	1,077.57	1,118.60	Output	1,134.61	Output
Development of staff for maintenance, safety, and welfare of infrastructure.	Staff training per employee (hours) ¹	48	40	40	40	40
Notes: ¹ Values are for Fiscal Year Ending						

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

Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Protect and manage groundwater supplies.	Daily water consumption per capita (gallons) ¹	88	87	Output	80	Output
Notes: ¹ Values are for Fiscal Year Ending						

Water and Sewer Operating Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
07000400	33035	Donations-Operating-W&S	\$ 86.28	\$ 2,681.08	\$ 26,631.29	\$ 8,000.00	\$ 12,000.00
07000500	33055	Donations-Capital-W&S	-	252,517.00	-	-	-
07000400	34100	Rental Income ¹	80,454.76	59,847.29	64,545.37	90,000.00	75,000.00
07000400	34200	Miscellaneous Billings	-	-	-	-	-
07000400	34700	Water Fees	3,003,231.30	2,842,214.95	2,859,680.50	3,095,000.00	3,216,000.00
07000400	34710	Sewer Fees	2,857,721.65	2,711,413.93	2,726,441.33	3,070,000.00	3,281,000.00
07000400	34715	Infrastructure Fee	-	-	-	540,000.00	1,200,000.00
07000400	34720	Administrative Fees	1,256.50	1,319.05	1,308.96	1,200.00	1,000.00
07000400	34730	Late Charges	65,002.18	65,756.36	66,827.07	65,000.00	65,000.00
07000400	34740	Reinstatement Fees	7,763.84	9,740.41	14,010.99	10,000.00	10,000.00
07000400	34820	Meter Sales	11,375.00	24,961.00	37,966.00	20,000.00	24,000.00
07000400	35010	Fines/Penalties	-	487.36	-	500.00	500.00
07000500	36001	Interest	1,431.33	175.00	611.84	500.00	1,000.00
07000500	36020	Interest - Investment Pools	10,985.07	(12,660.65)	10,282.18	10,000.00	14,000.00
07000500	36030	Interest - Bond (Restricted)	458.41	-	-	-	-
07000400	37100	Restitution	556.27	2,221.94	4,809.27	500.00	500.00
07000500	37110	Insurance Claims	6,031.83	-	-	-	-
07000500	37900	Other Revenue	110.92	-	-	-	-
07000400	37905	Sale of Surplus Property	19,321.78	19,303.92	9,763.11	10,000.00	10,000.00
Water & Sewer Operating Fund Total			\$ 6,065,787.12	\$ 5,979,978.64	\$ 5,822,877.91	\$ 6,920,700.00	\$ 7,910,000.00
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 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
07700400		Water Division Total	\$ 2,423,775.19	\$ 2,884,071.88	\$ 2,742,114.56	\$ 3,317,000.00	\$ 2,957,000.00
07800400		Sewer Division Total	2,255,216.41	2,351,421.00	2,606,936.32	2,953,300.00	2,876,000.00
07080400	46680	Bond Principal Payment	525,000.00	570,000.00	590,000.00	610,000.00	630,000.00
07080400	46681	Bond Interest Expense	55,050.01	219,884.91	202,734.91	197,000.00	179,000.00
07080400	46682	Bond Fees	428.00	428.00	428.00	2,000.00	2,000.00
07080400	46685	Bond Issuance Costs	153,567.15	-	-	-	-
07800500	48012	Transfer to W/S Capital	-	-	-	-	1,200,000.00
Subtotal			\$ 5,413,036.76	\$ 6,025,805.79	\$ 6,142,213.79	\$ 7,079,300.00	\$ 7,844,000.00
Non Budgeted Expense							
07700400	47853	Pension Expense W/S	\$ -	\$ -	\$ 97,813.40	\$ -	\$ -
07800400	47853	Pension Expense W/S	-	-	84,320.06	-	-
07800400	47785	Depreciation Expense	3,426,935.00	3,462,804.00	3,513,150.00	-	-
Subtotal			\$ 3,426,935.00	\$ 3,462,804.00	\$ 3,695,283.46	\$ -	\$ -
Water and Sewer Operating Fund Total			\$ 8,839,971.76	\$ 9,488,609.79	\$ 9,837,497.25	\$ 7,079,300.00	\$ 7,844,000.00
Depreciation Expense, which is an adjustment made by the auditors each year, has been moved from the Sewer Division budget to this summary budget.							

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
Personnel							
07700400	41103	IMRF	\$ 104,233.56	\$ 107,808.13	\$ 119,269.87	\$ 133,000.00	\$ 130,000.00
07700400	41104	FICA	70,686.92	72,220.27	78,508.12	88,000.00	85,000.00
07700400	41105	Unemployment Tax	1,036.82	1,422.89	1,628.53	1,800.00	1,800.00
07700400	41106	Health Insurance	194,048.29	188,199.24	195,276.08	206,000.00	180,000.00
07700400	41110	Salaries	940,943.50	975,733.03	1,048,704.44	1,110,000.00	1,064,000.00
07700400	41140	Overtime	41,570.40	27,675.87	29,212.58	30,000.00	26,000.00
Subtotal			\$ 1,352,519.49	\$ 1,373,059.43	\$ 1,472,599.62	\$ 1,568,800.00	\$ 1,486,800.00
Contractual Services							
07700400	42210	Telephone	\$ 13,125.22	\$ 12,130.33	\$ 14,580.36	\$ 17,900.00	\$ 18,600.00
07700400	42211	Natural Gas	27,054.01	23,765.75	15,477.54	25,800.00	24,500.00
07700400	42212	Electric	241,926.87	234,158.64	240,950.37	290,100.00	250,000.00
07700400	42225	Bank Processing Fees	17,127.29	17,527.47	19,523.96	19,000.00	22,000.00
07700400	42230	Legal Services	93.75	742.51	144.38	4,000.00	4,000.00
07700400	42231	Audit Services	4,437.00	7,120.88	5,345.44	7,650.00	5,000.00
07700400	42232	Engineering Services	5,115.24	3,254.00	33,319.77	59,000.00	20,000.00
07700400	42234	Professional Services	99,590.88	98,035.42	115,910.80	130,400.00	194,800.00
07700400	42236	Insurance	87,276.51	76,316.08	77,100.81	81,000.00	92,000.00
07700400	42242	Publications	444.50	965.05	711.82	1,100.00	1,300.00
07700400	42243	Printing & Advertising	3,279.56	3,002.23	2,847.32	3,650.00	3,700.00
07700400	42260	Physical Exams	-	-	392.50	1,500.00	1,600.00
07700400	42270	Equipment Rental	1,026.24	1,413.70	201.60	1,000.00	1,000.00
07700400	42272	Lease Payments	-	-	-	350.00	-
Subtotal			\$ 500,497.07	\$ 478,432.06	\$ 526,506.67	\$ 642,450.00	\$ 638,500.00
Supplies & Materials							
07700400	43308	Office Supplies	\$ 500.00	\$ 696.54	\$ 482.36	\$ 700.00	\$ 600.00
07700400	43309	Materials	14,248.40	15,249.64	10,263.55	19,150.00	19,300.00
07700400	43317	Postage	24,127.68	25,338.27	26,168.65	26,500.00	26,300.00
07700400	43320	Tools, Equipment & Supplies	12,748.54	17,211.34	24,924.02	16,150.00	17,000.00
07700400	43332	Office Furniture & Equipment	15,792.32	33,431.99	43,822.08	-	1,400.00
07700400	43333	IT Equipment	-	-	-	57,100.00	61,200.00
07700400	43340	Fuel	25,051.64	25,269.36	16,447.02	26,000.00	17,000.00
07700400	43342	Chemicals	171,598.71	153,525.35	154,462.46	199,100.00	199,100.00
07700400	43345	Lab Supplies	9,063.62	10,391.08	11,116.44	11,400.00	11,700.00
07700400	43348	Meters & Meter Supplies	52,397.24	33,786.91	68,021.05	70,000.00	18,400.00
Subtotal			\$ 325,528.15	\$ 314,900.48	\$ 355,707.63	\$ 426,100.00	\$ 372,000.00
Maintenance							
07700400	44410	Booster Station	\$ 3,983.00	\$ 500.00	\$ 21,058.57	\$ 16,900.00	\$ 17,900.00
07700400	44411	Storage Facility	3,960.31	10,969.74	15,069.89	10,000.00	17,000.00
07700400	44412	Treatment Facility	21,151.66	25,101.36	36,594.20	33,000.00	93,600.00
07700400	44415	Distribution System	34,653.91	29,543.05	14,324.55	62,350.00	57,400.00
07700400	44418	Wells	42,981.83	54,571.21	82,922.77	72,500.00	92,300.00
07700400	44420	Vehicle Maintenance (S)	22,759.35	28,099.30	54,393.23	24,000.00	28,000.00
07700400	44421	Equipment Maintenance (S)	33,243.72	42,383.40	(8,144.54)	45,000.00	37,000.00
07700400	44423	Building Services (S)	68,975.30	58,608.41	88,616.41	76,000.00	94,000.00
07700400	44426	Office Equipment Maintenance	420.35	498.17	350.00	350.00	800.00
Subtotal			\$ 232,129.43	\$ 250,274.64	\$ 305,185.08	\$ 340,100.00	\$ 438,000.00
Capital Expenditures							
07700400	43335	Vehicles & Equipment	\$ -	\$ -	\$ 65,660.70	\$ -	\$ -
07700400	45590	Capital Purchase	-	38,245.50	1,406.25	320,000.00	-
07700400	45593	Capital Improvement	-	416,318.00	-	-	-
Subtotal			\$ -	\$ 454,563.50	\$ 67,066.95	\$ 320,000.00	\$ -
Other Charges							
07700400	47740	Travel/Training/Dues	\$ 7,436.40	\$ 5,498.64	\$ 7,691.09	\$ 12,100.00	\$ 10,500.00
07700400	47760	Uniforms & Safety Items	5,664.65	7,343.13	7,357.52	7,400.00	11,200.00
07700400	47790	Interest Expense	-	-	-	50.00	-
Subtotal			\$ 13,101.05	\$ 12,841.77	\$ 15,048.61	\$ 19,550.00	\$ 21,700.00
Water Total			\$ 2,423,775.19	\$ 2,884,071.88	\$ 2,742,114.56	\$ 3,317,000.00	\$ 2,957,000.00
Non Budgeted Expense							
07700400	47853	Pension Expense W/S	\$ -	\$ -	\$ 97,813.40	\$ -	\$ -
Water Total (Audited)			\$ 2,423,775.19	\$ 2,884,071.88	\$ 2,839,927.96	\$ 3,317,000.00	\$ 2,957,000.00
(S) indicates those line items that reimburse the Internal Service Funds.							

Public Works - Sewer Division

Expenses

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
Personnel							
07800400	41103	IMRF	\$ 89,239.86	\$ 92,862.88	\$ 103,504.43	\$ 114,000.00	\$ 109,000.00
07800400	41104	FICA	60,373.42	62,212.00	68,128.85	77,000.00	73,400.00
07800400	41105	Unemployment Tax	874.35	1,227.35	1,411.70	1,600.00	1,600.00
07800400	41106	Health Insurance	135,259.61	142,409.38	153,588.54	166,000.00	143,000.00
07800400	41110	Salaries	801,349.37	834,328.61	905,867.38	968,000.00	915,000.00
07800400	41140	Overtime	26,891.16	19,640.68	21,694.46	20,000.00	20,000.00
Subtotal			\$ 1,113,987.77	\$ 1,152,680.90	\$ 1,254,195.36	\$ 1,346,600.00	\$ 1,262,000.00
Contractual Services							
07800400	42210	Telephone	\$ 11,653.38	\$ 6,557.68	\$ 7,684.86	\$ 21,600.00	\$ 21,400.00
07800400	42211	Natural Gas	5,226.39	12,165.77	10,007.57	14,550.00	14,000.00
07800400	42212	Electric	323,266.60	309,995.46	308,055.88	348,000.00	317,000.00
07800400	42225	Bank Processing Fees	17,127.21	17,527.33	19,523.85	19,000.00	22,000.00
07800400	42230	Legal Services	93.75	3,794.99	144.37	4,000.00	4,000.00
07800400	42231	Audit Services	4,437.00	7,120.87	5,345.44	7,650.00	5,000.00
07800400	42232	Engineering Services	716.75	8,171.00	19,818.76	54,000.00	4,000.00
07800400	42234	Professional Services	69,455.51	87,087.02	87,876.28	127,750.00	163,000.00
07800400	42236	Insurance	83,213.97	79,667.11	75,789.57	79,000.00	82,000.00
07800400	42242	Publications	444.50	755.54	573.00	1,100.00	1,100.00
07800400	42243	Printing & Advertising	518.44	102.22	285.08	950.00	1,100.00
07800400	42260	Physical Exams	-	-	502.50	1,800.00	1,600.00
07800400	42262	Sludge Removal	90,935.58	103,659.20	136,920.30	119,450.00	256,500.00
07800400	42270	Equipment Rental	302.40	199.20	-	1,000.00	1,000.00
07800400	42272	Lease Payments	-	-	-	350.00	1,300.00
Subtotal			\$ 607,391.48	\$ 636,803.39	\$ 672,527.46	\$ 800,200.00	\$ 895,000.00
Supplies & Materials							
07800400	43308	Office Supplies	\$ 500.00	\$ 809.30	\$ 455.58	\$ 650.00	\$ 550.00
07800400	43309	Materials	3,682.47	15,632.57	3,123.26	21,500.00	28,000.00
07800400	43317	Postage	24,758.44	25,323.15	26,173.59	25,000.00	26,000.00
07800400	43320	Tools, Equipment & Supplies	10,420.79	22,603.27	32,976.86	24,300.00	17,000.00
07800400	43332	Office Furniture & Equipment	20,218.82	26,993.44	55,397.05	-	20,000.00
07800400	43333	IT Equipment	-	-	-	73,950.00	70,100.00
07800400	43340	Fuel	22,520.54	18,719.28	10,880.94	23,000.00	12,500.00
07800400	43342	Chemicals	47,313.38	53,561.46	45,598.40	78,000.00	73,000.00
07800400	43345	Lab Supplies	6,576.16	3,414.21	5,595.73	7,000.00	7,000.00
07800400	43348	Meters & Meter Supplies	52,357.25	33,453.30	69,112.24	70,000.00	18,350.00
Subtotal			\$ 188,347.85	\$ 200,509.98	\$ 249,313.65	\$ 323,400.00	\$ 272,500.00
Maintenance							
07800400	44412	Treatment Facility	\$ 130,810.78	\$ 142,218.70	\$ 182,918.28	\$ 167,925.00	\$ 170,000.00
07800400	44414	Lift Station Maintenance	36,014.02	66,379.54	68,643.47	60,775.00	66,400.00
07800400	44416	Collection System Maintenance	942.30	450.68	4,914.55	24,500.00	14,500.00
07800400	44420	Vehicle Maintenance (S)	21,101.93	24,387.88	17,984.91	22,000.00	23,000.00
07800400	44421	Equipment Maintenance (S)	53,082.87	45,058.02	28,408.98	55,000.00	45,500.00
07800400	44423	Building Services (S)	86,793.44	65,590.13	112,658.62	86,000.00	101,000.00
07800400	44426	Office Equipment Maintenance	655.34	747.05	600.00	600.00	1,100.00
Subtotal			\$ 329,400.68	\$ 344,832.00	\$ 416,128.81	\$ 416,800.00	\$ 421,500.00
Capital Expenditures							
07800400	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
07800400	45590	Capital Purchase	-	(0.29)	1,406.25	45,000.00	-
Subtotal			\$ -	\$ (0.29)	\$ 1,406.25	\$ 45,000.00	\$ -
Other Charges							
07800400	47740	Travel/Training/Dues	\$ 9,916.13	\$ 6,575.37	\$ 5,694.36	\$ 12,450.00	\$ 11,450.00
07800400	47760	Uniforms & Safety Items	6,172.50	10,019.65	7,670.43	8,800.00	13,500.00
07800400	47790	Interest Expense	-	-	-	50.00	50.00
Subtotal			\$ 16,088.63	\$ 16,595.02	\$ 13,364.79	\$ 21,300.00	\$ 25,000.00
Sewer Total			\$ 2,255,216.41	\$ 2,351,421.00	\$ 2,606,936.32	\$ 2,953,300.00	\$ 2,876,000.00
Non Budgeted Expense							
07700400	47853	Pension Expense W/S	\$ -	\$ -	\$ 84,320.06	\$ -	\$ -
Sewer Total (Audited)			\$ 2,255,216.41	\$ 2,351,421.00	\$ 2,691,256.38	\$ 2,953,300.00	\$ 2,876,000.00

(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 - Internal Services Division

Service Area Description

The Internal Services Division of the Public Works Department is responsible for the management and maintenance of Village facilities, vehicle fleet, and equipment.

The Building Services Division provides a spectrum of services from keeping facilities stocked with day-to-day supplies, energy use management, service to boilers and HVAC equipment, and general maintenance to Village facilities. These services are necessary to ensure Village employees can meet the needs of the residents of Algonquin.



Internal Services is responsible for the maintenance of municipal buildings, vehicles, and equipment

The Vehicle Maintenance Division provides an extensive range of maintenance from routine through advanced level repairs on fleet assets, generators and equipment that the Village owns. Village departments rely on these assets to deliver services to the residents of Algonquin.

The Internal Services Division of the Public Works Department supports the Village of Algonquin’s mission by:

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

Personnel Summary

One (1) Maintenance Worker II position was transferred from the General Services Division to the Building Services Division. One (1) part-time Facility Maintenance Worker has been added to Building Services. A Service Technician has been promoted to Fleet Mechanic commensurate with the evolving responsibilities of that role in the Vehicle Maintenance Division. A seasonal position in the Vehicle Maintenance Division will not be filled.

Building Services						
Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Internal Services Supervisor	-	-	0.5	0.5	0.5	-
Stock Coordinator	0.5	0.5	0.5	0.5	0.5	-
Maintenance Worker II	1.0	1.0	1.0	1.0	2.0	▲1.0
Maintenance Worker I	1.0	1.0	2.0	2.0	2.0	-
Facility Maintenance Worker	-	-	-	-	0.5	▲0.5
Seasonal Employees	-	-	-	0.25	0.25	-
Total Full-Time Equivalent Positions	4.0	4.0	5.0	4.25	5.75	▲1.5
<i>Full-Time Employees</i>	<i>4</i>	<i>4</i>	<i>5</i>	<i>4</i>	<i>5</i>	<i>▲1.0</i>
<i>Part-Time Employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>▲1.0</i>

Vehicle Maintenance Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Internal Services Supervisor	-	-	0.5	0.5	0.5	-
Stock Coordinator	0.5	0.5	0.5	0.5	0.5	-
Fleet Mechanic	2.0	2.0	2.0	2.0	3.0	▲ 1.0
Service Technician	1.0	1.0	1.0	1.0	-	▼ 1.0
Intern	-	-	0.25	0.25	-	▼ 0.25
Total Full-Time Equivalent Positions	5.0	5.0	4.25	4.25	4	▼ 0.25
<i>Full-Time Employees</i>	5	5	4	4	4	-
<i>Part-Time Employees</i>	0	0	1	1	0	▼ 1.0

FY 16/17 Accomplishments

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



Complete

- Review and revise the vehicle and equipment replacement program.
- Teams continue to be assessed and managed to meet efficiency standards. We will continue to assess work tickets to identify ways in which we can become more cost effective.
- The team will be reviewing HVAC control system efficiencies, as well as alternative fuel options.



Near Completion

- Improve customer communication by providing education as to the digital and analytical processes required of the team. Work to let customers know what work was performed, and what work was potentially postponed.
- Team training has been increased for the year, which will continue to develop a talented team which has the ability to provide outstanding service and safe fleets and facilities for the residents and employees.



Not Complete

- Increase turnaround times on service requests.
- Begin to compile the long term facility maintenance plan.

FY 17/18 Objectives

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

- Work to improve customer service via improved digital communication, and status updates of service requests.
- Reduce turnaround times on service requests. Keep all of the teams functioning with full and consistent availability of equipment.

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

- Begin to compile the long term facility maintenance plan.

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

- Continue to evolve the training aspects of each team. Educate new members on routine items, and evolve veterans. Reduce contractor costs, and secure new income sources.

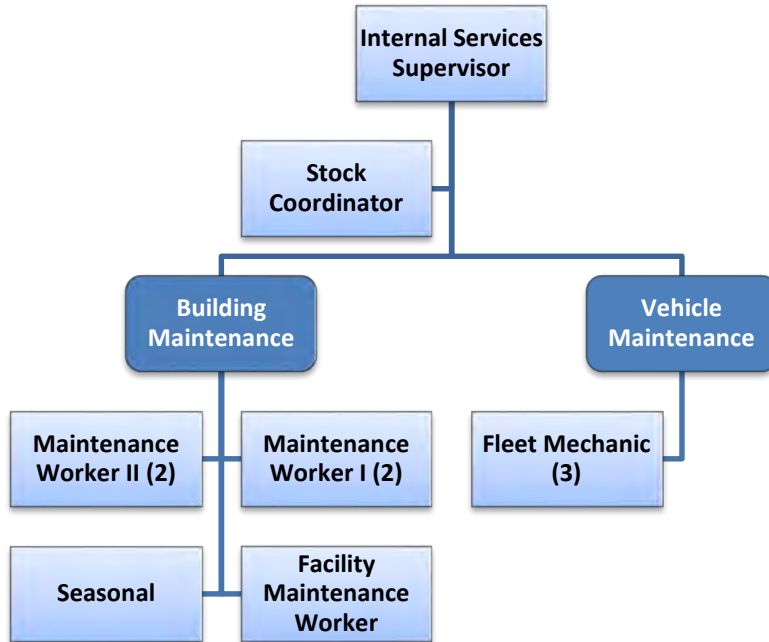
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff.

- Continue to assess and improve the HVAC system. New controls and team members will allow for more efficient use of, and improvement to, the operating system.

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

- Continue to search for waste streams that are environmentally defensible.

Department Organizational Chart



Performance Measures

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

Guiding Principle #4: Continue to Allocate the Necessary Resources for the Maintenance of the Public’s Health, Safety, and Welfare Through a Well-Trained and Dedicated Staff						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain Village facilities to a high standard.	Facilities Maintained	28	28	Output	28	28
	Number of Repair Orders	5,700	6,600	Output	5,627	5,500
	Total Jobs Performed	6,691	7,700	Output	6,393	7,000
	Facility Maintenance Costs	\$809,867	\$677,000	Output	1,034,100	700,000
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain optimal level of fleet and equipment availability.	Pieces Maintained	396	378	Output	378	370
	Number of Repair Orders	2,855	3,000	Output	2,960	3,000
	Total Jobs Performed	6,781	5,632	Output	5,342	5,500
	Vehicle Maintenance Costs	\$1,123,558	\$900,000	Output	859,000	850,000

Building Services Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
28	33160	Donations	\$ -	\$ -	\$ -	\$ -	\$ -
28	34900	Building Services Billings	734,478.85	737,996.16	917,936.72	808,500.00	927,500.00
28	37110	Insurance Claims	1,035.55	1,195.96	-	-	-
28	37905	Sale of Surplus Property	-	-	265.00	-	-
Building Services Fund Total			\$ 735,514.40	\$ 739,192.12	\$ 918,201.72	\$ 808,500.00	\$ 927,500.00

Building Services Fund

Expenses

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
Personnel							
28900000	41103	IMRF	\$ 28,096.06	\$ 22,815.68	\$ 34,217.00	\$ 31,500.00	\$ 41,000.00
28900000	41104	FICA	18,939.02	15,297.23	22,614.26	21,500.00	27,500.00
28900000	41105	Unemployment Tax	285.12	340.18	440.61	500.00	700.00
28900000	41106	Health Insurance	50,053.53	43,177.00	52,002.92	46,500.00	53,000.00
28900000	41110	Salaries	239,672.49	201,204.84	295,803.05	257,200.00	338,000.00
28900000	41140	Overtime	19,910.74	11,381.64	10,708.52	16,000.00	16,000.00
Subtotal			\$ 356,956.96	\$ 294,216.57	\$ 415,786.36	\$ 373,200.00	\$ 476,200.00
Contractual Services							
28900000	42210	Telephone	\$ 4,947.79	\$ 4,021.89	\$ 4,256.10	\$ 4,000.00	\$ 5,750.00
28900000	42211	Natural Gas	982.83	-	-	1,000.00	1,000.00
28900000	42234	Professional Services	212.13	443.86	12,915.90	2,700.00	39,200.00
28900000	42242	Publications	158.39	-	250.00	500.00	500.00
28900000	42243	Printing & Advertising	64.35	-	57.90	400.00	50.00
28900000	42260	Physical Exams	-	-	165.00	200.00	-
28900000	42270	Equipment Rental	348.60	1,243.00	-	500.00	500.00
28900000	42272	Leases - Non Capital	-	-	-	350.00	-
Subtotal			\$ 6,714.09	\$ 5,708.75	\$ 17,644.90	\$ 9,650.00	\$ 47,000.00
Supplies & Materials							
28900000	43308	Office Supplies	\$ 150.93	\$ 288.72	\$ 203.26	\$ 300.00	\$ 150.00
28900000	43317	Postage	83.87	12.94	-	100.00	500.00
28900000	43319	Building Supplies	145,163.81	139,274.88	148,570.29	135,200.00	137,450.00
28900000	43320	Tools, Equipment & Supplies	3,683.13	7,280.50	12,744.25	5,800.00	4,400.00
28900000	43332	Office Furniture & Equipment	2,500.00	1,496.33	4,574.81	2,000.00	-
28900000	43333	IT Equipment	-	-	-	3,600.00	1,200.00
28900000	43340	Fuel	3,947.78	2,372.56	2,100.76	3,000.00	2,500.00
Subtotal			\$ 155,529.52	\$ 150,725.93	\$ 168,193.37	\$ 150,000.00	\$ 146,200.00
Maintenance							
28900000	44420	Vehicle Maintenance (S)	\$ 16,056.13	\$ 6,631.04	\$ 5,723.76	\$ 5,000.00	\$ 6,000.00
28900000	44421	Equipment Maintenance (S)	422.42	3,259.78	789.36	2,000.00	5,000.00
28900000	44423	Building Maintenance (S)	-	-	-	-	-
28900000	44426	Office Equipment Maintenance	585.84	437.03	514.33	525.00	1,000.00
28900000	44445	Outsourced Building Maint.	223,063.34	291,465.85	287,842.38	244,675.00	225,800.00
Subtotal			\$ 240,127.73	\$ 301,793.70	\$ 294,869.83	\$ 252,200.00	\$ 237,800.00
Capital Expenditures							
28900000	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -
28900000	45590	Capital Purchase	-	43,209.07	-	-	-
Subtotal			\$ -	\$ 43,209.07	\$ -	\$ 15,000.00	\$ -
Other Charges							
28900000	47740	Travel, Training & Dues	\$ 4,992.62	\$ 1,627.07	\$ 3,020.65	\$ 4,700.00	\$ 15,880.00
28900000	47760	Uniforms & Safety Items	3,129.13	3,034.21	3,506.22	3,720.00	4,420.00
28900000	47776	Parts Cost of Sales Variance	(29,995.65)	(24,087.18)	(28,028.65)	-	-
28900000	47790	Interest Expense	-	-	-	30.00	-
Subtotal			\$ (21,873.90)	\$ (19,425.90)	\$ (21,501.78)	\$ 8,450.00	\$ 20,300.00
Building Service Fund Total			\$ 737,454.40	\$ 776,228.12	\$ 874,992.68	\$ 808,500.00	\$ 927,500.00
2900000	47780	Depreciation Expense	\$ 6,173.00	\$ -	\$ 6,173.00	\$ -	\$ -
FY 17/18 Total			\$ 743,627.40	\$ 776,228.12	\$ 881,165.68	\$ 808,500.00	\$ 927,500.00
(S) indicates those line items that reimburse Internal Service Funds.							

Vehicle Maintenance Service Fund

Revenues

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
29	34900	Maintenance Billings	\$ 893,955.55	\$ 889,665.93	\$ 749,932.96	\$ 887,000.00	\$ 865,000.00
29	34920	Fuel Billings	327,716.97	242,704.94	166,907.37	290,000.00	193,000.00
29	34921	Fire District Fuel Billings	58,437.62	46,255.82	35,567.21	60,000.00	37,000.00
29	34922	IGA - Fleet Maintenance	142,706.90	128,270.47	105,220.03	110,000.00	60,000.00
29	37710	Insurance Claims	-	6,713.60	-	-	-
29	37905	Sale of Surplus Property	11,360.38	2,040.05	132.50	-	-
Vehicle Maintenance Service Fund Total			\$ 1,434,177.42	\$ 1,315,650.81	\$ 1,057,760.07	\$ 1,347,000.00	\$ 1,155,000.00

Vehicle Maintenance Service Fund

Expenses

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
Personnel							
29900000	41103	IMRF	\$ 34,254.79	\$ 31,067.88	\$ 27,493.66	\$ 31,000.00	\$ 32,000.00
29900000	41104	FICA	23,040.98	20,774.48	18,544.05	21,000.00	22,000.00
29900000	41105	Unemployment Tax	356.40	437.42	479.73	500.00	600.00
29900000	41106	Health Insurance	68,091.28	51,932.33	49,022.60	53,000.00	45,000.00
29900000	41110	Salaries	300,124.93	274,099.30	249,245.69	258,000.00	266,000.00
29900000	41140	Overtime	14,644.50	9,839.44	3,724.29	10,000.00	10,000.00
Subtotal			\$ 440,512.88	\$ 388,150.85	\$ 348,510.02	\$ 373,500.00	\$ 375,600.00
Contractual Services							
29900000	42210	Telephone	\$ 5,657.27	\$ 4,145.29	\$ 4,600.57	\$ 3,980.00	\$ 4,200.00
29900000	42211	Natural Gas	1,113.86	1,240.59	323.28	1,200.00	1,200.00
29900000	42234	Professional Services	8,575.14	9,086.08	5,846.14	10,100.00	10,150.00
29900000	42242	Publications	4,189.04	4,565.00	4,425.95	8,300.00	4,800.00
29900000	42243	Printing & Advertising	80.52	26.08	72.43	390.00	50.00
29900000	42260	Physical Exams	-	-	75.00	200.00	-
29900000	42270	Equipment Rental	1,559.31	3,530.14	1,252.00	3,000.00	3,000.00
29900000	42272	Leases Non-Capital	-	-	-	330.00	-
Subtotal			\$ 21,175.14	\$ 22,593.18	\$ 16,595.37	\$ 27,500.00	\$ 23,400.00
Supplies & Materials							
29900000	43308	Office Supplies	\$ 123.79	\$ 272.69	\$ 202.62	\$ 300.00	\$ 200.00
29900000	43317	Postage	91.85	169.30	9.17	100.00	500.00
29900000	43320	Tools, Equipment & Supplies	4,922.34	7,772.14	14,140.84	10,100.00	14,700.00
29900000	43332	Office Furniture & Equipment	-	-	1,273.17	2,000.00	-
29900000	43333	IT Equipment	-	-	-	5,600.00	2,600.00
29900000	43340	Fuel	2,882.84	2,539.11	2,393.13	4,000.00	2,000.00
29900000	43350	Fleet Parts/Fluids (S)	415,826.24	377,539.80	304,018.66	382,850.00	354,300.00
29900000	43351	Fuel - Cost of Sales (S)	370,443.63	253,818.02	200,458.56	350,000.00	230,000.00
Subtotal			\$ 794,290.69	\$ 642,111.06	\$ 522,496.15	\$ 754,950.00	\$ 604,300.00
Maintenance							
29900000	44420	Vehicle Maintenance (S)	\$ 11,228.45	\$ 6,055.16	\$ 4,250.43	\$ 5,000.00	\$ 4,000.00
29900000	44421	Equipment Maintenance (S)	4,628.70	2,170.91	-	5,500.00	2,500.00
29900000	44423	Building Services (S)	50,520.53	62,807.88	58,771.02	48,500.00	55,000.00
29900000	44426	Office Equipment Maint.	588.13	432.32	514.95	550.00	1,000.00
29900000	44440	Outsourced Maintenance (S)	96,429.54	125,520.07	71,159.17	70,000.00	70,000.00
Subtotal			\$ 163,395.35	\$ 196,986.34	\$ 134,695.57	\$ 129,550.00	\$ 132,500.00
Capital Expenditures							
29900000	45590	Capital Purchase	\$ 110,000.00	\$ -	\$ -	\$ 46,000.00	\$ -
Subtotal			\$ 110,000.00	\$ -	\$ -	\$ 46,000.00	\$ -
Other Charges							
29900000	47740	Travel, Training & Dues	\$ 1,043.27	\$ 3,676.08	\$ 3,683.32	\$ 8,170.00	\$ 10,150.00
29900000	47760	Uniforms & Safety Items	6,343.94	4,631.81	6,237.32	7,300.00	9,050.00
29900000	47775	Fuel Inventory Variance	15,710.97	35,505.31	1,908.40	-	-
29900000	47776	Parts/Fluid Inventory Variance	(20,094.82)	10,196.18	5,597.99	-	-
29900000	47790	Interest Expense	-	-	-	30.00	-
Subtotal			\$ 3,003.36	\$ 54,009.38	\$ 17,427.03	\$ 15,500.00	\$ 19,200.00
Vehicle Maintenance Service Fund Total			\$ 1,532,377.42	\$ 1,303,850.81	\$ 1,039,724.14	\$ 1,347,000.00	\$ 1,155,000.00
2900000	47780	Depreciation Expense	\$ -	\$ 11,800.00	\$ 11,800.00	\$ -	\$ -
FY 17/18 Total			\$ 1,532,377.42	\$ 1,315,650.81	\$ 1,051,524.14	\$ 1,347,000.00	\$ 1,155,000.00
(S) indicates those line items that reimburse the Internal Service Funds.							

Capital Improvement Project Funds

The FY 17/18 budget maintains the Village's commitment to important infrastructure improvements throughout the community. This effort is critical, as postponing important capital projects only places an additional burden on future budgets. In addition, the projects can become costlier if the infrastructure is allowed to decline. The Village accumulates cash reserves in capital funds in order to save money over several years to fund more expensive projects as well as to have funding available during times of slow or declined revenue collection.

Capital improvements over the past several years have been accelerated to satisfy the multi-year capital plans for streets, parks, and water and sewer improvements. As these plans are reviewed and updated each year, it was determined that the improvements are beginning to exceed our capabilities to provide necessary funding. In 2006, upon analysis of the Village's detailed updated five-year capital plan for streets, water and sewer facilities, and parks, the Village Board enacted a home rule sales tax of three quarters of a percent to be applied towards capital facilities and infrastructure identified in the capital plans. To offset the impact of the sales tax on our residents, the utility tax for natural gas was reduced from 4% to 1%.

Capital expenditures are defined as "expenditures made to acquire, add to, or improve property, plant, and equipment, including land, structures, machinery, equipment, special tools, and other depreciable property; construction in progress; and tangible and intangible exploration and development costs. In accounting, a capital expenditure is added to an asset account (i.e. capitalized), thus increasing the asset's basis." Following is a discussion of the capital funds as well as an outline of major capital projects planned for FY 17/18.

Capital Funds

The capital funds are an important element of the Village's overall budget. These particular funds cannot be co-mingled with other funds. They pay for major, one-time capital cost projects such as street reconstruction, water towers, and park development. Revenue for these projects is generated from a variety of sources, including the motor fuel tax, developer impact fees, grants, and the home rule sales tax. The Village considers these funds "special revenue." In other words, revenues are not used for any purpose other than capital projects. In the capital funds, we define capital projects as falling within one of the two categories described below:

Capital Improvements – Capital improvements are expenditures which are usually construction projects designed to improve the value of government assets and approved as part of the annual budget. Capital improvements can also be defined as acquisition or improvement of capital assets such as buildings, equipment, streets and water/sewer service lines.

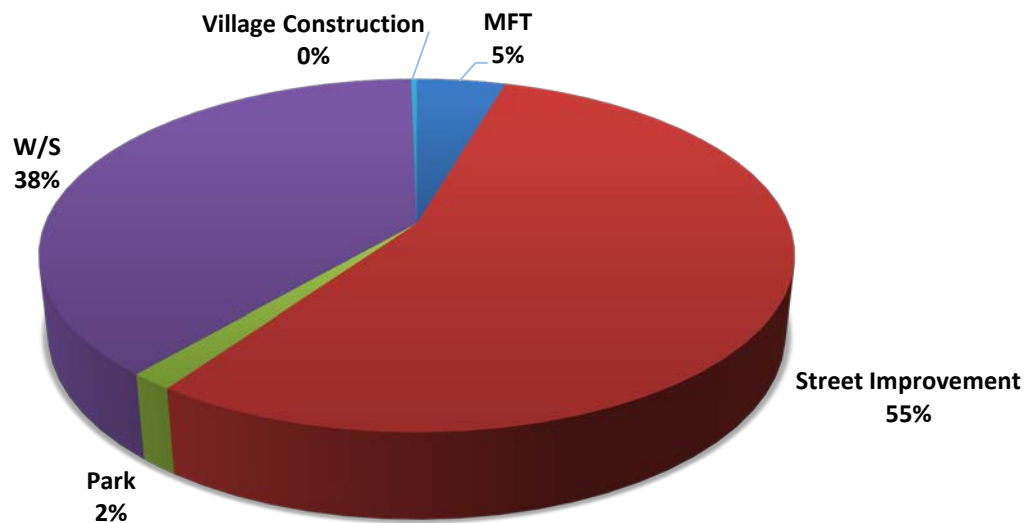
Infrastructure Maintenance – Infrastructure maintenance involves materials or contract expenditures for the repair and upkeep of the entity's roads, bridges, water and/or sewer systems.

The chart on the following page summarizes capital fund spending for fiscal year 2017-2018.

	Motor Fuel Tax Fund	Street Improvement Fund	Park Fund	Water/Sewer Improvement & Construction Fund	Village Construction Fund	Totals
Revenues	\$813,000	\$5,480,000	\$380,000	\$1,600,000	\$8,100	\$8,281,100
Expenditures	\$777,500	\$9,506,000	\$273,000	\$6,622,000	-	\$17,178,500
Difference*	\$35,500	\$ (4,026,000)	\$107,000	\$ (5,022,000)	\$8,100	\$ (8,897,400)
Revenue Sources:	<ul style="list-style-type: none"> •State Motor Fuel Tax 	<ul style="list-style-type: none"> •Utility Taxes •Home Rule Sales Tax •Telecommunications Tax 	<ul style="list-style-type: none"> •Impact Fees •Grants •Donations •Telecommunications Tax 	<ul style="list-style-type: none"> •Tap-On Fees •Transfers 	<ul style="list-style-type: none"> •Transfers •Donations 	

* Any shortfalls between revenues and expenditures are made up with cash reserves/fund balance.

Major Capital Project Expenditures By Type



Motor Fuel Tax (MFT) and Street Improvement Funds

These two funds have separate sources of revenue collection and expenditure requirements. The projects recommended in these two funds continue the Village's commitment to implement its multi-year street improvement program. Cash reserves within these two funds accumulated in prior years ensure appropriate funding levels for large capital projects scheduled in FY 17/18. The revenue for these two funds is estimated at \$6.3 million. The expenditures proposed for engineering and road construction projects covered by the two funds total \$10.3 million, with a net \$4.0 million of accumulated cash reserves being used.

For FY 17/18, the MFT Fund has anticipated proposed expenditures of \$777,500. Material purchases make up 62 percent of total expenditures. Current year projects include the rehabilitation of Harper Drive and Bunker Hill Drive this fiscal year (carryover expenditures from prior fiscal year). The Bunker Hill Drive project is being partially funded by Federal Aid Urban (FAU) funds; therefore, the Village's portion is only 20 percent of total project cost.

The Street Improvement Fund budget shows expenditures exceeding projected revenues by \$4,026,000. Larger projects within the Street Improvement Fund include engineering and design services, Glenmoor Subdivision rehabilitation, Downtown utility relocation, Lake Braewood draining repair, and Woods Creek restoration projects.

Park Fund

This fund is used for the acquisition of parklands, development of new parks and wetlands/native area enhancements. FY 17/18 expenditures for projects and maintenance include the following:

- Snapper Field Court Replacement
- Blue Ridge Detention Naturalization
- Dixie Creek Riparian Corridor
- Kelliher Park Parking Lot
- Stoneybrook Park Improvements
- Spella Wetland Fen Buffer
- Spella Park Detention
- Woods Creek Riparian Corridor Burns

Water and Sewer Improvement and Construction Fund

This fund is intended for the larger capital improvements such as expansion of the water and sewer treatment plants, distribution systems, and smaller expenditures that improve or enhance the existing water and sewer systems overall. The Water and Sewer Improvement and Construction Fund is a capital account with cash reserves that can be accumulated from year to year. Major expenditures include:

- Sanitary Sewer Rehabilitation
- Water Treatment Plant Improvements
- Emergency Water Interconnect
- Distribution System Improvements
- Downtown Streetscape – Stages 1-3
- Water Main Improvements
- PRV Replacement – Phases 1-2
- Water & Sewer System Project Planning
- WWTF Solids Stabilization Study
- WWTF Phosphorous Removal Study
- Sewer Line Assessment
- Manhole Camera Inspections
- Water Meter Replacement

In FY 14/15, home rule sales tax has been fully allocated to the Street Improvement Fund. Therefore, connection fees are the primary revenue source in this fund. No other tax revenue or water/sewer user fees are used for the construction improvements proposed in the fund. Other minor sources of revenue include interest, which again is limited due to the reduction of the cash reserves used for the Wastewater Treatment Facility expansion.

Village Construction Fund

The Village Construction Fund is used to account for construction costs of municipal buildings other than those used in the waterworks and wastewater utility. Modest revenues of \$8,100 include interest and donations income. There are no planned expenditures in FY 17/18.

Capital Project Planning

The Village of Algonquin undergoes a comprehensive review and update of the Capital Improvement Plans (CIP) each fall prior to the start of the budget process. CIPs are developed for Streets (funded through the MFT and Street Improvement Funds), Parks, and Water and Sewer projects (budgeted through the Water and Sewer Improvement and Construction Fund). Public Works staff has a maintenance tracking program that allows them to continually monitor and evaluate the condition of all of the roads in the Village. This information is presented during the review of the capital improvement plans and factored into the prioritization process for scheduling capital improvement projects.

Below is an outline of both major capital projects and significant capital purchases included in FY 17/18. Capital expenditures in the General and Water & Sewer Operating funds are accounted for in their respective sections of this budget document.

Operating Funds - Major Capital Projects and Purchases

General Services Administration (100)

The General Services Administration Department has no capital items budgeted for FY 17/18.

Impact on Operations:	Not Applicable
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Replacement Patrol Vehicles (x2) – Police (200)



Vehicles & Equipment:	\$79,300.00
FY 17/18 Total:	\$79,300.00

Project Description:

Two (2) Ford Interceptor SUVs are proposed to purchase to replace two (2) existing patrol vehicles that have exceeded their useful life.

Impact on Operations:

The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items. New vehicles are less susceptible to mechanical failures and more fuel-efficient.

Squad Video Recording System (Year 5 of 5) – Police (200)



Capital Lease Payments:	\$23,200.00
FY 17/18 Total:	\$23,200.00

Project Description:

The Police Department has leased a vehicle recording system and associated server for equipment. FY 17/18 is year five of a five year lease of the equipment.

Impact on Operations:

New recording equipment will reduce various expenditures related to failing equipment in the Radio Maintenance line-item (44422).

Community Development (300)


The Community Development Department has no capital items budgeted for FY 17/18.


Impact on Operations:	Not Applicable
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Public Works Administration (400)

The Public Works Administration Department has no capital items budgeted for FY 17/18.

Impact on Operations:	Not Applicable
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New Chassis (#622) – Public Works General Services (500)		
	Capital Purchase:	\$180,000
	FY 17/18 Total:	\$180,000
Project Description:		
A new International brand chassis is proposed to replace an existing like unit. Existing rear attachments including a dump box and flatbed will be reused with the new unit.		
Impact on Operations:	This purchase will reduce Vehicle Maintenance (44420) expenditures related to the existing truck significant downtime as well as workload demand on the Vehicle Maintenance Division.	

Dump Box (#525) – Public Works General Services (500)		
	Vehicles and Equipment:	\$20,000
	FY 17/18 Total:	\$20,000
Project Description:		
A replacement dump box is proposed to replace a like unit which has shown age, rust, and is susceptible to mechanical failures.		
Impact on Operations:	None.	

20-Ton Tipping Trailer – Public Works General Services (500)		
	Vehicles and Equipment:	\$15,500
	FY 17/18 Total:	\$15,500
Project Description:		
A purchase of a 20-ton tipping trailer is proposed to assist crews transport materials to work sites, allowing for more efficient loading and unloading of materials and equipment.		
Impact on Operations:	Increased expenditures related to Equipment Maintenance (44421) as this will increase asset count under maintenance.	

Multidepartmental (900)	
The Multidepartmental cost center has no capital items budgeted for FY 17/18.	
Impact on Operations:	Not Applicable

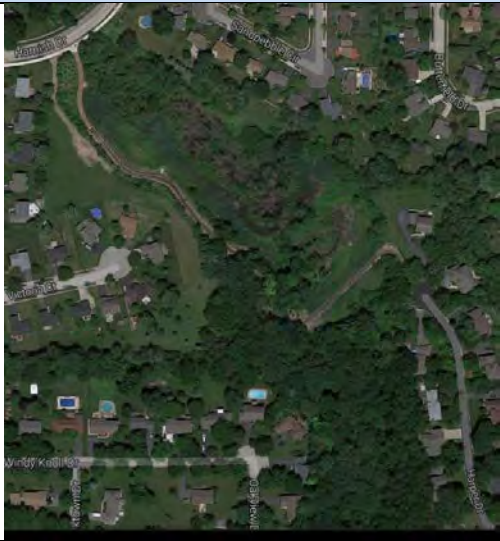
Public Works Water (07)	
The Public Works Water Division has no capital items budgeted for FY 17/18.	
Impact on Operations:	Not Applicable


Public Works Sewer (08)	
The Public Works Sewer Division has no capital items budgeted for FY 17/18.	
Impact on Operations:	Not Applicable


Public Works Building Services (28)	
The Public Works Building Services Division has no capital items budgeted for FY 17/18.	
Impact on Operations:	Not Applicable


Public Works Vehicle Maintenance (29)	
The Public Works Vehicle Maintenance Division has no capital items budgeted for FY 17/18.	
Impact on Operations:	Not Applicable


Motor Fuel Tax and Street Improvement Funds

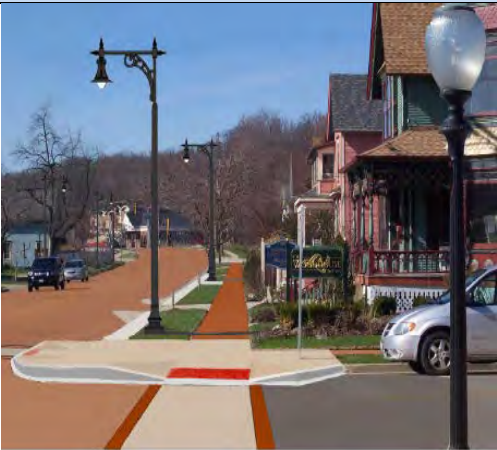
Harper Drive Bike Path		
	Capital Improvements:	\$70,000
	FY 17/18 Total:	\$70,000
	Project Description:	
	Project is completed. Funding is to pay final invoicing after CMAQ grant funding is deducted.	
	Impact on Operations:	None


Bunker Hill Drive		
	Infrastructure Maintenance:	\$225,000
	FY 17/18 Total:	\$225,000
	Project Description: Project is completed. Funding is provided to pay the Village's share of the FAU project, to be invoiced by the Illinois Department of Transportation.	
Impact on Operations:	None	


Glenmoor Subdivision		
	Engineering/Design Services:	\$150,000
	Infrastructure Maintenance:	\$2,000,000
	FY 17/18 Total:	\$2,150,000
Project Description: The project will encompass 2.75 miles including sections of Aspen Drive, Buckthorn Drive, Clematis Drive, Crab Tree Lane, Glen Oak Court, Hackberry Lane, Honey Locust Drive, Ivy Lane, Lilac Drive, Magnolia Drive, Periwinkle Lane, Prairie Drive, Redwood Drive and Tanglewood Drive. Work will include asphalt repair, sub-base assessment, and concrete repair.		
Impact on Operations:	Reduction in Street Maintenance line item (44429) due to reconstruction of street segment.	


Downtown Streetscape – Stage 1		
	Engineering/Design Services:	\$350,000
	FY 17/18 Total:	\$350,000
	Project Description: Project includes reconstruction of Downtown Algonquin infrastructure, providing varying degrees of streetscape treatments including brick pavers, ornamental lighting, furniture, monument signage and other features.	
Impact on Operations:	Additional infrastructure and features may lead to increased expenditures in maintenance of assets.	


Downtown Streetscape – Stage 2	
	Engineering/Design Services: \$125,000
	FY 17/18 Total: \$125,000
	Project Description: Project includes reconstruction of Downtown Algonquin infrastructure, providing varying degrees of streetscape treatments including brick pavers, ornamental lighting, furniture, monument signage and other features.
Impact on Operations:	Additional infrastructure and features may lead to increased expenditures in maintenance of assets.


Downtown Utility Relocation	
	Engineering/Design Services: \$185,000
	Capital Improvements: \$2,150,000
	FY 17/18 Total: \$2,335,000
Project Description: Project includes the lowering of private utilities from overhead to underground in selected areas of the downtown in preparation for extensive streetscape improvements to stimulate economic growth and expansion in Downtown Algonquin.	
Impact on Operations:	None

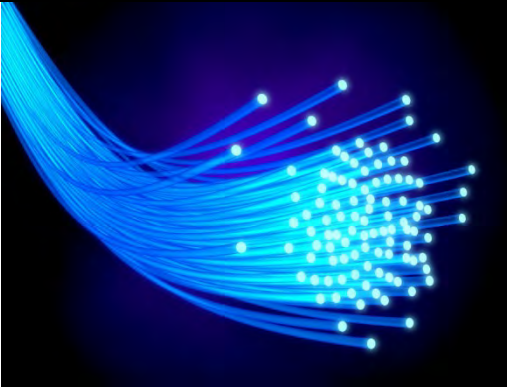
Crystal Creek Improvements	
	Engineering/Design Services: \$20,000
	Infrastructure Maintenance: \$100,000
	FY 17/18 Total: \$120,000
Project Description: Project includes additional improvements and construction to Crystal Creek near Towne Park in addition to work performed as part of the Illinois Route 31 Western Bypass construction.	
Impact on Operations:	None


Countryside/Huntington/Par Resurfacing (IMS)		
	Engineering/Design Services:	\$20,000
	Infrastructure Maintenance:	\$110,000
	FY 17/18 Total:	\$130,000
	Project Description:	
Resurfacing projects on three (3) street segments in Algonquin: Countryside Drive, Huntington Drive, and Par Drive. Project finalization and restoration will occur this fiscal year.		
Impact on Operations:	Reduction in Street Maintenance line item (44429) due to reconstruction of street segment.	


Highland Avenue – Federal Aid Urban (FAU)		
	Engineering/Design Services:	\$30,000
	Capital Improvements	\$700,000
	Infrastructure Maintenance:	\$20,000
	FY 17/18 Total:	\$750,000
Project Description:		
This project in its second year will involve complete reconstruction of 0.89 miles of roadway, upgrading it to an urban cross-section with formalized, enclosed storm sewer system, storm water detention, new bike path, and removal of the sight line issues near Tanglewood.		
Impact on Operations:	Reduction in Street Maintenance line item due to reconstruction of street segment.	


Edgewood Drive – Federal Aid Urban (FAU)		
	Capital Improvements:	\$400,000
	FY 17/18 Total:	\$400,000
	Project Description:	
Funding remains to finish the Edgewood Drive project between Hanson and route 31. This is the amount still to be invoiced by the Illinois Department of Transportation.		
Impact on Operations:	None	


Lake Braewood Drainage		
	Engineering/Design Services:	\$250,000
	Capital Improvements:	\$750,000
	FY 17/18 Total:	\$1,000,000
	Project Description:	
<p>The design of the Lake Braewood dam and overflow structures do not allow for safe and easily accessible access to control the level of the lake during flooding emergencies. Funding is provided to complete engineering for the project which will involve stabilizing the upstream and downstream portions of the creek that tie into the lake.</p>		
Impact on Operations:	None	

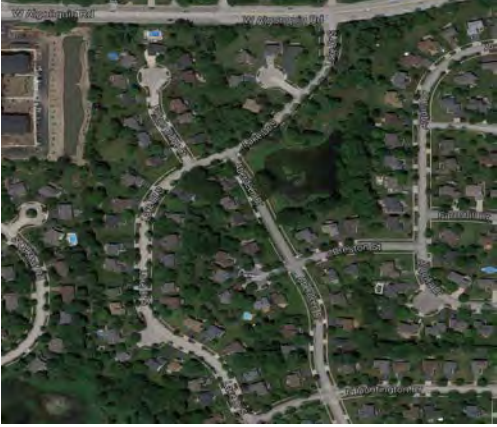
Algonquin Corporate Campus – Fiber Optic		
	Capital Improvements:	\$203,000
	FY 17/18 Total:	\$203,000
	Project Description:	
	<p>Installation of fiber optic infrastructure on Corporate Parkway between Randall Road and Boyer Road.</p>	
Impact on Operations:	Potential increase in certain operating and maintenance line items once network is installed.	


Surrey Lane Creek and Drainage Repair		
	Engineering/Design Services:	\$15,000
	Infrastructure Maintenance:	\$30,000
	Capital Improvements:	\$150,000
	FY 17/18 Total:	\$195,000
Project Description:		
<p>Completion of construction is scheduled for the Surrey Lane Creek and Drainage repair project which corrects flooding and creek bank stability issues behind homes on Surrey Lane.</p>		
Impact on Operations:	None	


Souwanas Creek Restoration		
	Legal Services:	\$15,000
	Engineering/Design Services:	\$6,000
	Infrastructure Maintenance:	\$4,000
	Capital Improvements:	\$8,000
	FY 17/18 Total:	\$33,000
Project Description:		
Follow-up on the native plantings of the Souwanas Creek stream bank stabilization project and provide any needed maintenances for the Village to ensure the maximum chance for survival and establishment of this native stream bank restoration.		
Impact on Operations:	None	

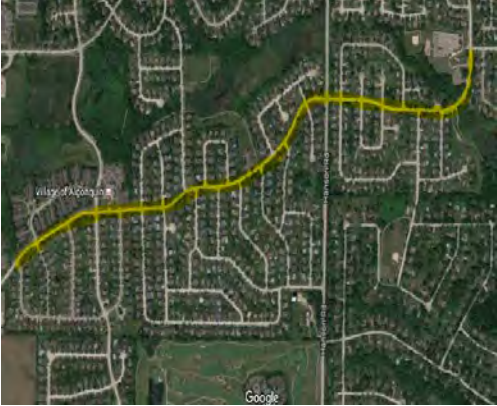
Woods Creek Restoration		
	Engineering/Design Services:	\$100,000
	Infrastructure Maintenance:	\$5,000
	Capital Improvements:	\$600,000
	FY 17/18 Total:	\$705,000
	Project Description:	
This project restores the headwaters of Woods Creek, as called for in the Woods Creek Watershed Plan. This project received a IEPA 319 water quality grant.		
Impact on Operations:	None	


Grand Reserve Drainage		
	Infrastructure Maintenance:	\$20,000
	FY 17/18 Total:	\$20,000
	Project Description:	
Project will install an adjustable shear gate in the control structure of the creek in Grand Reserve Subdivision. This gate will provide flexibility to regulate flow to the creek that is backing up storm water in the private properties of citizens living along the creek.		
Impact on Operations:	None	


Lake Drive South (IMS)	
	Engineering/Design Services: \$80,000
	FY 17/18 Total: \$80,000
	<p>Project Description:</p> <p>Project includes resurfacing Lake Drive South between Algonquin Road and Huntington Drive North, including adjacent cul-de-sacs of Lake Drive Court and Falcon Ridge Court. This year's expenditures include phase 1 and phase 2 engineering.</p>
Impact on Operations:	None


Algonquin Lakes Subdivision (IMS)	
	Engineering/Design Services: \$140,000
	FY 17/18 Total: \$140,000
	<p>Project Description:</p> <p>Project includes resurfacing work on certain street segments including Compton Drive east of Sandbloom Road and additional roadways within the subdivision. This year's expenditures include phase 1 and phase 2 engineering.</p>
Impact on Operations:	None


Boyer Road & County Line Road (IMS)	
	Engineering/Design Services: \$20,000
	FY 17/18 Total: \$20,000
	<p>Project Description:</p> <p>Project includes road rehabilitation and ADA pedestrian improvements on Boyer Road from County Line Road to Corporate Parkway. Similar work will occur on County Line Road from Millbrook Drive to Stonegate Road. This year's expenditures include phase 2 engineering.</p>
Impact on Operations:	None


Harnish Drive (IMS)	
	Engineering/Design Services: \$100,000
	FY 17/18 Total: \$100,000
	Project Description: Project includes resurfacing Harnish Drive between Sawmill Lane (west) and Huntington Drive. Additional work will include curb and driveway patching and drainage improvements. This year's expenditures include phase 1 and phase 2 engineering.
Impact on Operations:	None

Scott/Souwanas/Schuett Resurfacing (IMS)	
<p style="text-align: center;">Photo Not Available</p> 	Engineering/Design Services: \$150,000
	FY 17/18 Total: \$150,000
	Project Description: Resurfacing projects on three (3) street segments in Algonquin: Scott Street, Souwanas Trail, and Schuett Street. Phase 1 engineering will occur this fiscal year.
Impact on Operations:	None


Randall Road Pedestrian Crossing	
	Engineering/Design Services: \$250,000
	FY 17/18 Total: \$250,000
	Project Description: Project includes constructing and underpass at Randall Road between Bunker Hill Drive/Huntington Drive North and Harnish Drive. This year's expenditures are for phase 2 engineering.
Impact on Operations:	None


Souwanas Creek Reach 2	
	Engineering/Design Services: \$70,000
	FY 17/18 Total: \$70,000
	Project Description: Project includes corrects erosion issues on this section of Souwanas Creek, south of Souwanas Trail. This year's expenditures are for phase 1 engineering.
Impact on Operations:	None


Gaslight Subdivision	
<p style="text-align: center;">Photo Not Available</p> 	Engineering/Design Services: \$80,000
	FY 17/18 Total: \$80,000
	Project Description: Resurfacing projects on various street segments in the Gaslight Subdivision. Phase 1 and 2 engineering will occur this fiscal year.
Impact on Operations:	None


Terrace Hill Subdivision	
	Engineering/Design Services: \$15,000
	FY 17/18 Total: \$15,000
	Project Description: Phase 2 engineering for the Terrace Hill Subdivision. Project will encompass 1.95 miles of roadway including sections of Fairway View Drive, Greens View Drive, Woods Creek Court, and Woods Creek Lane. The project will include asphalt repair, sub-base assessment, and concrete repair.
Impact on Operations:	None


Park Fund


Snapper's Field Court Replacement		
	Park Development:	\$100,000
	FY 17/18 Total:	\$100,000
	Project Description:	
	Project includes replacing the basketball court at Snapper's Field. In winter months, this location serves as an ice skating rink.	
Impact on Operations:	None	


Blue Ridge Detention Naturalization		
	Wetland Mitigation:	\$4,000
	FY 17/18 Total:	\$4,000
	Project Description:	
	Three years ago, the Blue Ridge Detention basin located at the corner of Blue Ridge Parkway and Prairie Drive was naturalized. Funding is provided for the third year of the maintenance and monitoring to insure this area establishes properly.	
Impact on Operations:	None	


Dixie Creek Riparian Corridor and Park Drainage		
	Engineering Services:	\$50,000
	FY 17/18 Total:	\$50,000
	Project Description:	
	Engineering, for this project, is to naturalize the parcel that the Village recently acquired. This area will be planted with native prairie, the riparian corridor will be enhanced, the detention basins that were to serve the build out of the subdivision will be filled, and a bike path connection will be made through this park	
Impact on Operations:	None	


Kelliher Park Parking Lot	
	Engineering Services: \$25,000
	FY 17/18 Total: \$25,000
	Project Description: The engineering cost, for this project, are for the parking lot expansion project. This project will eliminate safety issues related to the lot being undersized.
Impact on Operations:	Additional future maintenance costs for expanding parking area.

Stoneybrook Park Improvements	
	Engineering Services: \$15,000
	FY 17/18 Total: \$15,000
	Project Description: This project includes improvements to Stoneybrook Park in Algonquin. This year's expenditures include engineering work.
Impact on Operations:	None


Spella Wetland Fen Buffer	
	Maintenance - Open Space: \$6,000
	FY 17/18 Total: \$6,000
	Project Description: Funding has been provided for maintenance of the area to include spot checking, with herbicide, and mowing.
Impact on Operations:	None


Spella Park Detention		
	Maintenance - Open Space:	\$10,000
	FY 17/18 Total:	\$10,000
	Project Description: Funding has been provided for maintenance of the area to include spot checking, with herbicide, mowing and the use of controlled burning.	
Impact on Operations:	None	


Woods Creek Riparian Corridor Burns		
	Maintenance - Open Space:	\$10,000
	FY 17/18 Total:	\$10,000
	Project Description: Funding is for prescribed burns identified in ecological site visits. The yearly assessment outlines a series of maintenance steps which need to order to keep the areas in their pristine conditions and to alleviate them from turning to weedy and un-maintained spaces. This is the amount to perform these maintenance activities.	
Impact on Operations:	None	


Algonquin Lakes Basketball Court Rehabilitation		
	Engineering Services:	\$5,000
	FY 17/18 Total:	\$5,000
	Project Description: This project includes improvements to Algonquin Lakes Park in Algonquin. This year's expenditures include engineering work.	
Impact on Operations:	None	


Water and Sewer Improvement and Construction Fund


Sanitary Sewer Rehabilitation	
	Infrastructure Maintenance: \$141,000
	FY 17/18 Total: \$141,000
	<p>Project Description:</p> <p>This is an ongoing program to identify and correct failures in the sanitary sewer collection system derived from sanitary sewer studies in order to prolong the life cycle and reduce routes of inflow and infiltration. Work includes potential manhole rehabilitation, sanitary sewer line replacements, and CIPP (Cured in Place Pipe), or lining of sanitary sewer pipe.</p>
Impact on Operations:	Potential reduced inflow and infiltration into the Village's sanitary sewer system, resulting in less operating costs at the WWTF.


Motor Replacement and Improvements - WTP #2 & #3	
	Water Treatment Plant: \$450,000
	FY 17/18 Total: \$450,000
	<p>Project Description:</p> <p>Funding is provided for improvements in the operation of the High Service Pumps (HSP) at Water Treatment Plant No. 2 and No. 3. Presently, the Plant's HSP's operate at a fixed speed, fixed rate of pumping. Improvements will see the installation of continuous duty rated, premium efficient electric motors and VFD (Variable Frequency Drives) to enable Plant operations and staff to vary the speed and rate of pumping of the HSP's, providing rates of pumping more closely matched to the demands of the distribution system. The varied pumping scheme better maintains elevated tower levels, reduces fluctuations in system pressures, realizes electrical savings, and helps to extend equipment life cycle.</p>
Impact on Operations:	Operating savings including those in the Electric (42212) line-item.


Replacement MCC – WTP 1	
	Water Treatment Plant: \$400,000
	FY 17/18 Total: \$400,000
	<p>Project Description:</p> <p>The Motor Control Center or MCC Replacement at Water Treatment Plant No. 1 entails the replacement of the main electrical panel boards, the cabinetry that brings main electrical service into the building and acts as a point of distribution for all electrical devices/equipment including pumps, chemical feed equipment, lighting, control circuitry, and SCADA. Existing equipment is nearing the end of useful life, out of electrical code, and not configurable for planned electrical upgrades.</p>
Impact on Operations:	None


Emergency Water Interconnect - Carpentersville		
	Engineering/Design Services:	\$30,000
	Infrastructure Maintenance:	\$115,000
	FY 17/18 Total:	\$145,000
	Project Description:	
Funding is being provided for construction of two emergency water interconnects with the Village of Carpentersville. One interconnect will be located on the east side, to the benefit of Algonquin to provide addition water resources to WTP no. 1. The second interconnect is to the benefit of Carpentersville, is slated for the west side, to provide addition water resources to WTP no. 4 and no. 5. The interconnects will allow for the movement of finished water between the two communities in times of emergency or schedule maintenance.		
Impact on Operations:	Improvement offers redundancy in water utility system.	


Distribution System Improvements		
	Engineering/Design Services:	\$10,000
	Water Main:	\$200,000
	FY 17/18 Total:	\$210,000
	Project Description:	
Funding is being provided for construction oversight services over the Distribution System Improvements projects. This project is an aggregate of several improvement projects, including the replacement of a PRV at Springhill Drive, the rehabilitation of a PRV at Surrey Lane, the addition of inverter duty motors and Variable Frequency Drives at the Countryside and Hillside BPS. The goal of the improvements is to increase system flexibility by allowing water to be moved between pressure zones more effectively, providing for more reliable water pressure during periods of emergency and/or maintenance, such as painting the Copper Oaks EWST.		
Impact on Operations:	Greater operational scalability for the water distribution function.	


Downtown Streetscape – Sanitary Sewer/Water Main		
<p style="text-align: center;">Photo Not Available</p> 	Engineering/Design Services:	\$300,000
	Water Main:	\$1,300,000
	Wastewater Collection:	\$1,300,000
	FY 17/18 Total:	\$2,900,000
Project Description:		
Construction will begin to consider full replacement of existing utilities, primarily water and sewer. In addition, consideration will be given to future demands and the need to upsize water main along Main Street to meet deficient fire flows. Likewise, consideration will be paid to the sanitary sewer, to remove improved routing and sewer capacity to meet any development to our northern boundary, to potentially eliminate two existing lift stations, and to construct a temporary lift station at the southwestern corner of Cornish Park.		
Impact on Operations:	None	


Downtown Streetscape – Stage 2 Water & Sewer		
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services:	\$110,000
	FY 17/18 Total:	\$110,000
	Project Description:	
	Funding is provided to complete engineering for phase 2 of the above improvements.	
Impact on Operations:	None	


Downtown Streetscape – Stage 3 Water & Sewer		
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services:	\$500,000
	FY 17/18 Total:	\$500,000
	Project Description:	
	Monies are provided to start engineering for stage 3 of the above improvements.	
Impact on Operations:	None	


Eastgate & Highland Water Main Improvement		
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services:	\$120,000
	FY 17/18 Total:	\$120,000
	Project Description:	
	Funding is provided for Phase 1 engineering. Water main replacement on Eastgate Drive was identified in the Water System Master Plan. Unrelated water main work on Highland Avenue is being included given a similar type of work and close proximity to Eastgate Drive.	
Impact on Operations:	None	


Huntington to Countryside Water Main (East)		
<p>Photo Not Available</p> 	Engineering Services:	\$280,000
	FY 17/18 Total:	\$280,000
	Project Description:	
	Funding is provided for Phase 1 and Phase 2 engineering for a portion of a 16-inch water main the runs from Towne Park to the east to the Countryside Standpipe/BPS. This project was identified in the Water System Master Plan.	
Impact on Operations:	None	


Huntington to Countryside Watermain (West)		
<p>Photo Not Available</p> 	Engineering Services:	\$105,000
	FY 17/18 Total:	\$105,000
	Project Description:	
	Funding is provided for Phase 1 engineering for a portion of a 16-inch water main that runs from Towne Park to the west for termination at the Huntington Standpipe/BPS. This project was identified in the Water System Master Plan.	
Impact on Operations:	None	


Motor Control Center Upgrades - WTP #1		
	Engineering Services:	\$75,000
	FY 17/18 Total:	\$75,000
	Project Description:	
	Funding is provided for phase 1 & 2 engineering for the MCC (motor control center) upgrades at WTP 1. This is a continuation of work begun in FY 2016-2017. Construction of said upgrades is anticipated to begin in the late fall to early winter of 2017.	
Impact on Operations:	None	


PRV Replacement Program Phase 1 & 2		
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services:	\$275,000
	FY 17/18 Total:	\$275,000
	Project Description:	
	Funding provided pursuant the PRV Replacement Program Stage 1. This service is for Phase 1 and Phase 2 engineering to replace three (3) PRV stations. Replacement was defined in the Water System Master Plan.	
Impact on Operations:	None	


Randall Road Widening Water Main Relocation		
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services:	\$32,000
	FY 17/18 Total:	\$32,000
	Project Description:	
	Funding provided for the Randall Road Widening Water Main Relocation provides for engineering design for relocation of water main in two areas of Randall Road widening. The two areas include west of the intersection of Randall Road/Algonquin Road and west of the intersection of Randall Road/Bunker Hill Drive as identified in an IGA with McHenry County DOT.	
Impact on Operations:	None	


Water System Project Plan Update		
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services:	\$25,000
	FY 17/18 Total:	\$25,000
	Project Description:	
	Funding provided for the Water System Project Plan Update will reflect changes in project priorities and re-submission to IEPA in consideration of a low interest loan for projects/improvements which include Downtown Streetscape and those identified in the Water System Master Plan Update.	
Impact on Operations:	None	


Sewer System Project Plan Update	
<p style="text-align: center;">Photo Not Available</p> 	Engineering Services: \$25,000
	FY 17/18 Total: \$25,000
	Project Description:
	Funding provided for the Sewer System Project Plan is to satisfy the documentation required by IEPA if the Village is to pursue a low interest loan from the Agency. It is anticipated a low interest loan application will be applied for to cover construction costs for projects/improvements identified through completion of the Solids Stabilization Study and Phosphorous Removal Study, and those related to the Downtown Streetscape.
Impact on Operations:	None


WTP #2 & #3 High Service Pump Improvements	
	Engineering Services \$20,000
	FY 17/18 Total: \$20,000
	Project Description:
	Funding provided for improvements to High Service Pumps (HSP) at WTP no. 2 and no. 3. Scope includes the replacement of existing electric motors to motors with a heavier duty rating and more applicable to use with Variable Frequency Drives (VFD's). Additionally, VFD's will be added. The upgraded electric motors and addition of the VFD's will enable each facility to better meet system demands, reduce pressure fluctuations, realize electrical savings, and reduce wear and tear on equipment.
Impact on Operations:	Operating savings including those in the Electric (42212) line-item.

WWTF Solids Stabilization	
	Engineering Services \$40,000
	FY 17/18 Total: \$40,000
	Project Description:
	Funding for the WWTF Solids Stabilization Study provide a conceptual plan in consideration of both aerobic and anaerobic digestion processes including the conversion of 801 & 802, automation of said conversion, replacement covers/digester gas holders, heat exchangers, digester mixing, and digester gas safety. The resulting report will present a greater detailed analysis, building upon the 2014 Wastewater Facility Plan Update and provide clear direction for the design phase.
Impact on Operations:	None

WWTF Phosphorous Removal		
	Engineering Services	\$40,000
	FY 17/18 Total:	\$40,000
Project Description:		
Funding for the WWTF Phosphorous Removal Study provide a conceptual plan in consideration of an anticipated NPDES permit required phosphorous.		
Impact on Operations:	Potential increased operating costs to meet regulatory requirements.	

Sewer Line Assessment SL-RAT		
	Infrastructure Maintenance	\$70,000
	FY 17/18 Total:	\$70,000
Project Description:		
Funding is provided for the SL-RAT or Sewer Line Rapid Assessment Tool to provide a quick preliminary assessment tool used to prioritize problems areas in the collection system, used as a precursor to sewer line televising. The technology uses sound, creating an acoustic profile based on algorithmic calculations which can reveal defects such as tree roots, grease, breakage and infiltration. Year 2 of 3 will target basins representing the portion of collection system from the Fox River extending west, to include.		
Impact on Operations:	Reduced expenditures related to sanitary sewer assessment (43370) due to more efficient methods.	

Manhole Camera Inspections (Year 2 of 3)		
	Infrastructure Maintenance	\$89,000
	FY 17/18 Total:	\$89,000
Project Description:		
This is the second year where monies are provided for manhole camera inspections. Camera inspections utilizes a 360-degree digital scanning of manhole structures producing four (4) deliverable outputs; a 360-degree perspective of the structure, and unfolded view of the structure, and a geometric view suitable for submitting to engineers and CAD applications. This is a component of a CMOM program.		
Impact on Operations:	Reduced expenditures related to sanitary sewer assessment (43370) due to more efficient methods.	

Replacement Water Meters		
	Infrastructure Maintenance:	\$400,000
	FY 17/18 Total:	\$400,000
	Project Description:	
	Funding is provided for the replacement of water meters. Year 1 of 3 focused on the replacement of commercial sites consisting of water meters ranging in size from 1-inch to 6-inch. Approximately 500 water meters will be replaced. This amount includes outsourcing installation. This is a component of the CMOM program.	
Impact on Operations:	None	

Village Construction Fund

The Village Construction Fund has no planned expenditures for FY 17/18.

Multi-Year Planning

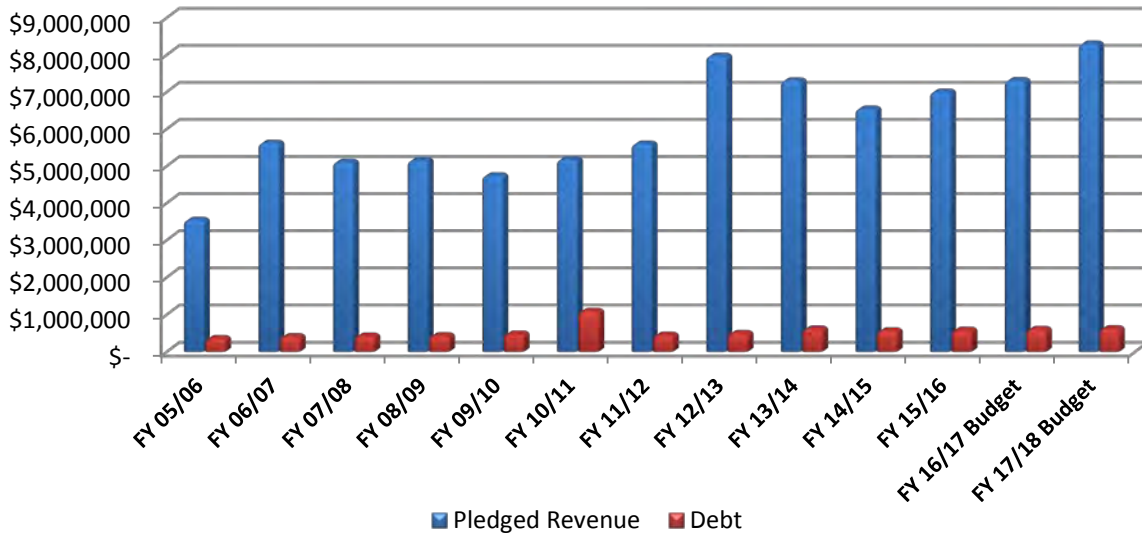
The following tables summarize current multi-year plans, including projected costs and revenues which were presented to and endorsed for implementation by the Village Board, as outlined in the Public Works Department's Multi-Year Capital Plans. The following schedule is subject to annual revision and funding authorization.

Motor Fuel Tax and Street Improvement Funds Projects (Construction Only)					
Project	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Sleepy Hollow Road	\$3,000,000	-	-	-	-
Terrace Hill Subdivision	\$3,700,000	-	-	-	-
Downtown Streetscape	\$6,287,000	\$2,118,500	\$3,537,500	\$7,079,500	-
Randall Road Pedestrian Bridge	\$5,500,000	-	-	-	-
Lake Drive South	\$300,000	-	-	-	-
Algonquin Lakes Subdivision	\$500,000	-	\$2,000,000	-	-
Boyer Road	-	\$1,000,000	-	-	-
County Line Road	-	\$1,000,000	-	-	-
Harnish Drive	-	\$500,000	-	-	-
Gaslight Subdivision	-	\$750,000	-	-	-
Janaks Subdivision	-	\$2,500,000	-	-	-
River Road	-	-	\$2,500,000	-	-
Bunker Hill	-	-	\$1,700,000	-	-
Projected Expenditures	\$19,287,000	\$7,868,500	\$9,737,500	\$7,079,500	-
Projected Revenues	\$6,425,000	\$6,555,520	\$6,690,000	\$6,825,000	\$6,825,000
Projected Surplus/(Deficit)	(\$12,862,000)	(\$1,312,980)	(\$3,047,500)	(\$254,500)	\$6,825,000

Impact of Capital Debt Obligations on Capital Funds

Water and Sewer Improvement and Construction Fund revenues are pledged to offset debt initiatives as well as existing debt. The debt coverage from the Pledged Revenues is required to be a minimum ratio of 1.25 of revenues to debt (as established in the bond ordinance). The actual, estimated actual and budgeted coverage for FY 05/06 to FY 17/18 is shown below:

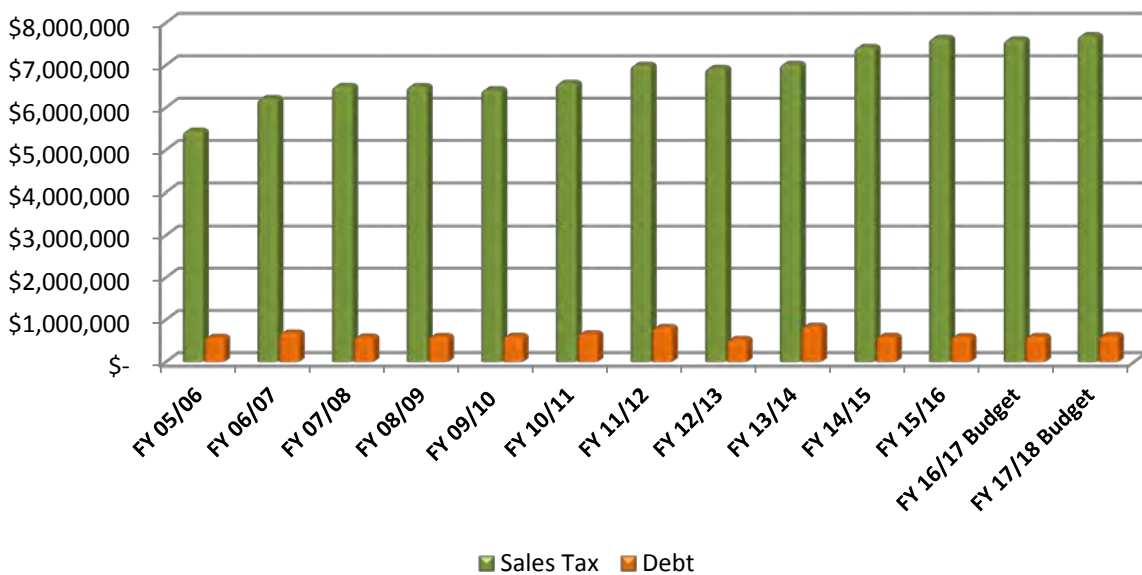
Water & Sewer Pledged Revenue vs. Debt Requirement



Impact of Capital Debt Obligations on General Fund

General sales tax revenues are pledged to offset the debt obligations incurred for construction of the Public Works facility (completed in 2003). The debt coverage from sales tax revenues is required to be a minimum ratio of 1.25 of revenues to debt (as established in the bond ordinance). The actual, estimated actual, and budgeted coverage for FY 05/06 to FY 17/18 is as follows:

Sales Tax Revenue vs. Debt Requirement



Thus, the Village has ample funds to offset debt obligations.

Summary

In conclusion, through sound financial planning, the Village is able to plan for capital purchases with minimal impact on operations. In the capital funds, the Village has established known and, for the most part, predictable revenue sources to provide a stable source of funding for major capital projects as outlined in the multi-year plans. Regarding vehicle purchases, the Village is smoothing the cost impact through establishment of a designated cash fund. Where necessary, the Village does utilize bonds for major capital improvements. Village leaders feel that, through these important planning steps, the Village of Algonquin can ensure that funding will be available for continued maintenance of existing infrastructure, and addition of resources and infrastructure to meet the needs of our growing citizenry.



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Motor Fuel Tax Fund

Service Area Description

The Motor Fuel Tax (MFT) Fund is used for maintenance and improvements of Village streets for residents and the motoring public in order to provide safe and efficient travel through and within the Village of Algonquin.



The MFT Fund assigns resources for repairing and resurfacing Village streets for improved travel

The Motor Fuel Tax Fund supports the Village of Algonquin’s mission by:

- Maintaining the Village’s Infrastructure and Upholding a High Quality of Life for Residents.

FY 16/17 Accomplishments

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

Complete

- Harper Drive Road Construction.
- Harper Drive Bike Path Construction.
- Phase 2 Engineering for Sleepy Hollow Road.

Near Completion

- N/A

Not Complete

- N/A

FY 17/18 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

- Increase expenditures for materials to provide for higher level of maintenance on Village streets.

Performance Measures

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

Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village’s Infrastructure and Uphold a High Quality of Life for Residents						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Provide adequate infrastructure throughout the Village.	Miles of streets improved ¹	1	0	0.6	0.6	0
	Construction costs of MFT street improvement projects ¹	\$1.2M	\$775,000	\$650,000	\$700,000	\$0
	Percentage of overall street system improved ¹	0.7%	0.7%	0.3%	0.3%	0%
Notes: ¹ – Strategies and measures are only applicable to the MFT-funded portion of the project. Other funds and revenue sources also contribute to the construction and maintenance of the Village’s street system.						

Motor Fuel Tax Fund

Revenues

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
03000300	33015	MFT Allotments	\$ 779,586.81	\$ 774,190.96	\$ 806,435.11	\$ 815,000.00	\$ 773,000.00
03000300	33016	Capital Program Allotment	132,374.00	264,748.00		-	-
03000300	33017	High Growth Allotment	-	-	-	-	37,000.00
03000300	33052	Donations - Capital	-	63,662.84	2,958.79	-	-
03000500	36020	Interest - Investment Pools	321.81	328.87	2,748.35	500.00	3,000.00
03000500	38004	Transfer - Street Improvement	-	-	-	-	-
Motor Fuel Tax Fund Total			\$ 912,282.62	\$ 1,102,930.67	\$ 812,142.25	\$ 815,500.00	\$ 813,000.00

Motor Fuel Tax Fund

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
03900300	42232	Engineering/Design Services	\$ 114,357.94	\$ 146,518.97	\$ 168,148.95	\$ 227,000.00	\$ -
03900300	43309	Materials	363,150.47	582,767.61	302,751.91	428,000.00	482,500.00
03900300	43370	Infrastructure Maintenance	-	211,239.37	-	995,000.00	225,000.00
03900300	45593	Capital Improvements	-	-	57,924.33	150,000.00	70,000.00
Motor Fuel Tax Fund Total			\$ 477,508.41	\$ 940,525.95	\$ 528,825.19	\$ 1,800,000.00	\$ 777,500.00

Street Improvement Fund

Service Area Description

The Street Improvement Fund provides for maintenance and improvements to Village streets and drainage areas for residents and the motoring public in order to provide safe and efficient travel through and within the Village of Algonquin. This fund also ensures safe and environmentally conscious projects for storm water and drainage.



Resurfacing work performed on a residential street in Algonquin

The Street Improvement Fund supports the Village of Algonquin's mission by:

- Maintaining the Village's Infrastructure and Upholding a High Quality of Life for Residents.
- Promoting Programs with a Conservation Focus.

FY 16/17 Accomplishments

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

Complete

- Cumberland Parkway Copper Oaks Section 2 Street Improvements.
- Highland Avenue Street Improvements.
- Stonegate Street Improvements.
- Surrey Lane Creek & Drainage Repair.
- Road Resurfacing (Countryside, Huntington, Par).
- Downtown Streetscape Stage 1 Phase 1 Engineering.
- Downtown Streetscape Utility Lowering Phase 1 Engineering.
- Glenmoor Section 1 Street Improvements Phase 2 Engineering.
- Terrace Hill Street Improvements Phase 2 Engineering.
- Ratt Creek Reach 5 Concept Plan.
- IMS 17-18 Projects Phase 1 Engineering.

Near Completion

- Woods Creek Restoration.

Not Complete

- Road Resurfacing (Boyer, County Line).
- Corporate Campus Fiber Optic Install.
- Randall Road Pedestrian Underpass Phase 1 Engineering.
- Lake Braewood Drainage Phase 1 Engineering.

FY 17/18 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

- Downtown Streetscape Stage 1 Phase 2 Engineering.
- Downtown Streetscape Stage 2 Phase 1 Engineering.
- Downtown Streetscape Utility Lowering Phase 2 Engineering.
- Glenmoor Section 1 Street Improvements.
- Road Resurfacing 16-17 Project Construction.
- Road Resurfacing 17-18 Projects Engineering (Broadmore, Gaslight, Lake Drive South).
- Road Resurfacing 18-19 Projects Engineering (Algonquin Lakes, Brittany Hills, High Hill, Souwanas, Scott, Schuett, Wecks).
- Road Resurfacing 19-20 Projects Engineering (Algonquin Hills, Harnish Drive Section 1, Janaks, Square Barn Road, Stonegate Drive Section 1, Wintergreen Terrace).
- Randall Road Pedestrian Underpass Phase 1 & 2 Engineering.
- Terrace Hill Street Improvements.

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

- Lake Braewood Drainage Phase 1 & 2 Engineering.
- Ratt Creek Reach 5 Phase 1 Engineering.
- Souwanas Creek Reach 2 Phase 1 Engineering.

Performance Measures

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

Guiding Principle #3: Evaluate, Plan for, and Implement Important Capital Improvement Projects in Order to Maintain the Village’s Infrastructure and Uphold a High Quality of Life for Residents						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Provide adequate infrastructure throughout the Village.	Miles of streets improved ¹	2.8	0	2.3	3.2	7
	Construction costs of street improvement fund projects ¹	\$2,000,000	\$2,600,000	\$8,000,000	\$3,900,000	\$13,000,000
	Percentage of overall street system improved ¹	1%	0%	2%	2%	3%
Notes:						
¹ – Strategies and measures are only applicable to the Street Improvement Fund portion of the project. Other funds and revenue sources also contribute to the construction and maintenance of the Village’s street system						

Street Improvement Fund

Revenues

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
04000500	31011	Home Rule Sales Tax	\$ 3,008,628.14	\$ 4,007,438.92	\$ 4,120,849.21	\$ 4,150,000.00	\$ 4,220,000.00
04000500	31190	Telecommunications Tax	394,911.06	398,555.00	339,046.89	348,000.00	325,000.00
04000500	31495	Utility Tax Receipts	998,361.13	951,723.06	899,377.48	900,000.00	925,000.00
04000500	33012	Intergovernmental Agreement	-	466,672.84	-	-	-
04000300	33032	Donations - Operating - PW	357.50	-	-	-	-
04000300	33052	Donations - Capital - PW	65,240.77	209,622.20	(15,000.00)	-	-
04000300	33252	Grants - Capital - PW	-	-	-	-	-
04000500	36001	Interest	1,445.00	66.02	118.92	50.00	200.00
04000500	36020	Interest -Investment Pools	10,296.62	11,203.50	16,438.10	8,950.00	9,800.00
04000300	37905	Sale of Surplus Property	-	-	-	-	-
04000500	37110	Insurance Claims	-	-	-	-	-
04000500	38016	Transfer - Special Reveune Fund	-	-	-	-	-
Street Improvement Fund Total			\$ 4,479,240.22	\$ 6,045,281.54	\$ 5,360,830.60	\$ 5,407,000.00	\$ 5,480,000.00

On March 7, 2006, the Village Board approved two ordinances. The first eliminated the utility tax on natural gas and delivery charges for Village residents and businesses. The 4% utility tax related to natural gas no longer applied as of July 1, 2006. A use tax fee of \$0.0103 was implemented as a charge per therm. The second ordinance established a home rule retailers' occupation tax and service occupation tax of three-quarters percent (0.75%). This tax applies to retail and service sales and was effective on July 1, 2006. It does not apply to sales of food for human consumption off the premises where it is sold (i.e., groceries), prescription and non-prescription medicines, or other medical supplies. In addition, it does not apply to sales of tangible personal property that is titled or registered with an agency of this state's government (e.g., cars, trucks, motorcycles, etc.). No change in home rule sales tax allocations is proposed for FY 16/17 with 100% allocations designated to the Street Improvement Fund.

Utility tax receipts are based on use tax charges on energy usage for natural gas (Nicor) and electricity (ComEd). ComEd is based on kilowatt (KW) hours, and Nicor is based on therms.

Street Improvement Fund

Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
04900300	42230	Legal Services	\$ 8,592.50	\$ 9,252.50	\$ 6,917.50	\$ 6,000.00	\$ 25,000.00
04900300	42232	Engineering/Design Services	629,767.63	775,273.08	861,375.82	3,530,000.00	2,161,000.00
04900300	43370	Infrastructure Maintenance	1,066,534.62	1,790,162.73	398,480.14	3,410,000.00	2,359,000.00
04900300	45590	Capital Purchase	-	-	-	-	-
04900300	45593	Capital Improvements	1,719,152.57	2,406,762.36	1,166,126.88	4,430,000.00	4,961,000.00
04900300	45595	Land Acquisition	-	-	-	-	-
Street Improvement Fund Total			\$ 3,424,047.32	\$ 4,981,450.67	\$ 2,432,900.34	\$ 11,376,000.00	\$ 9,506,000.00

Park Improvement Fund

Service Area Description

The Park Fund provides funds for large-scale new development of park sites as well as major wetland restoration and stream corridor maintenance projects. Large-scale development and restoration provide both passive and active recreational activities for all Village residents.

The Park Fund supports the Village of Algonquin's mission by:

- Maintaining the Village's Infrastructure and Upholding a High Quality of Life for Residents.
- Promoting Programs with a Conservation Focus.



Towne Park reopened to the public with various site improvements in May 2015

FY 16/17 Accomplishments

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



Complete

- Engineering for Dixie Creek Park Drainage Improvements.
- Maintenance Activities on Blue Ridge Detention.
- Naturalization of Spella Park Detention basin.
- Maintenance Activities on Spella Fen Restoration.
- Prescribed burns in Spella Wetland and Winding Creek Corridor.



Near Completion

- Snapper Field Court Replacement.



Not Complete

- N/A

FY 17/18 Objectives

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

- Engineering for Algonquin Lakes Basketball Court Rehab.
- Engineering for Kelliher Park Parking Lot.
- Engineering for Stoneybrook Park Improvements.

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

- Phase 2 Engineering for Dixie Creek park and Drainage Improvements.
- Maintenance activities on Blue Ridge Naturalized Detention Basin.
- Maintenance activities on Spella Naturalized Detention Basin.

- Maintenance activities on Spella Fen Restoration.
- Woods Creek Corridor burns.

Performance Measures

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

Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Preserve and enhance Village’s tree resources.	Total Number of Trees Planted	0	0	307	469	220
	Total Cost per Tree ¹	\$0	\$0	\$130	\$140	140
	Number of Tree Sites Remaining on Wait List	1,148	1,365	1,149	1,275	1,500

1 – Tree only, not installation.

Park Improvement Fund

Revenues

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
06000500	31175	Video Gaming Terminal Tax	\$ 28,211.45	\$ 60,122.07	\$ 96,068.43	\$ 60,000.00	\$ 108,000.00
06000500	31190	Telecommunications Tax	-	-	260,678.87	285,000.00	270,000.00
06000300	33013	Intergovernmental - PW	-	-	-	-	-
06000300	33032	Donation - Operating - PW	-	-	-	-	-
06000300	33052	Donation - Capital - PW	-	-	329,175.00	-	-
06000300	33150	Donation - Ecosystem Maint.	5,448.00	5,662.00	-	-	-
06000300	33152	Donation - Reforestation	400.00	150.00	47,100.00	-	-
06000300	33153	Donation - Watershed	-	-	4,539.17	-	-
06000300	33155	Donation - Wetland Mitigation	-	-	38,567.26	-	-
06000300	33252	Grants - Capital - PW	-	-	-	-	-
06000500	36001	Interest	304.52	79.62	133.26	100.00	2,000.00
06000500	36020	Interest - Investment Pools	-	-	494.70	-	-
Park Fund Total			\$ 34,363.97	\$ 66,013.69	\$ 776,756.69	\$ 345,100.00	\$ 380,000.00

Park Improvement Fund

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
06900300	42232	Engineering Services	\$ -	\$ 3,326.40	\$ -	\$ 40,000.00	\$ 95,000.00
06900300	43370	Infrastructure Maintenance	-	-	-	-	35,000.00
06900300	44402	Reforestation ¹	187.24	-	-	40,000.00	11,000.00
06900300	44408	Wetland Mitigation ¹	100,060.12	7,616.99	17,197.74	21,000.00	6,000.00
06900300	44425	Maintenance-Open Space ¹	16,430.60	21,607.60	20,800.00	52,000.00	26,000.00
06900300	45593	Park Development	-	-	30,308.40	500,000.00	100,000.00
06900300	45595	Land Acquisition	-	-	-	-	-
Parks Fund Total			\$ 116,677.96	\$ 32,550.99	\$ 68,306.14	\$ 653,000.00	\$ 273,000.00
¹ - Restricted Funds							

Water and Sewer Improvement and Construction Fund

Service Area Description

The Water and Sewer Improvement and Construction Fund provides for maintenance and improvements to the Village water distribution system for delivery of safe drinking water, for the conveyance of sewage for treatment, and for protection of our Village of Algonquin residents and the environment.

The Water and Sewer Improvement and Construction Fund supports the Village of Algonquin's mission by:

- Maintaining the Village's Infrastructure and Upholding a High Quality of Life for Residents.



Primary Sludge Pumping Improvements brings automation to solids handling at the WWTF.

FY 16/17 Accomplishments

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



Complete

- Design phase of two emergency water interconnects with the Village of Carpentersville.
- Design phase of water distribution system improvements, including one new PRV station, rehabilitation of one PRV station, addition of VFD's and piping modifications at the Countryside and Hillside BPS.



Near Completion

- Design phase of improvements to WTP no. 2 and no. 3 High Service Pumps through the replacement of inverter duty motors, addition of VFD's, and related SCADA integration.



Not Complete

- Construction phase of two emergency water interconnects with the Village of Carpentersville.
- Construction phase of water distribution system improvements, including one new PRV station, rehabilitation of one PRV station, addition of VFD's and piping modifications at the Countryside and Hillside BPS.
- Construction phase of improvements to WTP no. 2 and no. 3 High Service Pumps through the replacement of inverter duty motors, addition of VFD's, and related SCADA integration.
- Construction phase of Primary Sludge Pumping Improvements bringing automation to solids handling and anaerobic digester feeding at the WWTF. Project expected to be completed by April 1, 2017.

FY 17/18 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

- Complete construction of two water interconnects with the Village of Carpentersville.
- Complete construction of the 2016 water distribution system improvements, includes one new PRV station, rehabilitation of one PRV station, addition of VFD's and piping modifications at the Countryside and Hillside BPS.

- Complete improvements to WTP no. 2 and no. 3 High Service Pumps through installation of inverter duty motors, new VFD's, and related SCADA integration.
- Sanitary sewer evaluation through SL-RAT or Sewer Line Rapid Assessment Tool and manhole camera inspections to identify pipe defects and map manhole structures.
- Complete construction of wet utilities per Stage 1 of the Downtown Streetscape Project.
- Complete Solids Stabilization Study to evaluate and develop future planning design documents as it relates to aerobic and anaerobic digestion and solids handling.
- Complete a Phosphorous Removal Study to evaluation and develop future planning and design documents as it relates to compliance with future NPDES permit requirements for nutrient discharge.
- Complete construction of online phosphorous monitoring equipment with SCADA integration to regulate chemical feed equipment in response to varying concentrations of phosphorous.

Water and Sewer Improvement and Construction Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
12000500	31011	Home Rule Sales Tax	\$ 742,925.44	\$ -	\$ -	\$ -	\$ -
12000400	33035	Donations - Operating W&S	-	-	-	-	-
12000400	33055	Donations - Capital W&S	-	137,660.27	-	-	-
12000400	34800	Water Tap-On Fees	23,040.00	186,359.00	628,910.00	200,000.00	200,000.00
12000400	34810	Sewer Tap-On Fees	22,927.00	175,413.00	548,686.00	190,000.00	190,000.00
12000500	36001	Interest	63,868.24	69,194.47	100.82	100.00	200.00
12000500	36020	Interest - Investment Pools	19,634.71	15,395.81	13,555.81	9,900.00	9,800.00
12000500	36050	Interest - PAN Fixed Income	(3,226.42)	-	-	-	-
12000500	38007	Transfer from W&S Operating	-	-	-	-	1,200,000.00
Water & Sewer Imp. & Const. Fund Total			\$ 869,168.97	\$ 584,022.55	\$ 1,191,252.63	\$ 400,000.00	\$ 1,600,000.00

An ordinance establishing a home rule retailer's occupation tax and service occupation tax of three-quarters percent (0.75%) was passed by the Village Board on March 7, 2006. This tax applies to retail and service sales and was implemented as of July 1, 2006. It does not apply to sales of food for human consumption off the premises where it is sold (i.e., groceries), prescription and non-prescription medicines, or other medical supplies. In addition, it does not apply to sales of tangible personal property that is titled or registered with an agency of this state's government (e.g., cars, trucks, motorcycles, etc.). No allocation of the home rule sales tax is proposed to be utilized in this fund in FY 15/16.

Water and Sewer Improvement and Construction Fund

Expenses

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
Nondepartmental							
12900400	42228	Investment Management	\$ 1,544.57	\$ -	\$ -	\$ -	\$ -
12900400	42230	Legal Services	2,437.50	4,950.00	1,331.25	20,000.00	20,000.00
12900400	42232	Engineering Services	(85,415.31)	189,227.12	32,534.10	698,200.00	1,987,000.00
12900400	43370	Infrastructure Maintenance	-	466,672.84	154,988.35	300,000.00	965,000.00
Subtotal			\$ (81,433.24)	\$ 660,849.96	\$ 188,853.70	\$ 1,018,200.00	\$ 2,972,000.00
Capital Expenditures							
12900400	45520	Water Treatment Plant	\$ -	\$ -		\$ 275,000.00	\$ 850,000.00
12900400	45526	Wastewater Collection	-	0.25		286,500.00	1,300,000.00
12900400	45565	Water Main	88,639.73	830.07		908,500.00	1,500,000.00
12900400	45570	Wastewater Treatment Facility	-	-	78,448.07	86,000.00	-
Subtotal			\$ 88,639.73	\$ 830.32	\$ 78,448.07	\$ 1,556,000.00	\$ 3,650,000.00
Transfers and Debt Service							
12900400	46680	Bond Principal	\$ -	\$ -	\$ -	\$ -	\$ -
12900400	46681	Bond Interest Expense	164,830.00	-	-	-	-
12900400	46682	Bond Fees	374.50	-	-	-	-
Subtotal			\$ 165,204.50	\$ -	\$ -	\$ -	\$ -
Water & Sewer Imp. & Const. Fund Total			\$ 172,410.99	\$ 661,680.28	\$ 267,301.77	\$ 2,574,200.00	\$ 6,622,000.00
Actual figures have been adjusted to reflect capitalization of fixed assets, per auditor.							
Capital expenditures are transferred to and capitalized in the Water & Sewer Operating Fund.							

Village Construction Fund

Revenues

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

Village Construction Fund

Expenditures

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

General Obligation and Revenue Bonds

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	1,195,000	220,000	1,415,000
2019	1,265,000	189,800	1,454,800
2020	1,310,000	154,850	1,464,850
2021	715,000	118,625	833,625
2022	755,000	97,175	852,175
2023	770,000	74,525	844,525
2024	815,000	51,425	866,425
2025	830,000	26,975	856,975
Total	7,655,000	933,375	8,588,375

Long-Term Debt

<i>Legal Debt Margin</i>	2013	2014	2015	2016	2017
Assessed Valuation - 2012	<u>\$ 887,200,696</u>				
Assessed Valuation - 2013		<u>\$ 805,011,696</u>			
Assessed Valuation - 2014			<u>\$ 777,811,422</u>		
Assessed Valuation - 2015				<u>\$ 801,609,593</u>	
Assessed Valuation - 2016					<u>\$ 852,365,740</u>
Legal Debt Limit - 8.625% of Assessed Valuation	\$ 76,521,060	\$ 69,432,259	\$ 67,086,235	\$ 69,138,827	\$ 73,516,545
Amount of Debt Applicable to General Obligation Bonds	<u>\$ 12,480,000</u>	<u>\$ 11,190,000</u>	<u>\$ 9,950,000</u>	<u>\$ 8,815,000</u>	<u>\$ 7,655,000</u>
Legal Debt Margin	<u>\$ 64,041,060</u>	<u>\$ 58,242,259</u>	<u>\$ 57,136,235</u>	<u>\$ 60,323,827</u>	<u>\$ 65,861,545</u>

*The 2003 Special Census established the Village as Home Rule; therefore, the Village is not subject to debt limit and the legal debt margin is no longer applicable. The information above demonstrates how the Village is currently managing existing debt.

Debt Service Fund

General Obligation Bonds. The government issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for general government activities as well as for refunding previously issued general obligation bonds.

	Balance May 1, 2012	Additions	Retirements	Balance April 30, 2013
General Obligation Bonds				
Series 2005B **	2,935,000	-	-	2,935,000
Series 2010, Refunding***	1,870,000	-	590,000	1,280,000
Total	\$ 4,805,000	\$ -	\$ 590,000	\$ 4,215,000

	Balance May 1, 2013	Additions	Retirements	Balance April 30, 2014
General Obligation Bonds				
Series 2005B **	2,935,000	-	2,935,000	-
Series 2010, Refunding***	1,280,000	-	620,000	660,000
Series 2014A, Refunding****	-	2,885,000	-	2,885,000
Total	\$ 4,215,000	\$ 2,885,000	\$ 3,555,000	\$ 3,545,000

	Balance May 1, 2014	Additions	Retirements	Balance April 30, 2015
General Obligation Bonds				
Series 2010, Refunding***	660,000	-	660,000	-
Series 2014A, Refunding****	2,885,000	-	10,000	2,875,000
Total	\$ 3,545,000	\$ -	\$ 670,000	\$ 2,875,000

	Balance May 1, 2015	Additions	Retirements	Balance April 30, 2016
General Obligation Bonds				
Series 2014A, Refunding****	2,875,000	-	545,000	2,330,000
Total	\$ 2,875,000	\$ -	\$ 545,000	\$ 2,330,000

	Balance May 1, 2016	Additions	Retirements	Balance April 30, 2017
General Obligation Bonds				
Series 2014A, Refunding****	2,330,000	-	550,000	1,780,000
Total	\$ 2,330,000	\$ -	\$ 550,000	\$ 1,780,000

	Balance May 1, 2017	Additions	Retirements	Balance April 30, 2018
General Obligation Bonds				
Series 2014A, Refunding****	1,780,000	-	565,000	1,215,000
Total	\$ 1,780,000	\$ -	\$ 565,000	\$ 1,215,000

* Series 2002B is a Capital Appreciation Bond and the additions are accreted values.

** Series 2005B is a G.O. Refunding Bond for the 2002B Capital Appreciation Bond.

*** Series 2010 is a G.O. Refunding Bond for the 2002A G.O. Refunding Bond.

**** Series 2014A is a G.O. Refunding Bond for the 2005B G.O. Refunding Bond

Water and Sewer Bonds

Revenue Bonds. The government issues bonds where the government pledges income derived from the acquired or constructed assets to pay debt service.

	Balance May 1, 2012	Additions	Retirements	Balance April 30, 2013
Revenue Bonds Series 2005A	8,765,000	-	500,000	8,265,000
Total	\$ 8,765,000	\$ -	\$ 500,000	\$ 8,265,000

	Balance May 1, 2013	Additions	Retirements	Balance April 30, 2014
Revenue Bonds Series 2005A	8,265,000	-	8,265,000	-
Series 2013, Refunding*	-	7,645,000	-	7,645,000
Total	\$ 8,265,000	\$ 7,645,000	\$ 8,265,000	\$ 7,645,000

	Balance May 1, 2014	Additions	Retirements	Balance April 30, 2015
Revenue Bonds Series 2013, Refunding*	7,645,000	-	570,000	7,075,000
Total	\$ 7,645,000	\$ -	\$ 570,000	\$ 7,075,000

	Balance May 1, 2015	Additions	Retirements	Balance April 30, 2016
Revenue Bonds Series 2013, Refunding*	7,075,000	-	590,000	6,485,000
Total	\$ 7,075,000	\$ -	\$ 590,000	\$ 6,485,000

	Balance May 1, 2016	Additions	Retirements	Balance April 30, 2017
Revenue Bonds Series 2013, Refunding*	6,485,000	-	610,000	5,875,000
Total	\$ 6,485,000	\$ -	\$ 610,000	\$ 5,875,000

	Balance May 1, 2017	Additions	Retirements	Balance April 30, 2018
Revenue Bonds Series 2013, Refunding*	5,875,000	-	630,000	5,245,000
Total	\$ 5,875,000	\$ -	\$ 630,000	\$ 5,245,000

* Series 2013 is a G.O. Refunding Bond for the 2005A G.O. Refunding Bond

Debt Service Fund

Revenues

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

Debt Service Fund

Expenditures

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

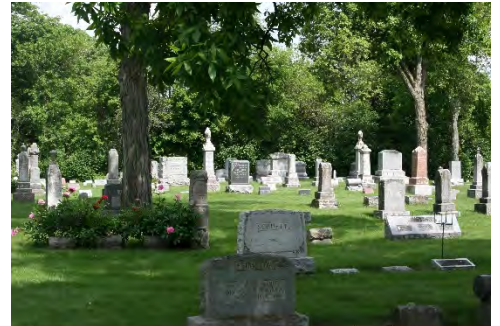
Cemetery Fund

Service Area Description

The Cemetery Fund provides for the maintenance and operation of the Village-owned cemetery to residents and nonresidents in order to provide a place where their relatives are nearby and have a safe and peaceful resting place.

The Cemetery Fund supports the Village of Algonquin’s mission by:

- Maintaining the Village’s Infrastructure and Upholding a High Quality of Life for Residents.



Algonquin Cemetery in the spring

FY 16/17 Accomplishments

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



Complete

- Continue ongoing maintenance and seasonal cleanups.
- Weed control performed to keep the grounds looking manicured.



Near Completion

- N/A



Not Complete

- N/A

FY 17/18 Objectives

Guiding Principle #3: Evaluate, Plan for, and Implement Maintenance of the Village’s Infrastructure and Uphold a High Quality of Life for Residents

- Continue ongoing maintenance and seasonal cleanups.
- Weed control performed to keep the grounds looking manicured.

Statistics

Algonquin Cemetery					
	2012	2013	2014	2015	2016
Interments	18	22	13	12	20
Lots Sold	14	15	5	3	2

Cemetery Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
02000100	34100	Rental Income ¹	\$ 20,158.76	\$ 20,763.52	\$ 21,386.43	\$ 22,000.00	\$ 22,600.00
02000100	34300	Lots & Graves	7,000.00	1,900.00	2,400.00	6,000.00	4,000.00
02000100	34310	Grave Opening	14,950.00	9,225.00	6,225.00	10,000.00	10,000.00
02000100	34320	Perpetual Care ²	2,000.00	500.00	500.00	1,500.00	1,000.00
02000500	36001	Interest	17.12	4.43	5.89	50.00	50.00
02000500	36020	Interest - Investment Pools	533.26	624.79	524.52	900.00	1,300.00
02000500	36026	Interest - Cemetery Trust ²	15.17	15.72	16.04	50.00	50.00
Cemetery Fund Total			\$ 44,674.31	\$ 33,033.46	\$ 31,057.88	\$ 40,500.00	\$ 39,000.00
¹ - Rental Income includes the annual rental payment for a ground lease by a wireless service provider at the cemetery.							
² - Restricted Account							

Cemetery Fund

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
02400100	42234	Professional Services	\$ 20,550.00	\$ 20,800.00	\$ 21,100.00	\$ 21,300.00	\$ 27,700.00
02400100	42236	Insurance	1,184.87	1,047.08	912.78	1,000.00	1,100.00
02400100	42290	Grave Opening	9,275.00	5,900.00	6,000.00	8,000.00	8,000.00
02400100	43319	Supplies	-	-	-	1,850.00	1,050.00
Cemetery Fund Total			\$ 31,009.87	\$ 27,747.08	\$ 28,012.78	\$ 32,150.00	\$ 37,850.00



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Swimming Pool Fund

Service Area Description

The Swimming Pool Fund provides leisure/recreation services to residents in the community, as well as to local swim teams and day care businesses in order to provide a safe, educational, and recreational setting for the visitors.

The Swimming Pool Fund supports the Village of Algonquin’s Mission by:

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



The Lions Armstrong Memorial Pool keeps visitors cool during the summer.

Personnel Summary

No new personnel are proposed for FY 17/18.

Personnel Schedule	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Change
Manager	0.35	0.35	0.35	0.3	0.3	-
Swim Lesson Coordinator (2)	0.35	0.30	0.30	0.25	0.25	-
Instructor	0.75	1.0	1.0	1.0	1.0	-
Morning Lifeguard	.05	0.1	0.1	0.1	0.1	-
Lifeguard	2.25	2.0	2.0	1.8	1.8	-
Cashier	1.0	1.0	1.0	0.8	0.8	-
Total Full-Time Equivalent Positions	4.75	4.75	4.75	4.25	4.25	-
<i>Full-Time Employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>35</i>	<i>32</i>	<i>32</i>	<i>29</i>	<i>29</i>	<i>-</i>

FY 16/17 Accomplishments

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



Complete

- Continue to offer theme nights during the summer (5).
- Continue to work with inter-departments to provide training to all pool staff in working with chemicals and proper cleaning techniques.
- Continue to offer discount program to neighboring communities to increase pool membership.
- Research cost and replace the funbrella shade in the concession stand area.
- Certify/recertify staff in lifeguarding skills/water safety instruction.
- Certify/recertify staff in CPR/AED/First Aid.
- Certify and train all staff for safe food handling per McHenry County.



Near Completion

- Expand the adult aquatic programs.
- Effectively promote pool rental opportunities to schools, athletic groups, and businesses.
- Continue to work with Public Works for pool deck improvement project.



Not Complete

- Use feedback from the energy audit to develop energy efficient practices for the bathhouse.

FY 17/18 Objectives

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

- Research the ability to have WiFi for customers to access while at the facility.
- Continue with Theme days at the pool to enhance customer experience.
- Look for new adult aquatic programs to offer at pool.

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

- Continue to offer discounted passes to neighboring communities to increase pool memberships.
- Research cost and market pool with other media outlets to help increase pool awareness.
- Effectively promote pool rental opportunities to schools, athletic groups, daycares, and businesses.

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

- Research cost and replace the awning for the concession stand.
- Research cost for new deck chairs for newly expanded deck area.
- Research cost and replace concession stand tables, including one ADA compliant.

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

- Certify/recertify staff in lifeguarding skills/water safety instruction.
- Certify/recertify staff in CPR/AED/First Aid Skills.
- Certify/recertify staff in safe food handling per McHenry County.

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

- Use feedback from the energy audit to develop energy efficient practices for the bathhouse.
- Create and promote a recycling program for this facility.

Performance Measures

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

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2014	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Align programs with community needs.	Total Season Pool Memberships	1,142	1,111	1,150	1,055	1,200
	Season Pool Membership Retention Rate	61.6%	60.5%	60.0%	55.0%	60.0%
	Total Swim Lesson Registrants	359	352	375	376	375
	Total Attendance	10,531	12,078	11,500	12,501	12,000
Continue to develop competent staff.	WSI/LGI Certified Staff	2	1	2	1	1

Statistics

Lions-Armstrong Memorial Pool					
	2012	2013	2014	2015	2016
Average Chlorine Level ¹	1.6	1.2	2.2	2.0	1.9
Average pH Level ²	7.2	7.0	7.2	7.9	7.1
Average Air Temperature	82°	78°	83°	78°	76°
Operating Days	100	103	100	107	90
Pool Closures	11	22	14	13	17
Notes: ¹ Acceptable chlorine levels range between 0.5 and 3.0. ² Acceptable pH levels are between 6.8 – 8.0					
Pool Closures: 2 full day closures (pool did not open) 15 days of partial closures (low bather load, weather, mechanical issues, organic matter)					

Swimming Pool Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
05000100	33030	Donations-Operating-Gen. Gov.	\$ -	\$ -	\$ 471.00	\$ -	\$ -
05000100	34100	Rental Income ¹	21,884.50	22,931.50	22,440.80	22,500.00	23,000.00
05000100	34500	Swimming Annual Pass	37,715.00	32,095.00	31,325.00	37,500.00	36,000.00
05000100	34510	Swimming Daily Fees ²	25,153.39	25,694.02	30,144.45	27,500.00	26,000.00
05000100	34520	Swimming Lesson Fees	24,808.01	20,448.50	20,301.00	21,000.00	22,000.00
05000100	34560	Concessions	7,562.45	7,364.19	8,657.83	8,000.00	8,500.00
05000500	36001	Interest	0.91	0.39	0.14	-	-
05000500	36020	Interest - Investment Pools	-	-	2.90	-	-
05000500	37900	Miscellaneous Revenue	-	45.00	-	-	-
05000500	38001	Transfer from General Fund	82,900.00	115,608.63	87,486.88	130,800.00	145,000.00
Swimming Pool Fund Total			\$ 200,024.26	\$ 224,187.23	\$ 200,830.00	\$ 247,300.00	\$ 260,500.00
Notes:							
¹ - Trails Swim Team contribution.							
² - Includes reduced admission for groups.							

Swimming Pool Fund

Expenditures

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
Nondepartmental Personnel							
05900100	41104	FICA	\$ 5,739.31	\$ 5,566.86	\$ 5,654.52	\$ 6,050.00	\$ 6,500.00
05900100	41105	Unemployment Tax	412.59	400.37	554.48	700.00	750.00
05900100	41110	Salaries	75,022.76	72,768.27	73,916.10	79,000.00	85,000.00
Subtotal			\$ 81,174.66	\$ 78,735.50	\$ 80,125.10	\$ 85,750.00	\$ 92,250.00
Contractual Services							
05900100	42210	Telephone	\$ 0.28	\$ 176.06	\$ 184.80	\$ 110.00	\$ 1,950.00
05900100	42211	Natural Gas	2,957.13	3,398.58	2,041.46	4,800.00	4,800.00
05900100	42212	Electric	7,126.23	5,067.86	5,923.20	6,240.00	6,850.00
05900100	42213	Water	3,232.84	3,349.16	4,067.44	4,300.00	5,000.00
05900100	42234	Professional Services	150.00	1,584.00	900.00	1,200.00	1,200.00
05900100	42236	Insurance	6,295.75	5,570.53	6,553.09	7,500.00	7,500.00
Subtotal			\$ 19,762.23	\$ 19,146.19	\$ 19,669.99	\$ 24,150.00	\$ 27,300.00
Supplies & Materials							
05900100	43308	Office Supplies	\$ 923.51	\$ 822.66	\$ 986.67	\$ 450.00	\$ 1,250.00
05900100	43320	Tools, Equipment & Supplies	5,653.21	4,039.55	592.41	1,700.00	10,950.00
05900100	43333	IT Equipment	-	-	-	2,400.00	-
Subtotal			\$ 6,576.72	\$ 4,862.21	\$ 1,579.08	\$ 4,550.00	\$ 12,200.00
Maintenance							
05900100	44423	Building Services (S)	\$ 84,547.64	\$ 117,077.82	\$ 91,816.37	\$ 89,000.00	\$ 99,000.00
05900100	44445	Outsourced Building Maint.	-	-	-	34,000.00	20,000.00
Subtotal			\$ 84,547.64	\$ 117,077.82	\$ 91,816.37	\$ 123,000.00	\$ 119,000.00
Other Charges							
05900100	47701	Recreation Programs	\$ 617.32	\$ 189.99	\$ 947.00	\$ 1,300.00	\$ 1,300.00
05900100	47740	Travel/Training/Dues	615.00	415.00	715.00	1,650.00	1,450.00
05900100	47760	Uniforms & Safety Items	1,203.63	1,478.82	1,685.92	1,700.00	1,700.00
05900100	47800	Concession Purchases	4,764.53	3,646.43	4,491.03	5,200.00	5,300.00
Subtotal			\$ 7,200.48	\$ 5,730.24	\$ 7,838.95	\$ 9,850.00	\$ 9,750.00
Swimming Pool Fund Total			\$ 199,261.73	\$ 225,551.96	\$ 201,029.49	\$ 247,300.00	\$ 260,500.00
(S) indicates those line items that reimburse the Internal Service Funds.							
Note: Administrative support staff is not accounted for in Personnel line-items.							

Development Fund

Revenues

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

Development Fund

Expenditures

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

Downtown TIF Fund

Revenues

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

Downtown TIF Fund

Expenditures

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

Police Pension Fund

Revenues

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

Police Pension Fund

Expenses

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

Special Service Area #1 Fund

Revenues

			FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget
60000500	31566	Real Estate Tax - SSA	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
60000100	36001	Interest	-	-	-	-	-
Special Service Area #1 Fund Total			\$ -	\$ -	\$ -	\$ -	\$ 70,000.00

Special Service Area #1 Fund

Expenditures

			FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
			Actual	Actual	Actual	Budget	Budget
60900100	42234	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
60900100	48001	Transfer to General Fund	-	-	-	-	-
Special Service Area #1 Fund Total			\$ -	\$ -	\$ -	\$ -	\$ -



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Glossary

Account	A unit of financial reporting for budget, management, or accounting purposes.
Accounts Payable	Term for amounts owed for goods and/or services.
Accounts Receivable	Amount due from others for goods or services provided.
Accrual Basis (Proprietary Funds)	Revenues are recognized in the accounting period they are earned and become measurable. Expenses are recognized in the accounting period in which the liability is incurred.
Ad Valorem	Latin term meaning “according to value”; refers to a way of assessing taxes on property.
Allocation	Designation of expenditure for a specific purpose or level of the organization.
Allotment	Distribution of revenues from the State of Illinois.
Alternate Revenue Bond	Also known as a double-barreled bond is secured by the pledge of two or more sources of payment.
Amortization	To liquidate a debt by payments at regular intervals over a specified time period.
Arbitrage	Arbitrage in the municipal market is the difference between the interest paid on tax-exempt bonds and the interest earned on normally higher-yielding taxable securities. Federal tax law restricts the yield that can be earned on the investment in taxable bonds.
Arbitrage Certificate	Transcript certificate evidencing compliance with the limitations on arbitrage imposed by the Internal Revenue Code and applicable regulations.
Assessed Valuation	Value placed on real estate or other property by a government entity as a foundation for levying taxes.
Asset	Government owned or held resources with monetary value.
Asset Allocation	Terms pertaining to pension plans to determine which types of investments are to be included and the percentages of overall investment portfolio each type of investment can represent.
Audit	Formal examination of financial records.
Balanced Budget	A balanced budget exists when revenues are equal to or exceed expenditures for operating expenses and/or a cash reserve is present to offset large capital expenses.
Bond (General Obligation or Revenue)	Promise to pay a specified amount of money (face amount of bond) on a particular date (maturity date). Primarily used to finance capital projects.

Glossary

Bond Anticipation Note (BAN)	A note issued in anticipation of later issuance of bonds, usually payable from the proceeds of the sale of the bonds or renewal notes. BANs can also be general obligations of the issuer.
Bond Counsel	A lawyer or law firm that delivers a legal opinion to the bondholders that deals with the issuer's authorization to issue bonds and the tax-exempt nature of the bond. Bond counsel is retained by the issuer.
Bond Insurance	Legal commitment by insurance company to make scheduled payment of interest and principal of a bond issue in the event that the issuer is unable to make those payments on time. The cost of insurance is usually paid by the issuer in case of a new issue of bonds, and the insurance is not purchased unless the cost is offset by the lower interest rate that can be incurred by the use of the insurance. Insurance can also be obtained for outstanding bonds in the secondary market.
Bond Refunding	Refinancing of a previously issued bond.
Bonded Indebtedness	Outstanding debt created by issuance of bonds. Repaid with ad valorem or other revenue.
Budget	Document outlining financial plan for a specific time period (fiscal year). Includes all planned revenues and expenditures for that time period.
Budget Calendar	Key dates followed in the process to prepare and adopt annual budget.
Budgetary Accounts	Special accounts used to achieve budgetary integration but not reported in the general –purpose external financial statements.
Budgetary Basis of Accounting	Time period used for recognizing when the effects of transactions or events should be acknowledged for financial reporting.
Budgetary Fund Balance	The difference between assets and liabilities in a governmental fund calculated in accordance with the basis of budgeting.
Budgetary Guidelines	The National Advisory Council on State and Local Budgeting recommendations on the budgeting process.
Budgetary Journal Entries	Journal entries that correspond to budgetary accounts.
Buffalo Box (B-Box)	Box at curb stop utilized to turn water off or on.
Business-Type Activities	Term used in governmental financial statements for activities of state or local government to utilize user charges to recover costs.
Call	Actions taken to pay the principal amount prior to the stated maturity date in accordance with the provisions for call stated in the proceedings and the securities.
Callable	Subject to payment of the principal amount (and accrued interest) prior to the stated maturity date, with or without payment of a call premium. Bonds can be callable under a number of circumstances, including at the option of the issuer, or on a mandatory/extraordinary basis.

Glossary

Call Premium	A dollar amount, usually stated as a percentage of the principal amount called, paid as a penalty or a premium for the exercise of a call provision.
Call Protection	Bonds that are not callable for a certain number of years before their call date.
Capital Assets	Tangible or intangible assets such as land, easements, buildings, vehicles, equipment, machinery, works of art, historical items, infrastructure, and improvements to any of these items used in the operation of the Village.
Capital Expenditures	Expenditures made to acquire, add to, or improve property, plant, and equipment, including land, structures, machinery, equipment, special tools, and other depreciable property; construction in progress; and tangible and intangible exploration and development costs. In accounting, a capital expenditure is added to an asset account (i.e. capitalized), thus increasing the asset's basis.
Capital Project Fund	Fund to be used to account for revenues and expenditures relating to acquisition or construction of major capital facilities.
Capitalization	Statement of capital in the form of money, stock or long term debt.
Cash Basis of Accounting	Accounting system that recognizes transactions when actually received or dispersed.
Cash Equivalent	Highly liquid investments that are easily converted to cash or near maturity.
Cash/Cash Flow	Currency on hand and demand deposit accounts with banks or other financial institutions.
Census Enumerators	US Census Bureau employees, who visit each residence in a municipality to record demographic information.
Commingled	Dollars from separate funds are maintained in same account.
Comprehensive Annual Financial Report (CAFR)	An annual report for the Village. It details all funds and includes financial statements and supporting documentation, combining statements and individual fund statements. The report should also include general information about the Village and information to document compliance of legal or contractual issues.
Constraint Budgeting	Advance knowledge of bottom-line budget amounts.
Cost of Service	Fee structure which results in user fees, rates, and customer charges sufficient to cover cost of providing the service.
Competitive Underwriting	A sale of municipal securities by an issuer in which underwriters or syndicates or underwriters submit sealed bids (or oral auction bids) to purchase the securities. The securities are won and purchased by the underwriter or syndicate of underwriters who submit the best bid according to the guidelines in the notice of sale.

Glossary

Credit Enhancement	The use of the credit of a stronger equity to strengthen the credit of a lower-rated entity in bond or note financing.
Critical Incident Deployment	Dispatch of police or emergency assistance for incidents of an unusual and catastrophic nature. It is a series of emergency levels tailored to meet the needs of varying degrees of emergencies, while at the same time providing and maintaining continuous police coverage not affected by the emergency.
Current Financial Resources Measurement Focus	A term used in connection with government funds that refers to an approach to financial reporting that presents only financial assets and certain near-term liabilities, consistent with the focus of a typical operating budget.
Debt Limit	Statutory or constitutional limit on the principal amount of debt that an issuer may incur (or that it may have outstanding at any one time).
Debt Service Fund	Fund used to pay general long-term debt principal and interest.
Deferred Revenue	Unearned revenue or revenue that cannot be liquidated in the current fiscal period.
Deficit	Amount by which a sum of money falls short of expected amount.
Depreciation	Expense charges against earnings to write off cost of item over its useful life, giving consideration to wear and tear, obsolescence, and salvage value.
Derivative	A derivative is a financial product that derives its value from an underlying security.
Designated Unreserved Fund Balance	Funds which are expendable for which the Board or management staff has tentative plans.
Disbursement	Paying out of money to satisfy debt or expense.
Economic Resources Measurement Focus	A form of financial reporting used for proprietary funds, fiduciary funds, and government-wide financial statements. All assets are presented whether they are or will become available for spending and all liabilities are included regardless of when and how they will be liquidated.
Encumbrances	Commitment to perform services or provide goods at a later time.
Enterprise Fund	Account used to report activity pertaining to goods and services provided for which a fee is charged.
Equity	Term for difference between assets and liabilities in a fund or column of the government-wide financial statements.
Expenditure	Cost incurred in normal course of business.
Expense	Charges incurred for all facets of a business – operations, maintenance, interest, etc.

Glossary

Fiduciary Funds	Pertaining to funds in trust.
Financial Assets	Assets that either now or will become available for spending.
Financial Advisor	A consultant to an issuer of municipal securities who provides the issuer with advice with respect to the structure, timing, terms, or other similar matters concerning a new issue of securities.
Fiscal Policy	Government's policies concerning revenues, expenditures, and debt management and how they correspond to the entity's services, programs, and capital investments. This provides a basis for the planning and programming of the government's budget and funding.
Fiscal Year	Declared accounting period, twelve month period designated May 1 – April 30.
Fixed Asset	Asset intended to be held or used for more than one fiscal year.
Force Account	Construction or maintenance work performed by the Village's personnel, not outside laborers.
Forecast	Estimate of expected business result, business plan for municipality for the future.
Fund	Fiscal and accounting tool to record expenditures and revenues.
Fund Balance	Excess of assets over liabilities.
Fund Classification	Categories used to classify funds – governmental, proprietary, or fiduciary.
Fund Type	Eleven classifications for all funds. Governmental funds include the general fund, special revenue funds, debt service funds, capital project funds and permanent funds. Proprietary funds include enterprise funds and internal service funds. Fiduciary funds include pension, trust, investment, private-purpose trust, and agency funds.
GAAP Fund Balance	A term for the difference between assets and liabilities reported in a government fund and calculated according to general accepted accounting principles.
GASB 34	Governmental Accounting Standards Board – Proclamation #34. Basic financial statements and management's discussion and analysis for state and local governments.
General Accounting Office (GAO)	This office was established by the Federal Government to improve performance and accountability. The office issues Government Auditing Standards.
General Fund	General operating fund of the Village. Revenues largely derived from property taxes, user fees, fines, and the Village's share of the state income and sales taxes.

Glossary

General Obligation Bond	Bonds that finance a variety of public projects such as streets, buildings, and improvements. Repayment of the bonds is typically from property taxes. The Village pledges to repay this municipal bond and the bond is backed with the full faith and credit of the Village.
General Revenues	Any revenue not required to be reported as program revenue. Taxes are general revenues and should be reported by type of tax. Also, other non-tax revenue such as grants, interest, and contributions should be reported as general revenue.
Generally Accepted Accounting Principles (GAAP)	The rules and procedures that provide the norm for fair presentation of financial statements.
Geographic Information Systems	An organized collection of computer hardware, software and geographic data to efficiently capture, store, update, analyze, and display all forms of geographic reference information.
Goal	A broad statement of purpose, intent or direction for the municipality.
Government Finance Officers Association (GFOA)	An association of public finance professionals that is instrumental in developing and promoting generally accepted accounting principles for state and local government. They sponsor the Certificate of Achievement for Excellence in Financial Reporting Program.
Government Funds	General, Special Revenue, Debt Service and Capital Project funds.
Governmental Accounting Standards Board #34 (GASB 34)	Specific proclamation issued by GASB which establishes several changes in governmental reporting and impacts the presentation of governmental financial statements.
Governmental Accounting Standards Board (GASB)	The ultimate authority on accounting and financial reporting standards established for state and local government.
Governmental Activities	Activities of a state or local government that are supported by taxes.
Government-Wide Financial Reporting	Non-fiduciary fund statements that report governmental and business-type activities rather than funds or fund types.
Grant	Money bestowed on municipality through application process.
Illinois Funds	A money market fund that was developed and implemented in 1975 by the Illinois General Assembly under jurisdiction of the Treasurer to provide an investment alternative for public treasurers across the state of Illinois.
Impact Fees	Fees assessed to developers for improvement costs of the development, such as schools, parks, roads, etc.
Improvement	An addition or change made to a capital asset for the purpose of prolonging the life or the asset or increasing the efficiency. The cost of the addition or change is added to the book value of the asset.

Glossary

Inflation	Increase in general price level of goods and services, decrease in purchasing power of dollar.
Infrastructure	Capital assets that are typically stationary and can be preserved to a greater number of years than most capital assets (buildings, equipment, roads, water mains, etc).
Internal Service Fund	Proprietary fund that is used to report activity that provides goods or services to other funds, departments, or agencies on a cost-reimbursement basis.
Invested In Capital Assets Net Of Related Debt	The portion of net assets reflecting equity in capital assets.
Investing Activity	Terminology associated with cash flows reporting. Examples of these activities are making and collecting loans, and acquiring and selling debt or equity instruments.
Investment	Purchase of property, stocks, bonds, annuities, mutual funds, etc. with the expectation of realizing income or capital gain.
K-9 Unit	Unit in Police Department that employs use of dog for investigation.
Letter of Credit (LOC)	A commitment, usually issued by a bank, used to guarantee the payment of principal and interest on debt issues. The LOC is drawn if the issuer is unable to make the principal and/or interest payments on a timely basis.
Level Debt Service	A debt service schedule where total annual principal plus interest is approximately the same throughout the life of the bond. This entails a maturity schedule with increasing principal amounts each year.
Level Principal	A debt service schedule where total annual principal plus interest declines throughout the life of the bond. This entails a maturity schedule with the same amount of principal maturing each year, with a resulting smaller interest component each year.
Liquidity	Ability to “cash in” at any moment in time with minimal chance of loss.
Live Scan	A fingerprint system that produces forensic quality ten-print records by electronically scanning and capturing rolled fingerprints.
Makeup Tax	A sales makeup tax on sales of tax exempt sand and gravel shipped from annexed property, Meyer Material, at the rate of 1.8 cents per ton. (Ordinance 93-O-54)
Management Letter	A letter issued by an auditor to management that outlines internal control weaknesses resulting from the audit of the financial statements.
McHenry County Municipal Risk Management Agency (MCMRMA)	Consortium of municipal entities partnered to provide self insurance for workers compensation and general liability.
Median Rent	Midpoint of rent values in a specified area.

Glossary

Merit Compensation Plan	Performance-based system for compensating non-union employees.
Modified Accrual Basis (Governmental Funds)	Revenues recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred.
Money Market Investment	A short-term, highly liquid investment. These investments include commercial paper, banker's acceptances, and US treasury and agency obligations.
Municipal Bond	A bond issued by a state or local government unit.
Negotiated Underwriting	In a negotiated underwriting the sale of bonds is by negotiation and agreement with an underwriter or underwriting syndicate selected by the issuer before the moment of sale.
Notice of Sale (NOS)	An official document disseminated by an issuer of municipal securities that gives pertinent information regarding and upcoming bond issue and invites bids from prospective underwriters.
Operating and Maintenance Costs	All costs of operating, maintaining and routine repair of the waterworks and sewerage system, including wages, salaries, costs of material and supplies, power, fuel, insurance, purchase of water or sewerage treatment services, including all payments by the Village pursuant to long term contracts for such services, and, in particular, all payments from time to time under any water supply agreement between the Village and a duly constituted water commission or intergovernmental agency, notwithstanding that such contract may contain provisions for payment even in the event water is not supplied; but excluding debt service, depreciation, or any reserve requirements; and otherwise determined in accordance with generally accepted accounting principles for municipal enterprise funds.
Operating Revenues and Expenses	Proprietary fund statement of revenues, expenses, and changes in net assets.
Overlapping Debt	The debt of other issuers that is payable in whole or in part by taxpayers of the subject issuer.
Pension Plan	Plan which allows for payment of pension benefits from the assets of the plan. The pension benefits include refunds of contributions to plan member or their beneficiaries as outlined by the terms of the plan.
Permit Excursion	The IEPA sets limits and parameters on what can be discharged from the Wastewater Treatment Plant. Excursions occur when those limits are exceeded.
Perpetual Care	Continuous ongoing care as it relates to the cemetery operations.
Pledged Revenues	Revenues minus Operation and Maintenance Costs.
Principal	The face amount of a bond, exclusive of accrued interest and payable at maturity.

Glossary

Proprietary Funds	Enterprise and internal service funds – pertain to, operating income, changes in net assets, financial position, and cash flow.
Ratings	Alpha and/or numeric symbols used to give indications of relative credit quality. In the municipal market these designations are published by the investors' rating services.
Refunding	Sale of a new issue, the proceeds of which are to be used, immediately or in the future, to retire an outstanding issue by, essentially, replacing the outstanding issue with the new issue. Refundings are done to save interest cost, extend the maturity of the debt, or relax existing restrictive covenants.
Request for Proposals (RFP)	A series of questions sent by a potential issuer to evaluate the qualification of potential underwriters of their negotiated issues.
Reserved Fund Balance	Financial assets that are not available for spending.
Restricted Assets	Assets that must be used in accordance with externally imposed creditors, grantors, contributors, or laws or regulations of other governments or in accordance with laws imposed through constitutional provisions or enabling legislation.
Restricted Net Assets	The portion of net assets equal to resources whose use is legally restricted minus any non-capital related liabilities payable from those same resources.
Revenue	Inflow of assets from the sale of goods or services.
Revenue Anticipation Note (RAN)	RANs are issued in anticipation of other sources of future revenue other than taxes.
Revenue Bonds	Bonds usually sold for constructing a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.
Revolving Loan Fund	A state funded loan to be used to assist in job growth within the community. A loan that is automatically renewed upon maturity.
Short-Term Debt	Generally, debt that matures in one year or less.
Single Audit	An audit conducted in compliance with the Single Audit Act of 1984 and Office of Management and Budget Circular A-133, <i>Audits of States, Local Governments, and Non-Profit Organizations</i> .
Single Audit Act of 1984	Federal legislation that provides for state and local government agencies that are recipients of federal assistance to have one audit performed to meet the needs of all federal grantor agencies. Act amended in 1996.
Special Assessment	Mandatory levy applied to certain properties to offset in part or whole the cost of capital improvements or services that would primarily benefit those properties.

Glossary

Surplus	Remainder of fund appropriated for a particular purpose.
Swap	A transaction in which an investor sells one security and simultaneously buys another with the proceeds, usually for about the same price and frequently for tax purposes.
Tap-on Fees	Fees charged to join or to extend to an existing utility system.
Tax Anticipation Note (TAN)	TANs are issued by states or local governmental units to finance current operations in anticipation of future tax receipts.
Tax-Exempt Commercial Paper (TECP)	A short-term promissory note issued for periods up to 270 days is often used in lieu of fixed-rate BANs, TANs, and RANs because of the greater flexibility offered in setting both maturities and determining rates.
Telecommunication Tax	A 3.7% tax levied by the Village on communication companies/customers for transmissions on telephone lines and wireless transmissions.
True Interest Cost (TIC)	A method of calculating bids for new issues of municipal securities that takes into consideration the time value of money.
Underwriter	The securities dealer who purchases a bond or note issue from an issuer and resells to investors. If a syndicate or selling group is formed, the underwriter who coordinates the financing and runs the group is called the senior or lead manager.
Unqualified Opinion	Opinion given by independent auditor that financial statements are presented fairly.
Unreserved Fund Balance	Expendable available financial resources in a government fund.
Unrestricted Net Assets	The remaining balance of net assets after the elimination of invested in capital assets nets of related debt and restricted net assets.
Utility Tax	A tax levied by the village on the customers of various utilities such as electricity. The tax rate is based on kilowatt usage levels for electricity.
Yield	Potential dollar earnings an investment can provide; may be called rate of return.

Glossary of Acronyms

AMS	Algonquin Middle School Elementary school located at 520 Longwood Drive, Algonquin.
APWA	American Public Works Association An international educational and professional association of public agencies, private sector companies, and individuals dedicated to providing high quality public works goods and services.
AVL	Automatic Vehicle Locator Global Positioning System for locating and tracking village vehicles to know location and collect data live.
AWWA	American Water Works Association An international nonprofit professional organization dedicated to the improvement of drinking water quality and supply.
BASSET	Beverage Alcohol Sellers and Servers Education and Training Illinois's seller/server training program that is an educational tool to promote responsibility and compliance with the laws.
CAFR	Comprehensive Annual Finance Report An annual report for the Village that details all funds and includes financial statements and supporting documentation, combining statements and individual fund statements. The report should also include general information about the Village and information to document compliance of legal issues.
CALEA	Commission on Accreditation of Law Enforcement Agencies The Commission on Accreditation of law Enforcement Agencies, Inc. was established as an independent accrediting authority in 1979 by the four major law enforcement membership associations: International Association of Chiefs of Police, national Organization of Black Law Enforcement Executives, National Sheriffs' Association, and Police Executive Research Forum. The overall purpose of the Commission's accrediting program is to improve delivery of law enforcement services by offering a body of standards, developed by law enforcement practitioners, covering a wide range of up-to-date law enforcement topics.
CFA	Computerized Fleet Analysis A software program designed to troubleshoot service problems experienced by the Village fleet of vehicles and equipment.
CPR	Cardio-Pulmonary Resuscitation A technique designed to temporarily circulate oxygenated blood through the body of a person whose heart has stopped.
DARE	Drug Abuse Resistance Education It is a drug abuse prevention program designed to equip elementary, middle, and high school children with knowledge about drug abuse, the consequences of abuse and skills for resisting peer pressure to experiment with drugs, alcohol, and tobacco.
DMR QA/QC	Discharge Monitoring Report Quality Assurance/Quality Control Annual participation in a laboratory testing program to provide assurance our testing methodology and practices are accurate. Required by IEPA.
DNR	Department of Natural Resources A governmental agency whose goal is to manage, protect and sustain Illinois' natural and cultural resources; provide resource-compatible recreational opportunities and to promote natural resource-related issues for the public's safety and education

Glossary of Acronyms

DUI	Driving Under the Influence Term used to describe an individual who is under the influence of a mood or mind altering substance.
E-911	Emergency 911 Universal telephone number established for the reporting of emergency situations. 911 calls automatically present the address of the caller to allow police officers to respond immediately.
EAP	Employee Assistance Program Confidential service that offers assistance to employees and their family members. The program provides professional assistance and counseling for personal problems.
EAV	Equalized Assessed Value The equalized assessed value, or EAV, is the result of applying the state equalization factor to the assessed value of a parcel of property. Tax bills are calculated by multiplying the EAV (after any deductions for homesteads) by the tax rate.
EPA	Environmental Protection Agency A federal agency established in 1970 to protect human health and the environment.
ESDA	Emergency Services Disaster Agency Agency formed to coordinate major or emergency disaster efforts. ESDA can assist Incident Commanders in coordinating the incident with appropriate governmental agencies. Additionally, the can assist in notification to other municipal and state organizations as necessary.
EVOC	Emergency Vehicle Operators Course Course that provides law enforcement personnel with the skills, knowledge, and behavior traits needed to safely and effectively operate their emergency vehicles under different traffic and weather conditions.
FICA	Federal Insurance Contribution Act FICA tax is a tax levied in equal amounts on employees and employers to fund old-age, survivors, and disability claims. This tax is composed of two elements: 6.2% Social Security tax and 1.45% Medicare tax.
FUTA	Federal Unemployment Tax Act The Federal Unemployment Tax Act, with state unemployment systems, provides for payment so unemployment compensation to workers who have lost their jobs. Most employers pay both a federal and a state unemployment tax. For 2010, state UTA tax rate is 0.85% of the first \$12,520 of salary.
FY	Fiscal Year Declared accounting period, twelve month period designated May 1 – April 30.
FYE	Fiscal Year End The end of the declared accounting period (e.g. FYE 2015 would be April 30, 2015).
GAAP	Generally Accepted Accounting Principles The rules and procedures that provide the norm for fair presentation of financial statements.
GAAS	Generally Accepted Auditing Standards The rules and procedures that govern the conduct of financial audit. There are ten basis GAAS, classed into three broad categories: general standards, standard of field work, and standards or reporting.
GAO	General Accounting Office This office was established by the Federal Government to improve performance and accountability. The office issues Government Auditing Standards.

Glossary of Acronyms

- GASB** **Governmental Accounting Standards Board**
The ultimate authority on accounting and financial reporting standards established for state and local government.
- GASB 34** **Governmental Accounting Standards Board – Proclamation #34**
Specific proclamation issued by GASB which establishes several changes in governmental reporting and impacts the presentation of governmental financial statements.
- GFOA** **Government Finance Officers Association**
As association of public finance professionals that is instrumental in developing and promoting generally accepted accounting principles for state and local government. They sponsor the Certificate of Achievement for Excellence in Financial Reporting Program.
- GIS** **Geographic Information Systems**
An organized collection of computer hardware, software, and geographic data to efficiently capture, store, update, analyze, and display all forms of geographic reference information.
- GO Bond** **General Obligation Bond**
Bonds that finance a variety of public projects such as streets, buildings, and improvements. Repayment of the bonds is typically from property taxes. The Village pledges to repay this municipal bond and the bond is backed with the full faith and credit of the Village.
- GOBI** **General Obligation Bond, Interest**
The interest accrued from a general obligation bond.
- gpm** **Gallons Per Minute**
System of measurement for both the Village water and wastewater treatment facilities.
- HVAC** **Heating, Ventilation, and Air Conditioning**
System that provides heating, ventilation and/or cooling within a building.
- HTE** **Sunguard HTE**
Software encompassing Report Manager, CAD (computer aided dispatch), MDB (mobile data browsers).
- I&I** **Inflow and Infiltration**
Term used to describe occurrence during a rain event in which storm water may drain into the sanitary sewer system. It is important to monitor the inflow and infiltration because a wastewater facility is designed to process a certain volume per day and too much additional volume will tax the system.
- ICMA** **International City/County Management Association**
ICMA was founded in 1953 for the purpose of supporting and improving municipal and county management and strengthening local government. The Association's 500 plus members are professionals who share the common interest of promoting effective local government.
- IDOT** **Illinois Department of Transportation**
The Department responsible for planning, construction, and maintenance of Illinois' transportation network which encompasses, highways and bridges, airports, public transit, rail freight and rail passenger systems.
- IMRF** **Illinois Municipal Retirement Fund**
Established in 1941, a program that provides employees of local governments and school districts in Illinois with a sound and efficient system for payment of retirement disability, and death benefits.

Glossary of Acronyms

IML	Illinois Municipal League Established in 1914, the League offers membership to any city, village, or incorporated town in the state of Illinois and provides a common meeting ground, provides a formal voice for municipalities, promotes competence and integrity in government, and offers programs that provide knowledge, experience, and assistance for municipal officials.
IPRA	Illinois Park and Recreation Association The Illinois Park and Recreation Association is a not-for-profit organization and public interest group with the goal of providing quality park and recreation opportunities for the citizens of Illinois. Advocates for lifetime benefits of parks, recreation, and conservation.
ISO	Insurance Services Office Provides statistical measurement for risk management.
IT	Information Technology The branch of engineering that deals with the use of computers and telecommunications to retrieve, store, and transmit information.
KW	Kilowatt A measure of electric power. One kilowatt equals 1000 watts.
JULIE	Joint Utility Locating Information for Excavation JULIE is the entity to contact 48 hours prior to the start of any project that involves excavating. JULIE provides the service of notifying utility and service providers to mark their underground lines to prevent injury or service disruption as a result of digging into unburied lines.
LEAP	Law Enforcement and Advocate Partnership LEAP is a division of Turning Point, a shelter near Woodstock, Illinois for victims of domestic violence with a particular emphasis on women and minor children. It is an organization offering training to area law enforcement officers in responding to domestic violence incidents, providing after hour Orders of Protection and accelerated follow-up to at-risk victims of domestic violence.
LGI	Life Guard Instructor American Red Cross certification issued for individuals who successfully complete the lifeguard instructor class. Participants learn to teach the Lifeguard Training course and its accompanying components: AED Essentials, Oxygen Administration for the Professional Rescuer, CPR/AED for the Professional Rescuer, Lifeguard Management, and Blood borne Pathogens: Preventing Disease Transmission.
McMRMA	McHenry County Municipal Risk Management Agency Consortium of municipal entities partnered to provide self insurance for workers compensation and general liability.
MFT	Motor Fuel Tax Since October 1, 1977, Illinois has imposed a motor fuel use tax on fuel used by interstate commercial motor vehicles. The Illinois Department of Revenue collects funds annually to help, in part, build and maintain roads and highways. Programs such as railroad crossing protection, boating safety, and vehicle emission testing also benefit from motor fuel taxes.
MGD	Million Gallons Per Day System of measurement for both the Village water and wastewater treatment facilities.

Glossary of Acronyms

NIMS	National Incident Management System A system mandated by Homeland Security Presidential Directive that provides a consistent nationwide approach governmental agencies and nongovernmental organizations to work effectively and efficiently to prepare, respond and recover from domestic incidents.
NPDES	National Pollution Discharge Elimination System The Federal Water Pollution Control Act authorized the Surgeon General of the Public Health Service to prepare comprehensive programs for eliminating or reducing the pollution of interstate waters and tributaries and improving the sanitary condition of surface and underground waters. Section 402 of the Federal Water Pollution Control Act establishes the NPDES to authorize EPA issuance of discharge permits to control discharges into waterways.
OSHA	Occupational Safety and Health Association OSHA's mission is to assure the safety and health of America's workers by setting and enforcing standards and providing training and education. The staff establishes protective standards, enforces those standards, and supports employers and employees through technical assistance and consultation programs.
PIMS	Police Information Management System
PPE	Personal Protective Equipment Safety equipment for laborers.
PT	Part Time An employee who is employed in a position which requires the performance of duty for less than one thousand hours per year. An employee who is hired for a specific position with no specific date upon which employment ends.
PVR	Pressure Reducing Valve The EPA establishes standards for the amount of pressure allowable for water entering residential and commercial locations. There are two zones in a water system that are based on a gravity feeding system. This force creates a pressure higher than the EPA allowable standard. The pressure reducing valve is used to lower the pressure before it is distributed to homes and businesses.
PW	Public Works
R&B	Road and Bridge Term used to refer to the network of roads and bridges in the Village.
S (S)	Service Service Fund (Internal Service Fund) is a proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.
SCADA	Supervisory Control and Data Acquisition System utilized by the Village for both production of drinking water and treatment of sanitary sewer. In the production of water, SCADA automatically turns pumps on or off, monitors water levels in storage tanks, monitors chemical feed rates, and notifies staff of failures. In the treatment of sanitary sewer SCADA monitors flow rates, controls pumps on/off, and notifies staff of failures. SCADA is also essential for data collection.

Glossary of Acronyms

- SEECOM** **Southeast Emergency Communication**
This entity is a regionalized central communications center that provides 911 response and dispatch services. The center consolidates the 911 services for Algonquin, Cary, and Crystal Lake and other members.
- SSES** **Sanitary Sewer Evaluation Survey**
Data collection and engineering interpretation to determine such factors as sanitary sewer capacity, hydraulics, and the effects of inflow/infiltration on the system.
- St** **State**
One of the geographic subdivisions of the United States.
- STP** **Sewer Treatment Plant**
Facility responsible for treating the Village's sanitary sewer flow and meeting the standards set by the Federal and State Environmental Agencies that regulate wastewater operations.
- Twp** **Township**
Local governmental entity that is the subdivision of a county. Multiple townships make up a county and multiple villages and unincorporated areas make up a township.
- VHS** **Vertical Helical Scan or Video Home System**
Widely used method of recording audio and video electrical signals onto magnetic tape.
- WEFTEC** **Water Environment Federation Technical and Exhibition Conference**
An annual, nationwide conference highlighting the wastewater industry.
- W&S** **Water and Sewer**
The two subdivisions of the Utility division. The water division is responsible for maintaining the water distribution system and providing water for residential and commercial use as well as fire fighting capabilities. The sewer division is responsible for maintaining the sanitary sewer collection systems, maintaining the Village's sanitary sewer lift stations, and treating the sanitary flow each day.
- WSI** **Water Safety Instructor**
American Red Cross certification issued to individuals who successfully complete the class to teach swimming and water safety courses.
- WTP** **Water Treatment Plant**
Facility responsible for processing the water that is provided to the Village residents and businesses while meeting the standards set by the Federal and State Environmental Agencies that regulate water operations.
- WWTP** **Waste Water Treatment Plant**
Facility responsible for treating the Village's sanitary sewer flow and meeting the standards set by the Federal and State Environmental Agencies that regulate wastewater operations.

The mission of the people of Algonquin is to foster a harmonious, distinctive community with a strong sense of place, preserving its ecological and historical richness, providing a safe and comfortable environment through a responsible use of community resources, and developing ownership and pride in the community through significant citizen involvement in all civic, social, and cultural affairs.

To this end, we will provide for the needs of today, prepare for the demands of tomorrow, and remain mindful and respectful of the past.



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