



THE VILLAGE OF
ALGONQUIN
ILLINOIS
Annual Budget

May 1, 2018 - April 30, 2019
Adopted April 17, 2018

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

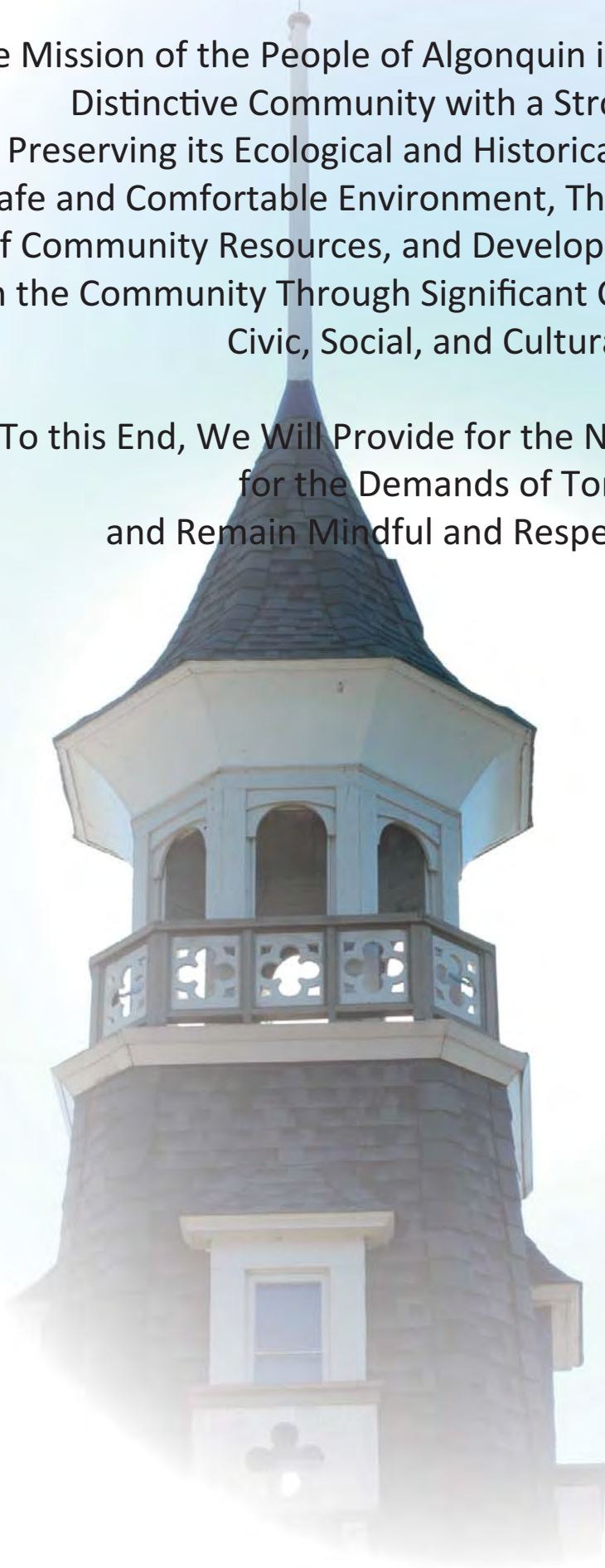
Russell W. Farnum
Community Development Director

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



Laura Brehmer
Village Trustee



Jerry Glogowski
Village Trustee



Janis Jasper
Village Trustee



Debby Sosine
Village Trustee



John Spella
Village Trustee



Jim Steigert
Village Trustee

Table of Contents

<u>Document</u>	<u>Page Number</u>
Government Finance Officers Association Distinguished Budget Award	1
International City/County Management Association Certificate of Achievement	2
Budget Ordinance	3
Budget Message.....	5
Organizational Chart	13
Guiding Principles	15
Personnel Summary	20
Fund Balance Projections.....	21
Summary of Estimated Financial Sources and Uses	22
EXECUTIVE SUMMARY	
Executive Summary.....	25
INTRODUCTORY SECTION	
Village of Algonquin Community Overview	41
The Budget Process.....	49
Revenue Assumptions and Trends.....	53
Debt Management Trends.....	67
Financial Policies	71
Debt Management Policy.....	79
GENERAL FUND	
General Fund Totals	85
General Fund Expenditures.....	86
General Fund Revenues	87
General Services Administration Department.....	89
General Services Administration Expenditures	95
Police Department	97
Police Expenditures.....	100
Community Development Department	101
Community Development Expenditures.....	105
Public Works Department - Administration Division.....	107
Public Works Administration Division Expenditures.....	110
Public Works Department – General Services Division	111
Public Works General Services Division Expenditures.....	114
Multidepartmental Expenditures	115
WATER & SEWER OPERATING FUND	
Public Works Water/Sewer Utilities Division.....	117
Water and Sewer Operating Fund Revenues.....	122
Water and Sewer Operating Fund Total Expenses	123
Public Works Water Division Expenses.....	124
Public Works Sewer Division Expenses	125
INTERNAL SERVICE FUND	
Public Works Department – Internal Services Division	127
Building Services Fund Revenues.....	131
Building Services Fund Expenses	132
Vehicle Maintenance Service Fund Revenues	133
Vehicle Maintenance Service Fund Expenses.....	134

CAPITAL AND INFRASTRUCTURE MAINTENANCE FUNDS

Capital Improvement Project Funds 135
Motor Fuel Tax Fund..... 165
Motor Fuel Tax Fund Revenues 167
Motor Fuel Tax Fund Expenditures..... 168
Street Improvement Fund..... 169
Street Improvement Fund Revenues..... 171
Street Improvement Fund Expenditures 172
Park Improvement Fund..... 173
Park Improvement Fund Revenues..... 175
Park Improvement Fund Expenditures 176
Water and Sewer Improvement and Construction Fund..... 177
Water and Sewer Improvement and Construction Fund Revenues 179
Water and Sewer Improvement and Construction Fund Expenses..... 180
Village Construction Revenues 181
Village Construction Expenditures..... 182

DEBT SERVICE FUND

General Obligation and Revenue Bonds Principal and Interest Schedule 183
Long-Term Debt 184
Debt Service Fund – General Obligation Bonds..... 185
Water and Sewer Bonds – Revenue Bonds..... 186
Debt Service Fund Revenues 187
Debt Service Fund Expenditures 188

SPECIAL AND OTHER FUNDS

Cemetery Fund..... 189
Cemetery Fund Revenues 190
Cemetery Fund Expenditures..... 191
Swimming Pool Fund 193
Swimming Pool Fund Revenues 196
Swimming Pool Fund Expenditures 197
Development Fund Revenues..... 198
Development Fund Expenditures 199
Downtown TIF Fund Revenues 200
Downtown TIF Fund Expenditures..... 201
Police Pension Fund Revenues 202
Police Pension Fund Expenses 203
Special Service Area #1 Fund Revenues..... 204
Special Service Area #1 Fund Expenditures 205

Glossary..... 207
Glossary of Acronyms 217



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Algonquin
Illinois**

For the Fiscal Year Beginning

May 1, 2017

Christopher P. Morill

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, 2017. 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.



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION

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 103rd ICMA Annual Conference
in San Antonio/Bexar County, Texas

23 October 2017

MARC A. OTT
ICMA EXECUTIVE DIRECTOR

LEE FELDMAN
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.

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 19 jurisdictions receiving the Certificate of Achievement, and one of 59 recognized overall.

ORDINANCE NO. 2018 - O- 09
AN ORDINANCE APPROVING THE VILLAGE OF ALGONQUIN
ANNUAL BUDGET FOR FISCAL YEAR 2018-2019

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 2018-2019, 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, Spella, Jasper, Glogowski, Brehmer, Steigert


Nay: None

Absent: None

Abstain: None



ATTEST:


Gerald S. Kautz, Village Clerk

Approved:


John C. Schmitt, Village President

Passed: April 17, 2018

Approved: April 17, 2018

Published: April 18, 2018

Prepared By:

Tim Schloneger, Budget Officer
2200 Harnish Drive
Algonquin, Illinois 60102



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Village of Algonquin

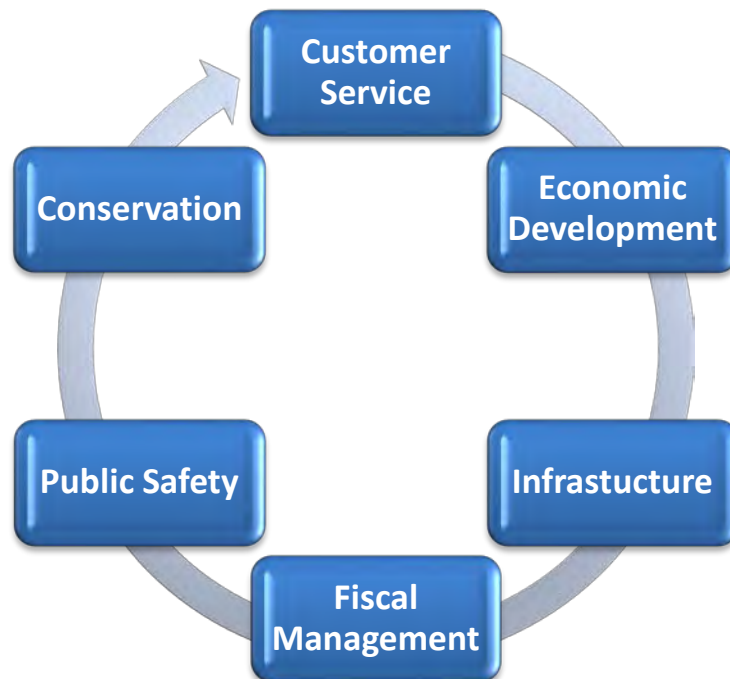
The Gem of the Fox River Valley

April 17, 2018

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 2018-2019. 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

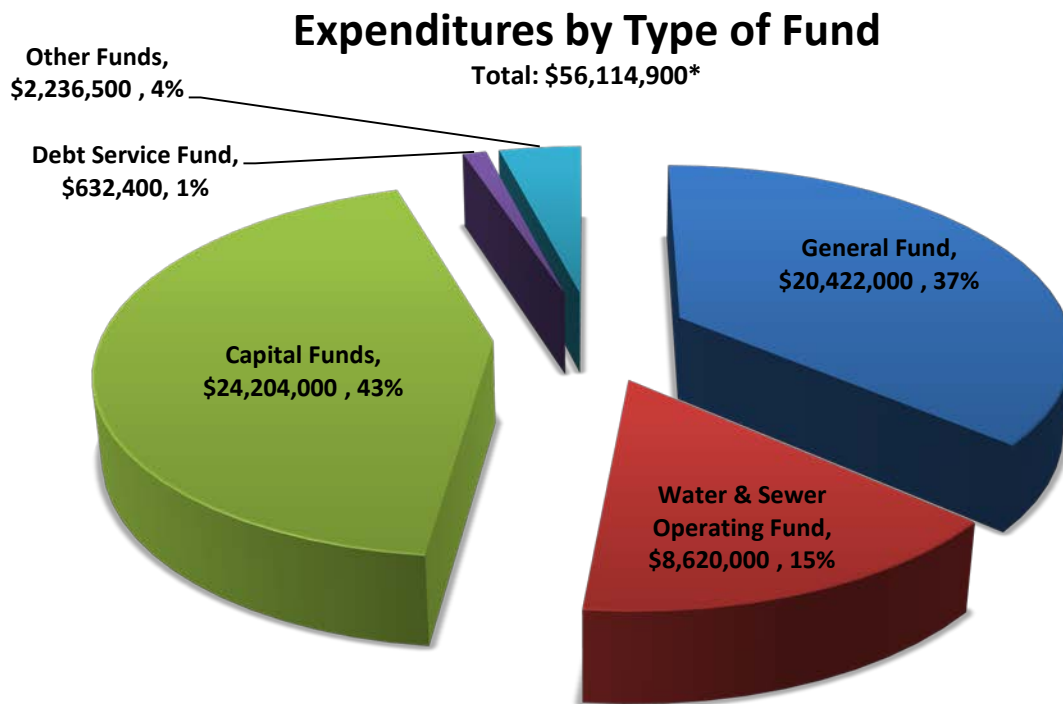
- Promoting and adhering to a conservation mindset and lifestyle have been priorities for the Village over the past several years. Conservation is imperative in order to protect and conserve natural resources such as groundwater, wetlands, and natural water bodies.
- Promote and enforce the Village's 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, 2018). The President and Board of Trustees of the Village of Algonquin adopted the annual budget for FY 17/18 on April 17, 2018.

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 \$20 million.** Additionally, the General Fund is on pace to maintain a six-month cash reserve (50 percent of the General Fund) throughout FY 18/19.

The FY 18/19 budget of the Village of Algonquin for all funds totals over \$56.1 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 18/19 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 18/19 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 18/19 budget with \$20,422,000 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 18/19 are up approximately 0.7 percent from FY 17/18 to \$19,422,000. The increase in revenue is attributed primarily to modest gains in income tax, development fees, and interest income. Sales tax is projected to decrease 0.7 percent. The FY 18/19 budget will draw \$1,000,000 as a one-time transfer to the Street Improvement and Park Improvement Funds for capital projects. This transfer will set cash reserves closer to the Village’s reserve policy target level. The Village’s tax levy for 2017 was frozen and is below 2008 levels. Overall, without including the transfer from cash reserves, General Fund expenditures are down 1 percent from FY 17/18.

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 18/19 Water and Sewer Operating Fund expenditures are budgeted at \$8,620,000, which represents a 10 percent increase from FY 17/18. A transfer of \$1,697,000 of infrastructure fee/other revenue to the Water and Sewer Improvement and Construction Fund primarily drives increased expenditures in FY 18/19. 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 upcoming 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 18/19 are budgeted at \$24,204,000, which is up from FY 17/18. 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 18/19 are budgeted at \$9,712,350 and an additional \$14,491,650 will be drawn from the capital fund balance.

Other Funds

Other Funds include a total of \$2,236,500 of expenditures in FY 18/19 and allocate dollars for pensions, school donations, cemetery, and other purposes. This represents an increase of 20 percent from FY 17/18, 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 \$401,000.

Debt Service Fund

The final category is the Debt Service Fund, which allocates \$632,400 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 18/19, a 4 percent increase from FY 17/18.

Factors Contributing to Changes in the Budget

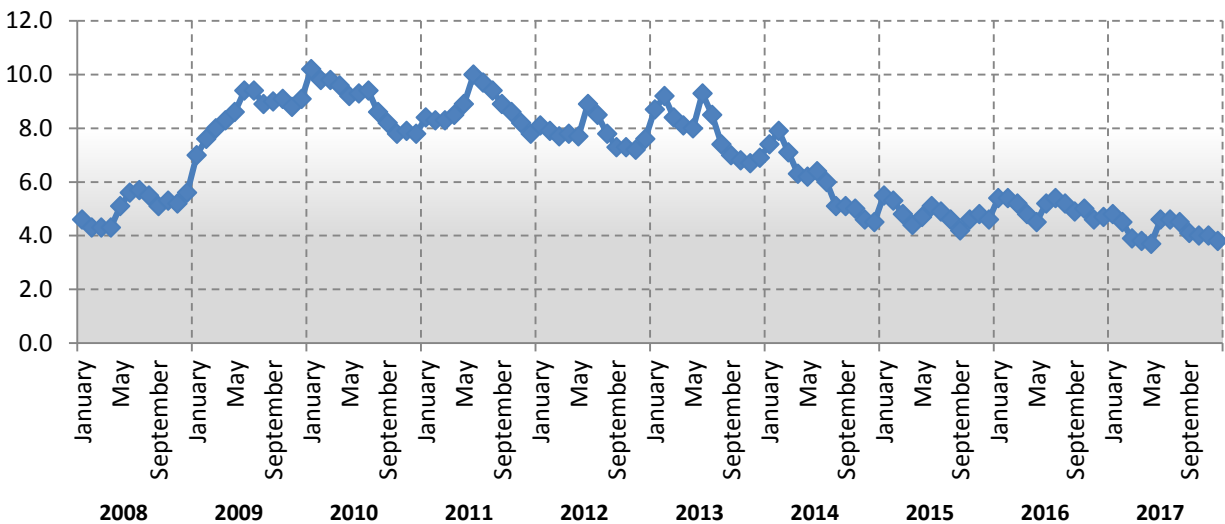
Many factors, including policy issues, legislative mandates, and economic conditions, have impacted this year's budget. Several of these factors are highlighted below and described in further detail throughout the budget document. The FY 18/19 budget features many cost-containment strategies for operations, 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 continued disruption of traditional business models in the U.S. and global economy present several opportunities and challenges over the long term at the local level. Unemployment rates (shown below) continue to improve and favorable indicators in 2017 suggest stable 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 - 2017) - Source: Illinois Department of Employment Security



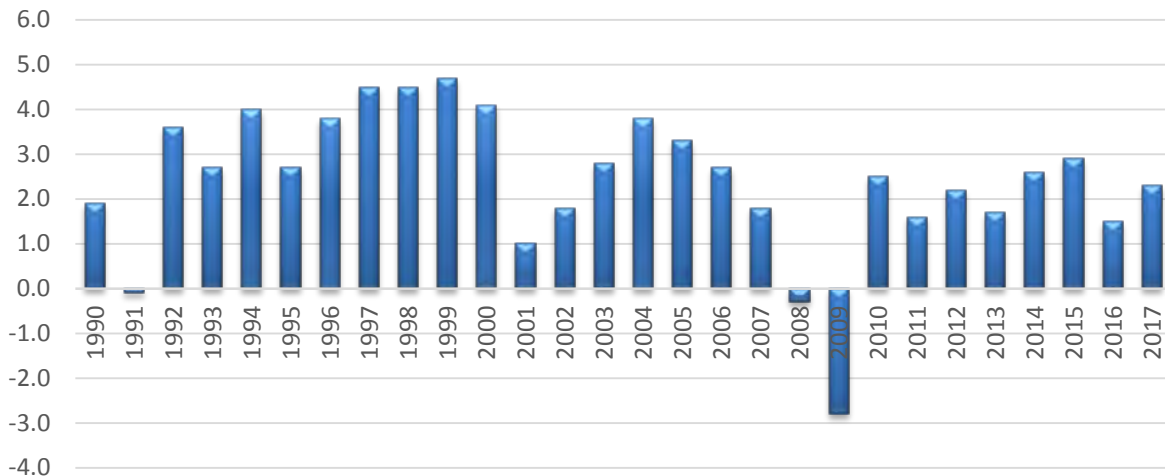
The Village approached the impact of the economy on the budget in a strategic and collaborative fashion. The following economic factors were significant in the development of the FY 18/19 budget:

- **Unemployment:** Unemployment rates in 2017 finished the year at the lowest levels since 2008, which generally reflects full employment. The overall unemployment rate in Algonquin for 2017 is 4.2 percent, which is down from 2016 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 18/19, representing the third year in a row in EAV in Algonquin has experienced a positive gain. Higher EAV due to new development helps keep property tax rates low for the community.

- **Interest Rates:** As of April 2018, the Federal Reserve maintained the federal funds rate at a target range of 150 to 175 basis points. This is another indication of economic growth nationally and should lead to very modest growth in investment income line-items in FY 18/19.
- **Retail:** The trend of retailers closing stores nationally in 2018 continues with Toys R Us, Sam’s Club, Sears, Bon-Ton, and Claire’s 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 39 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 13 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 18/19 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 18/19. 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.

Policy Issues Impacting the Budget

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

- Economic Development: Significant funding has been included in the FY 18/19 budget to boost economic development services in Algonquin. Building off of a community branding campaign completed in FY 17/18, next phases include establishing a relationship with an economic development professional(s) to market key investment areas including the Algonquin Corporate Campus, Old Town Algonquin, and various retail corridors in the community.
- 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.
- 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 18/19, including water main/sanitary sewer replacement in Downtown, road resurfacing in on Boyer Road, County Line Road, Gaslight Drive, and Lake Drive South, as well as several engineering and design projects for future construction. Infrastructure spending in FY 18/19 exceeds \$24 million.
- Shared Services Model: Village staff is working very closely with the Chicago Metropolitan Agency for Planning and several McHenry County jurisdictions to explore and develop new operating models for municipal service delivery. Existing models are not sustainable over the long-run without greatly impairing or eliminating certain services or drastically increasing tax burdens. A report is anticipated to be completed during FY 18/19, with subsequent policy discussions at the Village Board level recommended to follow.
- Swimming Pool: The Swimming Pool Fund will be balanced for FY 18/19 with a transfer from the General Fund. The increasing age of the facility, coupled comprehensive regulations, requires increased expenditures to keep the facility safe and compliant. Continued operating deficits driven by the age and design of this facility severely challenge the swimming pool’s ability to remain viable in the future. Like any other park or recreational facility, recognizing market trends and consumer expectations are paramount for a successful parks and recreation program that meets the needs of the community. Policy discussions are recommended to determine a long-term solution or alternative for this facility.
- 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.

Legislative Issues Impacting the Budget

- State of Illinois Budget: After multiple years of operating without a budget, the State of Illinois has approved a spending plan for the current year. The State of Illinois budget has reduced the

receipts of the Local Government Distributed Fund (LGDF) which the Village will be impacted in FY 17/18, FY 18/19, and possibly future years. Additionally, the Illinois Department of Revenue has implemented an administrative fee for collecting and distributing the Village's home-rule sales tax. The 2 percent fee is expected to decrease home rule sales tax receipts by about \$85,000 annually. Staff will continue to monitor all state-shared revenues and develop any strategies necessary to maintain municipal services at current levels of service should any further be at risk.

- 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 construction is expected to begin this year 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.

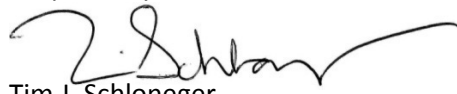
Conclusion

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.

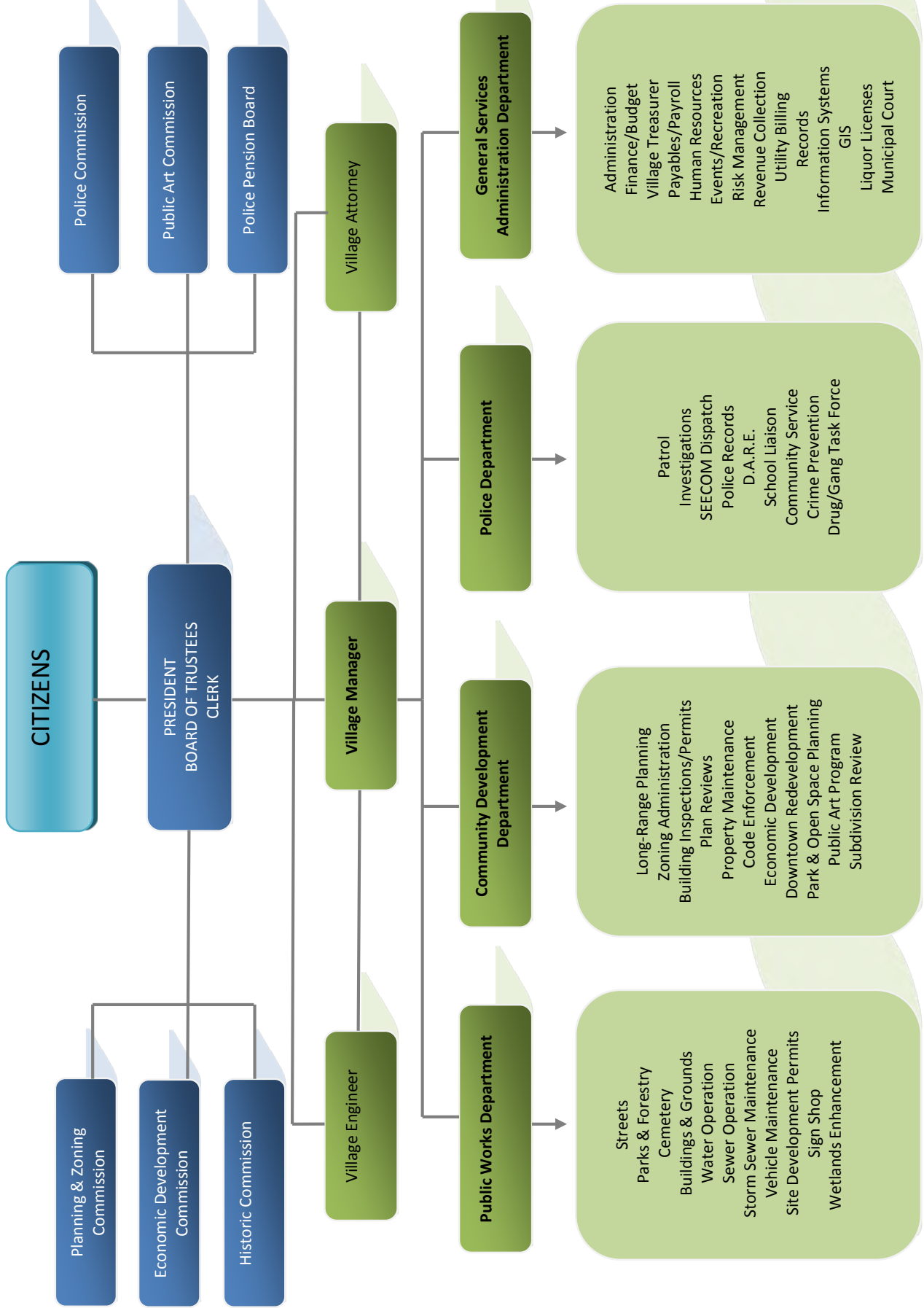
Respectfully submitted,



Tim J. Schloneger
Village Manager/Budget Officer

TJS:mjk

Village of Algonquin 2018 – 2019 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*
- Continue maintaining high responsiveness to citizen requests.
- Administer the 2018 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.
- Develop and distribute 2018 Annual Report and Calendar to all Village residents.
- Evaluate existing merchant service providers and select vendor to consolidate and provide online payment services.
- The building team will work to rotate members this year to each of the municipal facilities in an effort to make each team member adept at most all issues encountered at each facility.
- The fleet team will continue to hold as important the turn-around times on all service requests.
- Actively participate in 2018 National Night Out by holding local event.
- Research and implement Wi-Fi access for customers while at the pool.
- Continue to research and offer new adult programs.
- Research implementing new member perks to (renewal pool bag, extra members only swim, etc.).
- As we move toward more contractual services, adjust teams to include good oversight of contracts, as well as adjust for better customer service provided by in-house staff.
- 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.

Economic Development

- *Continue to Promote and Foster Economic Development*
- Market the Algonquin Corporate Campus with the goal of attracting at least 1 large new user.
- Begin strategically marketing retail sites, particularly at ICSC conferences.
- 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.
- Begin implementing the Economic Development Strategy.
- Hold eight (8) summer concerts at Riverfront Park to attract visitors to the downtown area.
- Effectively promote pool rentals to schools, athletic groups, daycares, and businesses.
- Implement new tot parties during morning hours to help increase rental revenue at the facility.
- Research cost savings for contracting out pool opening and closing.

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 ongoing maintenance and seasonal cleanups.
- Weed control performed to keep the grounds looking manicured.
- Coordinate with McHenry County Division of Transportation regarding the Randall Road Improvements project.
- Compile a long-term facility maintenance plan for the Ganek Municipal Center, the Public Works Facility, and the Historic Village Hall.
- Purchase of materials and contracted services to maintain Village streets and rights-of-way.
- Complete rehabilitation of Algonquin Lakes Park basketball court.
- Complete phase 2 engineering for Stoneybrook Park improvement project.
- Complete phase 2 engineering for Kelliher Park parking lot project.
- Complete phases 1 and 2 engineering for Willoughby Farms Park improvement project.
- Research cost for new locker room floors with anti-slip material.
- Research cost for new locker room dividers.
- Research cost to continue to replace deck chairs – 25 per season.
- Manage projects for completion on time, and within budgeted amounts.
- Continue rehabilitation and improvement of park parcels with dedicated funds.
- Complete phase 2 engineering for the Algonquin Lakes Subdivision roadway project.
- Complete construction work on Boyer Road and County Line Road project.
- Complete phase 1 engineering for Broadmore Drive and Stonegate Road project.
- Complete construction of Gaslight Drive roadway project.
- Complete phase 2 engineering for Harnish Drive roadway project.
- Complete phase 1 engineering for High Hill Subdivision roadway project.
- Perform construction of Lake Drive South and adjacent streets.
- Complete phase 1 engineering for Randall Road wetland complex area.
- Complete phase 2 engineering for Scott Street/Souwanas Trail/Schuett Street project.
- Complete phase 1 engineering for Stonegate Road roadway project.
- Perform reclaimite treatment of newly constructed roads.
- Complete construction of Old Town Redevelopment Stages 1A and 1B.
- Complete construction of Old Town Redevelopment Stage 1B and 3 (utilities portion).
- Perform evaluation of all elevated storage tanks.
- Complete engineering for Huntington Standpipe to Countryside Standpipe water main improvements.
- Implement the first year of pressure reducing valve (PRV) replacement program.

- Complete next phase SL-RAT sanitary sewer assessment.
- Complete next phase of water meter replacement program.
- Install water main as part of Longmeadow Parkway project (KDOT).
- **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.

Fiscal Management

- *Assess all viable options to increase/maintain the Village's revenue base*
- Obtain the International City/County Management Association's (ICMA) Center for Performance Measurement Certificate of Achievement.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Maintain Village's Standard and Poor's bond rating of AAA.
- Participate in with McHenry County shared services study with the Chicago Metropolitan Agency for Planning.
- Work teams will continue to look at the efficient use of funds by seeking lowest cost on parts and supplies, as well as cost effective services and contractors.
- **Water Meter Replacement Program.** Undertake a three (3) replacement program installing Sensus brand water meters with FlexNet SmartPoints. Year 2 will target commercial and residential properties, including meters of 3/4" through 3"; approximately 5,200 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.
- **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.

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*
- Adopt and implement updated building codes.
- Continue development of various employee wellness initiatives.
- We will continue to provide training to improve the skills and talent of our teams.
- Create a policy manual that is legally defensible and is based on best policing practices (Lexipol).
- Create career development plans for all employees.
- Utilize community-policing standard of assigning individual officers to village parks.
- Utilize community-policing standard of assigning officers to dedicated areas/businesses.
- Obtain Aquatic Facility Operator certification for pool manager.
- Certify/recertify staff in lifeguarding skills/water safety instruction.
- Certify/recertify staff in CPR/AED/First Aid Skills.
- Certify new staff in Food Handling training per McHenry County.
- Continue to provide high quality training opportunities for our team. Expend all approved training funds in an effort to foster an ever-growing talented team.
- Public Works Director to attend APWA International Congress.
- **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 M2 to the 3-year management program, learning from industry leaders in the field of public works.

Conservation

- *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.
- Hold one (1) recycling and document shredding event.
- The teams will continue to assess the efficiency of HVAC systems, as well as fleet systems to insure our by-products continue to be as minimally impactful to the environment as able.
- Complete construction of Creeks Crossing (Dixie Creek) Drainage improvements project.
- Complete phase 2 engineering for Woods Creek (Reach 4) project.
- Perform annual maintenance of all restored natural areas.
- Create and implement a recycling program for the facility.
- Use feedback from the energy audit to develop energy efficient practices for the bathhouse.
- Devise and propose a dog waste management program. Include citizen education and accountability measures.
- Continue to promote storm water awareness and establish guidelines for maintenance of natural areas.
- Perform construction of Crystal Creek corrections near IL-31 Western Bypass.

- Complete phase 1 engineering for Lake Braewood Drainage repair project.
- Complete phase 2 engineering for Ratt Creek (Reach 5) project.
- Complete phase 2 engineering for Souwanas Creek (Reach 2) project.
- **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.

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 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Change
General Services Administration						
Full-Time Equivalent Positions	18.75	18.00	18.00	17.00	17.00	-
<i>Full-Time Employees</i>	18	17	17	16	15	▼ ¹
<i>Part-Time Employees</i>	2	2	2	2	4	▲ ²
Police						
Full-Time Equivalent Positions	60.00	57.00	53.00	53.00	52.50	▼ ^{0.5} ²
<i>Full-Time Employees</i>	59	56	52	52	51	▼ ¹
<i>Part-Time Employees</i>	4	4	4	3	4	▲ ¹
Community Development						
Full-Time Equivalent Positions	12.00	12.00	12.00	11.00	9.00	▼ ^{2.0} ³
<i>Full-Time Employees</i>	12	12	12	11	8	▼ ³
<i>Part-Time Employees</i>	0	0	0	0	2	▲ ²
Public Works Administration						
Full-Time Equivalent Positions	6.00	4.00	4.00	4.00	4.00	-
<i>Full-Time Employees</i>	6	4	4	4	4	-
<i>Part-Time Employees</i>	0	0	0	0	0	-
Public Works General Services*						
Full-Time Equivalent Positions	29.50	29.00	28.00	26.00	24.00	▼ ^{2.0} ⁴
<i>Full-Time Employees</i>	28	27	26	24	22	▼ ²
<i>Part-Time Employees</i>	6	8	8	8	8	-
Public Works Water and Sewer Utilities						
Full-Time Equivalent Positions	20.75	20.75	20.75	18.75	18.50	▼ ^{0.25} ⁵
<i>Full-Time Employees</i>	20	20	20	18	18	-
<i>Part-Time Employees</i>	3	3	3	3	2	▼ ¹
Public Works Building Services						
Full-Time Equivalent Positions	4.00	5.00	4.25	5.75	5.75	-
<i>Full-Time Employees</i>	4	5	4	5	5	-
<i>Part-Time Employees</i>	0	0	1	2	2	-
Public Works Vehicle Maintenance						
Full-Time Equivalent Positions	5.00	4.25	4.25	4.00	4.00	-
<i>Full-Time Employees</i>	5	4	4	4	4	-
<i>Part-Time Employees</i>	0	1	1	0	0	-
Swimming Pool						
Full-Time Equivalent Positions	4.75	4.75	4.25	4.25	4.25	-
<i>Part-Time Employees</i>	32	32	29	29	29	-
<i>Full-Time Employee Subtotal</i>	152	145	139	134	127	▼ ⁷
<i>Part-Time Employee Subtotal</i>	47	51	49	47	51	▲ ⁴
TOTAL EMPLOYEE HEADCOUNT	199	196	188	181	178	▼³
TOTAL FTEs	160.75	155.25	148.75	143.75	139.00	▼^{4.75}⁶

¹ – A vacant Account Clerk II position was filled with two (2) part-time Customer Service/Office Assistant positions.

² – A vacant Community Service Officer position will not be filled this year. One (1) part-time Office Assistant has been hired to offset these duties.

³ – A vacant Secretary II position was filled with two (2) part-time Customer Service/Office Assistant positions. A vacant Assistant Building Commissioner and a vacant Building Inspector position will not be filled this year.

⁴ – Two (2) vacant Maintenance Worker I positions will not be filled this year.

⁵ – One (1) Seasonal Maintenance Worker position will not be filled this year.

⁶ – 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 05/01/18	FY 18/19 Revenues	FY 18/19 Expenditures	Projected Fund Balance at 04/30/19
General Fund	18,255,291	19,422,000	20,422,000	17,255,291
Cemetery Fund	324,575	39,000	38,000	325,575
Motor Fuel Fund	2,374,801	820,000	1,269,000	1,925,801
Street Improvement Fund	10,920,845	5,980,000	15,605,000	1,295,845
Swimming Pool Fund	15,359	263,000	263,000	15,359
Park Fund	1,178,675	763,100	1,343,000	598,775
W & S Operating Fund	54,715,932	8,620,000	8,620,000	54,715,932
W & S Improvement & Construction Fund	6,865,747	2,137,000	5,987,000	3,015,747
Development Fund	904,444	52,500	78,000	878,944
Village Construction Fund	160,320	12,250	-	172,570
Building Services Fund	47,092	930,200	930,200	47,092
Vehicle Maint. Service Fund	91,604	1,167,700	1,167,700	91,604
Downtown TIF Fund	(1,290,407)	401,000	401,000	(1,290,407)
Police Pension Fund	28,866,002	4,267,500	1,456,500	31,677,002
SSA #1 - Riverside Plaza	28,512	11,000	-	39,512
Debt Service Fund	1,233,185	632,000	632,400	1,232,785
TOTALS	124,691,978	45,518,250	58,212,800	111,997,428

*Projected Fund Balance at 05/01/18 is estimated actual

2017-2019 Summary of Estimated Financial Sources and Use

(For Budgetary Purposes Only)

	General Fund			Special Revenue Funds		
	2017 Actual	* 2018 Budgeted	* 2019 Budgeted	2017 Actual	* 2018 Budgeted	* 2019 Budgeted
Financial Sources:						
Property Tax	\$ 6,104,134	\$ 5,990,000	\$ 5,990,000	\$ 162,281	\$ 230,000	\$ 411,900
Other Taxes	120,450	125,000	105,000	5,900,744	5,898,000	5,738,000
Licenses and Permits	612,193	531,000	595,000	-	-	-
Intergovernmental, Grants, Contributions	11,727,047	11,298,000	11,367,000	1,137,997	810,000	810,000
Charges for Services & Uses	239,548	281,800	290,250	128,689	107,500	105,000
Fines, Fees and Forfeitures	459,464	363,000	344,000	-	-	-
Interest	140,247	100,600	121,000	60,441	19,425	69,700
Miscellaneous	637,568	565,600	574,750	48,220	45,600	48,000
Total Estimated Financial Sources	\$ 20,040,651	\$ 19,255,000	\$ 19,387,000	\$ 7,438,372	\$ 7,110,525	\$ 7,182,600
Expenditures:						
General Government	\$ 4,059,902	\$ 4,417,000	\$ 4,180,500	\$ 1,203,872	\$ 411,350	\$ 415,000
Public Safety	9,285,421	9,646,800	9,936,500	-	-	-
Public Works	377,867	376,000	416,000	-	-	-
General Services Public Works	4,097,521	4,207,000	4,063,000	6,045,662	5,495,500	8,197,000
Debt Service	25,057	-	-	-	-	-
Water & Sewer	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Capital Outlay	747,059	203,200	57,000	3,111,155	5,161,000	10,350,000
Total Budget:	\$ 18,592,827	\$ 18,850,000	\$ 18,653,000	\$ 10,360,689	\$ 11,067,850	\$ 18,962,000
Excess of revenues or (expenditures)	1,447,824	405,000	734,000	(2,922,317)	(3,957,325)	(11,779,400)
Transfers In/Out	(1,663,629)	(735,000)	(1,734,000)	1,053,629	110,000	1,112,000
Other Financing Sources	-	-	-	-	-	-
Capital Contributions	-	-	-	-	-	-
Net Increase (Decrease) in Fund Balance	(215,805)	(330,000)	(1,000,000)	(1,868,688)	(3,847,325)	(10,667,400)
Fund Balance - May 1	\$ 16,320,211	\$ 16,104,406	\$ 15,774,406	\$ 15,707,952	\$ 13,839,264	\$ 9,991,939
Fund Balance - April 30	\$ 16,104,406	\$ 15,774,406	\$ 14,774,406	\$ 13,839,264	\$ 9,991,939	\$ (675,461)

* The Fund Balance was determined by using budgeted figures for 2018 and 2019

2017-2019 Summary of Estimated Financial Sources and Uses

(For Budgetary Purposes Only)

	Water & Sewer Funds			Non Major Funds		
	2017 Actual	* 2018 Budgeted	* 2019 Budgeted	2017 Actual	* 2018 Budgeted	* 2019 Budgeted
Financial Sources:						
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental, Grants, Contributions	-	12,000	1,000	2,271,716	2,338,650	2,429,500
Charges for Services & Uses	6,954,418	8,186,000	8,892,000	1,885,304	2,082,500	2,097,900
Fines, Fees and Forfeitures	78,246	76,500	78,500	-	-	-
Interest	55,540	25,000	78,000	566,895	5,450	10,250
Miscellaneous	70,358	10,500	10,500	1,635,000	1,503,000	1,850,000
Total Estimated Financial Sources	\$ 7,158,562	\$ 8,310,000	\$ 9,060,000	\$ 6,358,915	\$ 5,929,600	\$ 6,387,650
Expenditures:						
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	-	-	-	1,105,400	1,307,500	1,456,500
Public Works	-	-	-	1,903,276	2,082,500	2,072,900
General Services Public Works	-	-	-	-	-	-
Debt Service	185,413	811,000	826,500	603,210	609,000	632,400
Water & Sewer	8,639,636	8,805,000	9,703,500	-	-	-
Miscellaneous	-	-	-	-	-	-
Capital Outlay	241,608	3,650,000	2,380,000	-	-	25,000
Total Budget:	\$ 9,066,657	\$ 13,266,000	\$ 12,910,000	\$ 3,611,886	\$ 3,999,000	\$ 4,186,800
Excess of revenues or (expenditures)	(1,908,095)	(4,956,000)	(3,850,000)	2,747,029	1,930,600	2,200,850
Transfers In/Out	-	-	-	610,000	625,000	622,000
Financing Sources	-	-	-	-	-	-
Capital Contributions	-	-	-	-	-	-
Net Increase (Decrease) in Fund Balance	(1,908,095)	(4,956,000)	(3,850,000)	3,357,029	2,555,600	2,822,850
Fund Balance - May 1	\$ 61,710,586	\$ 59,802,491	\$ 54,846,491	\$ 23,172,179	\$ 26,529,208	\$ 29,084,808
Fund Balance - April 30	\$ 59,802,491	\$ 54,846,491	\$ 50,996,491	\$ 26,529,208	\$ 29,084,808	\$ 31,907,658

* The Fund Balance was determined by using budgeted figures for 2018 and 2019

2017-2019 Summary of Estimated Financial Sources and Uses

(For Budgetary Purposes Only)

	Total All Funds		
	2017 Actual	* 2018 Budgeted	* 2019 Budgeted
Financial Sources:			
Property Tax	\$ 6,266,415	\$ 6,220,000	\$ 6,401,900
Other Taxes	6,021,194	6,023,000	5,843,000
Licenses and Permits	612,193	531,000	595,000
Intergovernmental, Grants, Contributions	15,136,760	14,458,650	14,607,500
Charges for Services & Uses	9,207,959	10,657,800	11,385,150
Fines, Fees and Forfeitures	537,710	439,500	422,500
Interest	823,123	150,475	278,950
Miscellaneous	2,391,146	2,124,700	2,483,250
Total Estimated Financial Sources	\$ 40,996,500	\$ 40,605,125	\$ 42,017,250
Expenditures:			
General Government	\$ 5,263,774	\$ 4,828,350	\$ 4,595,500
Public Safety	10,390,821	10,954,300	11,393,000
Public Works	8,326,805	2,458,500	2,488,900
Streets Department	4,097,521	9,702,500	12,260,000
Debt Service	813,680	1,420,000	1,458,900
Water & Sewer	8,639,636	8,805,000	9,703,500
Miscellaneous	-	-	-
Capital Outlay	4,099,822	9,014,200	12,812,000
Total Budget:	\$ 41,632,059	\$ 47,182,850	\$ 54,711,800
Excess of revenues or (expenditures)	(635,559)	(6,577,725)	(12,694,550)
Transfers In/Out	-	-	-
Financing Sources	-	-	-
Capital Contributions	-	-	-
Net Increase (Decrease) in Fund Balance	(635,559)	(6,577,725)	(12,694,550)
Fund Balance - May 1	\$ 116,910,928	\$ 116,275,369	\$ 109,697,644
Fund Balance - April 30	\$ 116,275,369	\$ 109,697,644	\$ 97,003,094

* The Fund Balance was determined by using budgeted figures for 2018 and 2019

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 18/19 budget:

BUDGET SUMMARY			
Fund	Revenues	Expenditures	Surplus/(Deficit)
GENERAL			
General	19,422,000	20,422,000	(1,000,000) ¹
Subtotal:	19,422,000	20,422,000	(1,000,000)
CAPITAL PROJECTS			
Motor Fuel Tax (MFT)	820,000	1,269,000	(449,000) ²
Park Improvement	763,100	1,343,000	(579,900) ³
Street Improvement	5,980,000	15,605,000	(9,625,000) ²
Water & Sewer Improvement & Construction	2,137,000	5,987,000	(3,850,000) ²
Village Construction	12,250	-	12,250
Subtotal:	9,712,350	24,204,000	(14,491,650)
ENTERPRISE			
Water & Sewer Operating	8,620,000	8,620,000	-
Subtotal:	8,620,000	8,620,000	-
SPECIAL REVENUE			
Cemetery	39,000	38,000	1,000
Swimming Pool	263,000	263,000	-
Development	52,500	78,000	(25,500) ²
Downtown TIF	401,000	401,000	-
Special Service Area #1	11,000	-	11,000
Subtotal:	766,500	780,000	(13,500)
DEBT			
Debt Service	632,000	632,400	(400) ²
Subtotal:	632,000	632,400	(400) ²
INTERNAL SERVICE			
Vehicle Maintenance	1,167,700	1,167,700	-
Building Services	930,200	930,200	-
Subtotal:	2,097,900	2,097,900	-
PENSION TRUST			
Police Pension	4,267,500	1,456,500	2,811,000
Subtotal:	4,267,500	1,456,500	2,811,000
TOTAL ALL FUNDS:	45,518,250	58,212,800	(12,694,550)

Notes:

- 1 - Transfer to Street Improvement and Park Improvement Funds of \$1,000,000 using fund balance.
- 2 - Various capital fund projects are being partially funded from fund balance.
- 3 - Various capital fund projects are being partially funded from fund balance and restricted funds.

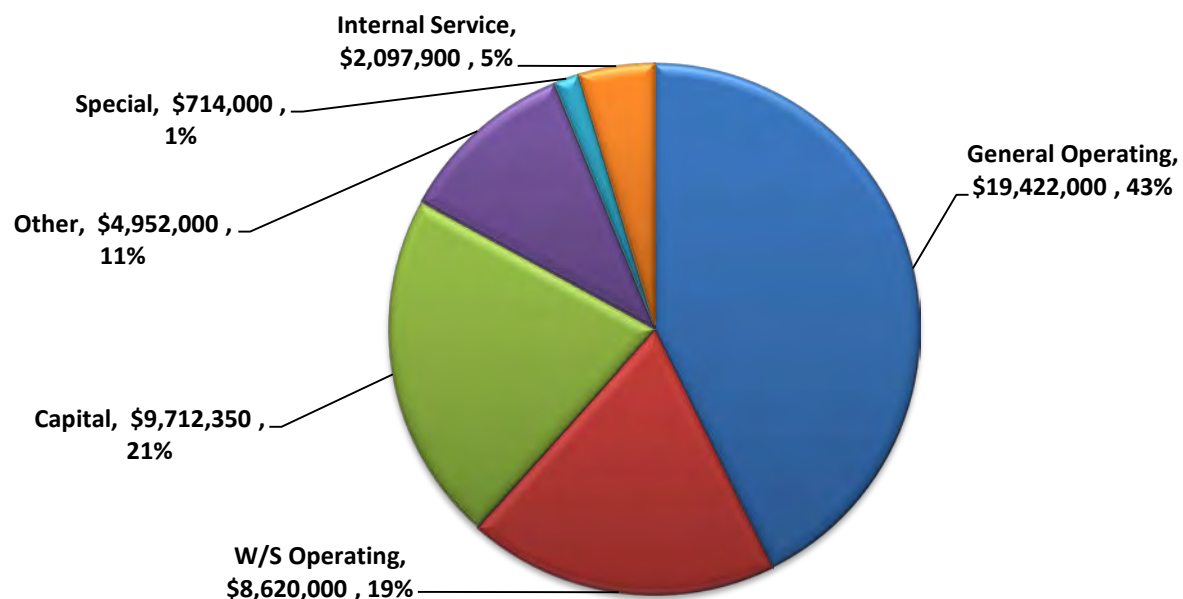
Revenue Summary

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 15/16 and FY 16/17, budgeted revenues for FY 17/18, and budgeted revenues for FY 18/19:

Total Revenues By Fund

	FY 15/16 Actual	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
General Fund	\$ 20,460,920	\$ 20,075,651	\$ 19,290,000	\$ 19,422,000
Cemetery Fund	31,058	40,155	39,000	39,000
Motor Fuel Tax Fund	812,142	860,598	813,000	820,000
Street Improvement Fund	5,360,831	7,134,127	5,480,000	5,980,000
Swimming Pool Fund	200,830	203,163	260,500	263,000
Park Fund	776,757	410,960	380,000	763,100
Water/Sewer Operating Fund	5,822,878	6,618,018	7,910,000	8,620,000
Water/Sewer Construction Fund	1,191,253	540,545	1,600,000	2,137,000
Development Fund	176,834	15,473	53,000	52,500
Village Construction Fund	6,475	11,143	8,100	12,250
Building Services Fund	918,202	870,312	927,500	930,200
Vehicle Services Fund	1,057,760	1,014,990	1,155,000	1,167,700
Downtown TIF Fund	17,519	145,321	160,025	401,000
Police Pension Fund	1,704,831	4,456,680	3,835,500	4,267,500
Special Service Area #1	0	17,004	70,000	11,000
Debt Service Fund	603,045	615,887	628,500	632,000
TOTAL	\$ 39,141,334	\$ 43,030,027	\$ 42,610,125	\$ 45,518,520

The Village is projecting a total of \$45.5 million in revenues for FY 18/19, which includes inter-fund transfers. The operating funds (General and Water & Sewer) comprise of 62 percent of revenues for FY 18/19. Capital revenues have increased from FY 17/18 due to a transfer in of Water and Sewer Infrastructure Fees plus an additional one-time transfer from the General Fund, totaling 21 percent of total revenues. Below is a graph displaying FY 18/19 revenues by fund type:



Total Revenues By Category

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
Taxes	\$ 23,908,474	\$ 24,184,827	\$ 23,833,000	\$ 23,895,900
Licenses & Permits	878,219	653,712	566,000	637,000
Donations & Grants	1,649,524	1,562,011	1,068,000	1,079,000
Charges for Services	9,283,126	9,340,569	10,756,900	11,481,150
Fines & Forfeitures	527,819	425,912	356,000	331,500
Investment Income	150,329	2,391,148	1,651,625	2,128,950
Other Income	2,021,527	2,438,419	2,373,600	2,463,750
Other Financing Sources (Transfers)	722,316	2,033,429	2,005,000	3,501,000
TOTAL	\$ 39,141,334	\$ 43,030,027	\$ 42,610,125	\$ 45,518,520

Taxes – Taxes are the largest and most stable revenue source for the Village, comprising of 52 percent of the revenues for the FY 18/19 budget. Taxes are largely comprised of sales, income, and real estate taxes. This source is projected to increase \$62,900 (0.3 percent) from the FY 17/18 budget due to recovering 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 up 12.5 percent from the FY 17/18 budget due to a sustained level of new housing starts reflected in building permit revenues.

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 18/19 are up 1.0 percent from FY 17/18 in this category due to steady growth in development impact fees in the Village Construction Fund.

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 (Building Services and Vehicle Maintenance Service) are derived from billings to other Village departments. This category is up approximately 6.7 percent from FY 17/18 due to the continued implementation of the water and sewer rate and fee study.

Fines & Forfeitures – Fine and Forfeiture revenues are generated primarily through police and court fines. This category is projected to decrease approximately 6.9 percent from FY 17/18, 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 \$477,325 (2.9 percent) from the FY 17/18 budget.

Other Income – Other Income is predominately comprised of Police Pension contributions (employee and employer). This category is up 3.8 percent from FY 17/18 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 \$3,501,000 for FY 18/19, reflecting the transfer of \$1,000,000 in General Fund balance to the Street Improvement Fund and the Park Improvement Fund, as well as transfer of the infrastructure fee line-item from the Water and Sewer Operating Fund to the Water and Sewer Improvement and Construction Fund.

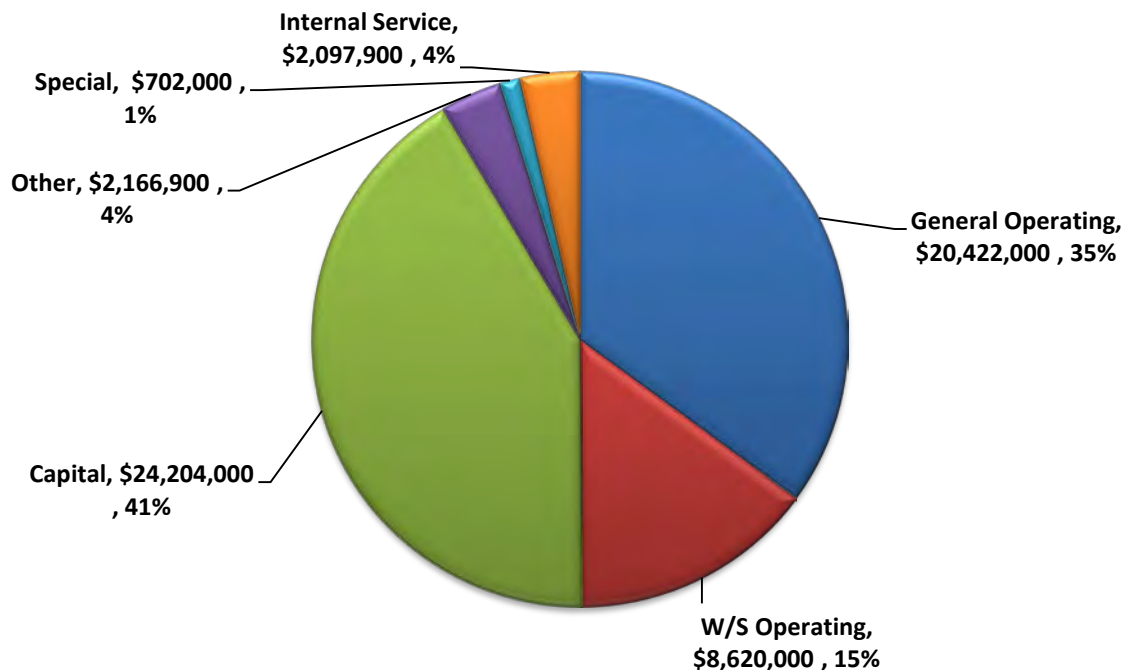
Expenditure Summary

The Village is projecting a total of \$58.2 million in expenditures for FY 18/19, 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 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
General Fund	\$ 18,406,971	\$ 20,291,456	\$ 19,620,000	\$ 20,422,000
Cemetery Fund	28,013	33,026	37,850	38,000
Motor Fuel Tax Fund	528,825	1,399,793	777,500	1,269,000
Street Improvement Fund	2,432,900	7,099,483	9,506,000	15,605,000
Swimming Pool Fund	201,029	204,903	260,500	263,000
Park Fund	68,306	605,025	273,000	1,343,000
Water/Sewer Operating Fund	9,837,497	9,518,839	7,844,000	8,620,000
Water/Sewer Construction Fund	267,302	157,818	6,622,000	5,987,000
Development Fund	375,444	370,827	88,000	78,000
Village Construction Fund	14,773	0	0	0
Building Services Fund	881,166	876,485	927,500	930,200
Vehicle Services Fund	1,051,524	1,069,261	1,155,000	1,167,700
Downtown TIF Fund	573,002	982,430.43	160,000	401,000
Police Pension Fund	1,014,511	1,105,501	1,307,500	1,456,500
Special Service Area #1	0	0	0	0
Debt Service Fund	609,110	603,210	609,000	632,400
TOTAL	\$ 36,290,373	\$ 44,318,059	\$ 49,187,850	\$ 58,212,800

Below is a graph displaying FY 18/19 expenditures by fund type:



Total Expenditures By Category

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
Personnel	\$ 16,671,424	\$ 17,426,678	\$ 18,117,250	\$18,021,800
Contractual Services	5,091,366	6,283,405	8,627,600	8,221,650
Supplies & Materials	3,134,764	6,516,497	6,380,450	9,480,300
Maintenance	2,676,848	2,602,123	2,917,900	4,089,200
Capital Expenditures	2,169,495	4,048,904	9,084,200	12,861,900
Debt Services	1,402,273	1,398,623	1,420,000	1,458,900
Other Charges	4,421,888	4,008,401	635,450	578,050
Transfers	722,316	2,033,429	2,005,000	3,501,000
TOTAL	\$ 36,290,374	\$ 44,318,059	\$ 49,187,850	\$ 58,212,800

Personnel – Personnel costs account for salaries, health insurance, FICA, pension and other costs related to Village employees. This category is flat from FY 17/18 expenses. One of the largest personnel-related cost increases was \$90,000 for police pension contribution expense. Overall, cost-containment strategies such as attrition and outsourcing have led to stable expenditure levels in personnel related line-items.

Contractual Services – Contractual Services is budgeted at \$8,221,650 for FY 18/19. This category includes utilities, contracted services, and equipment rental. This category is down 4.7 percent from FY 17/18. A significant level of expenses for engineering and design services (\$3,895,600) will continue this fiscal year as well as growth in professional services expenditures (up 16.3 percent) related to newly outsourced services (consulting, 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 items. This category has decreased 48.6 percent in FY 18/19, budgeted at \$9,480,300, due to an increased number of road construction projects budgeted in the infrastructure maintenance line-item (up 30.7 percent) as well as the second year of the water meter replacement program for the upcoming fiscal year.

Maintenance – Maintenance expenditures include costs for maintaining Village buildings, vehicles, and infrastructure. Maintenance costs are budgeted at \$4,089,200 for FY 18/19, with increased expenses for street, street light, and storm sewer maintenance which are now reflected in the Motor Fuel Tax Fund.

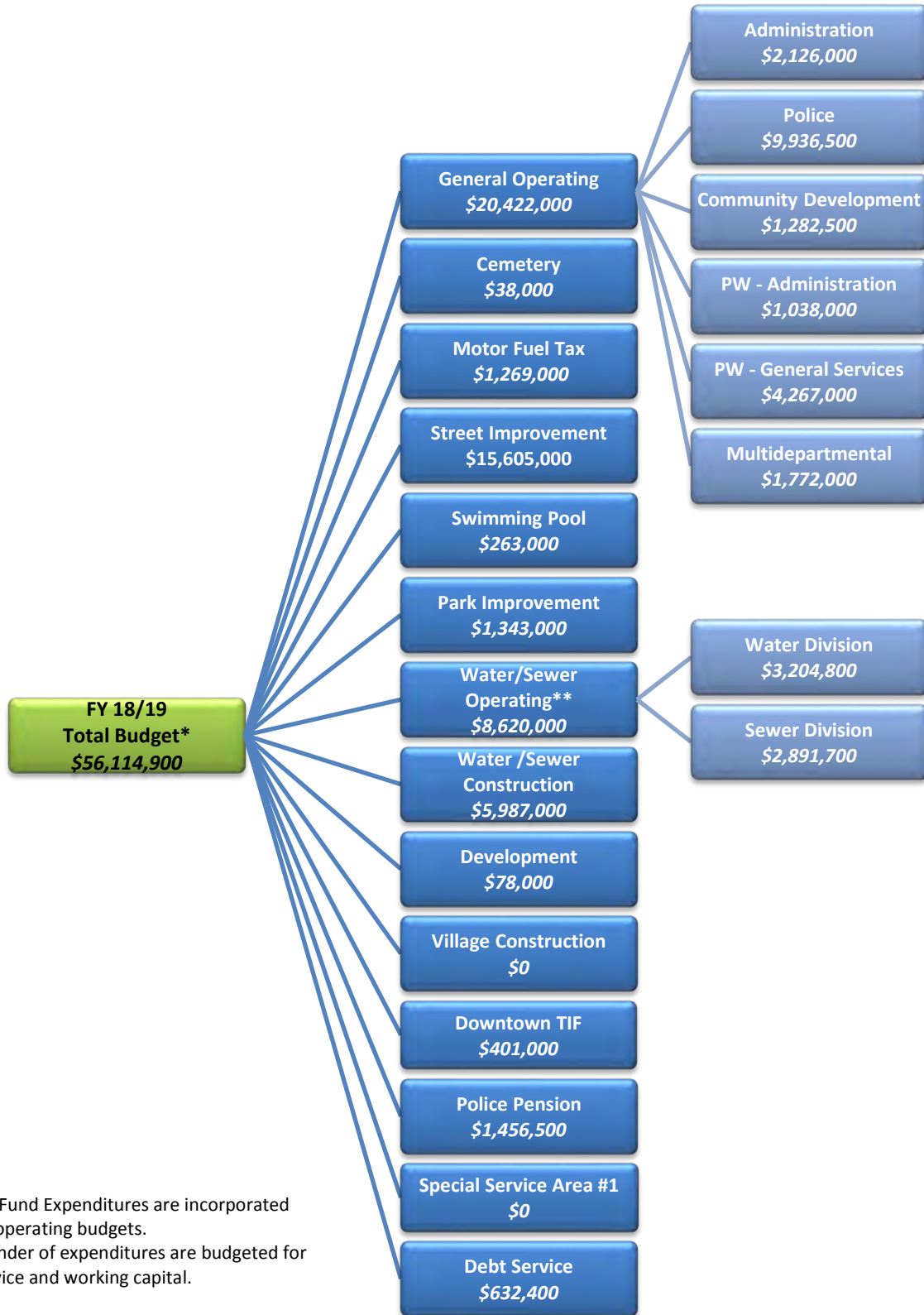
Capital Expenditures – Capital Expenditures are large dollar amount purchases of facilities and equipment. Capital Expenditures for FY 18/19 are budgeted 41.6 percent more than FY 17/18 to reflect current infrastructure projects including Downtown Redevelopment, Randall Road Pedestrian Underpass, and improvements to all three Water Treatment Plants budgeted for the upcoming year.

Transfers – Transfers includes monies that are transfer between accounts. The FY 18/19 budget includes \$3,501,000 worth of transfers including \$1,697,000 from Water and Sewer Operating to Water and Sewer Improvement and Construction to fund capital infrastructure improvements as well as \$1,000,000 from the General Fund (fund balance) to the Street Improvement and Park Improvement Funds.

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 18/19 budget with \$578,050 of expenditures, down 9.0 percent from FY 17/18.

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 18/19 Budget Allocation



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

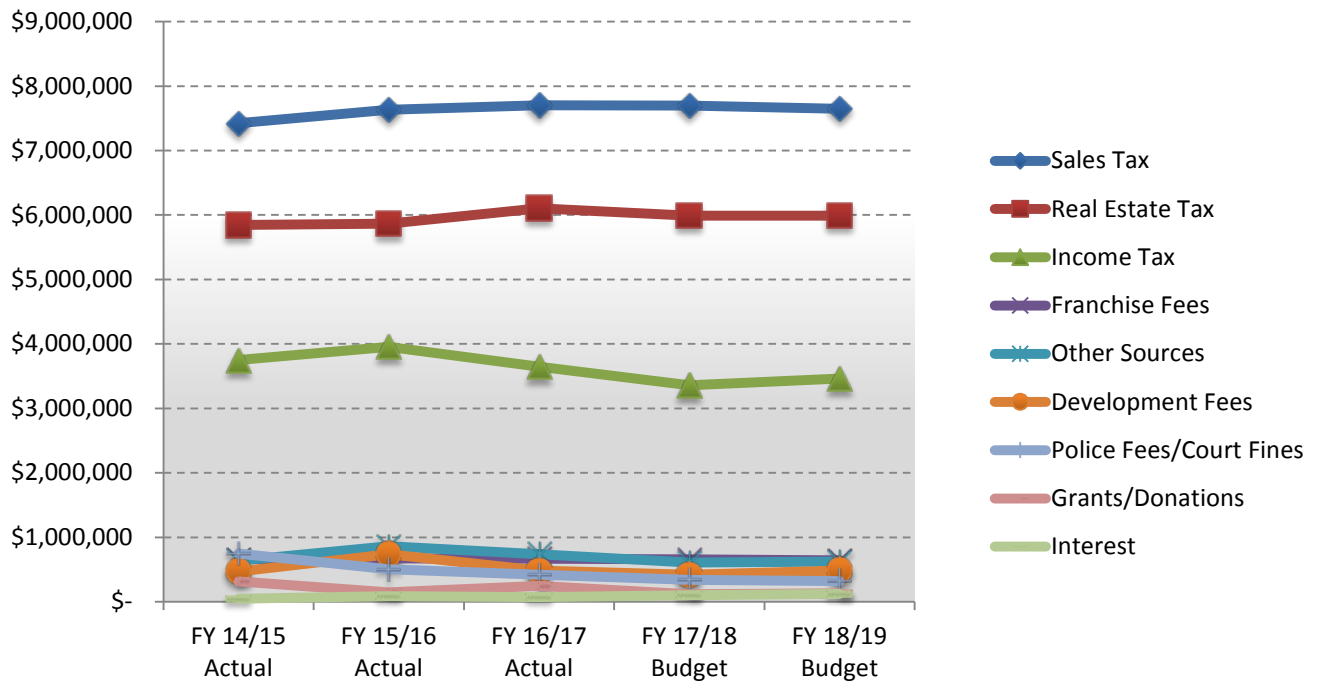
General Fund Budget Overview

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 18/19 General Fund budget projects a 0.7 percent increase in revenues while expenditures are expected to decrease 1.0 percent as compared to the budget for FY 17/18. The reason for this discrepancy is the one-time use of fund balance. In FY 17/18, \$330,000 of restricted/committed fund balance was applied to the Village’s liability insurance premium and for vehicle replacement. In FY 18/19, \$1,000,000 of unassigned fund balance will be transferred to the Street Improvement and Park Improvement Funds to be applied to one-time capital purchases. This transfer allows the General Fund’s operating cash reserve to better align with the target level of Village’s Reserve Policy. Overall, the FY 18/19 budget is balanced at \$20,422,000.

General Fund Anticipated Revenue - \$19,422,000 - There are many sources of revenue needed to fund a \$20 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 17/18 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 - \$7,650,000 – Recent sales tax trends and retail development activity in the community suggest a flattening trend in sales tax for FY 18/19. Projected sales tax contributes approximately 39 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 flat compared to FY 17/18, due primarily to the Village’s tax levy freeze. 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 third year in a row to \$900,634,801.

Income Tax - \$3,461,000 – 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 3 percent from the budget projection for FY 17/18 based on staff projections and those from the Illinois Municipal League. Income tax revenue consists of 18 percent of the total revenue for the General Fund.

Franchise Fees - \$645,000 – 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 down 1.5 percent from the FY 17/18 budget due to declining telecommunication tax receipts.

Community Development Fees - \$484,000 – The revenue from building permits, platting fees, and annexation may fluctuate based on the economy and the extent of building activity. Improved projections for anticipated housing starts led to a 15.2 percent decrease from FY 17/18 in overall community development fees. Community development fees account for 2 percent of the General Fund revenue in this budget.

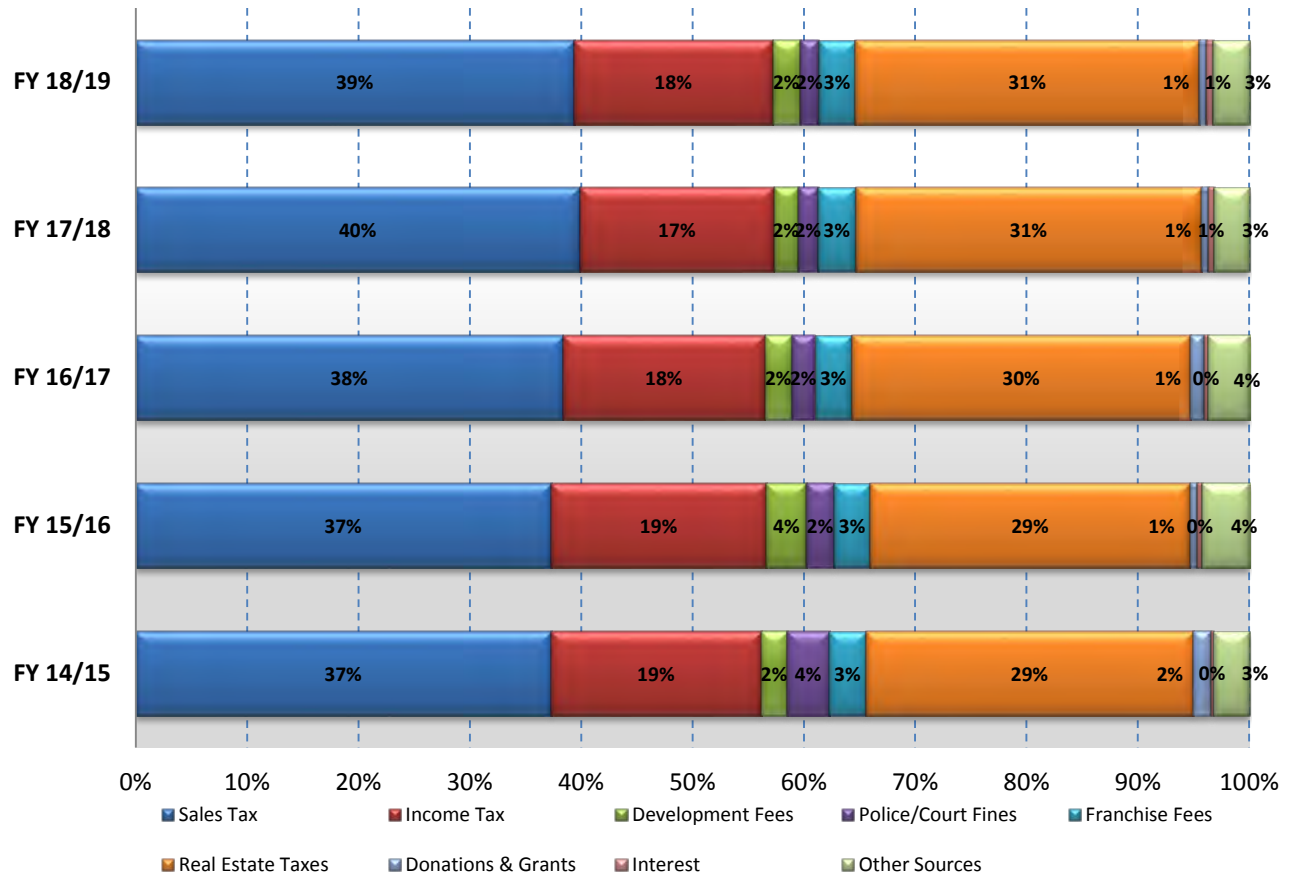
Police and Court Fines - \$320,000 – This series of revenue accounts makes up the payments from fines, prosecution fees and forfeited funds related to police and court activities, plus any reimbursement for police training. Decreased court revenue trends contribute to a 6.2 percent decrease in these accounts. Police and Court Fines account for 2 percent of the General Fund revenue.

Grants and Donations - \$130,500 – 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 increased from FY 17/18 and equal less than 1 percent of the General Fund revenues.

Interest - \$121,000 – 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 less than 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 - \$620,500 – Eighteen other revenue sources account for the balance of the total revenue stream for the General Fund. A 2.5 percent increase is expected in FY 18/19 from the prior year budget. 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:



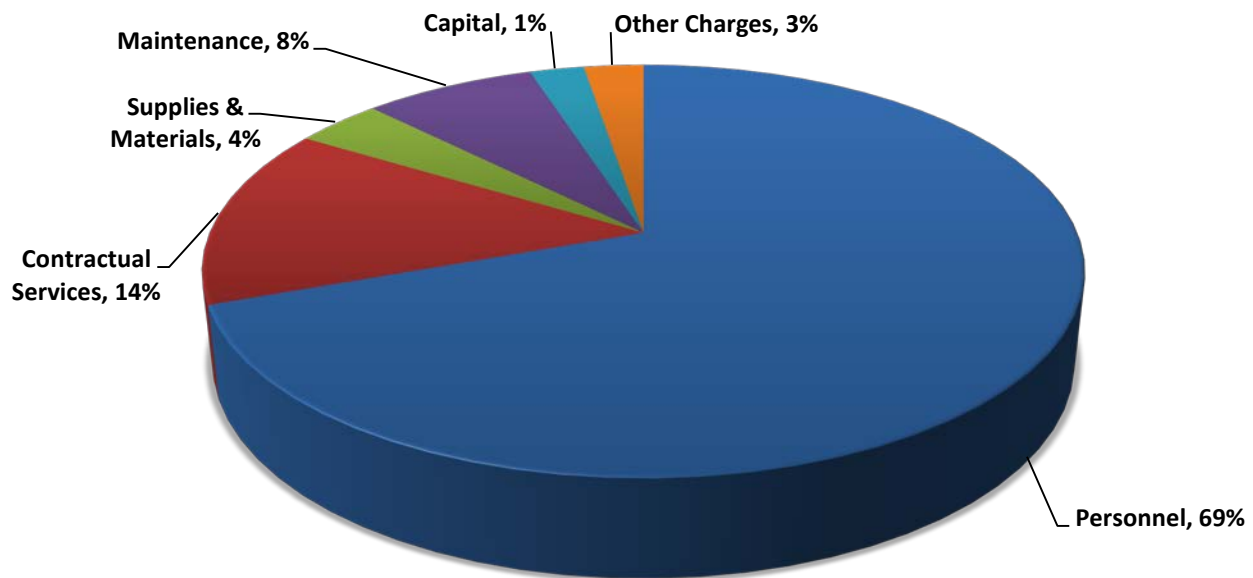
General Fund Expenditures

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	\$ 2,126,000	10%
Police	9,936,500	49%
Community Development	1,282,500	6%
Public Works - Administration	1,038,000	5%
Public Works –General Services	4,267,000	21%
Multidepartmental	1,772,000	9%
TOTAL:	\$ 20,422,000	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 - \$12,960,400 - The overall employee count for the General Fund in FY 18/19 decreased by 2.5 FTEs by attrition. The Village will utilize existing staff and alternate service delivery models 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 18/19. Police Pension Contributions represent the largest increase in personnel expenditures in FY 18/19.

Contractual Services - \$2,651,500 – The Contractual Services category generally consists of utilities and other services provided to the Village by a third party. The Village’s annual contribution for SEECOM dispatch increased 8.5 percent for FY 18/19. Additionally, professional services expenditures have increased due to records and evidence technician needs in Police and several outsourced services in Public Works General Services including: mosquito/wildlife control, aquatic weed control, utility locating, landscape maintenance, weed control, play surface mulch maintenance, and park restroom cleaning services.

Supplies and Materials - \$709,750 – 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 \$342,350 in FY 18/19. Additionally, \$5,550 is budgeted for to add and replace picnic tables and grills at Towne Park for public use.

Maintenance - \$1,401,100 – Maintenance costs have decreased in FY 18/19, reflective of more street maintenance activities being funded from the Motor Fuel Tax Fund. The majority (92.2 percent) of maintenance expenditures in the General Fund are for services are provided to Village departments by the Internal Services Division of the Public Works Department.

Capital Expenditures - \$442,900 - The FY 18/19 budget as presented does contain certain capital purchases to replace existing vehicles and equipment. Police will replace three vehicles for \$105,900 (two patrol, one administrative/detective), purchase four new portable message board signs for \$56,000, purchase four new radar speed display signs for \$16,000, and purchase mobile squad radios for \$12,000. Public Works Administration will replace one truck for \$38,000. Public Works General Services will replace three trucks for \$134,000 and purchase one new crash attenuator for \$25,000.

Other Charges - \$487,350 – 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 have been increased for FY 18/19, budgeted at \$141,200, which is 1.1 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 18/19 Water and Sewer Operating Fund budget is budgeted at \$8,620,000 (10 percent increase from FY 17/18). 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 - \$8,620,000 – Approximately \$7.1 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 18/19 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 \$1,300,000 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 Expenses – Water and Sewer Operating Fund - \$8,620,000 – The expense 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 total of 18.50 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 – \$930,200 – 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 0.3 percent increase from FY 17/18.

Vehicle Maintenance Service Fund – \$1,167,700 - 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 1.14 percent increase in expenses from FY 17/18.

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 18/19 includes \$820,000 for revenues and \$1,269,000 for expenditures. The major project in this fund include Harper Drive Bike Path (\$70,000), which is a carryover from a prior fiscal year. Additionally, \$454,000 of materials (salt, concrete, asphalt, etc.) is budgeted to support infrastructure maintenance with another \$615,000 budgeted for concrete, street sweeping, street lighting, and storm

sewer cleaning outsourced maintenance services. Existing fund balance will be applied to this year's budget to balance.

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 \$5,980,000 in FY 18/19, an additional \$9,625,000 of fund balance will be used to balance the \$15,605,000 of proposed expenditures. The FY 18/19 expenditures include \$2,035,000 of engineering and construction management projects. Major projects include Downtown Streetscape Redevelopment (\$7,030,000), Boyer Road/County Line Road (\$2,200,000), Gaslight Drive (\$1,300,000), Randall Road Pedestrian Underpass (\$1,000,000), and Lake Drive South (\$750,000).

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 18/19 revenues are budgeted at \$763,100 with total expenditures budgeted at \$1,343,000, with \$579,900 of fund balance applied to current year expenditures. The largest project in FY 18/19 is the development of Creeks Crossing Park creek/drainage improvements, budgeted at \$900,000. An additional \$206,000 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 18/19 are projected at \$2,137,000 with expenditures at \$5,987,000. Accumulated reserves from the fund balance will offset the difference. The primary projects include replacement water meters (\$1,850,000), Downtown water main replacement (\$480,000), Downtown sanitary sewer replacement (\$490,000), Longmeadow Parkway water main construction (\$250,000), water treatment plant pump improvements (\$300,000), and WTP #1 motor control center upgrades (\$850,000).

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 18/19 are \$12,250 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 \$263,000 for FY 18/19 with a transfer from the General Fund of \$147,000. Painting of the pool basin is budgeted for FY 18/19 with a total cost of \$28,300. Total maintenance costs for FY 18/19, which include water chemicals and outsourced maintenance services, are budgeted at \$126,300.

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 \$632,000 include a \$622,000 transfer from the General Fund and investment income of \$10,000. Expenditures for debt service include \$600,000 for reduction of principal, \$30,400 for payment of interest expense, and \$2,000 for payment of bond fees or total expenditures of \$632,400.

Pension Trust

Police Pension - Revenues for the Police Pension Fund total \$4,267,500 including employee contributions of \$427,500, investment income of \$1,850,000, and employer contributions of \$1,990,000. Expenditures for pension benefits/contribution refunds are \$1,315,000 and administration expenses are \$141,500 for total expenses of \$1,456,500. Currently, there are 4 annuitants on disability and 14 on retirement.

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 \$3,500. Expenditures of \$30,000 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 \$48,000 and investment income of \$1,000. 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 \$52,500 with expenditures of \$78,000. 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 18/19 budget is the fourth year the Downtown TIF Fund is formally budgeted. Revenues are budgeted conservatively at \$401,000 from property tax increment and interest income. Expenditures are budgeted at \$401,000 for legal services, engineering services, 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 18/19 are projected at \$11,000 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 an exceptional quality of life with recreational amenities, educational opportunities, and a numerous mixture of restaurants and shopping malls which offer 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, 93 percent of residents rated Algonquin as a place to live as either “Excellent” or “Good” along with 90 percent of residents rating Algonquin as either “Excellent” or “Good” as a place to raise children. In addition, 98 percent of residents reported to feeling safe in their neighborhoods during the day.

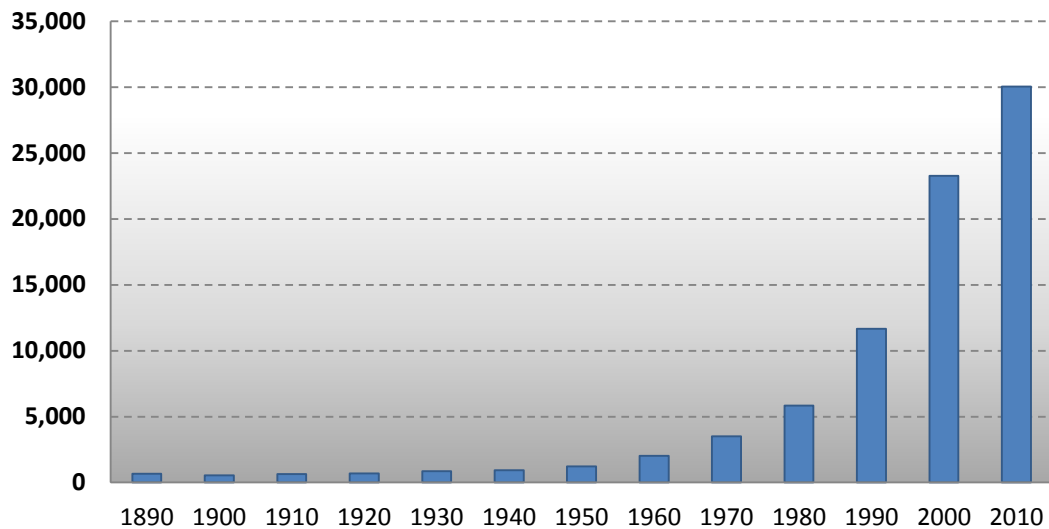
In addition to providing a friendly and safe community, Algonquin believes in providing residents leisure opportunities involving the great outdoors. There are abundant parks and recreation amenities in Algonquin, with a park located within walking distance of most residents. There are 21 parks conveniently located throughout the Village to ensure regional connectivity. The Village of Algonquin strives to achieve environmental friendly initiatives along with appealing environmental aesthetics. 91 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 22 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 was officially incorporated in 1890 and has 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 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.

Population Growth

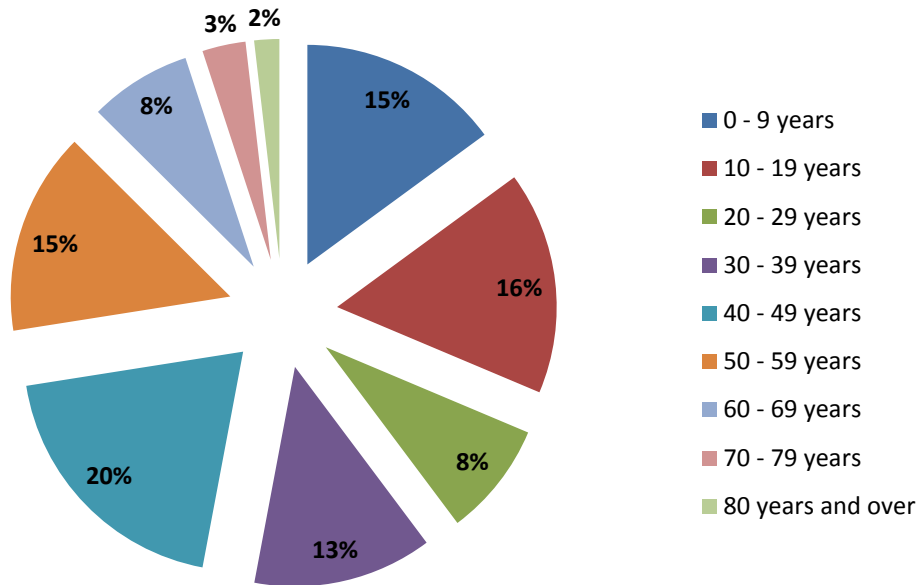
Source: United States Census Bureau



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 2017 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 (90 percent), responsive (90 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 127 full-time and 51 part-time/seasonal staff.

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, 86 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, 70 percent of respondents rated overall community development services as either Excellent or Good.**

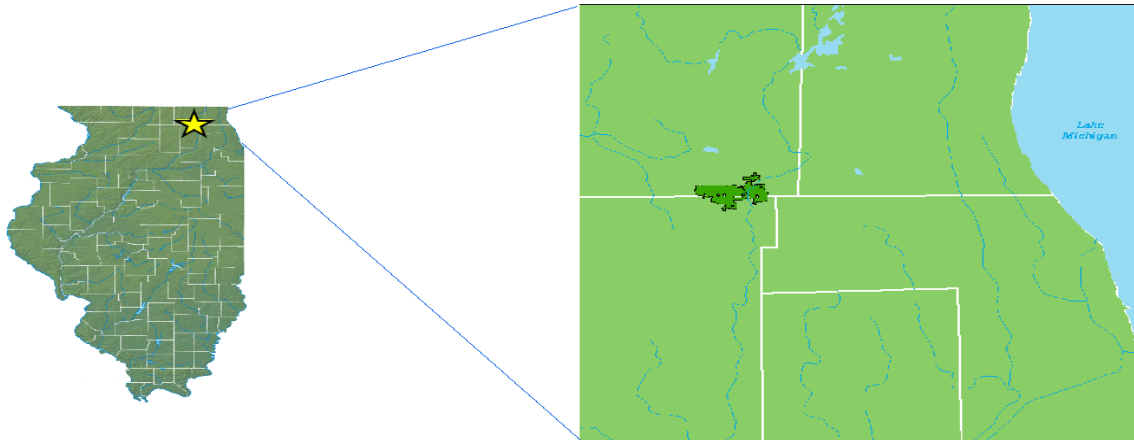
The Police Department has several operating functions including patrol, investigations, traffic, records, and administrative. Several Police Department employees are represented by a labor union (Metropolitan Alliance of Police Locals 78 and 183) which collectively bargains labor contracts. **Overall, 98 percent of residents feel either Very Safe or Somewhat Safe in their neighborhood during the day, while 91 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, 84 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%

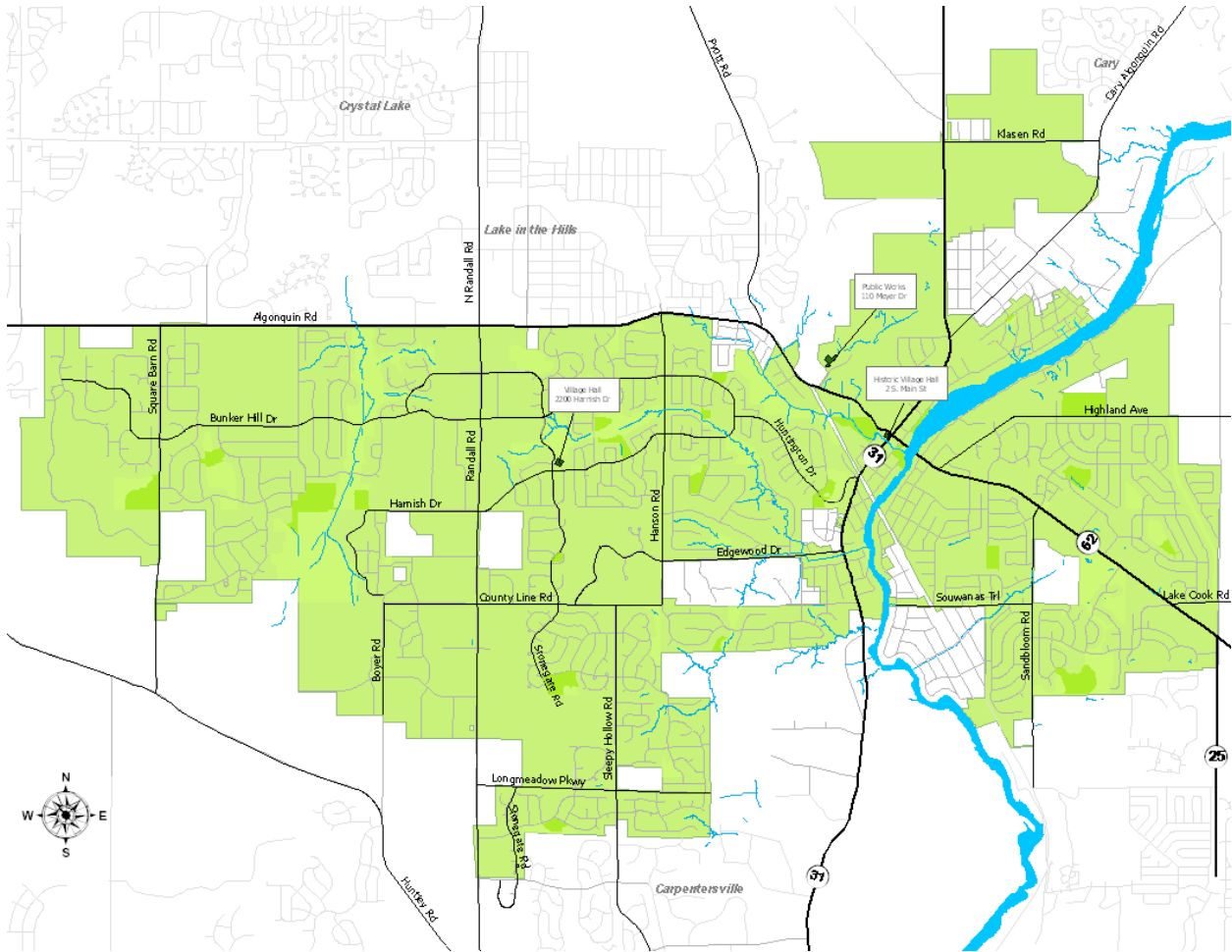
The following table displays historic unemployment rates comparing Algonquin to county, state, and national rates. During each of the past three years, Algonquin’s unemployment rate has been lower than the other comparable rates.

Historic Unemployment Rates (Source: Illinois Department of Labor & Illinois Department of Economic Security)				
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Algonquin	5.9%	4.9%	5.0%	4.2%
Kane County	6.8%	5.7%	5.5%	4.7%
McHenry County	6.6%	5.4%	5.3%	4.5%
Illinois	7.1%	5.9%	5.9%	5.0%
U.S.	6.2%	5.3%	4.9%	4.4%

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:

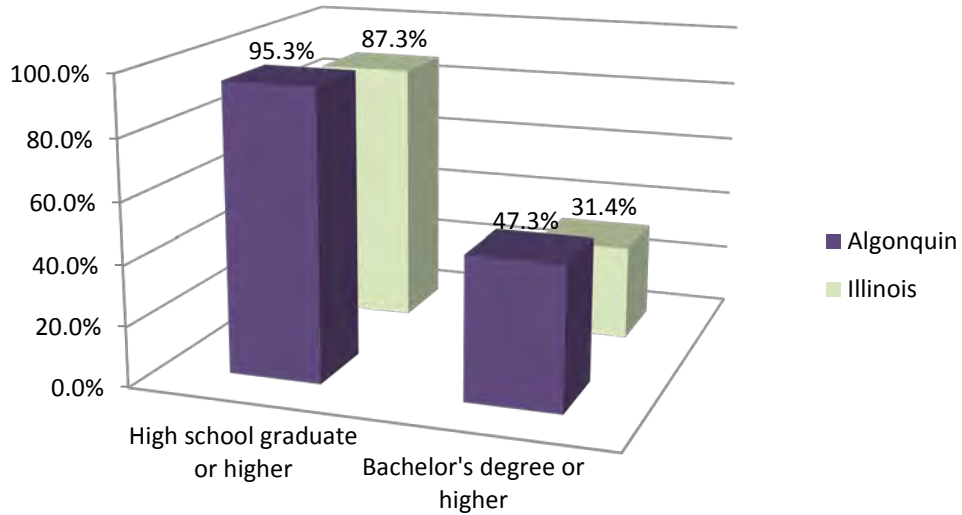
Elementary	Middle	High
Algonquin Lakes	Algonquin	Dundee-Crown
Eastview	Heinemann	Huntley
Neubert	Westfield Community	Jacobs
Liberty		
Lincoln Prairie		
Westfield Community		
Conley		
Mackeben		

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 18/19 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 Officers 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, 2016, and 2017. 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 Officers Association’s (GFOA) Distinguished Budget Awards Program. Below is the timeline that we adhered to in preparing our budget.

August to October, 2017

- Initial Budget Meetings – Budget Officer and Assistant Village Manager: These preparatory meetings took place from August to October 2017, 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 2017

- 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 2017. 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 upfront 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 2017.
- 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 2018

- 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 2017 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 2018.

January to February 2018

- 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 2018.
- Board Review: The Committee of the Whole met on January 23, 2018, 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 13, 2018, to review the Enterprise Funds (Water and Sewer Operating, Cemetery, and Swimming Pool funds) and the Building Services and Vehicle Maintenance Service Funds.

March 2018

- Board Review: On March 13, 2018, the Committee of the Whole met to review the General Fund and the remaining ("Other") funds.

April 2018

- Public Hearing: A public hearing was held on April 3, 2018, to allow for citizen comment on the budget document. No comments were received.
- Official Adoption by the Village Board: The Village Board officially adopted the Fiscal Year 2018-2019 budget on April 17, 2018.
- Printing and Distribution of the Budget Document: The budget document was compiled, printed, and distributed in April 2018. 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 2018

- Submittal to GFOA: The budget will be submitted to the Government Finance Officers Association for their consideration as part of GFOA's Distinguished Budget Awards program.
- Implementation: Throughout the May 1, 2018 to April 30, 2019 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	2017					2018						
		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, COTW												
Budget Public Hearing	BO, AVM, 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) 18/19 is \$45,518,250 which is an increase of \$2,908,125 (6.8 percent) over the comparable budget for FY 17/18. Revenue in the General Fund is up from FY 17/18, with growth in income tax and development fees. Revenues in the Water & Sewer Operating Fund increased 9.0 percent over the budget for FY 17/18, due to associated increases in rates and fees. Interest income is projected to marginally increase due to the federal funds rate expected to continue at present levels which impacts interest bearing accounts.

Common Assumptions

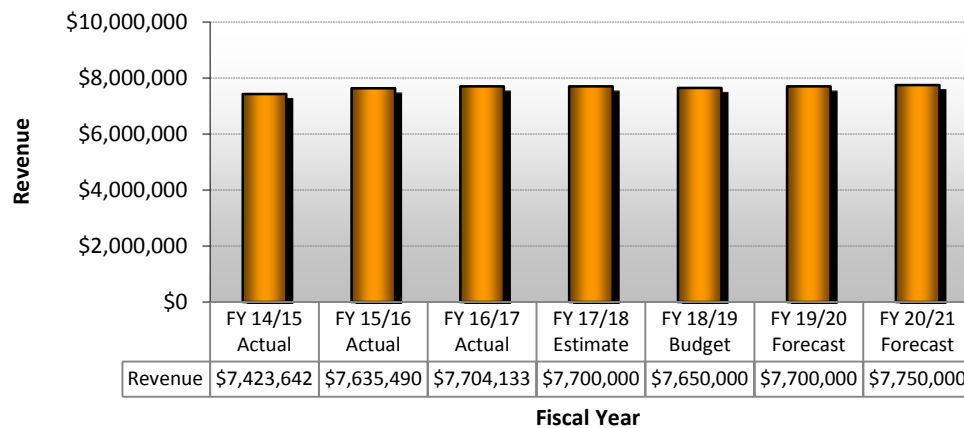
1. Interest Income Rate – 1.50 to 1.75 percent in the state investment pool and operating accounts.
2. The cash basis of accounting is used for budget purposes.
3. Trend analysis with historical information is used to project the budget unless another method is indicated.

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 steady and the addition of new retailers has helped maintain this trend. The FY 18/19 budget for sales tax is \$7,650,000 or 0.7 percent less than the FY 16/17 actual and down slightly from the FY 17/18 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.

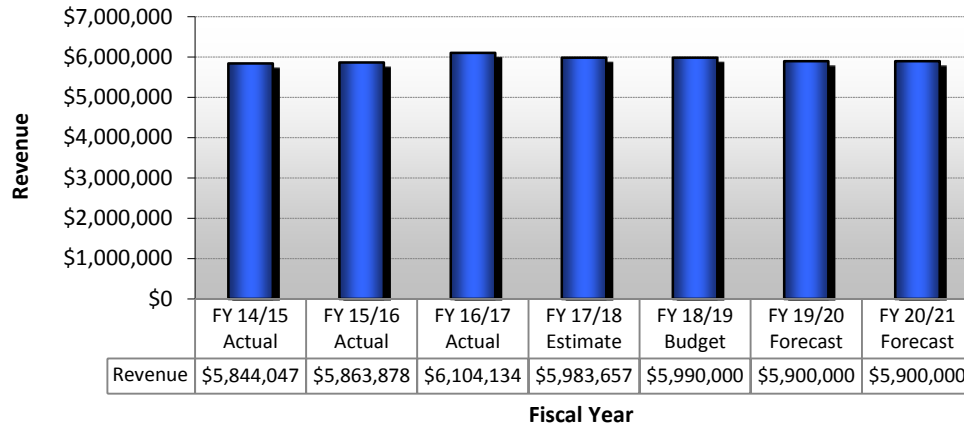
Sales Tax



2. Real Estate Tax

The FY 18/19 budget for real estate taxes in the General Fund is \$5,990,000 which is flat compared to the FY 17/18 estimate. The Village froze its property tax levy for 2017, payable 2018. EAV is anticipated to increase, and combined with new growth, is anticipated to lower 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.

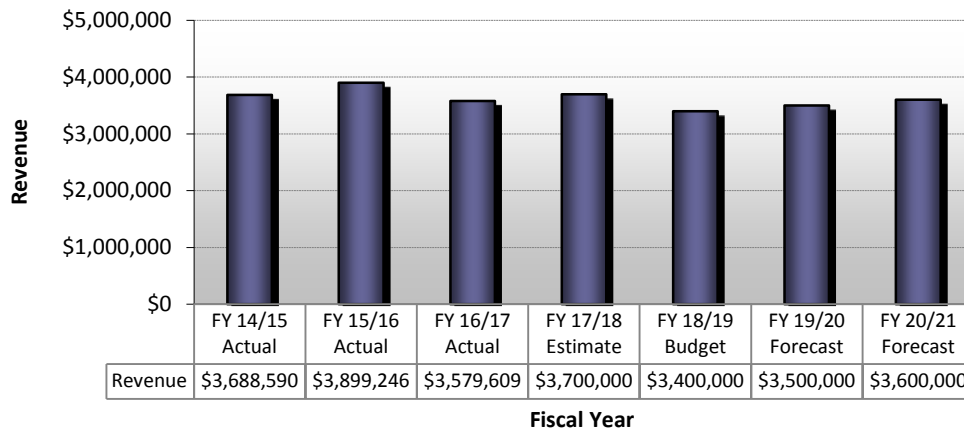
Real Estate Tax



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 18/19 is \$3,400,000 representing twelve cash distributions. The total is 8.1 percent less than the FY 17/18 estimated actual and 5.0 percent less than the FY 16/17 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

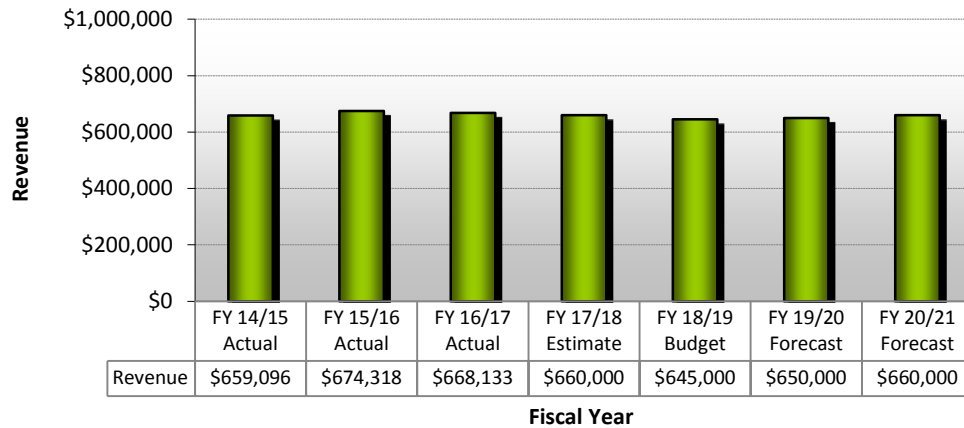


4. Cable Franchise & Telecommunication Fees

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 18/19, Cable Television Franchise Fees are projected at \$645,000 reflecting historical receipts. That budget is 2.3 percent less than the FY 17/18 estimate and 3.5 percent less than the FY 16/17 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.

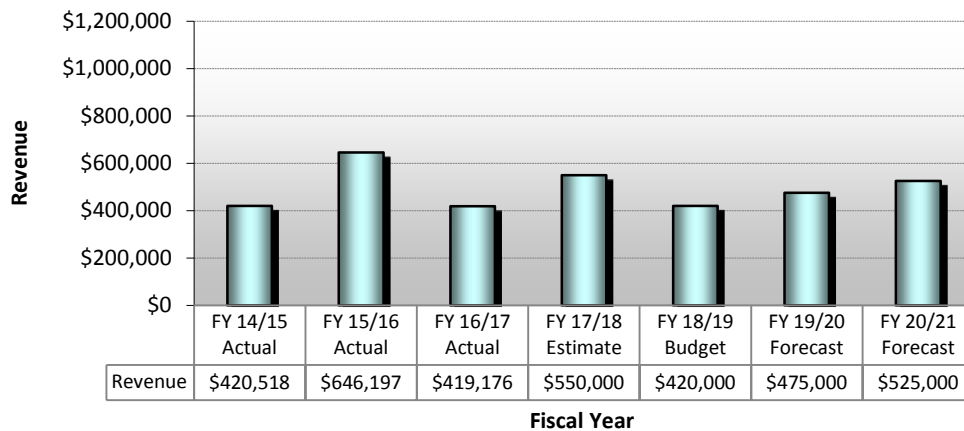
Franchise & Telecommunication Fees



5. Building Permit Fees

FY 18/19 permit fees are budgeted at \$420,000 reflecting maintenance permits and several new residential home permits. The budget is 24 percent less than the FY 17/18 estimate as budget assumptions are conservative and do not include any large scale commercial construction. The long-term trend looks stable due to continued housing recovery.

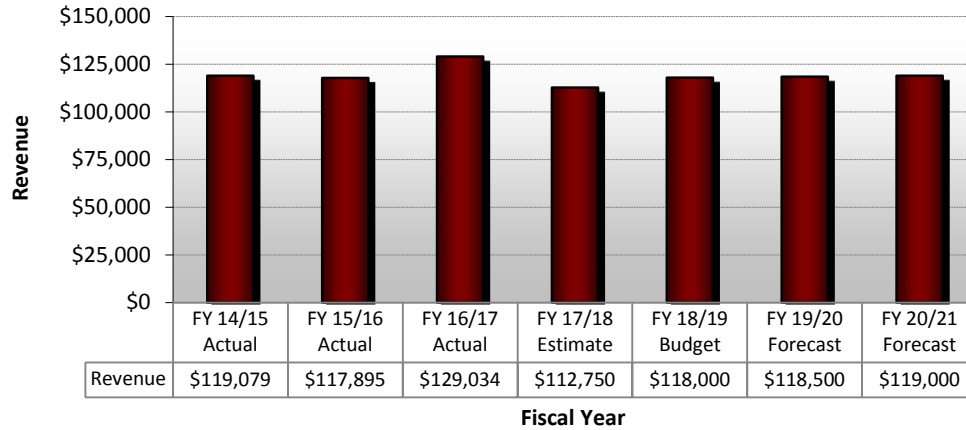
Building Permit Fees



6. Liquor License Fees

The FY 18/19 budget of \$118,000 for liquor licenses reflects the fee schedules associated with the authorized licenses and fees for new owners. This is 8.6 percent less than the FY 16/17 actual and 4.7 percent more than the estimated actual for FY 17/18. In FY 16/17, several business ownerships changed during the licensing period, resulting in higher than expected receipts for the reporting period.

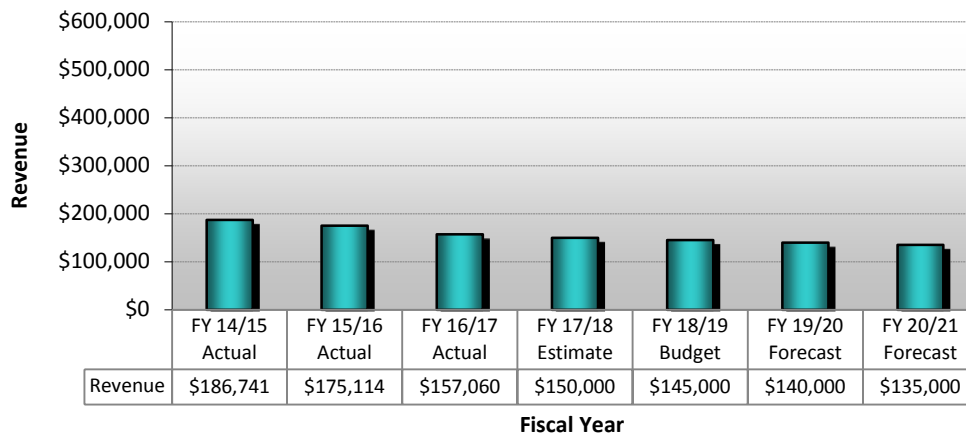
Liquor License Fees



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 18/19 budget of \$145,000 is 7.7 percent less than the FY 16/17 actual and 3.3 percent less than the estimate for FY 17/18.

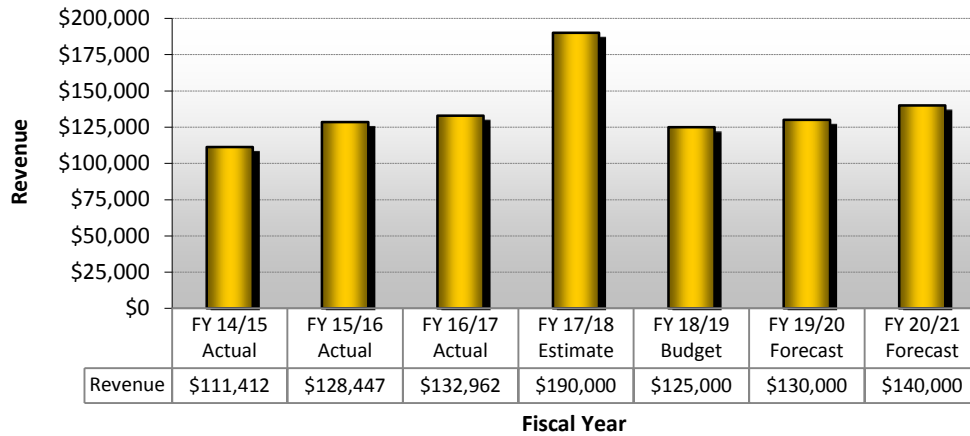
County Court Fines



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 18/19 is 34 percent less than the estimate for FY 17/18.

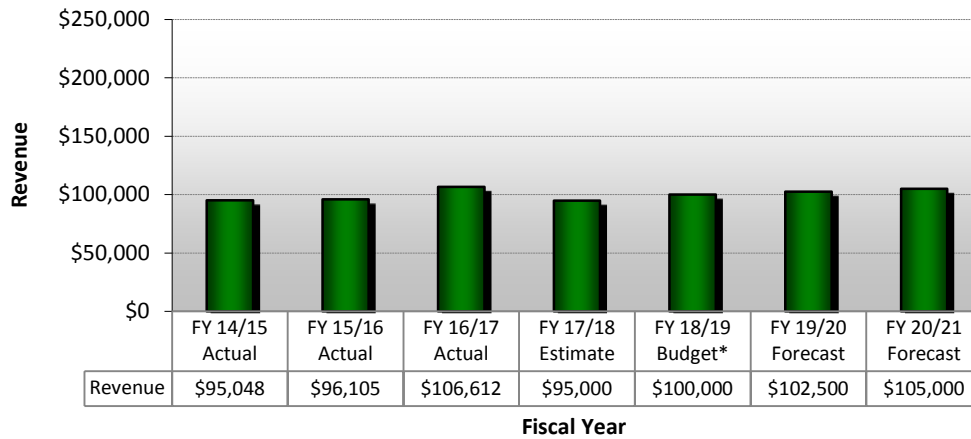
Intergovernmental Agreements



9. Recreation Programs

This line-item accounts for registrations for recreation programs. Revenues are projected at \$100,000 in FY 18/19, which is up 5.6 percent from the FY 17/18 estimate. Long-term trends depict a gradual increase in revenues for this line-item.

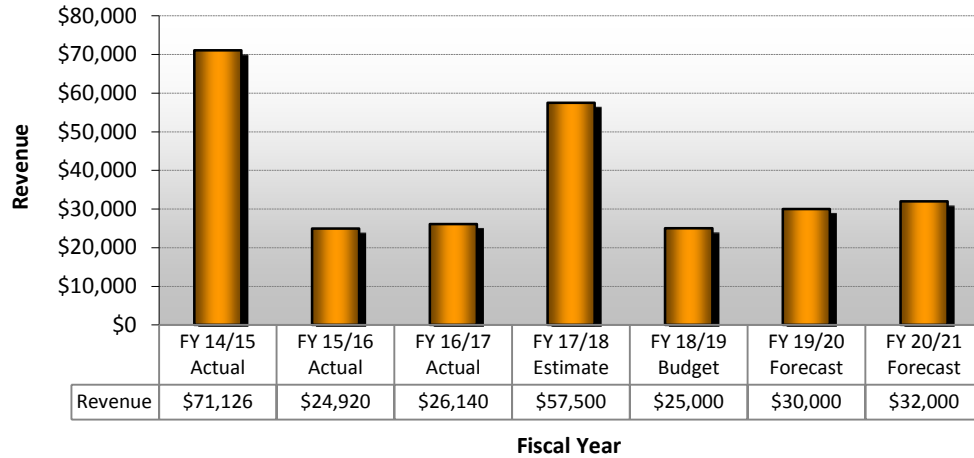
Recreation Programs



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 18/19 which is 4.4 percent less than FY 16/17 actual and 57 percent less than the FY 17/18 estimate. Vehicles that are used as trade-ins for the purchase of new vehicles impact this revenue item.

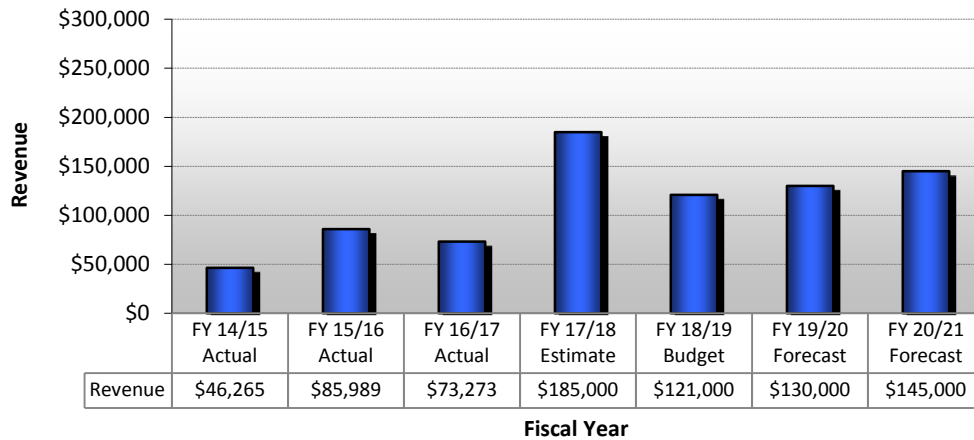
Sale of Surplus Equipment



11. Interest Income

Interest income in the General Fund is budgeted at \$121,000 which is 65 percent more than the FY 16/17 actual and 35 percent less than FY 17/18 estimate. The current policy of the Federal Reserve regarding gradually increasing the Federal Funds Rate in 2018 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

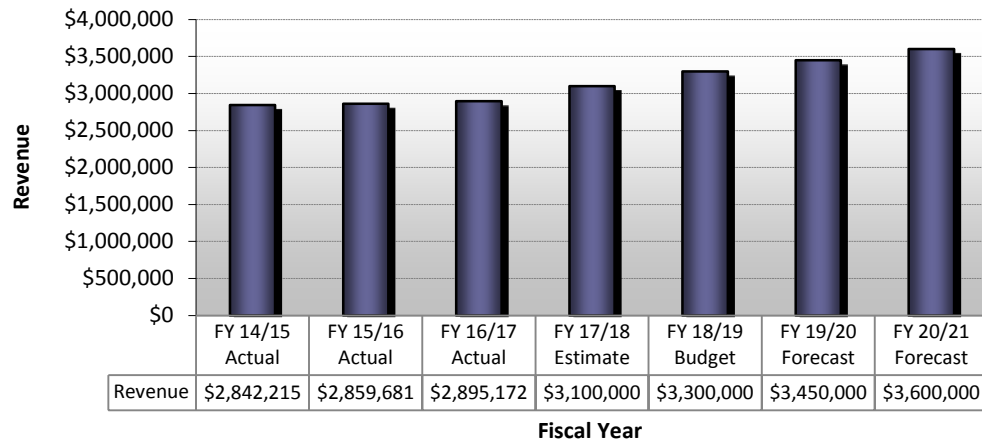


Water and Sewer Fund

1. Water Fees

The FY 18/19 budget of \$3,300,000 is 14.0 percent higher than FY 16/17 actual and 6.5 percent higher than estimate for FY 17/18. The implementation of the new water rates in November 2018 and water consumption projections lead to a higher estimate for this revenue source.

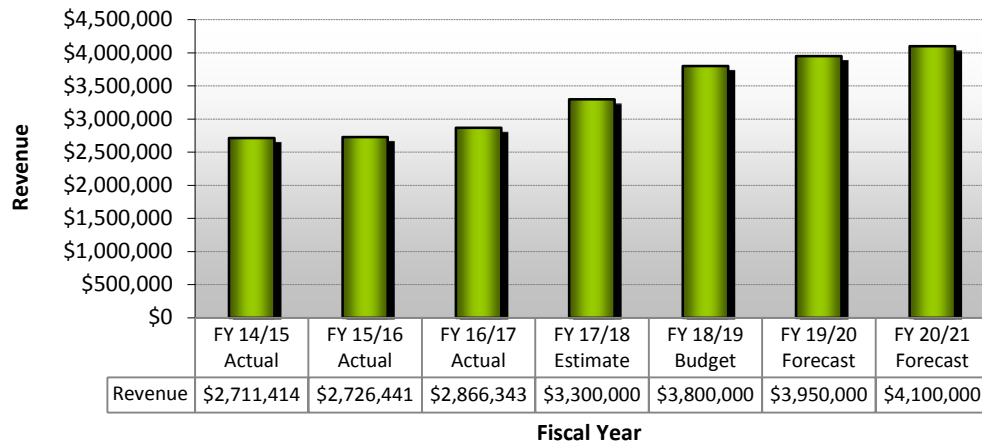
Water Fees



2. Sewer Fees

The FY 18/19 budget of \$3,800,000 is up 33 percent from the FY 16/17 actual and 15 percent higher than FY 17/18 estimate due to rate increases that will occur in November 2018.

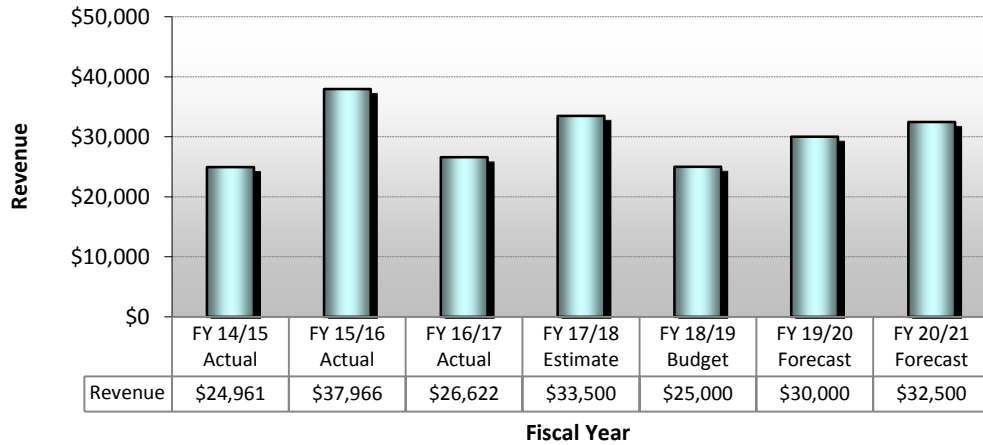
Sewer Fees



3. Meter Sales

The FY 18/19 meter sales budget of \$25,000 is 6.1 percent lower than the FY 16/17 actual and 25.4 percent lower when compared to the FY 17/18 estimate based on the expectation of smaller-scale development in the fiscal year. The meter exchange program budgeted in FY 18/19 for existing accounts does not impact this revenue item.

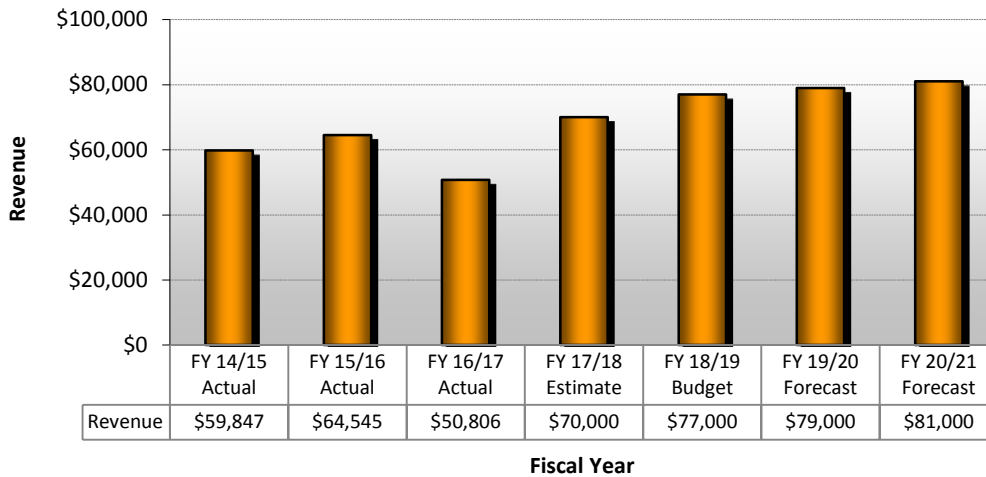
Meter Sales



4. Rental Income

The FY 18/19 budget of \$77,000 is up from the FY 16/17 actual and \$7,000 more than the FY 17/18 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.

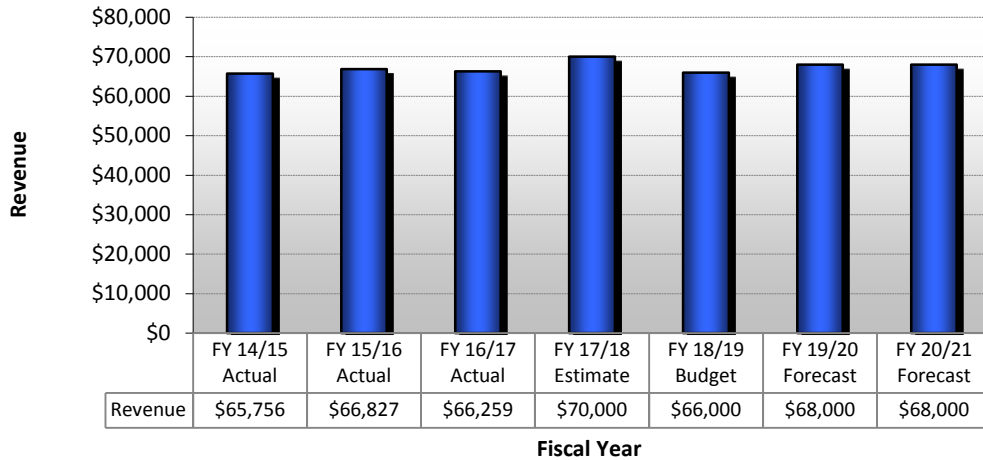
Rental Income



5. Late Charges

The FY 18/19 late charges budget of \$66,000 is flat compared to FY 16/17 actual and down 5.7 percent from the FY 17/18 estimate. Fees of 10 percent are assessed when utility bill payments are received after the due date and are generally stable.

Late Charges



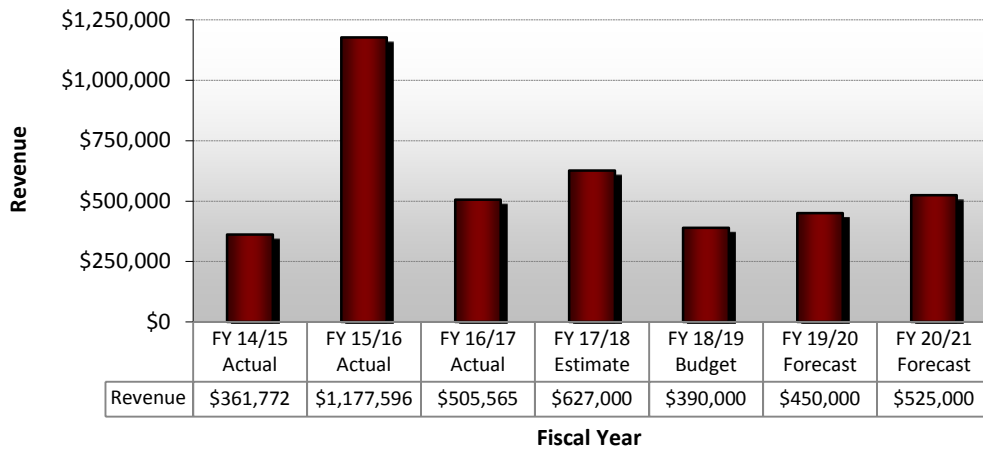
Water and Sewer Improvement and Construction Fund

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 18/19 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 18/19 budget is projected at \$190,000 for sanitary sewer connection fees, for a total of \$390,000 in this category.

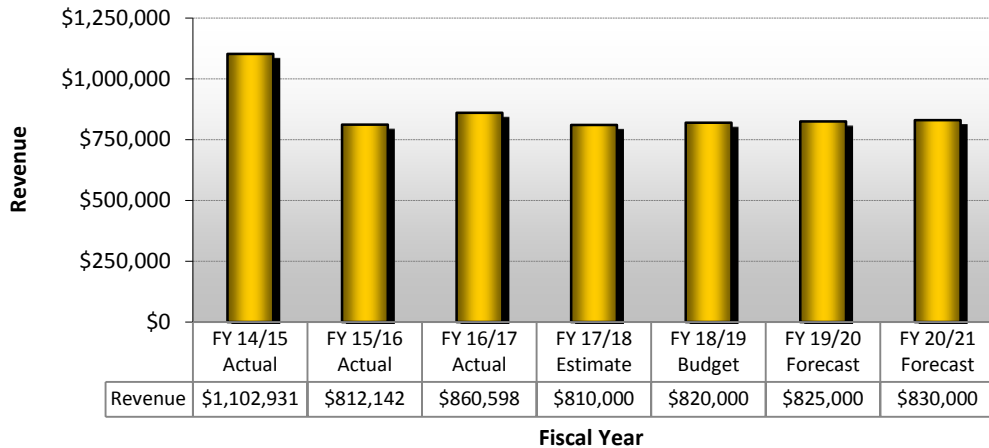
Connection Fees



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 \$820,000. The Village also participates in the state’s High Growth City Distribution.

Motor Fuel Tax Fund

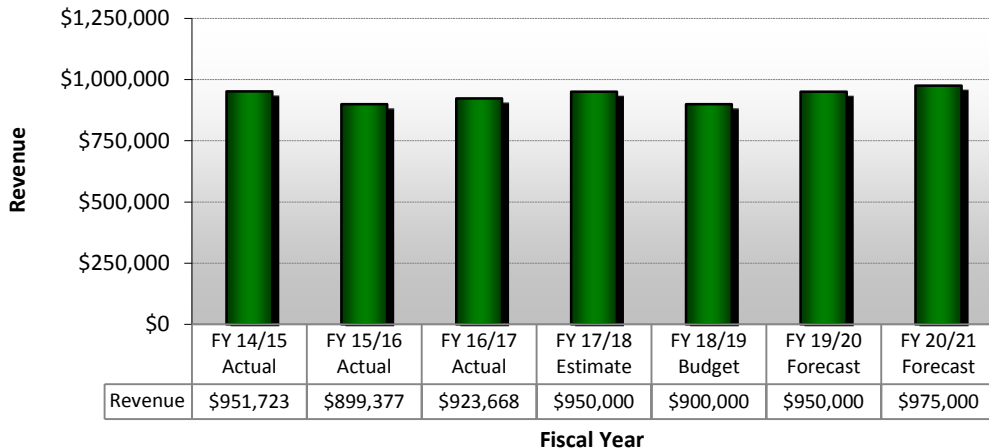


Street Improvement Fund

1. Utility Tax Receipts

The FY 18/19 budget for Utility Tax is \$900,000 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 2.6 percent less than the FY 16/17 actual, and further down 5.3 percent from the FY 17/18 estimate.

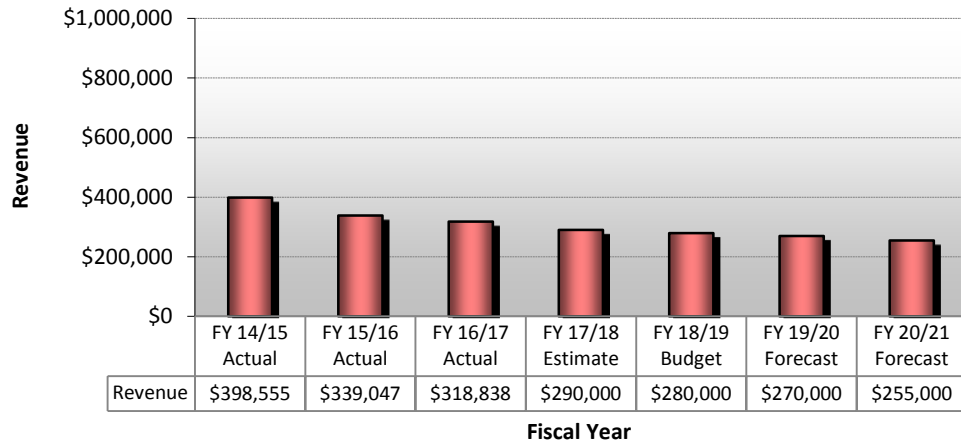
Utility Tax Receipts



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 18/19 budget of \$280,000 is 12 percent less than actual for FY 16/17 and 3.5 percent less than the FY 17/18 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.

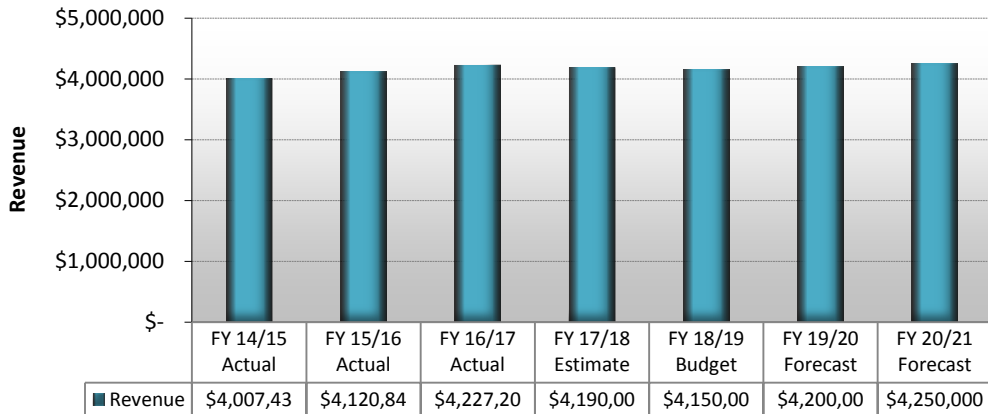
Telecommunications Tax



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



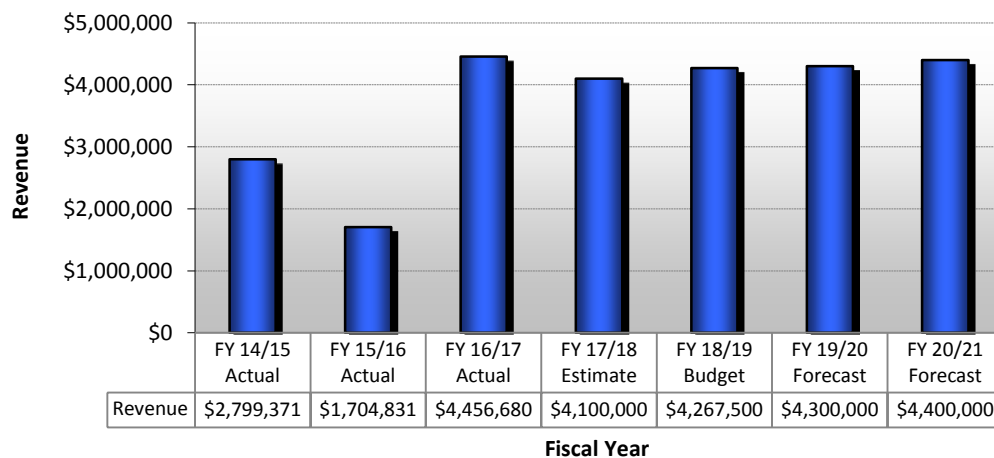
Police Pension Fund

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 18/19 budget of \$1,990,000 is 8.3 percent higher than FY 16/17 actual and 4.7 percent higher than the FY 17/18 budget.

Investment income of \$1,850,000 is estimated by an analysis of existing investments and the current market conditions which influence the expected return on investment. This budget is down from the FY 16/17 actual earnings of \$2,195,864 and 23 percent higher than FY 17/18 budget.

The final major revenue of \$427,500 is contributions from officer salaries at 9.91 percent which is set by state statute. The FY 18/19 budget is 3.7 percent more than FY 16/17 actual. The budget is up 1.5 percent from the FY 17/18 estimate, which is compressed due to an increase in retirements and the hiring of new officers at lower salaries. The total FY 18/19 revenue budget of \$4,267,500 is an increase of 11.3 percent over the FY 17/18 estimate and a 4.2 percent decrease from the FY 16/17 actual.

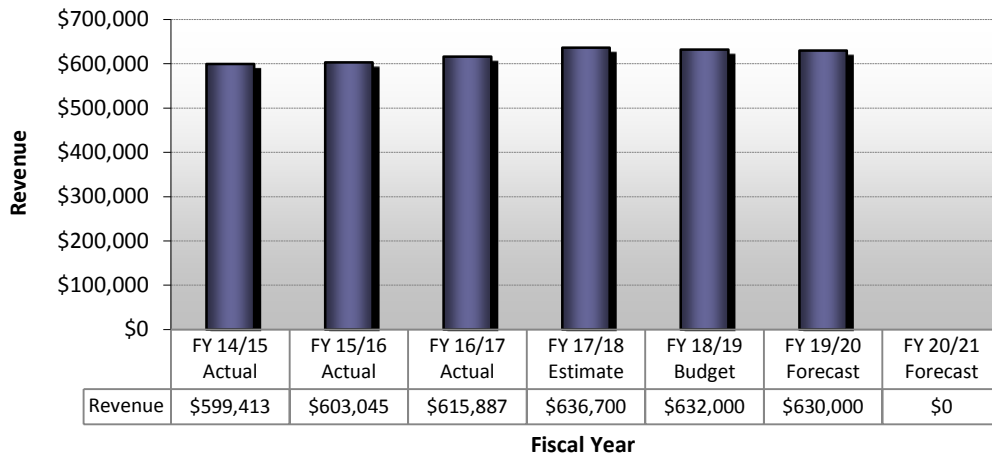
Police Pension Fund



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 18/19 is \$632,000 which is 2.6 percent higher than the FY 16/17 actual.

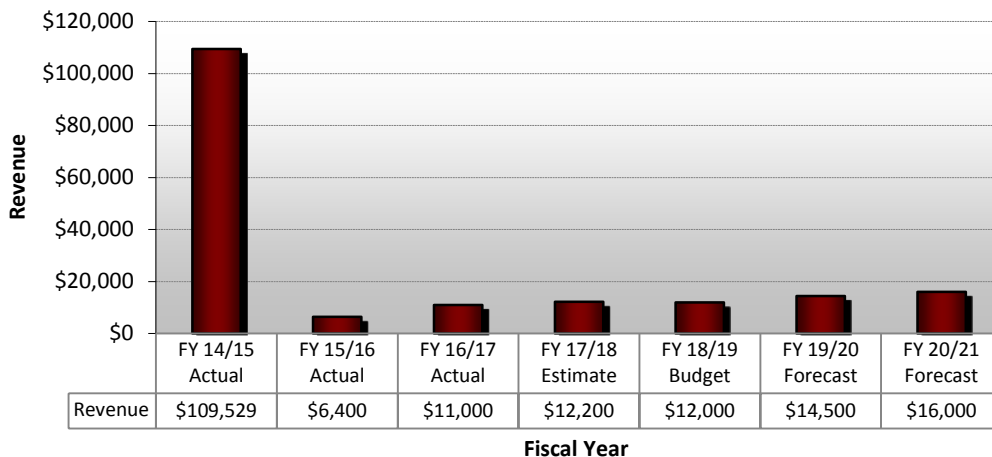
Debt Service Fund



Municipal Facility Fee

Continued gradual construction of single-family homes contributes to a minor up-tick in fees for FY 18/19. Larger-scale commercial and institutional construction is attributable to the amount of fees received in FY 14/15.

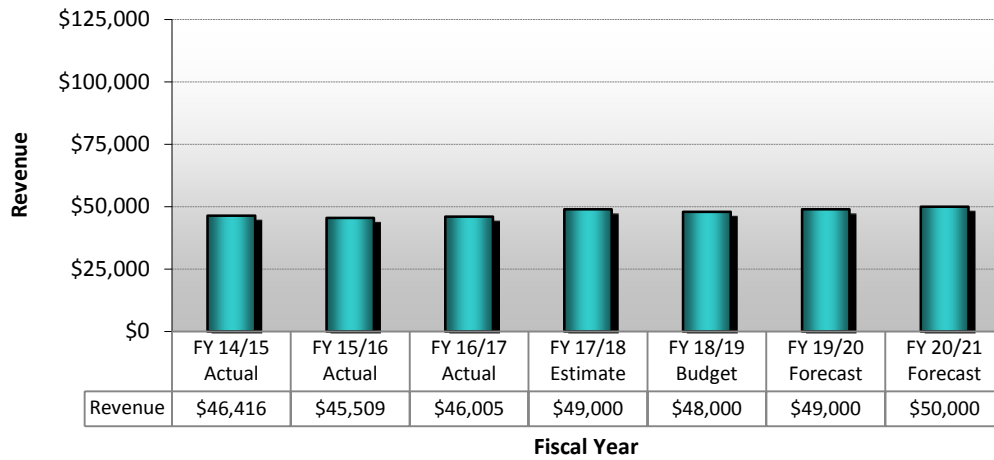
Municipal Facility Fees



Hotel Tax Fund

The hotel tax rate is 5 percent of hotel room billings and the FY 18/19 budget is \$48,000 which is 4.3 percent higher than the FY 16/17 actual and 2.0 percent less than the FY 17/18 estimate. These revenue receipts have been generally flat in recent years.

Hotel Tax Receipts



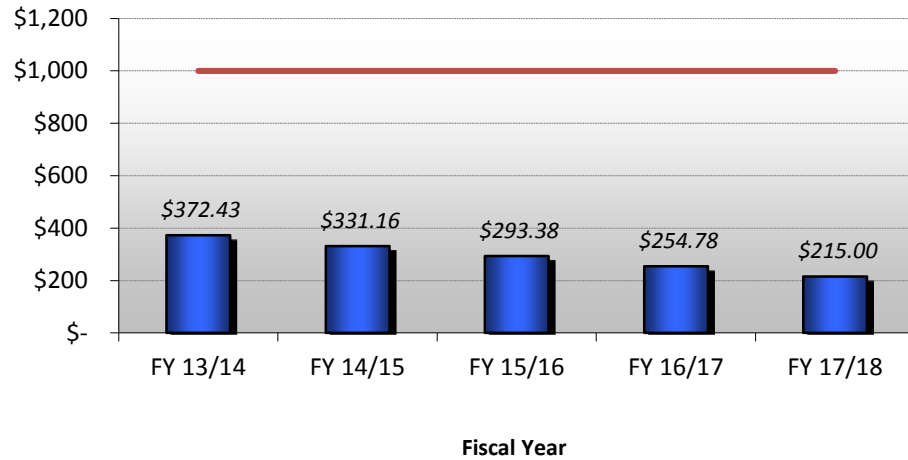
Debt Management Trends

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.

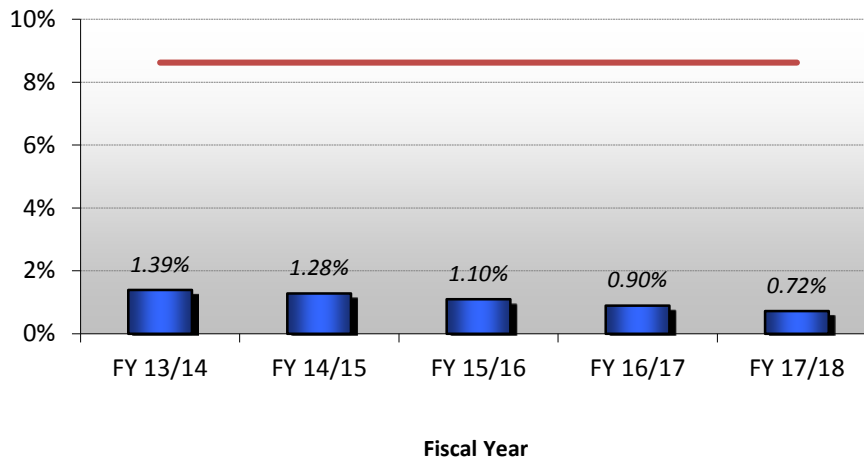
G.O. Debt per Resident



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.

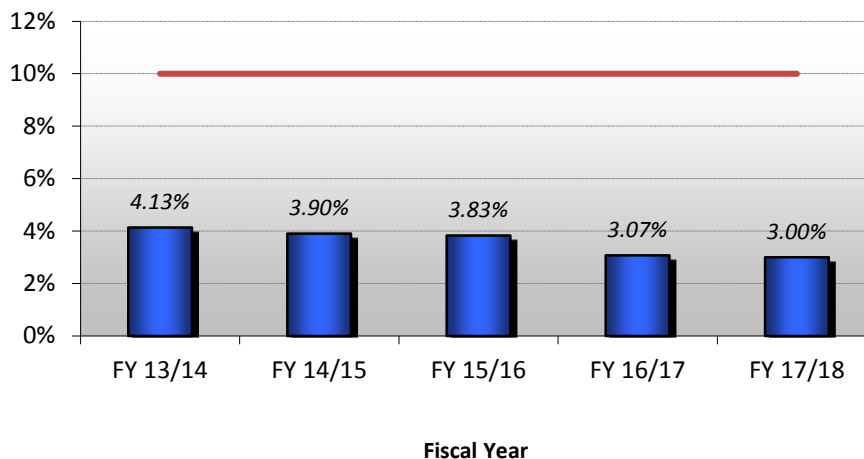
Ratio of G.O. Debt to EAV



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.

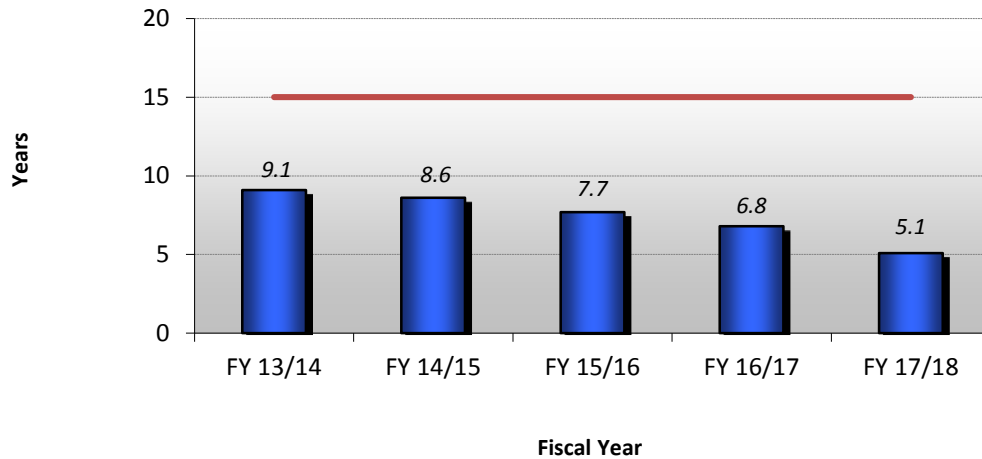
Ratio of G.O. Debt Expenditures to Total Budget Expenditures



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 18/19 General Fund Cash Reserve will draw \$1,000,000 to partially fund one-time capital projects in the Street Improvement Fund and the Park Improvement Fund. This transfer will reduce cash balance to be closer to the target range of 50%.

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 18/19 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, 2018, the Village has two General Obligation Refunding Bonds outstanding with a principal total of \$6,460,000. 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 \$6,460,000 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, 2018, is \$5,245,000.
- 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, 2018, is \$1,215,000.



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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.

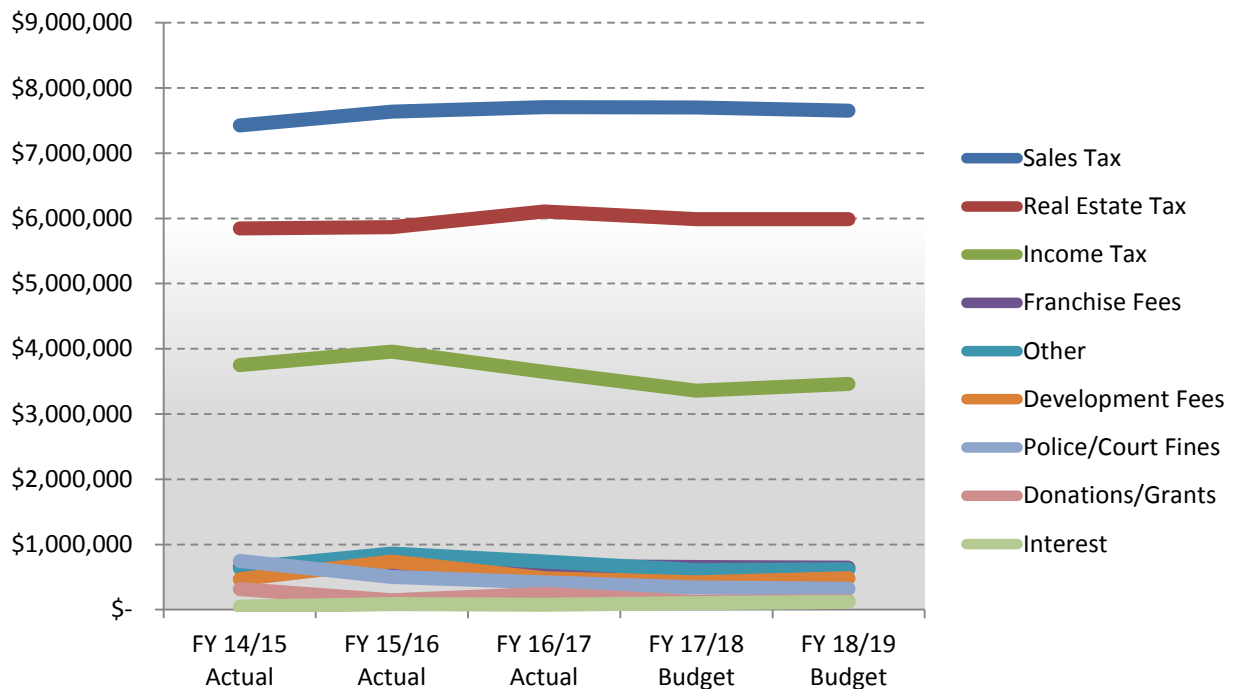
E. Policy Review

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

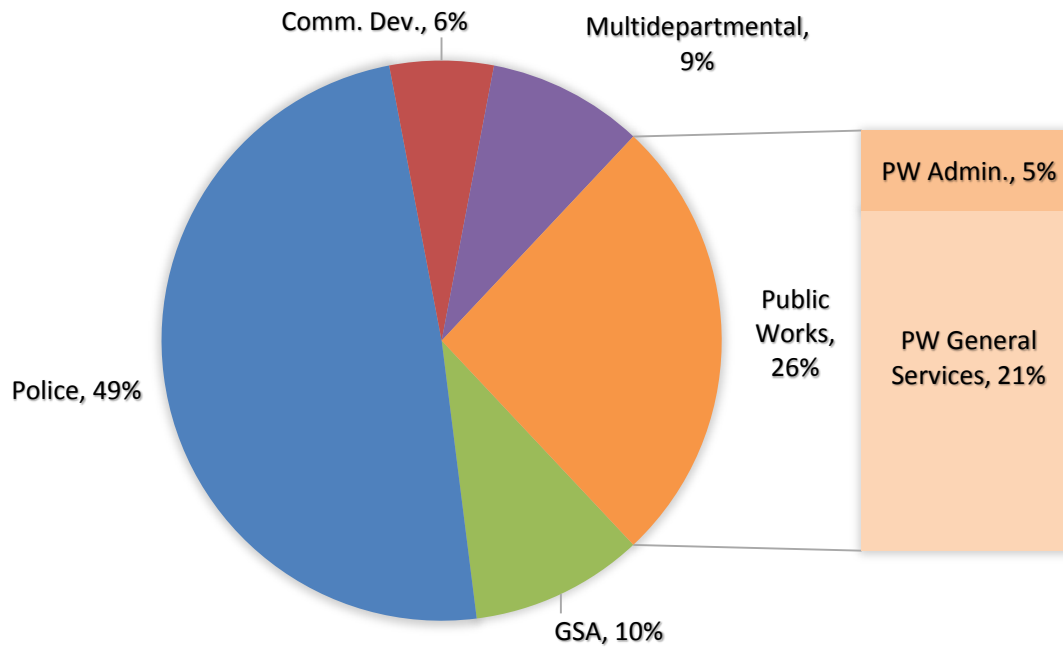
General Fund Totals

	FY 18/19
Revenues	\$ 19,422,000
<i>Transfer from Fund Balance</i>	\$ 1,000,000
TOTAL	\$ 20,422,000
Expenditures	
General Services Administration	\$ 2,126,000
Police	\$ 9,936,500
Community Development	\$ 1,282,500
Public Works Administration	\$ 1,038,000
Public Works General Services	\$ 4,267,000
Multidepartmental	\$ 1,772,000
TOTAL	\$ 20,422,000
Difference	\$ -
Result = Balanced Budget	

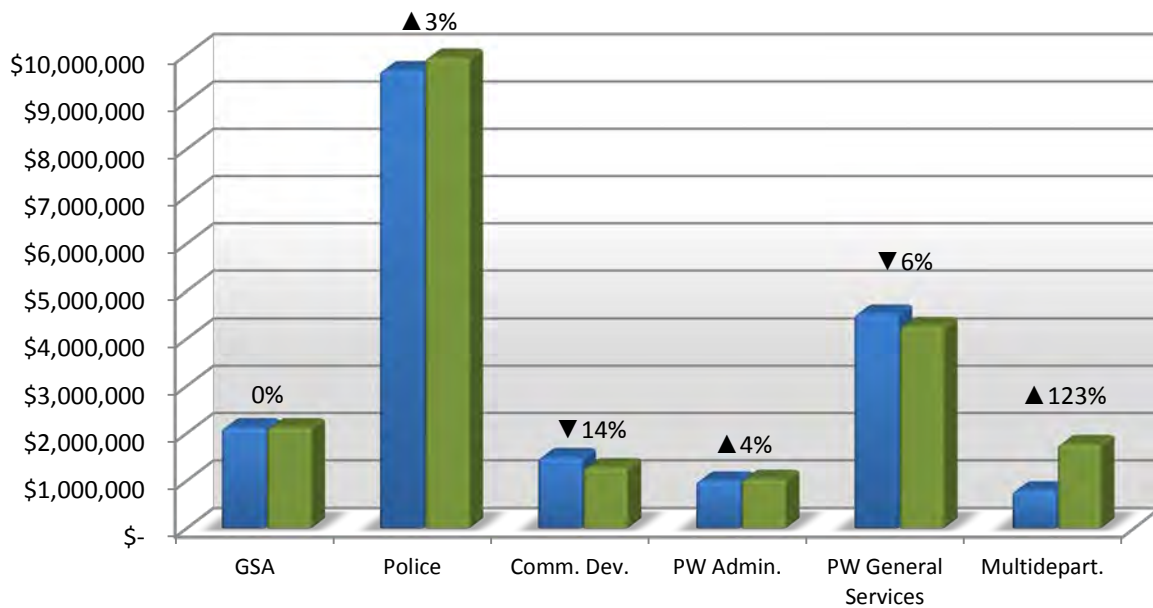
Revenue Trends (FY 14/15 - FY 18/19)



General Fund Expenditures



Department Expenditures (FY 17/18 vs FY 18/19)



General Fund

Revenues

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Sales Tax							
01000500	31010	Sales Tax	\$ 7,423,642.33	\$ 7,635,489.68	\$ 7,704,132.83	\$ 7,700,000.00	\$ 7,650,000.00
Subtotal			\$ 7,423,642.33	\$ 7,635,489.68	\$ 7,704,132.83	\$ 7,700,000.00	\$ 7,650,000.00
Income Tax							
01000500	31020	Income Tax	\$ 3,688,589.93	\$ 3,899,246.37	\$ 3,579,608.55	\$ 3,300,000.00	\$ 3,400,000.00
01000500	31590	State Replacement Tax – Twp.	6,788.94	7,494.03	7,236.21	6,000.00	7,000.00
01000500	31591	State Replacement Tax – State	55,023.16	49,004.17	58,557.25	54,000.00	54,000.00
Subtotal			\$ 3,750,402.03	\$ 3,955,744.57	\$ 3,645,402.01	\$ 3,360,000.00	\$ 3,461,000.00
Community Development Fees							
01000100	32070	Planning/Zoning/Annex.	\$ 7,055.00	\$ 10,363.40	\$ 9,979.50	\$ 8,000.00	\$ 10,000.00
01000100	32100	Building Permits	420,517.64	646,197.26	419,176.40	360,000.00	420,000.00
01000100	32101	Site Development Fee	1,100.00	2,000.00	990.00	1,000.00	1,000.00
01000100	32102	Public Art Impact Fee	1,898.00	5,615.85	1,270.00	1,000.00	1,000.00
01000100	34105	Platting Fees	9,680.00	9,326.00	-	5,000.00	2,000.00
01000100	32110	Outsourced Services Fees	-	36,825.90	29,278.65	25,000.00	30,000.00
01000100	35012	Building Permit Fines	29,672.75	28,600.60	20,720.00	20,000.00	20,000.00
Subtotal			\$ 469,923.39	\$ 738,929.01	\$ 481,414.55	\$ 420,000.00	\$ 484,000.00
Police/Court Fines							
01000200	34020	Police Accident Reports	\$ 5,032.00	\$ 4,297.00	\$ 4,527.00	\$ 4,000.00	\$ 4,000.00
01000200	34022	Alarm Lines	85,411.15	-	-	-	-
01000200	34025	Police Training Reimbursement	2,639.00	589.86	-	1,000.00	-
01000200	34018	Truck Weight Permit	5,975.00	3,850.00	8,450.00	5,500.00	7,000.00
01000200	35050	Police Fines	14,750.22	5,835.95	29,210.05	10,000.00	8,000.00
01000200	35053	Municipal Court - Police Fines	87,626.37	71,717.34	94,751.62	75,000.00	80,000.00
01000200	35060	County-DUI Fines	11,425.00	10,694.60	9,548.00	10,000.00	10,000.00
01000200	35062	County Court Fines	186,740.55	175,114.43	157,059.61	160,000.00	145,000.00
01000200	35063	County Drug Fines	3,106.25	2,221.25	877.50	1,000.00	1,000.00
01000200	35064	County Prosecution Fees	18,991.00	15,014.00	15,646.12	17,000.00	15,000.00
01000200	35065	County Vehicle Fines	10,608.22	9,847.89	10,406.99	10,000.00	10,000.00
01000200	35066	County Electronic Citation Fee	1,658.77	1,328.00	1,364.46	1,500.00	1,000.00
01000200	35067	County Warrant Execution	1,190.00	1,190.00	1,610.00	1,000.00	1,000.00
01000200	35068	County Auto Expungement	-	-	20.00	-	-
01000200	35085	Administrative Towing & Storage	34,733.60	38,677.00	44,528.00	35,000.00	30,000.00
01000200	35090	Traffic Light Enforcement	262,612.13	150,398.18	30,060.89	-	-
01000100	35095	Municipal Court	15,050.00	11,937.00	9,033.00	10,000.00	8,000.00
Subtotal			\$ 747,549.26	\$ 502,712.50	\$ 417,093.24	\$ 341,000.00	\$ 320,000.00
Franchise & Telecommunication Fees							
01000500	31180	Cable Franchise	\$ 511,685.68	\$ 546,473.59	\$ 547,682.82	\$ 530,000.00	\$ 540,000.00
01000500	31190	Telecommunications Tax	147,410.77	127,844.18	120,449.98	125,000.00	105,000.00
Subtotal			\$ 659,096.45	\$ 674,317.77	\$ 668,132.80	\$ 655,000.00	\$ 645,000.00
Real Estate Taxes							
01000500	31500	Real Estate Tax General	\$ 1,027,418.73	\$ 1,068,578.37	\$ 661,457.26	\$ -	\$ -
01000500	31510	Real Estate Tax Police	1,685,843.91	1,753,027.71	1,750,264.62	2,430,000.00	2,400,000.00
01000500	31520	Real Estate Tax IMRF	417,731.09	434,016.95	398,464.56	400,000.00	300,000.00
01000500	31530	Real Estate Tax R&B	392,652.82	395,264.87	395,102.81	390,000.00	390,000.00
01000500	31550	Real Estate School Crossing	18,895.64	18,958.79	17,927.86	15,000.00	15,000.00
01000500	31560	Real Estate Tax - Insurance	497,299.78	299,322.79	498,080.72	300,000.00	440,000.00
01000500	31570	Real Estate Tax FICA	626,597.64	651,525.78	547,892.77	550,000.00	450,000.00
01000500	31575	Real Estate Tax ESDA	4,972.13	5,983.28	4,984.41	5,000.00	5,000.00
01000500	31580	Real Estate Tax Police Pension	1,172,634.97	1,237,199.60	1,829,959.15	1,900,000.00	1,990,000.00
Subtotal			\$ 5,844,046.71	\$ 5,863,878.14	\$ 6,104,134.16	\$ 5,990,000.00	\$ 5,990,000.00
Donations							
01001100	33025	Donations - Recreation	\$ 2,856.41	\$ 2,099.80	\$ 2,115.85	\$ 3,000.00	\$ 3,000.00
01000100	33030	Donations-Operating-General Govt.	196,626.15	61,310.87	57,105.50	30,000.00	50,000.00
01000200	33031	Donations-Operating-Public Safety	26,962.78	21,326.94	49,425.66	20,000.00	25,000.00
01000300	33032	Donations-Operating-Public Works	7,950.70	7,365.23	12,056.78	10,000.00	7,500.00
01000300	33052	Donations-Capital-Public Works	-	-	4,902.96	-	-
01000100	33100	Donation-Makeup Tax	54,606.10	49,043.65	48,947.03	55,000.00	45,000.00
Subtotal			\$ 289,002.14	\$ 141,146.49	\$ 174,553.78	\$ 118,000.00	\$ 130,500.00

General Fund

Revenues

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Grants							
01000100	33230	Grants-Operating Gen. Gov.	\$ 2,261.73	\$ -	\$ -	\$ -	\$ -
01000200	33231	Grants-Operating Public Safety	23,842.35	3,333.78	32,496.10	-	-
01000300	33232	Grants-Operating Public Works	-	-	37,500.00	-	-
Subtotal			\$ 26,104.08	\$ 3,333.78	\$ 69,996.10	\$ -	\$ -
Interest							
01000500	36001	Interest	\$ 7,820.77	\$ 178.30	\$ 506.34	\$ 500.00	\$ 750.00
01000500	36002	Interest - Insurance	25.22	44.42	78.92	100.00	50.00
01000500	36020	Interest - LGIP	16,581.22	21,029.55	44,094.11	25,000.00	50,000.00
01000500	36050	Investment Income - Fixed Income	21,837.53	64,736.91	28,593.82	75,000.00	70,200.00
Subtotal			\$ 46,264.74	\$ 85,989.18	\$ 73,273.19	\$ 100,600.00	\$ 121,000.00
Other							
01000100	32080	Liquor Licenses	\$ 119,079.25	\$ 117,894.50	\$ 129,034.25	\$ 116,000.00	\$ 118,000.00
01000100	32085	Licenses	50,359.94	59,322.00	63,983.12	55,000.00	57,000.00
01000100	33008	Intergovernmental - General Government	8,675.00	22,906.00	25,288.00	15,000.00	20,000.00
01000200	33010	Intergovernmental - Police	102,737.33	105,540.71	107,673.64	105,000.00	105,000.00
01000300	33012	Intergovernmental -Public Works	-	-	680.00	-	500.00
01000100	34010	Historical Commission	225.00	360.37	950.00	400.00	500.00
01000100	34012	Reports/Maps/Ordinances	631.00	595.50	721.00	500.00	500.00
01000100	34100	Rental Income	123,248.84	86,457.79	79,610.33	38,000.00	39,500.00
01000100	34101	Facility Rental Fees	1,404.00	2,181.00	6,435.00	2,500.00	5,000.00
01000300	34102	Park Rental Fees	4,745.75	11,738.25	10,105.25	12,000.00	12,000.00
01000300	34230	Signage Billings	248.50	264.00	752.52	400.00	250.00
01000100	34410	Recreation Programs	95,048.18	96,105.34	106,611.76	190,000.00	189,000.00
01000100	34720	Administrative Fees	80.00	40.00	230.00	-	-
01000200	35080	Forfeited Funds	5,200.52	5,243.20	1,075.76	5,000.00	2,500.00
01000200	37100	Restitution - Public Safety	422.80	3,439.56	254.37	500.00	500.00
01000300	37100	Restitution - Public Works	2,161.92	18,308.59	22,459.69	5,000.00	10,000.00
01000500	37110	Insurance Claims	6,855.50	260,524.48	52,995.39	-	-
01000500	37900	Miscellaneous Revenue	225.25	461.26	544.00	100.00	250.00
01000500	37902	IPBC - Change in Term	-	8,077.00	66,974.00	-	-
01000100	37905	Sale of Surplus Property	71,126.36	24,919.68	26,139.89	25,000.00	25,000.00
01000500	38016	Transfer from Special Revenue-Hotel	45,000.00	35,000.00	35,000.00	35,000.00	35,000.00
Subtotal			\$ 637,475.14	\$ 859,379.23	\$ 737,517.97	\$ 605,400.00	\$ 620,500.00
General Fund Total			\$ 19,893,506.27	\$ 20,460,920.35	\$ 20,075,650.63	\$ 19,290,000.00	\$ 19,422,000.00
Transfers from Fund Balance							
		Transfer to Street Improvement Fund					\$ 600,000.00
		Transfer to Park Improvement Fund					\$ 400,000.00
FY 18/19 Total							\$ 20,422,000.00

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

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 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

No new personnel are budgeted for FY 18/19. A vacant Account Clerk II position was filled with two (2) part-time Customer Service/Office Assistant positions. A Principal Assistant has been promoted to Accounts Payable Specialist to reflect additional responsibilities in this service area.

Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Change
Village Manager	1.0	1.0	1.0	1.0	1.0	-
Assistant Village Manager	1.0	1.0	1.0	1.0	1.0	-
Finance Director	1.0	-	-	-	-	-
Human Resources Director	1.0	1.0	1.0	1.0	1.0	-
Chief Innovation Officer	-	-	-	1.0	1.0	-
Information Systems Director	1.0	1.0	1.0	-	-	-
Comptroller	-	1.0	1.0	1.0	1.0	-
Assistant Finance Director	1.0	-	-	-	-	-
Senior Accountant		1.0	1.0	1.0	1.0	-
Accountant	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	-	-	-
Innovation Coordinator	-	-	-	1.0	1.0	-
GIS Coordinator	1.0	1.0	1.0	-	-	-
Assistant Innovation Coordinator	-	-	-	1.0	1.0	-
GIS Analyst	-	1.0	1.0	-	-	-
Human Resources Generalist	-	-	-	1.0	1.0	-
Accounts Payable Specialist	-	-	-	-	1.0	▲ 1.0
Principal Assistant	3.0	3.0	2.0	1.0	-	▼ 1.0
Utility Billing Coordinator	1.0	1.0	1.0	1.0	1.0	-
Innovation and Technology Officer I	-	-	-	1.0	1.0	-
Information Systems Technician	1.0	1.0	1.0	-	-	-
Principal Secretary	-	-	1.0	-	-	-
Account Clerk II/Receptionist	3.0	2.0	2.0	2.0	1.0	▼ 1.0
Recreation Supervisor/Assistant	-	0.5	0.5	0.5	0.5	-
Customer Service/Office Assistant	-	-	-	-	1.0	▲ 1.0
Intern	0.75	0.5	0.5	0.5	0.5	-
Total Full-Time Equivalent Positions	18.75	18.0	18.0	17.0	17.0	-
<i>Full-Time Employees</i>	<i>18</i>	<i>17</i>	<i>17</i>	<i>16</i>	<i>15</i>	<i>▼ 1</i>
<i>Part-Time Employees</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>▲ 2</i>

FY 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Represent Village on McHenry County Solid Waste Advisory Committee.
- Hold one (1) recycling and document shredding event.
- Upgrade utility billing software to MUNIS UBCIS, which provides for future payment integration.
- Continue development of various employee wellness initiatives.
- Continue working regionally on cooperative purchasing agreements for commodities and materials.

- Obtain the International City/County Management Association's (ICMA) Center for Performance Measurement Certificate of Achievement.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Maintain Village's Standard and Poor's bond rating of AAA.
- Continue dialogue with McHenry County regarding the Randall Road Improvements Study.
- Continue to work with Kane County for the construction of the Longmeadow Parkway corridor.
- Work with businesses in the downtown area to help provide new events or program space for Village activities.
- Continue working with schools in Algonquin to expand recreation offerings throughout the year.
- Continue to develop, distribute, and market new brand/tag for Algonquin Recreation.
- Hold nine (9) summer concerts at Riverfront Park to attract visitors to the downtown area.
- Complete scheduling, time keeping, and payroll software integration and implementation for Police Department.
- Integrate MUNIS ERP modules (Maplink and Tyler Content Management System) into daily workflow processes.
- Conduct Lean assessment of Community Development Department, documenting work processes and implement new workflows and technologies.
- Distribute four (4) newsletters (The Algonquin Citizen) to residents along with their water bills.
- Distribute 12 Algonquin e-News e-mail newsletters to subscribers on a monthly basis.
- Administer the 2017 Algonquin Community Survey.
- Develop and distribute 2017 Annual Report and Calendar to all Village residents.



Near Completion

- Evaluate existing merchant service providers and select vendor to consolidate and provide online payment services.
- Redevelop spring special events to revitalize and draw more residents.



Not Complete

- Complete employee engagement survey.
- Implementation of MUNIS Citizen Self-Service online customer portal.
- Complete on-site assessment and implementation of Human Resources module in MUNIS ERP system.
- Hold the third annual Harvest Hustle 5K event.

FY 18/19 Objectives

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

- Administer the 2018 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.
- Develop and distribute 2018 Annual Report and Calendar to all Village residents.
- Evaluate existing merchant service providers and select vendor to consolidate and provide online payment services.

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

- Hold eight (8) summer concerts at Riverfront Park to attract visitors to the downtown area.

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

- Coordinate with McHenry County Division of Transportation regarding the Randall Road Improvements project.

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

- Obtain the International City/County Management Association’s (ICMA) Center for Performance Measurement Certificate of Achievement.
- Obtain Government Finance Officers Association (GFOA) awards for annual budget and comprehensive annual financial report.
- Maintain Village’s Standard and Poor’s bond rating of AAA.
- Participate in with McHenry County shared services study with the Chicago Metropolitan Agency for Planning.

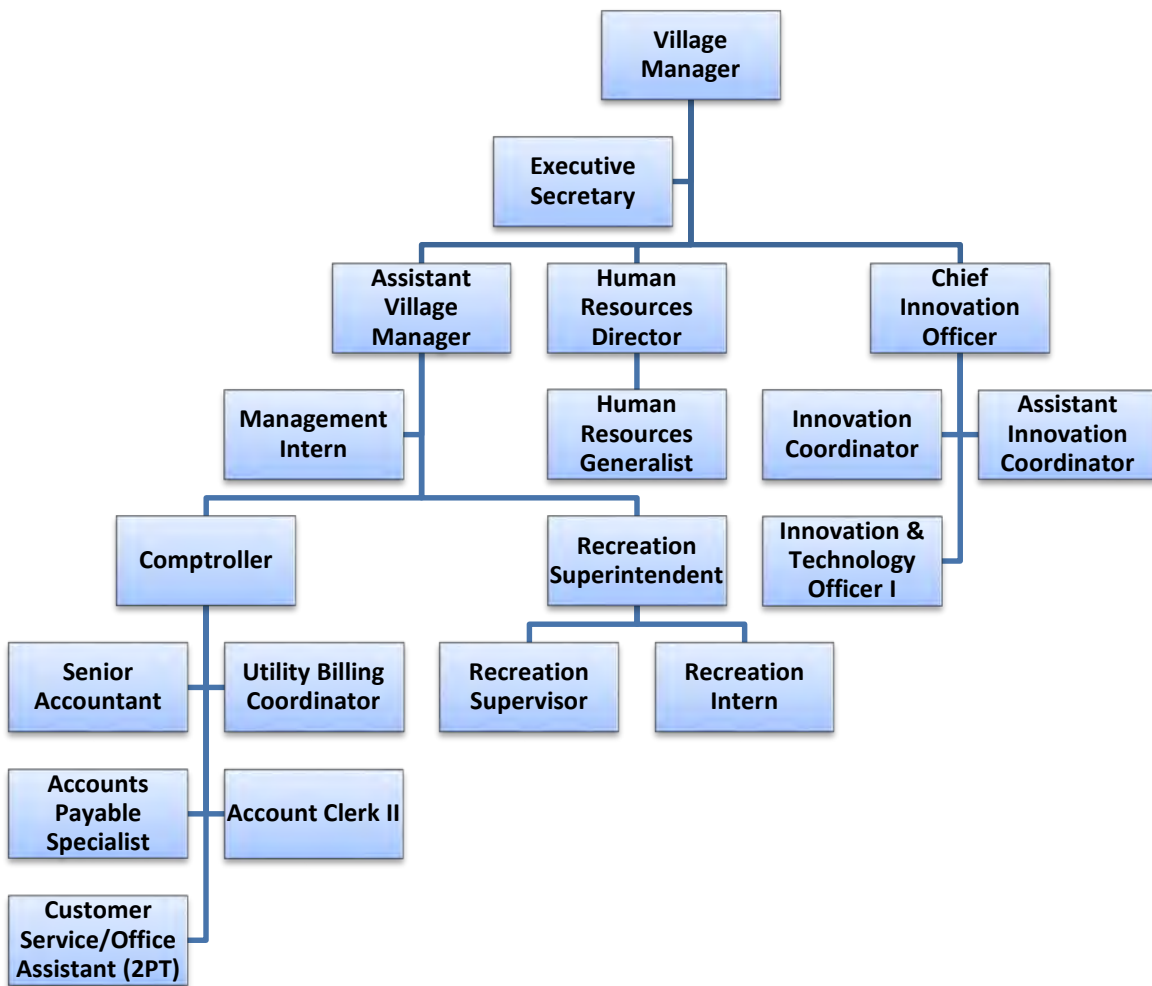
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public’s Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- Continue development of various employee wellness initiatives.

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

- Hold one (1) recycling and document shredding event.

Department Organizational Chart



Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal/external communication.	Increase the number of <i>Algonquin e-News</i> subscribers	1,231	1,459	1,650	1,813	2,000
	Increase the number of unique visitors/users per day to www.algonquin.org	339	321	325	398	425
	Increase the number of visits/sessions per day to www.algonquin.org	551	535	550	628	650
	Maximize Excellent to Good rating for website (www.algonquin.org) ¹	78.9%	81.9%	82%	85.6%	86%
Evaluate operations to provide the most efficient and effective customer service.	Meet or exceed number of days to respond to a FOIA request	2.84	3.23	3.00	5.15	5.00
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.						

Guiding Principle #4: Assess All Viable Options to Increase/Maintain the Village's Revenue Base						
Department Objective	Strategy/Measure	2015	2016	2017		2018
		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	\$0.38	\$0.38	\$0.38	\$0.40	\$0.40
Operate Village in most cost-effective manner.	Maximize percentage of payments made using ACH	26.6%	29.2%	30%	31.4%	33%

Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus						
Department Objective	Strategy/Measure	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Promote Village recycling program to encourage recycling.	Increase Waste Diversion Rate (Diversion by recycling)	45.4%	42.5%	43%	48.7%	45%
	Maximize Excellent to Good rating for recycling ¹	86.1%	87.2%	89%	90.7%	91%
Notes: ¹ – Rating is based on the Annual Community Survey. Survey was first administered in 2012.						

General Services Administration Department

Expenditures

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Personnel							
01100100	41103	IMRF	\$ 118,977.09	\$ 102,834.70	\$ 106,253.99	\$ 115,500.00	\$ 113,600.00
01100100	41104	FICA	81,634.42	70,838.52	73,824.11	80,500.00	81,700.00
01100100	41105	Unemployment Tax	1,478.79	1,461.38	1,565.42	3,000.00	2,100.00
01100100	41106	Health Insurance	169,753.94	147,370.57	156,421.04	158,500.00	152,000.00
01100100	41110	Salaries	1,078,293.45	915,365.68	964,948.10	971,000.00	994,000.00
01101100	41113	Salary - Recreation Instructors	9,100.73	13,390.02	10,564.74	15,000.00	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	586.64	1,181.22	1,760.52	5,500.00	4,000.00
Subtotal			\$ 1,516,825.06	\$ 1,309,442.09	\$ 1,372,337.92	\$ 1,406,000.00	\$ 1,419,400.00
Contractual Services							
01100100	42210	Telephone	\$ 16,595.75	\$ 17,946.29	\$ 17,681.56	\$ 16,700.00	\$ 20,300.00
01100100	42211	Natural Gas	1,875.01	640.12	-	1,500.00	-
01100100	42228	Investment Management	12,652.74	6,201.98	4,094.00	5,000.00	5,000.00
01100100	42230	Legal Services	150,792.62	81,783.15	56,892.28	80,000.00	57,000.00
01100100	42231	Audit Services	41,608.25	31,234.12	26,060.10	29,000.00	29,500.00
01100100	42234	Professional Services	21,167.37	24,415.51	38,756.62	66,000.00	63,500.00
01100100	42242	Publications	1,864.70	2,458.80	2,556.16	2,600.00	2,300.00
01100100	42243	Printing & Advertising	3,785.72	5,590.14	6,616.03	6,500.00	6,500.00
01100100	42245	Village Communications	12,216.17	12,247.57	11,219.38	16,000.00	16,000.00
01100100	42260	Physicals & Screenings	-	-	60.00	500.00	-
01100100	42272	Lease Payments	5,964.00	6,030.69	5,549.04	6,200.00	6,000.00
01100100	42305	Municipal Court	8,079.27	6,169.50	5,651.59	8,500.00	8,000.00
Subtotal			\$ 276,601.60	\$ 194,717.87	\$ 175,136.76	\$ 238,500.00	\$ 214,100.00
Supplies & Materials							
01100100	43308	Office Supplies	\$ 5,959.31	\$ 5,932.74	\$ 6,294.51	\$ 8,500.00	\$ 8,000.00
01100100	43317	Postage	7,872.55	7,585.01	6,996.76	10,000.00	10,000.00
01100100	43320	Tools, Equipment & Supplies	407.18	18.43	73.99	500.00	500.00
01100100	43332	Office Furniture & Equipment	10,074.71	18,510.48	1,100.00	-	2,500.00
01100100	43333	IT Equipment	-	-	12,014.57	8,000.00	22,900.00
01100100	43340	Fuel	689.54	462.54	586.40	500.00	600.00
Subtotal			\$ 25,003.29	\$ 32,509.20	\$ 27,066.23	\$ 27,500.00	\$ 44,500.00
Maintenance							
01100100	44420	Vehicle Maintenance (S)	\$ 3,088.78	\$ 2,146.89	\$ 3,744.69	\$ 4,000.00	\$ 6,000.00
01100100	44423	Building Services (S)	139,438.98	132,175.17	116,497.28	150,000.00	144,000.00
01100100	44426	Office Equipment Maintenance	3,689.15	3,753.13	3,795.00	4,500.00	4,500.00
Subtotal			\$ 146,216.91	\$ 138,075.19	\$ 124,036.97	\$ 158,500.00	\$ 154,500.00
Capital Expenditures							
01100100	45595	Land Acquisition	\$ 27,313.08	\$ -	\$ -	\$ -	\$ -
01100100	45593	Capital Improvements	-	24,051.79	39,688.73	-	-
Subtotal			\$ 27,313.08	\$ 24,051.79	\$ 39,688.73	\$ -	\$ -
Other Charges							
01101100	47701	Recreation Programs	\$ 104,453.70	\$ 116,456.64	\$ 125,748.67	\$ 250,000.00	\$ 251,000.00
01100100	47740	Travel/Training/Dues	24,246.76	19,813.96	24,341.65	37,500.00	35,700.00
01100100	47741	Elected Officials - Expenses	416.03	573.29	1,086.07	500.00	1,000.00
01100100	47743	Environmental Programs	-	-	396.46	500.00	500.00
01100100	47745	President's Expenses	382.21	259.50	746.33	1,000.00	1,000.00
01100100	47750	Historic Commission	4,402.70	1,463.89	2,153.58	2,500.00	2,400.00
01100100	47760	Uniforms & Safety Items	-	-	856.55	2,000.00	1,500.00
01100100	47765	Sales Tax Rebate Expense	-	97,988.16	52,470.20	-	-
01100600	47790	Interest Expense	-	-	524.48	500.00	400.00
Subtotal			\$ 133,901.40	\$ 236,555.44	\$ 208,323.99	\$ 294,500.00	\$ 293,500.00
General Services Administration Total			\$ 2,125,861.34	\$ 1,935,351.58	\$ 1,946,590.60	\$ 2,125,000.00	\$ 2,126,000.00

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



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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

One (1) part-time Office Assistant position was hired. A vacant Community Service Officer position will not be filled.

Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	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	6.0	5.0	5.0	6.0	▲1.0
Detective Sergeant	1.0	1.0	1.0	1.0	1.0	-
Officer	38.0	36.0	35.0	35.0	34.0	▼1.0
Secretary	2.0	2.0	1.0	1.0	1.0	-
Records Clerk	3.0	3.0	3.0	3.0	3.0	-
Community Service Officer	4.0	4.0	3.0	3.0	2.0	▼1.0
Crossing Guard	1.0	1.0	1.0	1.0	1.0	-
Office Assistant	-	-	-	-	0.5	▲0.5
Total Full-Time Equivalent Positions	60.0	57.0	53.0	53.0	52.5	▼0.5
<i>Full-Time Employees</i>	<i>59</i>	<i>56</i>	<i>52</i>	<i>52</i>	<i>51</i>	<i>▼1.0</i>
<i>Part-Time Employees</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>3</i>	<i>4</i>	<i>▲1.0</i>

FY 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Increase involvement with local schools regarding emergency response.
- Increased involvement with McHenry County Mental Health program.
- Provide ongoing training to current employees regarding policies.
- Build on community relations with educational programs offered to residents.



Near Completion

- Utilize community-policing standard of assigning individual officers to village parks.
- Create a policy manual that is legally defensible and is based on best policing practices (Lexipol).
- Utilize community-policing standard of assigning officers to dedicated areas/businesses.
- Create career development plans for all employees.



Not Complete

- Actively participate in 2017 National Night Out by holding local event.

FY 18/19 Objectives

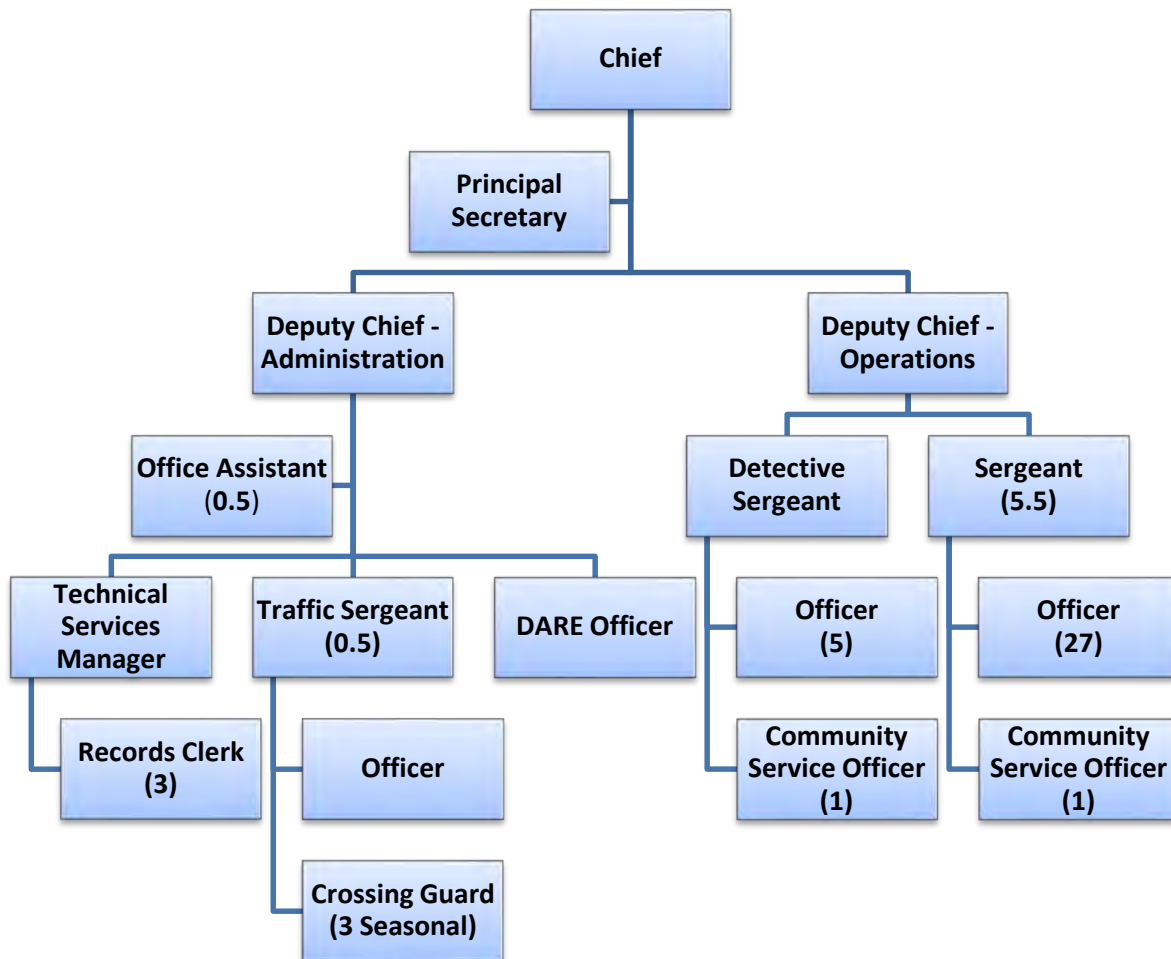
Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction

- Actively participate in 2018 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).
- Create career development plans for all employees.
- Utilize community-policing standard of assigning individual officers to village parks.
- Utilize community-policing standard of assigning officers to dedicated areas/businesses.

Department Organizational Chart



Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Change driving behavior of motorists who disobey traffic control devices at all controlled intersections.	Crashes at controlled intersections	67	75	50	71	50
	Crashes at red light camera-enforced intersections	24	21	15	17	15
Promote a community oriented policing philosophy working in partnership with the community.	Algonquin Police Facebook Page Likes	901	2,080	3,000	3,193	4,500
	Maximize the Excellent to Good rating for overall Police services	88.5%	90.5%	90.0%	87.1%	90.0%
Enforce traffic regulations to facilitate the smooth flow of vehicular and pedestrian traffic throughout the Village.	Traffic Accident Fatalities	0	2	0	3	0
	Hit and Run Traffic Accidents: Property Damage	60	55	Output	53	Output
	Hit and Run Traffic Accidents: Personal Injury	4	5	Output	2	Output
	Traffic Accidents: Property Damage	501	443	Output	349	Output
	Traffic Accidents: Personal Injury	89	119	Output	82	Output
	Traffic Accidents: Occurring on Private Property	142	115	Output	86	Output
Protect the safety and welfare of the public.	Part I Crimes ¹	539	365	Output	501	Output
	Part II Crimes ²	1,128	1,250	Output	988	Output
	Service and Activity Calls	15,185	17,663	Output	16,793	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 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
Personnel							
01200200	41103	IMRF	\$ 62,579.45	\$ 52,791.11	\$ 54,765.61	\$ 63,000.00	\$ 56,000.00
01200200	41104	FICA	378,574.04	357,630.72	365,013.31	392,000.00	383,000.00
01200200	41105	Unemployment Tax	5,452.70	5,839.48	6,124.06	6,500.00	6,500.00
01200200	41106	Health Insurance	631,224.48	610,211.71	615,982.70	645,000.00	643,000.00
01200200	41110	Salaries	570,207.26	471,049.65	492,380.53	530,000.00	483,000.00
01200200	41120	Salary-Sworn Officers	4,339,049.91	4,166,839.83	4,217,321.25	4,292,000.00	4,240,000.00
01200200	41122	Salary - Crossing Guards	17,203.13	10,992.27	16,509.38	17,500.00	17,500.00
01200200	41140	Overtime	247,939.63	198,248.62	208,480.53	250,000.00	250,000.00
01200200	41102	Pension Contribution Expense	1,179,000.00	1,240,000.00	1,837,000.00	1,900,000.00	1,990,000.00
Subtotal			\$ 7,431,230.60	\$ 7,113,603.39	\$ 7,813,577.37	\$ 8,096,000.00	\$ 8,069,000.00
Contractual Services							
01200200	42210	Telephone	\$ 28,677.31	\$ 28,272.03	\$ 28,856.99	\$ 27,775.00	\$ 31,500.00
01200200	42211	Natural Gas	2,001.26	617.32	-	2,000.00	1,000.00
01200200	42212	Electric	155.47	463.78	577.78	600.00	600.00
01200200	42215	Repeater Lines	113,547.58	75,469.83	58,110.81	53,000.00	53,000.00
01200201	42225	Bank Processing Fee	-	10.52	126.72	200.00	200.00
01200200	42230	Legal Services	85,070.53	77,606.19	111,885.85	81,500.00	85,000.00
01200200	42234	Professional Services	3,511.31	13,022.01	22,342.67	18,650.00	103,000.00
01200200	42242	Publications	1,793.24	986.94	1,699.42	1,350.00	1,400.00
01200200	42243	Printing & Advertising	1,910.47	2,881.78	2,875.06	5,500.00	4,000.00
01200200	42250	SEECOM	559,926.84	558,906.84	579,551.00	600,000.00	651,000.00
01200200	42260	Physical Exams	-	30.00	-	-	-
01200200	42270	Equipment Rental	5,452.77	6,755.54	6,840.42	7,225.00	14,100.00
01200201	42272	Lease Payments	1,854.00	3,817.73	4,272.00	4,200.00	4,200.00
01200200	42300	Traffic Light Enforcement	199,731.13	184,856.31	918.36	-	-
Subtotal			\$ 1,003,631.91	\$ 953,696.82	\$ 818,057.08	\$ 802,000.00	\$ 949,000.00
Supplies & Materials							
01200200	43308	Office Supplies	\$ 10,255.56	\$ 9,037.17	\$ 9,868.41	\$ 10,500.00	\$ 10,000.00
01200200	43309	Materials	23,567.14	31,407.02	26,011.78	32,000.00	41,900.00
01200200	43317	Postage	3,024.59	3,096.30	3,452.37	3,200.00	3,200.00
01200200	43320	Tools, Equipment & Supplies	4,298.46	34,874.39	12,524.36	12,800.00	23,600.00
01200200	43332	Office Furniture & Equipment	10,660.86	11,565.38	51,253.97	12,000.00	1,200.00
01200200	43333	IT Equipment	-	-	54,989.43	35,000.00	65,150.00
01200200	43340	Fuel	85,535.33	62,751.54	76,507.60	80,000.00	78,000.00
01200200	43364	D.A.R.E./Community Programs	1,332.18	8,349.50	6,492.93	8,500.00	10,000.00
Subtotal			\$ 138,674.12	\$ 161,081.30	\$ 241,100.85	\$ 194,000.00	\$ 233,050.00
Maintenance							
01200200	44420	Vehicle Maintenance (S)	\$ 163,002.25	\$ 137,618.91	\$ 124,023.75	\$ 167,000.00	\$ 150,000.00
01200200	44421	Equipment Maintenance (S)	12,540.14	12,538.74	17,836.14	16,000.00	15,200.00
01200200	44422	Radio Maintenance	1,265.00	3,227.72	2,868.94	5,000.00	2,000.00
01200200	44423	Building Services (S)	131,278.21	182,831.07	161,210.87	172,000.00	173,000.00
01200200	44426	Office Equipment Maintenance	7,493.01	9,535.00	8,316.71	10,300.00	8,650.00
Subtotal			\$ 315,578.61	\$ 345,751.44	\$ 314,256.41	\$ 370,300.00	\$ 348,850.00
Capital Expenditures							
01200200	43335	Vehicles & Equipment	\$ 137,950.20	\$ 206,256.45	\$ -	\$ 79,300.00	\$ 176,000.00
01200200	45590	Capital Purchase	-	-	201,212.21	-	43,900.00
01200200	45593	Capital Improvements	-	41,896.67	66,147.88	-	-
01200200	45597	Capital Lease Payments	19,757.11	20,825.25	21,951.13	23,200.00	6,000.00
Subtotal			\$ 157,707.31	\$ 268,978.37	\$ 289,311.22	\$ 102,500.00	\$ 225,900.00
Other Charges							
01200200	47720	Board of Police Commissioners	\$ 9,893.50	\$ 1,246.73	\$ 5,711.89	\$ 2,200.00	\$ 2,200.00
01200200	47730	Emergency Service Disaster	7,553.78	7,112.16	7,111.05	8,000.00	8,400.00
01200200	47740	Travel/Training/Dues	24,261.56	28,741.29	30,481.39	40,000.00	41,500.00
01200200	47760	Uniforms & Safety Items	45,308.48	46,467.14	53,812.61	52,300.00	56,000.00
01200200	47770	Investigations	754.88	684.11	1,313.83	2,000.00	2,000.00
01200600	47790	Interest Expense	4,362.89	3,294.75	2,168.87	2,600.00	600.00
Subtotal			\$ 92,135.09	\$ 87,546.18	\$ 100,599.64	\$ 107,100.00	\$ 110,700.00
Police Total			\$ 9,138,957.64	\$ 8,930,657.50	\$ 9,576,902.57	\$ 9,671,900.00	\$ 9,936,500.00

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

Community Development Department

Service Area Description

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

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

- Enhancing Customer Service and Citizen Satisfaction.
- Promoting Economic Development.
- Maintaining the 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 18/19. A vacant Assistant Building Commissioner position and a vacant Building Inspector position will not be filled. A vacant Secretary II position was filled with two (2) part-time Customer Service/Office Assistant positions. A vacant Senior Planner position is budgeted, however is not anticipated to be filled during FY 18/19.

Personnel Summary	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	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	0.0	▼1.0
Building Inspector	2.0	2.0	2.0	2.0	1.0	▼1.0
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	1.0	0.0	▼1.0
Customer Service/Office Assistant	0.0	0.0	0.0	0.0	1.0	▲1.0
Total Full-Time Equivalent Positions	12.0	12.0	12.0	11.0	9.0	▼2.0
<i>Full-Time Employees</i>	<i>12</i>	<i>12</i>	<i>12</i>	<i>11</i>	<i>8</i>	<i>▼3</i>
<i>Part-Time Employees</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>▲2</i>

FY 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Complete on-line permitting implementation.
- Consider online inspection scheduling and begin learning how to accomplish that goal.
- Continue maintaining high responsiveness to citizen requests.
- Work closely with Public Works on timing and implementation of the Downtown Streetscaping.
- Continue fully funding Staff travel, training and dues line item.



Near Completion

- Market Main Street redevelopment projects and sites.
- Implement the Fox River Plan, continue to implement code requirements that support the Woods Creek Watershed and various other conservation plans.
- 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.
- Begin implementing the Economic Development Strategy.



Not Complete

- Complete online cash register and credit card payment options.
- 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.
- Continue to implement the Downtown Study Recommendations including creating an SSA and a Main Street style business strategy.
- Adopt and implement updated building codes.

FY 18/19 Objectives

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

- 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.
- Begin strategically marketing retail sites, particularly at ICSC conferences.
- 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.
- Begin implementing the Economic Development Strategy.

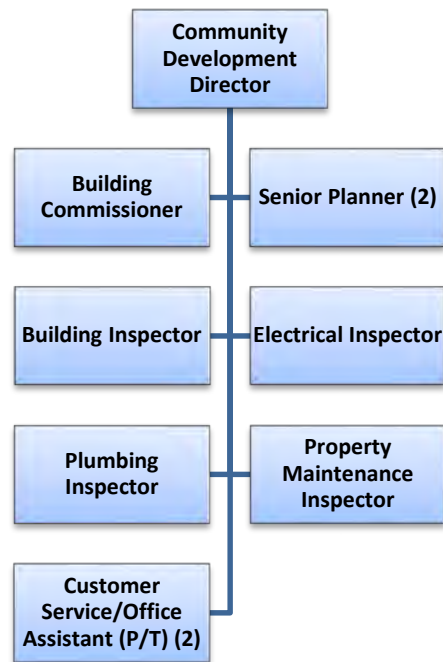
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- 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 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Implement mechanisms for promoting effective internal and external communication.	Maximize the % of property maintenance violations resolved without court action	96.8%	97.0%	95%	N/A	TBD
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	73.9%	75.6%	80%	71.8%	75.0%

Guiding Principle #2: Continue to Promote and Foster Economic Development						
Department Objective	Strategy/Measure	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Create jobs and bring visitors to our community.	Commercial Occupancy Permits Issued	24	89	Output	TBD	Output

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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Maintain a high level of quality, consistency, and reliability in building and property maintenance inspections.	Building Inspections	6,340	6,657	Output	5,458	Output
	Property Maintenance Inspections	4,543	4,355	Output	TBD	Output
	Residential Occupancy Permits Issued	23	24	Output	TBD	Output

Community Development Department

Expenditures

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Personnel							
01300100	41103	IMRF	\$ 100,800.57	\$ 104,002.03	\$ 104,241.42	\$ 108,000.00	\$ 89,000.00
01300100	41104	FICA	67,487.29	68,678.22	69,316.14	71,000.00	61,000.00
01300100	41105	Unemployment Tax	1,171.76	1,321.92	1,211.76	1,500.00	1,300.00
01300100	41106	Health Insurance	112,251.30	106,598.96	105,124.01	108,000.00	92,500.00
01300100	41110	Salaries	899,000.15	917,160.34	923,425.63	918,000.00	775,000.00
01300100	41132	Salary - Planning/Zoning	1,510.00	1,290.00	895.00	2,000.00	2,000.00
01300100	41140	Overtime	11.67	822.37	3,640.89	3,000.00	3,000.00
Subtotal			\$ 1,182,232.74	\$ 1,199,873.84	\$ 1,207,854.85	\$ 1,211,500.00	\$ 1,023,800.00
Contractual Services							
01300100	42210	Telephone	\$ 10,112.02	\$ 10,795.17	\$ 11,767.48	\$ 10,400.00	\$ 14,400.00
01300100	42211	Natural Gas	569.67	175.73	-	1,000.00	-
01300100	42230	Legal Services	(66,804.13)	(6,253.45)	11,788.75	20,000.00	20,000.00
01300100	42234	Professional Services	34,216.04	66,747.17	40,802.85	110,000.00	96,600.00
01300100	42242	Publications	1,818.17	207.05	163.75	1,200.00	1,200.00
01300100	42243	Printing & Advertising	2,343.46	1,147.91	1,470.83	1,000.00	1,000.00
01300100	42260	Physicals & Screenings	-	-	-	-	-
01300100	42272	Lease Payments	1,533.53	2,129.42	2,240.39	2,400.00	2,400.00
Subtotal			\$ (16,211.24)	\$ 74,949.00	\$ 68,234.05	\$ 146,000.00	\$ 135,600.00
Supplies & Materials							
01300100	43308	Office Supplies	\$ 2,303.36	\$ 2,203.19	\$ 1,878.10	\$ 3,300.00	\$ 3,300.00
01300100	43317	Postage	2,130.54	1,819.27	1,585.57	1,500.00	1,500.00
01300100	43320	Tools, Equipment & Supplies	212.71	55.04	271.04	300.00	300.00
01300100	43332	Office Furniture & Equipment	6,999.05	4,827.98	2,936.87	-	-
01300100	43333	IT Equipment	-	-	7,717.63	2,900.00	9,000.00
01300100	43340	Fuel	10,010.19	7,496.55	7,694.37	8,000.00	8,000.00
01300100	43362	Public Art	16,930.95	5,742.96	6,397.12	5,000.00	6,000.00
Subtotal			\$ 38,586.80	\$ 22,144.99	\$ 28,480.70	\$ 21,000.00	\$ 28,100.00
Maintenance							
01300100	44420	Vehicle Maintenance (S)	\$ 18,565.77	\$ 17,488.75	\$ 21,664.22	\$ 19,000.00	\$ 21,000.00
01300100	44423	Building Services (S)	23,064.88	36,114.43	28,684.08	35,000.00	34,200.00
01300100	44426	Office Equipment Maintenance	700.00	2,345.57	2,675.65	3,000.00	3,400.00
Subtotal			\$ 42,330.65	\$ 55,948.75	\$ 53,023.95	\$ 57,000.00	\$ 58,600.00
Capital Expenditure							
01300100	43335	Vehicles & Equipment	\$ -	\$ -	\$ 17,187.11	\$ -	\$ 20,000.00
01300100	45593	Capital Improvements	-	11,637.96	26,459.14	-	-
Subtotal			\$ -	\$ 11,637.96	\$ 43,646.25	\$ -	\$ 20,000.00
Other Charges							
01300100	47710	Economic Development	\$ (11,179.20)	\$ 1,009.25	\$ 1,375.85	\$ 52,430.00	\$ 4,000.00
01300100	47740	Travel/Training/Dues	9,540.78	10,199.05	11,187.14	7,260.00	11,600.00
01300100	47760	Uniforms & Safety Items	1,022.00	166.62	263.72	600.00	700.00
01300600	47790	Interest Expense	301.58	317.39	206.46	210.00	100.00
Subtotal			\$ (314.84)	\$ 11,692.31	\$ 13,033.17	\$ 60,500.00	\$ 16,400.00
Community Development Total			\$ 1,246,624.11	\$ 1,376,246.85	\$ 1,414,272.97	\$ 1,496,000.00	\$ 1,282,500.00
(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 18/19.

Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	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	-	-	-	-	-
Maintenance Worker I	1.0	-	-	-	-	-
Secretary I	1.0	1.0	1.0	1.0	1.0	-
Total Full-Time Equivalent Positions	6.0	4.0	4.0	4.0	4.0	-
<i>Full-Time Employees</i>	<i>6</i>	<i>4</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 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- 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.
- Utilize CityWorks data to analyze costs and make efficiency improvements in Public Works Department.



Near Completion

- N/A



Not Complete

- N/A

FY 18/19 Objectives

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

- 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.

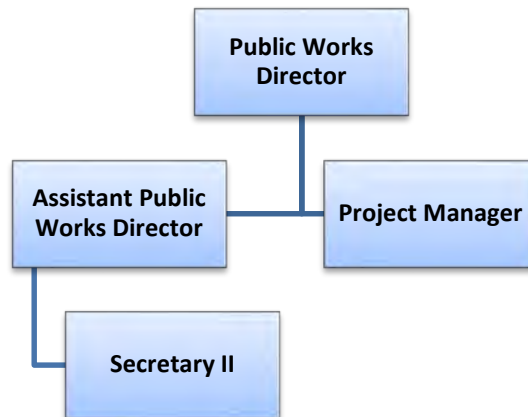
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- Public Works Director to attend APWA International Congress.

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

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

Department Organizational Chart



Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Provide oversight for all major maintenance and construction projects.	Public Works Project Engineering Reviews	6	12	8	12	Output
	Private Developer Engineering Reviews	5	6	5	8	Output
	Site Development Permits Issued	7	5	5	8	Output

Public Works Administration

Expenditures

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Personnel							
01400300	41103	IMRF	\$ 46,637.96	\$ 28,610.99	\$ 23,695.31	\$ 26,000.00	\$ 26,000.00
01400300	41104	FICA	30,314.93	18,067.22	14,822.40	18,000.00	17,500.00
01400300	41105	Unemployment Tax	474.22	275.36	220.36	300.00	300.00
01400300	41106	Health Insurance	48,772.40	29,323.65	19,063.86	18,000.00	22,000.00
01400300	41110	Salaries	409,475.77	250,706.01	208,841.80	215,000.00	221,000.00
01400300	41140	Overtime	3,989.96	-	-	400.00	400.00
Subtotal			\$ 539,665.24	\$ 326,983.23	\$ 266,643.73	\$ 277,700.00	\$ 287,200.00
Contractual Services							
01400300	42210	Telephone	\$ 7,122.09	\$ 7,021.90	\$ 6,415.26	\$ 6,150.00	\$ 6,300.00
01400300	42211	Natural Gas	992.31	258.58	-	500.00	-
01400300	42230	Legal Services	7,017.92	3,176.25	13,868.75	6,000.00	5,000.00
01400300	42234	Professional Services	846.00	4,200.00	5,869.34	-	-
01400300	42242	Publications	266.20	499.65	297.40	400.00	400.00
01400300	42243	Printing & Advertising	24.30	86.86	13.95	50.00	50.00
01400300	42260	Physicals & Screenings	-	30.00	-	300.00	300.00
01400300	42270	Equipment Rental	84.37	210.11	349.27	500.00	700.00
01400300	42272	Lease Payments	1,533.52	2,129.41	2,240.34	2,400.00	650.00
Subtotal			\$ 17,886.71	\$ 17,612.76	\$ 29,054.31	\$ 16,300.00	\$ 13,400.00
Supplies & Materials							
01400300	43308	Office Supplies	\$ 1,622.68	\$ 1,460.98	\$ 1,501.84	\$ 1,300.00	\$ 1,300.00
01400300	43317	Postage	692.67	1,036.74	1,121.65	800.00	800.00
01400300	43320	Tools, Equipment & Supplies	67.78	861.41	4,533.35	200.00	200.00
01400300	43332	Office Furniture & Equipment	1,700.00	19,276.13	-	-	1,100.00
01400300	43333	IT Equipment	-	-	9,500.00	12,900.00	7,200.00
01400300	43340	Fuel	2,728.18	869.36	1,345.56	2,500.00	1,900.00
Subtotal			\$ 6,811.31	\$ 23,504.62	\$ 18,002.40	\$ 17,700.00	\$ 12,500.00
Maintenance							
01400300	44420	Vehicle Maintenance (S)	\$ 12,686.29	\$ 9,313.12	\$ 7,530.04	\$ 12,000.00	\$ 11,000.00
01400300	44423	Building Services (S)	32,456.02	48,772.66	49,571.68	41,000.00	46,000.00
01400300	44426	Office Equipment Maintenance	335.03	175.00	221.35	2,600.00	500.00
Subtotal			\$ 45,477.34	\$ 58,260.78	\$ 57,323.07	\$ 55,600.00	\$ 57,500.00
Capital Expenditures							
01400300	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 38,000.00
01400300	45590	Capital Purchase	17,999.92	900.00	-	-	-
Subtotal			\$ 17,999.92	\$ 900.00	\$ -	\$ -	\$ 38,000.00
Transfers							
01400500	48099	Transfer/Debt Service Fund	\$ 596,147.00	\$ 599,829.00	\$ 610,000.00	\$ 625,000.00	\$ 622,000.00
Subtotal			\$ 596,147.00	\$ 599,829.00	\$ 610,000.00	\$ 625,000.00	\$ 622,000.00
Other Charges							
01400300	47740	Travel, Training & Dues	\$ 8,397.94	\$ 19,933.75	\$ 6,487.60	\$ 8,100.00	\$ 6,850.00
01400300	47760	Uniforms & Safety Items	1,459.16	484.40	356.00	500.00	500.00
01400600	47790	Interest Expense	301.57	317.38	206.41	100.00	50.00
Subtotal			\$ 10,158.67	\$ 20,735.53	\$ 7,050.01	\$ 8,700.00	\$ 7,400.00
Public Works Administration Total			\$ 1,234,146.19	\$ 1,047,825.92	\$ 988,073.52	\$ 1,001,000.00	\$ 1,038,000.00

(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. Two (2) vacant Maintenance Worker I positions will not be filled.

Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Change
General Services Superintendent	1.0	1.0	1.0	1.0	1.0	-
Streets Supervisor	2.0	1.0	1.0	1.0	1.0	-
Parks and Forestry Supervisor	1.0	1.0	1.0	1.0	1.0	
Maintenance Worker II	5.0	6.0	6.0	6.0	6.0	-
Maintenance Worker I ¹	18.0	18.0	17.0	16.0	14.0	▼ 2.0
Seasonal	1.5	2.0	2.0	2.0	2.0	
Total Full-Time Equivalent Positions	29.5	29.0	28.0	26.0	24.0	▼ 2.0
<i>Full-Time Employees</i>	<i>28</i>	<i>27</i>	<i>26</i>	<i>24</i>	<i>22</i>	<i>▼ 2.0</i>
<i>Part-Time Employees</i>	<i>6</i>	<i>8</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 17/18 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 find ways to provide excellent service given resource reductions.
- Continue to assess and propose projects that alleviate costs associated to infrastructure degradation.
- Continue to support training opportunities and staff development.
- Continue to evolve a park-wide recycling program.



Near Completion

- N/A



Not Complete

- N/A

FY 18/19 Objectives

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

- As we move toward more contractual services, adjust teams to include good oversight of contracts, as well as adjust for better customer service provided by in-house staff.

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

- Manage projects for completion on time, and within budgeted amounts.
- Continue rehabilitation and improvement of park parcels with dedicated funds.

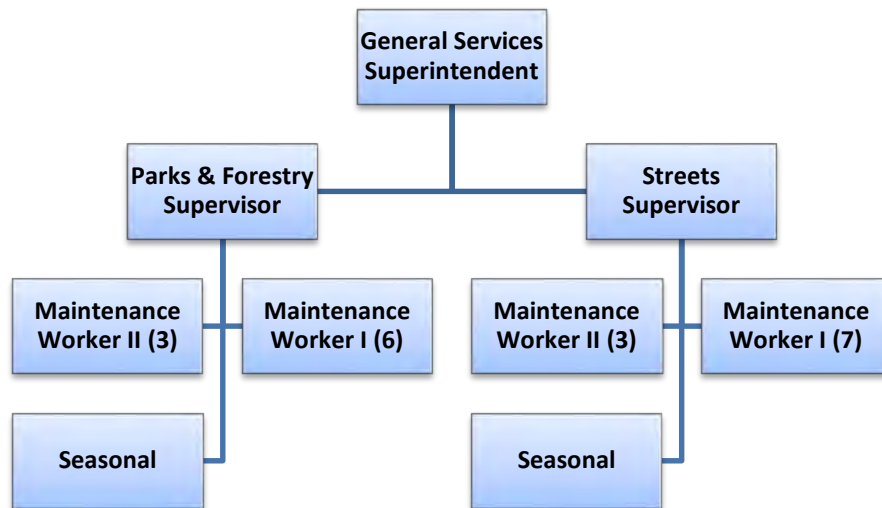
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public’s Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- Continue to provide high quality training opportunities for our team. Expend all approved training funds in an effort to foster an ever-growing talented team.

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

- Devise and propose a dog waste management program. Include citizen education and accountability measures.

Department Organizational Chart



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

Performance Measures

The FY 18/19 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					
	2013	2014	2015	2016	2017
Sidewalk Concrete Poured (feet ²)	7,060	N/A*	7,300	8,400	4,957
Curb Concrete Poured (linear feet)	161	N/A*	260	372	440
Asphalt Used (tons)	2,641	N/A*	1,448	1,999	3,261
Road Striping Completed (miles)	2	N/A*	9.5	9.25	12.72

Guiding Principle #1: Maintain and/or Enhance Customer Service and Citizen Satisfaction						
Department Objective	Strategy/Measure	2015	2015	2016		2017
		Actual	Actual	Target	Actual	Target
Maintain a highly trained and capable staff for operations.	ISA Certified Arborists	8	7	8	8	10

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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Maintain parkway trees and urban forests as a community resource.	Tree Replacements	221	373	450	N/A	Output
	Trees Pruned	4,200	2,281	5,000	N/A	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
	Other Work Orders	N/A*	1,965	Output	0	Output

Guiding Principle #6: Continue to Promote and Develop Programs with a Conservation Focus						
Department Objective	Strategy/Measure	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Preserve and enhance Village’s tree resources.	Obtain Tree City USA Award	Yes	Yes	Yes	Yes	Yes

			FY 14/15 Actual ¹	FY 15/16 Actual ¹	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
Personnel							
01500300	41103	IMRF	\$ 194,081.09	\$ 180,919.78	\$ 184,025.55	\$ 189,000.00	\$ 176,000.00
01500300	41104	FICA	131,684.57	122,333.04	125,601.33	127,000.00	123,000.00
01500300	41105	Unemployment Tax	2,751.81	3,003.88	3,097.63	3,200.00	3,000.00
01500300	41106	Health Insurance	302,605.95	296,392.24	285,543.61	289,000.00	273,000.00
01500300	41110	Salaries	1,679,593.95	1,583,688.81	1,618,555.28	1,590,000.00	1,521,000.00
01500300	41140	Overtime	88,082.27	60,134.71	67,811.99	65,000.00	65,000.00
Subtotal			\$ 2,398,799.64	\$ 2,246,472.46	\$ 2,284,635.39	\$ 2,263,200.00	\$ 2,161,000.00
Contractual Services							
01500300	42210	Telephone	\$ 16,110.17	\$ 15,812.21	\$ 20,861.71	\$ 20,400.00	\$ 21,300.00
01500300	42211	Natural Gas	3,344.19	891.54	-	1,850.00	1,000.00
01500300	42212	Electric	443,822.46	379,477.54	414,585.99	375,200.00	375,000.00
01500300	42230	Legal Services	562.08	-	2,332.00	2,000.00	1,500.00
01500300	42232	Engineering Services	1,736.62	7,144.75	1,404.00	3,600.00	3,600.00
01500300	42234	Professional Services	75,069.48	206,128.20	208,543.01	274,350.00	374,800.00
01500300	42243	Printing & Advertising	309.71	670.52	436.52	1,300.00	100.00
01500300	42253	Community Events	1,423.00	1,050.00	581.03	1,500.00	1,500.00
01500300	42260	Physicals & Screenings	-	1,110.00	877.50	1,800.00	1,500.00
01500300	42264	Snow Removal	1,083.00	7,399.24	1,833.47	2,000.00	1,700.00
01500300	42270	Equipment Rental	5,663.42	1,845.74	2,142.39	19,000.00	26,000.00
Subtotal			\$ 549,124.13	\$ 621,529.74	\$ 653,597.62	\$ 703,000.00	\$ 808,000.00
Supplies & Materials							
01500300	43308	Office Supplies	\$ 729.27	\$ 406.31	\$ 452.34	\$ 500.00	\$ 500.00
01500300	43309	Materials	51,858.38	44,117.21	51,275.55	47,750.00	20,550.00
01500300	43317	Postage	51.19	94.32	-	100.00	100.00
01500300	43320	Tools, Equipment & Supplies	20,751.57	37,355.85	30,846.94	27,600.00	43,250.00
01500300	43332	Office Furniture & Equipment	6,497.03	29,641.53	-	-	-
01500300	43333	IT Equipment	-	-	27,148.99	14,300.00	16,400.00
01500300	43340	Fuel	93,298.95	62,088.08	59,329.39	68,000.00	66,000.00
01500300	43360	Park Upgrades	-	29,010.18	102,377.59	90,250.00	1,200.00
01500300	43366	Sign Program	8,564.31	14,846.85	18,095.02	24,500.00	25,000.00
01500300	43370	Infrastructure Maintenance	-	-	63,303.17	-	-
Subtotal			\$ 181,750.70	\$ 217,560.33	\$ 352,828.99	\$ 273,000.00	\$ 173,000.00
Maintenance							
01500300	44402	Tree Planting	\$ 4,424.21	\$ 77,429.72	\$ 24,112.14	\$ 54,300.00	\$ 20,650.00
01500300	44420	Vehicle Maintenance (S)	278,962.04	215,277.57	210,095.94	287,000.00	256,000.00
01500300	44421	Equipment Maintenance (S)	243,996.29	252,142.85	255,345.10	269,000.00	260,000.00
01500300	44423	Building Maintenance (S)	108,286.69	166,180.97	172,956.22	180,500.00	175,000.00
01500300	44425	Open Space Maintenance	13,920.00	14,900.00	14,900.00	-	-
01500300	44426	Office Equipment Maintenance	1,007.20	699.99	742.52	1,500.00	1,600.00
01500300	44427	Curb & Sidewalk Program	3,219.18	11,729.55	5,232.30	3,200.00	4,200.00
01500300	44428	Street Maintenance	-	21,781.10	28,230.78	40,000.00	15,000.00
01500300	44429	Street Light Maintenance	1,679.97	5,506.62	13,096.56	12,000.00	12,000.00
01500300	44430	Traffic Signal Maintenance	21,153.43	23,671.58	19,035.00	25,500.00	25,500.00
01500300	44431	Storm Sewer Maintenance	-	8,798.15	4,727.91	11,700.00	11,700.00
Subtotal			\$ 676,649.01	\$ 798,118.10	\$ 748,474.47	\$ 884,700.00	\$ 781,650.00
Capital Expenditures							
01500300	43335	Vehicles & Equipment	\$ 86,592.00	\$ 31,240.33	\$ 26,738.80	\$ 42,500.00	\$ 102,000.00
01500300	45590	Capital Purchase	152,913.00	251,017.34	244,502.70	180,000.00	57,000.00
Subtotal			\$ 239,505.00	\$ 282,257.67	\$ 271,241.50	\$ 222,500.00	\$ 159,000.00
Transfers							
01500500	48005	Transfer to Pool	\$ 82,900.00	\$ 87,486.88	\$ 88,628.70	\$ 145,000.00	\$ 147,000.00
Subtotal			\$ 82,900.00	\$ 87,486.88	\$ 88,628.70	\$ 145,000.00	\$ 147,000.00
Other Charges							
01500300	47740	Travel/Training/Dues	\$ 11,681.86	\$ 16,004.53	\$ 16,082.64	\$ 21,100.00	\$ 19,650.00
01500300	47760	Uniforms & Safety Items	14,450.53	14,485.21	15,162.98	19,500.00	17,700.00
Subtotal			\$ 26,132.39	\$ 30,489.74	\$ 31,245.62	\$ 40,600.00	\$ 37,350.00
General Services Total			\$ 4,154,860.87	\$ 4,283,914.92	\$ 4,430,652.29	\$ 4,532,000.00	\$ 4,267,000.00

(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 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
01900100	42234	Professional Services	\$ 3,805.40	\$ 8,800.00	\$ 15,237.50	\$ 12,800.00	\$ 15,400.00
01900100	42236	Insurance	500,801.37	479,809.58	476,748.57	513,000.00	516,000.00
01900100	43333	Computer Network	168,597.56	178,903.65	255,899.36	250,200.00	218,600.00
01900100	45590	Capital Purchase	95,622.15	14,418.83	40,278.22	-	-
01900300	45593	Capital Improvement	-	143,490.00	126,094.00	-	-
01900100	47740	Travel, Training, & Dues	4,347.56	7,551.78	20,706.56	20,000.00	22,000.00
01900500	48004	Transfer to Street Imp. Fund	-	-	1,000,000.00	-	600,000.00
01900500	48006	Transfer to Park Imp. Fund	-	-	-	-	400,000.00
Multidepartmental Total			\$ 773,174.04	\$ 832,973.84	\$ 1,934,964.21	\$ 796,000.00	\$ 1,772,000.00

¹ - Includes funding for EAP program and for Hepatitis & Flu Shots. The remaining amounts are budgeted in Fund 07.



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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

Several staff promotions are included in the FY 18/19 budget for the water and sewer operating division: the Chief Water Operator has been promoted to Utilities Superintendent; a Water Operator has been promoted to Chief Water Operator; a Maintenance Worker II was promoted to Utilities Supervisor; a Maintenance Worker I was promoted to Maintenance Worker II; and a Maintenance Worker I was hired. One (1) Water Operator position will remain vacant. Two (2) 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 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	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	2.0	▼1.0
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	3.0	3.0	-
Maintenance Worker I ²	8.0	8.0	8.0	6.0	6.0	-
Seasonal	0.75	0.75	0.75	0.75	0.50	▼0.25
Total Full-Time Equivalent Positions	20.75	20.75	20.75	18.75	18.50	▼0.25
<i>Full-Time Employees</i>	20	20	20	18	18	-
<i>Part-Time Employees</i>	3	3	3	3	2	▼0.25

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 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- **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.
- **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.
- **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.
- **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.
- **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.



Near Completion

- **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.
- **Water Meter Replacement Program.** Undertake a three (3) replacement program installing Sensus brand water meters with FlexNet SmartPoints. Year 1 will target commercial properties, including meters of 1" through 6"; approximately 500 meters.
- **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.



Not Complete

- **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.
- **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.

FY 18/19 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.

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 Sensus brand water meters with FlexNet SmartPoints. Year 2 will target commercial and residential properties, including meters of 3/4" through 3"; approximately 5,200 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.
- **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.

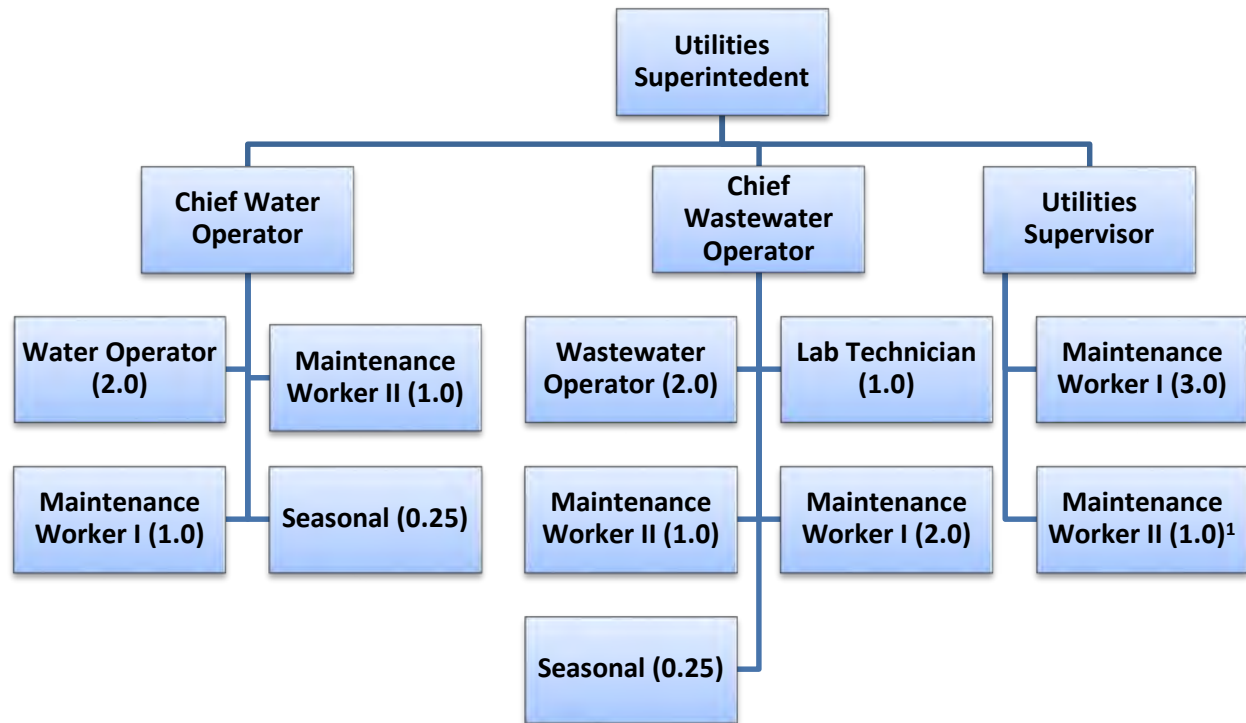
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff

- **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 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



1 – One additional Maintenance Worker II position is budgeted under General Services and is assigned to Utilities.

Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Maintain Village’s infrastructure providing reliability and minimum interruptions to services.	Televise sanitary sewer system (linear feet)	7,731	5,668	62,500	19,300	50,000
	Flush sanitary sewer system (linear feet)	42,595	30,618	125,000	56,038	75,000

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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Provide our community a safe and reliable supply of water.	Volume of water produced (million gallons) ¹	969.46	891.21	Output	877.11	Output
	Volume of wastewater treated (million gallons) ¹	1,118.60	1,134.61	Output	1,188.76	Output
Development of staff for maintenance, safety, and welfare of infrastructure.	Staff training per employee (hours) ¹	40	40	40	40	Output
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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Protect and manage groundwater supplies.	Daily water consumption per capita (gallons) ¹	87	80	Output	80	Output
Notes: ¹ Values are for Fiscal Year Ending						

Water and Sewer Operating Fund

Revenues

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

Water and Sewer Operating Fund

Total Expenses

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

Public Works - Water Division

Expenses

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

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

Public Works - Sewer Division

Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
Personnel							
07800400	41103	IMRF	\$ 92,862.88	\$ 103,504.43	\$ 102,648.74	\$ 109,000.00	\$ 110,000.00
07800400	41104	FICA	62,212.00	68,128.85	68,064.53	73,400.00	75,000.00
07800400	41105	Unemployment Tax	1,227.35	1,411.70	1,366.53	1,600.00	1,650.00
07800400	41106	Health Insurance	142,409.38	153,588.54	136,732.32	143,000.00	160,000.00
07800400	41110	Salaries	834,328.61	905,867.38	897,841.76	915,000.00	941,000.00
07800400	41140	Overtime	19,640.68	21,694.46	25,464.87	20,000.00	25,000.00
Subtotal			\$ 1,152,680.90	\$ 1,254,195.36	\$ 1,232,118.75	\$ 1,262,000.00	\$ 1,312,650.00
Contractual Services							
07800400	42210	Telephone	\$ 6,557.68	\$ 7,684.86	\$ 11,634.30	\$ 21,400.00	\$ 22,000.00
07800400	42211	Natural Gas	12,165.77	10,007.57	11,084.65	14,000.00	14,000.00
07800400	42212	Electric	309,995.46	308,055.88	316,503.06	317,000.00	317,000.00
07800400	42225	Bank Processing Fees	17,527.33	19,523.85	21,213.21	22,000.00	25,000.00
07800400	42226	ACH Rebate	-	-	10,001.00	-	21,000.00
07800400	42230	Legal Services	3,794.99	144.37	284.37	4,000.00	4,000.00
07800400	42231	Audit Services	7,120.87	5,345.44	4,459.95	5,000.00	5,100.00
07800400	42232	Engineering Services	8,171.00	19,818.76	-	4,000.00	29,000.00
07800400	42234	Professional Services	87,087.02	87,876.28	93,294.75	163,000.00	164,900.00
07800400	42236	Insurance	79,667.11	75,789.57	74,541.95	82,000.00	63,000.00
07800400	42242	Publications	755.54	573.00	744.04	1,100.00	1,100.00
07800400	42243	Printing & Advertising	102.22	285.08	753.43	1,100.00	1,000.00
07800400	42260	Physical Exams	-	502.50	342.75	1,600.00	1,600.00
07800400	42262	Sludge Removal	103,659.20	136,920.30	94,040.70	256,500.00	121,500.00
07800400	42270	Equipment Rental	199.20	-	1,210.50	1,000.00	1,000.00
07800400	42272	Lease Payments	-	-	-	1,300.00	-
Subtotal			\$ 636,803.39	\$ 672,527.46	\$ 640,108.66	\$ 895,000.00	\$ 791,200.00
Supplies & Materials							
07800400	43308	Office Supplies	\$ 809.30	\$ 455.58	\$ 559.63	\$ 550.00	\$ 550.00
07800400	43309	Materials	15,632.57	3,123.26	5,811.69	28,000.00	18,800.00
07800400	43317	Postage	25,323.15	26,173.59	25,179.50	26,000.00	26,000.00
07800400	43320	Tools, Equipment & Supplies	22,603.27	32,976.86	22,359.82	17,000.00	17,000.00
07800400	43332	Office Furniture & Equipment	26,993.44	55,397.05	25.00	20,000.00	500.00
07800400	43333	IT Equipment	-	-	63,309.42	70,100.00	42,100.00
07800400	43340	Fuel	18,719.28	10,880.94	13,537.33	12,500.00	13,000.00
07800400	43342	Chemicals	53,561.46	45,598.40	39,308.27	73,000.00	238,000.00
07800400	43345	Lab Supplies	3,414.21	5,595.73	6,165.18	7,000.00	6,900.00
07800400	43348	Meters & Meter Supplies	33,453.30	69,112.24	39,030.68	18,350.00	17,500.00
Subtotal			\$ 200,509.98	\$ 249,313.65	\$ 215,286.52	\$ 272,500.00	\$ 380,350.00
Maintenance							
07800400	44412	Treatment Facility	\$ 142,218.70	\$ 182,918.28	\$ 183,891.99	\$ 170,000.00	\$ 148,400.00
07800400	44414	Lift Station Maintenance	66,379.54	68,643.47	36,655.78	66,400.00	50,700.00
07800400	44416	Collection System Maintenance	450.68	4,914.55	787.95	14,500.00	22,500.00
07800400	44420	Vehicle Maintenance (S)	24,387.88	17,984.91	36,291.40	23,000.00	30,000.00
07800400	44421	Equipment Maintenance (S)	45,058.02	28,408.98	17,248.66	45,500.00	29,000.00
07800400	44423	Building Services (S)	65,590.13	112,658.62	122,505.62	101,000.00	106,000.00
07800400	44426	Office Equipment Maintenance	747.05	600.00	621.35	1,100.00	1,100.00
Subtotal			\$ 344,832.00	\$ 416,128.81	\$ 398,002.75	\$ 421,500.00	\$ 387,700.00
Capital Expenditures							
07800400	43335	Vehicles & Equipment	\$ -	\$ -	\$ 19,550.00	\$ -	\$ -
07800400	45590	Capital Purchase	(0.29)	1,406.25	-	-	-
Subtotal			\$ (0.29)	\$ 1,406.25	\$ 19,550.00	\$ -	\$ -
Other Charges							
07800400	47740	Travel/Training/Dues	\$ 6,575.37	\$ 5,694.36	\$ 6,616.44	\$ 11,450.00	\$ 7,300.00
07800400	47760	Uniforms & Safety Items	10,019.65	7,670.43	7,866.77	13,500.00	12,500.00
07800400	47790	Interest Expense	-	-	-	50.00	-
Subtotal			\$ 16,595.02	\$ 13,364.79	\$ 14,483.21	\$ 25,000.00	\$ 19,800.00
Sewer Total			\$ 2,351,421.00	\$ 2,606,936.32	\$ 2,519,549.89	\$ 2,876,000.00	\$ 2,891,700.00
Non Budgeted Expense							
07700400	47853	Pension Expense W/S	\$ -	\$ 84,320.06	\$ 46,754.22	\$ -	\$ -
Sewer Total (Audited)			\$ 2,351,421.00	\$ 2,691,256.38	\$ 2,566,304.11	\$ 2,876,000.00	\$ 2,891,700.00

(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

No new personnel are budgeted for FY 18/19.

<i>Building Services</i>						
Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Change
Internal Services Supervisor	-	0.5	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	2.0	2.0	-
Maintenance Worker I	1.0	2.0	2.0	2.0	2.0	-
Facility Maintenance Worker	-	-	-	0.5	0.5	-
Seasonal Employees	-	-	0.25	0.25	0.25	-
Total Full-Time Equivalent Positions	4.0	5.0	4.25	5.75	5.75	-
<i>Full-Time Employees</i>	<i>4</i>	<i>5</i>	<i>4</i>	<i>5</i>	<i>5</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>-</i>

Vehicle Maintenance Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Change
Internal Services Supervisor	-	0.5	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	3.0	3.0	-
Service Technician	1.0	1.0	1.0	-	-	-
Intern	-	0.25	0.25	-	-	-
Total Full-Time Equivalent Positions	5.0	4.25	4.25	4.0	4.0	-
<i>Full-Time Employees</i>	5	4	4	4	4	-
<i>Part-Time Employees</i>	0	1	1	0	0	-

FY 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

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



Near Completion

- N/A



Not Complete

- Begin to compile the long-term facility maintenance plan.

FY 18/19 Objectives

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

- The building team will work to rotate members this year to each of the municipal facilities in an effort to make each team member adept at most all issues encountered at each facility.
- The fleet team will continue to hold as important the turn-around times on all service requests.

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

- Compile a long-term facility maintenance plan for the Ganek Municipal Center, the Public Works Facility, and the Historic Village Hall.

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

- Work teams will continue to look at the efficient use of funds by seeking lowest cost on parts and supplies, as well as cost effective services and contractors.

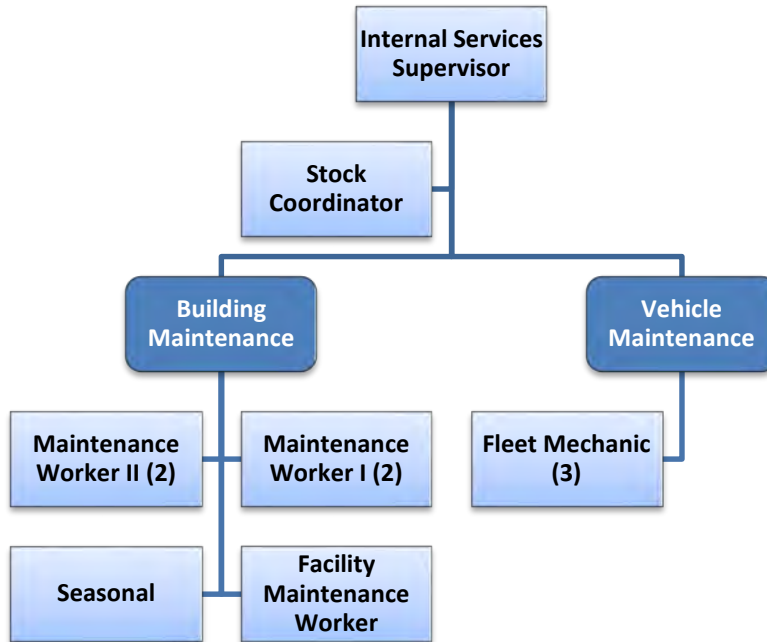
Guiding Principle #5: Continue to Allocate the Necessary Resources for the Maintenance of the Public's Health, Safety, and Welfare through a Well-Trained and Dedicated Staff.

- We will continue to provide training to improve the skills and talent of our teams.

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

- The teams will continue to assess the efficiency of HVAC systems, as well as fleet systems to insure our by-products continue to be as minimally impactful to the environment as able.

Department Organizational Chart



Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Maintain Village facilities to a high standard.	Facilities Maintained	28	28	Output	28	Output
	Number of Repair Orders	6,600	5,627	Output	6,086	Output
	Total Jobs Performed	7,700	6,393	Output	6,470	Output
	Facility Maintenance Costs	\$677,000	\$1,034,100	Output	\$1,032,632	Output
Maintain optimal level of fleet and equipment availability.	Pieces Maintained	378	378	Output	295	Output
	Number of Repair Orders	3,000	2,960	Output	2,389	Output
	Total Jobs Performed	5,632	5,342	Output	5,265	Output
	Vehicle Maintenance Costs	\$900,000	\$859,000	Output	\$782,590	Output

Building Services Fund

Revenues

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

Building Services Fund

Expenses

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

Vehicle Maintenance Service Fund

Revenues

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

Vehicle Maintenance Service Fund

Expenses

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Personnel							
29900000	41103	IMRF	\$ 31,067.88	\$ 27,493.66	\$ 27,597.39	\$ 32,000.00	\$ 34,000.00
29900000	41104	FICA	20,774.48	18,544.05	18,496.87	22,000.00	23,500.00
29900000	41105	Unemployment Tax	437.42	479.73	535.31	600.00	600.00
29900000	41106	Health Insurance	51,932.33	49,022.60	43,890.61	45,000.00	48,000.00
29900000	41110	Salaries	274,099.30	249,245.69	248,171.04	266,000.00	281,000.00
29900000	41140	Overtime	9,839.44	3,724.29	1,704.56	10,000.00	7,900.00
Subtotal			\$ 388,150.85	\$ 348,510.02	\$ 340,395.78	\$ 375,600.00	\$ 395,000.00
Contractual Services							
29900000	42210	Telephone	\$ 4,145.29	\$ 4,600.57	\$ 4,762.95	\$ 4,200.00	\$ 4,500.00
29900000	42211	Natural Gas	1,240.59	323.28	-	1,200.00	-
29900000	42234	Professional Services	9,086.08	5,846.14	7,800.58	10,150.00	10,150.00
29900000	42242	Publications	4,565.00	4,425.95	1,500.00	4,800.00	4,900.00
29900000	42243	Printing & Advertising	26.08	72.43	309.81	50.00	50.00
29900000	42260	Physical Exams	-	75.00	105.00	-	-
29900000	42270	Equipment Rental	3,530.14	1,252.00	1,265.51	3,000.00	3,000.00
29900000	42272	Leases Non-Capital	-	-	-	-	-
Subtotal			\$ 22,593.18	\$ 16,595.37	\$ 15,743.85	\$ 23,400.00	\$ 22,600.00
Supplies & Materials							
29900000	43308	Office Supplies	\$ 272.69	\$ 202.62	\$ 284.05	\$ 200.00	\$ 200.00
29900000	43317	Postage	169.30	9.17	85.74	500.00	500.00
29900000	43320	Tools, Equipment & Supplies	7,772.14	14,140.84	8,894.16	14,700.00	5,600.00
29900000	43332	Office Furniture & Equipment	-	1,273.17	399.96	-	-
29900000	43333	IT Equipment	-	-	5,600.00	2,600.00	3,900.00
29900000	43340	Fuel	2,539.11	2,393.13	2,463.18	2,000.00	2,500.00
29900000	43350	Fleet Parts/Fluids (S)	377,539.80	304,018.66	270,512.63	354,300.00	330,000.00
29900000	43351	Fuel - Cost of Sales (S)	253,818.02	200,458.56	203,961.70	230,000.00	230,000.00
Subtotal			\$ 642,111.06	\$ 522,496.15	\$ 492,201.42	\$ 604,300.00	\$ 572,700.00
Maintenance							
29900000	44420	Vehicle Maintenance (S)	\$ 6,055.16	\$ 4,250.43	\$ 3,778.89	\$ 4,000.00	\$ 4,000.00
29900000	44421	Equipment Maintenance (S)	2,170.91	-	1,111.61	2,500.00	2,500.00
29900000	44423	Building Services (S)	62,807.88	58,771.02	59,648.17	55,000.00	60,000.00
29900000	44426	Office Equipment Maint.	432.32	514.95	570.06	1,000.00	1,000.00
29900000	44440	Outsourced Maintenance (S)	125,520.07	71,159.17	88,483.08	70,000.00	70,000.00
Subtotal			\$ 196,986.34	\$ 134,695.57	\$ 153,591.81	\$ 132,500.00	\$ 137,500.00
Capital Expenditures							
29900000	45590	Capital Purchase	\$ -	\$ -	\$ 42,471.04	\$ -	\$ 25,000.00
Subtotal			\$ -	\$ -	\$ 42,471.04	\$ -	\$ 25,000.00
Other Charges							
29900000	47740	Travel, Training & Dues	\$ 3,676.08	\$ 3,683.32	\$ 5,595.69	\$ 10,150.00	\$ 5,800.00
29900000	47760	Uniforms & Safety Items	4,631.81	6,237.32	8,529.10	9,050.00	9,100.00
29900000	47775	Fuel Inventory Variance	35,505.31	1,908.40	9,099.65	-	-
29900000	47776	Parts/Fluid Inventory Variance	10,196.18	5,597.99	(14,413.90)	-	-
Subtotal			\$ 54,009.38	\$ 17,427.03	\$ 8,810.54	\$ 19,200.00	\$ 14,900.00
Vehicle Maintenance Service Fund Total			\$ 1,303,850.81	\$ 1,039,724.14	\$ 1,053,214.44	\$ 1,155,000.00	\$ 1,167,700.00
29000000	47780	Depreciation Expense	\$ 11,800.00	\$ 11,800.00	\$ 16,047.00	\$ -	\$ -
FY 18/19 Total			\$ 1,315,650.81	\$ 1,051,524.14	\$ 1,069,261.44	\$ 1,155,000.00	\$ 1,167,700.00
(S) indicates those line items that reimburse the Internal Service Funds.							

Capital Improvement Project Funds

The FY 18/19 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 four (4) percent to one (1) percent.

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 18/19.

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.

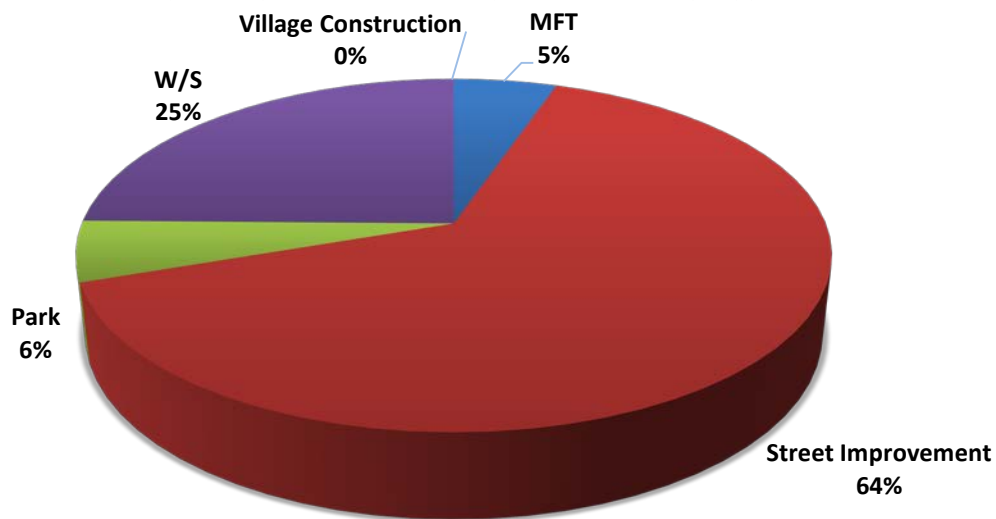
Infrastructure Maintenance – Infrastructure maintenance involves materials or contract expenditures for the repair and upkeep of the entity's roads, bridges, water and/or sewer systems.

The chart on the following page summarizes capital fund spending for fiscal year 2018-2019.

	Motor Fuel Tax Fund	Street Improvement Fund	Park Fund	Water/Sewer Improvement & Construction Fund	Village Construction Fund	Totals
Revenues	\$820,000	\$5,980,000	\$763,100	\$2,137,000	\$12,250	\$9,712,350
Expenditures	\$1,269,000	\$15,605,000	\$1,343,000	\$5,987,000	-	\$24,204,000
Difference*	\$ (449,000)	\$ (9,625,000)	\$ (579,900)	\$ (3,850,000)	\$12,250	\$ (14,491,650)
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 18/19. The revenue for these two funds is estimated at \$6.8 million. The expenditures proposed for engineering and road construction projects covered by the two funds total \$16.9 million, with a net \$10.0 million of accumulated cash reserves being used.

For FY 18/19, the MFT Fund has anticipated proposed expenditures of \$1,269,000. Material purchases make up 36 percent of total expenditures. A programmatic shift of the MFT Fund in FY 18/19 allocates \$735,000 (58 percent of total budget) to outsourced maintenance activities including walking path repair, curb/sidewalk repair, street lighting maintenance, street sweeping, and storm sewer cleaning. Historically, these costs have been reflected in the General Fund as part of maintenance activities.

The Street Improvement Fund budget shows expenditures exceeding projected revenues by \$9,625,000. Larger projects within the Street Improvement Fund include engineering and design services, Boyer Road/County Line Road rehabilitation, Gaslight Drive rehabilitation, Lake Drive South rehabilitation, Old Town Algonquin construction, and the Randall Road Pedestrian Underpass.

Park Fund

This fund is used for the acquisition of parklands, development of new parks and wetlands/native area enhancements. FY 18/19 expenditures for projects and maintenance include the following:

- Algonquin Lakes Park Basketball Court
- Creeks Crossing Park Riparian Corridor
- Kelliher Park Parking Lot
- Stoneybrook Park Improvements
- Spella Wetland Fen Buffer
- Spella Park Pollinator Project
- Willoughby Farms Park Improvements
- Woods Creek (Reach 4)


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.


Current year expenses include \$1,482,000 for engineering and design services (25 percent of total budget). Major projects for the upcoming year include replacement water meters (\$1,850,000), motor control center upgrades at Water Treatment Plant #1 (\$850,000), high service pump improvements at Water Treatment Plant #2 and #3 (\$300,000), replacement sanitary sewer in Old Town Algonquin (\$490,000), replacement water main in Old Town Algonquin (\$480,000), and construction of water main as part of the Longmeadow Parkway project (\$250,000).


In FY 14/15, home rule sales tax has been fully allocated to the Street Improvement Fund. Therefore, connection fees and infrastructure fees (transferred from Water/Sewer Operating Fund) are the primary revenue sources 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.


Operating Funds - Major Capital Projects and Purchases


GENERAL SERVICES ADMINISTRATION (100)		
 <p>Photo Not Available</p>	No Capital Purchases Budgeted	\$ -
	FY 18/19 Total:	\$ -
	Project Description:	
		The General Services Administration Department has no capital items budgeted for FY 18/19.
Impact on Operations:	Not Applicable	


PATROL VEHICLE - POLICE (200)		
	Vehicles & Equipment:	\$ 36,100
	FY 18/19 Total:	\$ 36,100
	Project Description:	
		Funding is provided for a replacement 2018 Ford Interceptor Sedan. An existing 2011 Dodge Charger will be replaced.
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


ADMINISTRATIVE VEHICLE - POLICE (200)		
	Vehicles & Equipment:	\$ 25,900
	FY 18/19 Total:	\$ 25,900
	Project Description:	
		Funding is provided for a replacement 2018 Ford Taurus Sedan that will be used in investigations. An existing 2007 Dodge Charger will be replaced.
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


MOBILE RADIOS - POLICE (200)		
	Vehicles & Equipment:	\$ 12,000
	FY 18/19 Total:	\$ 12,000
Project Description:		
Funding is provided to purchase new STARCOM radios for police communications.		
Impact on Operations:	None.	


PORTABLE MESSAGE BOARD SIGNS (4) - POLICE (200)		
	Vehicles & Equipment:	\$ 56,000
	FY 18/19 Total:	\$ 56,000
Project Description:		
Funding is provided for the purchase of four (4) portable message board signs. These will be used to alert motorists of road closures and other relevant information.		
Impact on Operations:	New item will increase Equipment Maintenance (44421) line-item.	


RADAR SPEED DISPLAY SIGNS (4) - POLICE (200)		
	Vehicles & Equipment:	\$ 16,000
	FY 18/19 Total:	\$ 16,000
Project Description:		
Funding is provided for the purchase of four (4) radar speed display signs. These will be deployed on a temporary basis throughout the community, as necessary, for speed enforcement.		
Impact on Operations:	New item will increase Equipment Maintenance (44421) line-item.	


SUV PATROL VEHICLE - POLICE (200)		
	Capital Purchase:	\$ 43,900
	FY 18/19 Total:	\$ 43,900
Project Description:		
Funding is provided for a replacement 2018 Ford Interceptor SUV to be used in patrol. An existing 2011 Dodge Charger will be replaced.		
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


SQUAD VIDEO RECORDING SYSTEM LEASE - POLICE (200)		
	Capital Lease Payments:	\$ 6,000
	FY 18/19 Total:	\$ 6,000
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 equipment will reduce expenditures related to failing equipment in the Radio Maintenance line-item (44422).	


INSPECTION VEHICLE - COMMUNITY DEVELOPMENT (300)		
	Vehicles & Equipment:	\$ 20,000
	FY 18/19 Total:	\$ 20,000
Project Description:		
Funding provided for a Ford Fusion or equivalent model to be used for building inspection.		
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


FIELD INSPECTION VEHICLE - PUBLIC WORKS ADMINISTRATION (400)		
	Vehicles & Equipment:	\$ 38,000
	FY 18/19 Total:	\$ 38,000
	Project Description:	
Funding provided for a Ford 150 or equivalent model to be used for engineering inspection.		
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


REPLACEMENT VEHICLE #614 - PUBLIC WORKS GENERAL SERVICES (500)		
	Vehicles & Equipment:	\$ 38,000
	FY 18/19 Total:	\$ 38,000
	Project Description:	
Replacement of 2002 Ford F-350 truck that has exceeded its useful life. Recommended replacement is a current model Ford F-150 4x4 truck.		
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


REPLACEMENT VEHICLE #612 - PUBLIC WORKS GENERAL SERVICES (500)		
	Vehicles & Equipment:	\$ 39,000
	FY 18/19 Total:	\$ 39,000
	Project Description:	
Replacement of 2004 Ford F-250 truck that has exceeded its useful life. Recommended replacement is a current Ford F-250 with snowplow setup.		
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


CRASH ATTENUATOR - PUBLIC WORKS GENERAL SERVICES (500)		
	Vehicles & Equipment:	\$ 25,000
	FY 18/19 Total:	\$ 25,000
	Project Description:	
<p>Funding is provided for an impact attenuator which will be hooked up to trucks working on Village roadways. This is a new item which will provide an additional safety assurance for Village employees working on roadways.</p>		
Impact on Operations:	Improved workplace safety for employees.	


REPLACEMENT VEHICLE #616 - PUBLIC WORKS GENERAL SERVICES (500)		
	Capital Purchase:	\$ 57,000
	FY 18/19 Total:	\$ 57,000
	Project Description:	
<p>Replacement of 2005 Ford F-350 truck that has exceeded its useful life. Recommended replacement is a current model Ford F-450 flatbed truck with plow setup.</p>		
Impact on Operations:	The new vehicle will reduce costs in the Vehicle Maintenance (44420) and Fuel (43340) line-items.	


MULTIDEPARTMENTAL (900)		
<p>Photo Not Available</p> 	No Capital Purchases Budgeted	\$ -
	FY 18/19 Total:	\$ -
	Project Description:	
<p>The Multidepartmental cost center has no capital items budgeted for FY 18/19.</p>		
Impact on Operations:	Not Applicable	

WATER (700)		
<p style="text-align: center;">Photo Not Available</p> 	No Capital Purchases Budgeted	\$ -
	FY 18/19 Total:	\$ -
	Project Description:	
The Public Works Department/Water Division has no capital items budgeted for FY 18/19.		
Impact on Operations:	Not Applicable	

SEWER (800)		
<p style="text-align: center;">Photo Not Available</p> 	No Capital Purchases Budgeted	\$ -
	FY 18/19 Total:	\$ -
	Project Description:	
The Public Works Department/Sewer Division has no capital items budgeted for FY 18/19.		
Impact on Operations:	Not Applicable	

BUILDING SERVICES (28)		
<p style="text-align: center;">Photo Not Available</p> 	No Capital Purchases Budgeted	\$ -
	FY 18/19 Total:	\$ -
	Project Description:	
The Public Works Department/Building Services Division has no capital items budgeted for FY 18/19.		
Impact on Operations:	Not Applicable	

BUILDING SERVICES (28)		
<p>Photo Not Available</p> 	No Capital Purchases Budgeted	\$ -
	FY 18/19 Total:	\$ -
	Project Description:	
		The Public Works Department/Building Services Division has no capital items budgeted for FY 18/19.
Impact on Operations:	Not Applicable	

AIR COMPRESSOR - VEHICLE MAINTENANCE (29)		
	Capital Purchase:	\$ 25,000
	FY 18/19 Total:	\$ 25,000
	Project Description:	
		Money provided to replace the air compressor in the Vehicle Maintenance area. Costs are to replace the unit with a better and quieter unit. Some costs will be recovered via a ComEd incentive program, as well as the auction sale of the old unit.
Impact on Operations:	Not Applicable	

Motor Fuel Tax and Street Improvement Funds

SLEEPY HOLLOW ROAD

Photo Not Available



Engineering/Design Services:	\$ 10,000
FY 18/19 Total:	\$ 10,000

Project Description:

Money is provided in this line item to finish out the phase 2 engineering design for Sleep Hollow Road. The project will involve removal of the driving surface, corrective repairs to failed sub-base, bike path repairs, sidewalk removal and replacement (where necessary), curb and gutter patching, storm sewer system repairs, replacement of the asphalt driving surface, and landscape restoration where necessary.

Impact on Operations:	Reduction in Street Maintenance line item (44429).
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HARPER DRIVE BIKE PATH



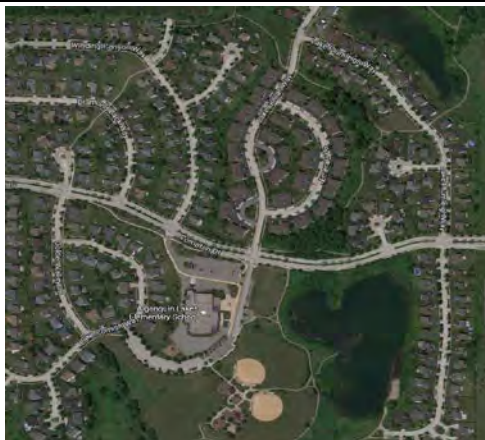
Capital Improvements:	\$ 70,000
FY 18/19 Total:	\$ 70,000

Project Description:

Money is also budgeted here to final out the installation of the Harper Drive Bike Path. This is the Village's portion of the cost after receiving the CMAQ grant.

Impact on Operations:	None.
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ALGONQUIN LAKES SUBDIVISION

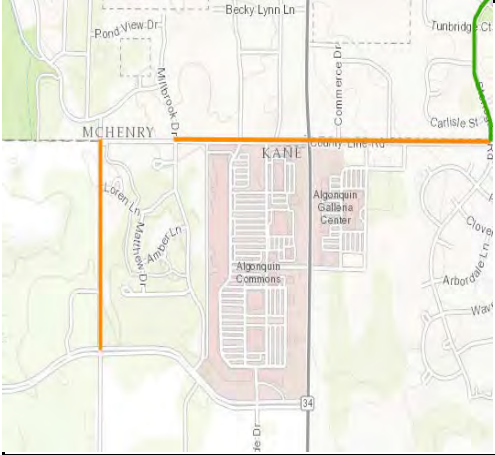



Engineering/Design Services:	\$ 25,000
FY 18/19 Total:	\$ 25,000


Project Description:


Money is provided in this line item to pay for Phase 2 engineering on this project to maintain good pavement and raise it to a higher pavement condition index (PCI). The work involves improvements to curbs and driveways, minor drainage systems, and pavements, as necessary. The work will provide improvements to Compton Drive, and subdivisions west of Lake Gillian Way.

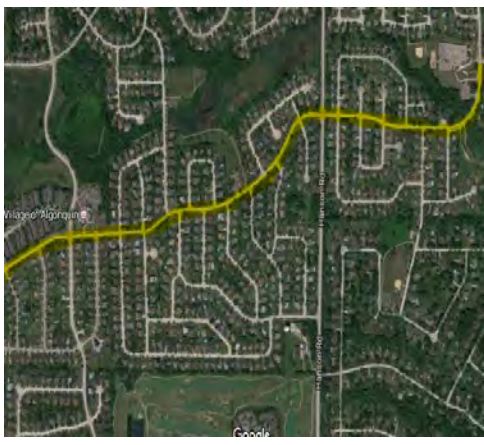
Impact on Operations:	Reduction in Street Maintenance line item (44429).
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BOYER ROAD & COUNTY LINE ROAD		
	Engineering/Design Services:	\$ 150,000
	Infrastructure Maintenance	\$ 2,200,000
	FY 18/19 Total:	\$ 2,350,000
Project Description:		
Project 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.		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	


BROADSMORE DRIVE & STONEGATE ROAD		
	Engineering/Design Services:	\$ 50,000
	FY 18/19 Total:	\$ 50,000
Project Description:		
Money is provided in this line item to pay for Phase 1 engineering on this project to maintain good pavement and raise it to a higher PCI. The work involves improvements to curbs and driveways, minor drainage systems, and pavements, as necessary. The work will provide improvements to Broadsmore Drive, Randall to Stonegate, Stonegate Road, and Longmeadow Parkway to Grandview.		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	

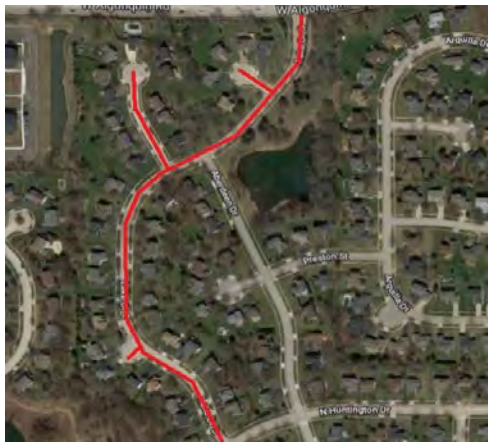
CRYSTAL CREEK (TOWNE PARK)		
	Engineering/Design Services:	\$ 50,000
	Capital Improvements:	\$ 370,000
	FY 18/19 Total:	\$ 420,000
Project Description:		
Project includes additional improvements and construction to Crystal Creek near Towne Park in addition to work performed as part of the Illinois Route 31 Western Bypass construction.		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	


GASLIGHT DRIVE		
	Engineering/Design Services:	\$ 80,000
	Infrastructure Maintenance:	\$ 1,300,000
	FY 18/19 Total:	\$ 1,380,000
	Project Description:	
Money is provided in this line item to maintain good pavement and raise it to a higher PCI. Improvements to Gaslight South and West Subdivisions will involve curb and driveway patching, minor drainage system repairs and pavement patching and repair, as necessary. Improvements to Gaslight Drive, Kingston Place, Spring Hill Drive, from Gaslight to the intersection of Hanson Road and County Line.		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	


HARNISH DRIVE		
	Engineering/Design Services:	\$ 100,000
	Infrastructure Maintenance:	
	FY 18/19 Total:	\$ 100,000
	Project Description:	
Money is provided in this line item to maintain good pavement and raise it to a higher PCI. Areas to be improved include Harnish Drive, Dawson Mill Subdivisions, the intersection of Harnish and Huntington Drive. Improvements will involve curb and driveway patching, minor drainage system repairs and pavement patching, repair, or reconstruction, as necessary.		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	


HIGH HILLS SUBDIVISION		
	Engineering/Design Services:	\$ 150,000
	Infrastructure Maintenance:	
	FY 18/19 Total:	\$ 150,000
	Project Description:	
Money is provided in this line item to pay for Phase 1 engineering to maintain good pavement and raise it to a higher PCI. The work in the High Hill Subdivision will involve curb and driveway patching, minor drainage system repairs and pavement patching and repair, as necessary. The work will involve improvements to Winchester, Sussex, Jester, Kirkland, Majestic, Chatham, Bristol and Regal Drive.		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	


LAKE BRAEWOOD		
	Engineering/Design Services:	\$ 250,000
	FY 18/19 Total:	\$ 250,000
	Project Description:	
	Money is provided to begin engineering which will involve stabilizing the upstream and downstream portions of the creek that tie into the Lake, restoring the shoreline of the Lake.	
Impact on Operations:	None.	

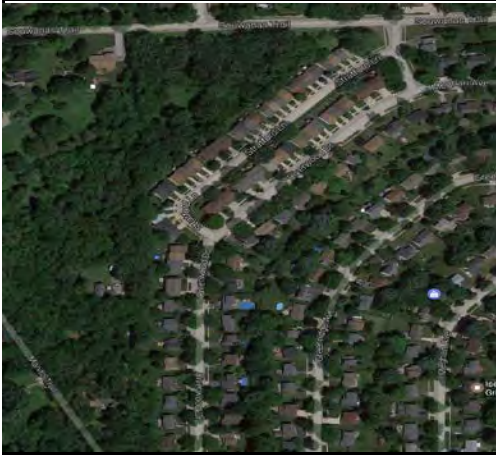
LAKE DRIVE SOUTH		
	Engineering/Design Services:	\$ 60,000
	Infrastructure Maintenance:	\$ 750,000
	FY 18/19 Total:	\$ 810,000
	Project Description:	
	Money is provided in this line item to maintain good pavement and raise it to a higher PCI. Work will involve curb and driveway patching, minor drainage system repairs and pavement patching and repair, as necessary. The work will involve improvements to Lake Drive South, from Algonquin Road to Huntington Drive N, including the adjacent cul-de-sacs of Lake Drive Court and Falcon Ridge Ct.	
Impact on Operations:	Reduction in Street Maintenance line item (44429).	

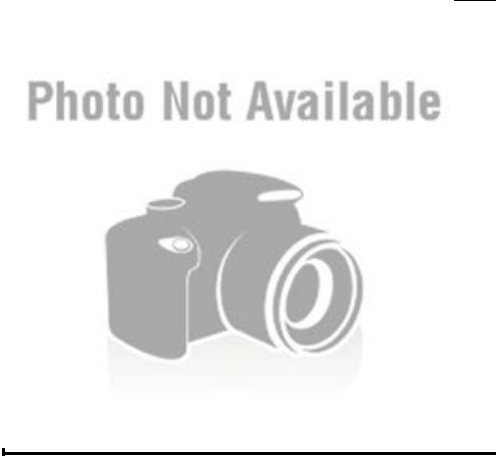
RANDALL ROAD PEDESTRIAN UNDERPASS		
	Engineering/Design Services:	\$ 50,000
	Capital Improvements:	\$ 1,000,000
	FY 18/19 Total:	\$ 1,050,000
	Project Description:	
	Money is provided in this line item to finish the design for the Randall Road Pedestrian Bridge. This is now being built as part of the McDOT Randall Road Widening Project. Money is also provided in this line item to construct the Randall Road Pedestrian Bridge. This is now being built as part of the McDOT Randall Road Widening Project and this is our portion of the cost.	
Impact on Operations:	None.	


RATT CREEK WETLAND COMPLEX		
	Engineering/Design Services:	\$ 100,000
	FY 18/19 Total:	\$ 100,000
	Project Description:	
		Money provided in this line item to improve the existing wetland complex to enhance upland water feature and provide on-line detention for both public and private projects. A pedestrian walkway and bridge will also be built to create an educational focal point. The wetlands will be reshaped to improve detention, remove invasive species, and improve flora quality.
Impact on Operations:	5 years of maintenance is anticipated.	


RATT CREEK (REACH 5)		
	Engineering/Design Services:	\$ 70,000
	FY 18/19 Total:	\$ 70,000
	Project Description:	
		Money is provided in this line item to restore the creek and the High Hill Dam detention area. This area is identified in the Jelkes Creek-Fox River Watershed Plan for potential restoration and is therefore eligible to receive IEPA 319 Water Quality Grant Funding. Money has been budgeted to provide a concept and prepare the grant application for submittal to the IEPA.
Impact on Operations:	None.	

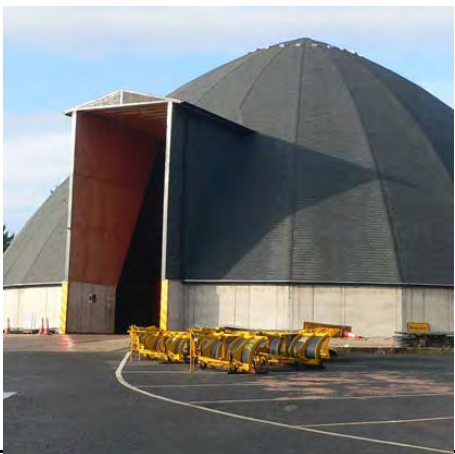
SCOTT STREET/SCHUETT STREET/SOUWANAS TRAIL		
	Engineering/Design Services:	\$ 200,000
	FY 18/19 Total:	\$ 200,000
	Project Description:	
		Money is provided for phase 2 engineering to narrow roadway, replace curb & gutters, repair sanitary & storm sewers, install new sidewalks, replace the failed box culvert, and repair the riparian corridor upstream of the box culvert adjacent to WTP 1. The project includes installation of new trees and upgrading a rural cross section to an urban cross section with curb and gutter and proper drainage.
Impact on Operations:	None.	


SOUWANAS CREEK (REACH 2)		
	Engineering/Design Services:	\$ 50,000
	FY 18/19 Total:	\$ 50,000
	Project Description:	
		Money is provided in this line item to contract a consultant to do Phase 1 engineering services to correct the creeks flow patterns downstream and reduce erosion. This section of Souwanas Creek has been blamed for erosion and silt deposits in the unincorporated Algonquin Shores Subdivision for many years since development on the east side of Algonquin increased.
Impact on Operations:	None.	


STONEGATE ROAD (COUNTY LINE ROAD TO WILLOUGHBY FARMS PARK)		
	Engineering/Design Services:	\$ 80,000
	FY 18/19 Total:	\$ 80,000
	Project Description:	
		Money is provided in this line item to maintain good pavement and raise it to a higher PCI. Work will involve curb and driveway patching, minor drainage system repairs and pavement patching and repair, as necessary. The work will make improvements to Stonegate Road, from the terminus near Willoughby Farms Park to County Line Road
Impact on Operations:	Reduction in Street Maintenance line item (44429).	


TERRACE HILL SUBDIVISION		
	Engineering/Design Services:	\$ 15,000
	FY 18/19 Total:	\$ 15,000
	Project Description:	
		Money is provided to finish phase 2 engineering for the rehabilitation roads in the Terrace Hill subdivision.
Impact on Operations:	None.	


OLD TOWN REDEVELOPMENT (STAGES 1A & 1B AND BRIDGE)		
	Engineering/Design Services:	\$ 500,000
	Capital Improvements:	\$ 6,660,000
	FY 18/19 Total:	\$ 7,160,000
	Project Description:	
<p>Downtown Streetscape Stage 1A - Burke LLC has been hired to handle all aspects of construction. Stage 1A includes burial of electric, cable TV, and phone lines from S. Main and the Bypass to N. Main and Edwards Street, and all work from S. Main to the Crystal Creek Bridge.</p> <p>Downtown Streetscape Stage 1B - Covers any engineering for N. Main Street from Route 62 to N. Main and the Bypass.</p>		
Impact on Operations:	Additional infrastructure and features may lead to increased expenditures in maintenance of assets.	


SALT DOME (JOINT PROJECT WITH MCHENRY COUNTY)		
	Engineering/Design Services:	\$ 50,000
	FY 18/19 Total:	\$ 50,000
	Project Description:	
<p>Engineering work for the construction of a larger capacity salt dome facility to be shared with McHenry County located at the Public Works Facility. Costs of project to be shared with McHenry County.</p>		
Impact on Operations:	None.	


HIGHLAND AVENUE (FAU)		
	Capital Improvements:	\$ 1,000,000
	FY 18/19 Total:	\$ 1,000,000
	Project Description:	
<p>Money is budgeted here to finish Highland Avenue project. This is the amount we are still waiting to be billed from IDOT.</p>		
Impact on Operations:	Reduction in Street Maintenance line item (44429).	

LONGMEADOW PARKWAY		
<p>Photo Not Available</p> 	Capital Improvements:	\$ 50,000
	FY 18/19 Total:	\$ 50,000
	Project Description:	
<p>Money is provided in this line item to pay Kane County for any local improvement in the Longmeadow Parkway corridor that were specifically requested by the Village of Algonquin.</p>		
Impact on Operations:	None.	


HIGHLAND AVENUE NATURALIZED DETENTION		
<p>Photo Not Available</p> 	Infrastructure Maintenance:	\$ 20,000
	FY 18/19 Total:	\$ 20,000
	Project Description:	
<p>Money is provided in this line item to perform maintenance on the newly installed natural detentions contiguous to the new roadway on Highland Avenue. These detentions were installed as part of the roadway reconstruction performed this past construction season, and will require minimum three year maintenance to be successful.</p>		
Impact on Operations:	Required maintenance will result in increased expenditures.	


SOUWANAS CREEK RESTORATION		
	Infrastructure Maintenance:	\$ 10,000
	FY 18/19 Total:	\$ 10,000
	Project Description:	
<p>Money is provided in this line item for maintenance of the Souwanas creek restoration project that was completed 3 years ago. Maintenance will involve several selective herbicide treatments as well as a prescribed burn.</p>		
Impact on Operations:	None.	


SURREY LANE CREEK		
	Infrastructure Maintenance:	\$ 25,000
	FY 18/19 Total:	\$ 25,000
	Project Description:	
An amount has been provided to follow up on the native plantings of the Surrey Lane Creek & Drainage Repair 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 (BUNKER HILL DRIVE)		
	Infrastructure Maintenance:	\$ 10,000
	FY 18/19 Total:	\$ 10,000
	Project Description:	
Money is budgeted for follow up maintenance of the restoration of the headwaters of Woods Creek . This area is also listed as critical for restoration in the Woods Creek Watershed Plan. We received funding from the IEPA through the Section 319 Water Quality grant to construct this project and a 10 year maintenance period is required as part of the grant.		
Impact on Operations:	Required maintenance will result in increased expenditures.	


Park Fund


ALGONQUIN LAKES PARK (BASKETBALL COURT)		
	Engineering/Design Services:	\$ 3,000
	Infrastructure Maintenance:	\$ 30,000
	FY 18/19 Total:	\$ 33,000
	Project Description:	
This line will provide construction management for the entire rebuilding of this court including asphalt, court acrylic paint, and resetting some benches.		
Impact on Operations:	None.	


CREEKS CROSSING PARK		
<p style="text-align: center; font-size: 2em; color: gray;">Photo Not Available</p> 	Engineering/Design Services:	\$ 25,000
	Capital Improvements:	\$ 900,000
	FY 18/19 Total:	\$ 925,000
	Project Description:	
Money is provided to naturalize the parcel that the Village acquired as part of the Creek Crossing foreclosure. 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/Design Services:	\$ 20,000
	FY 18/19 Total:	\$ 20,000
	Project Description:	
The engineering cost is 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.	


STONEBROOK PARK	
	Engineering/Design Services: \$ 8,000
	FY 18/19 Total: \$ 8,000
	Project Description: Costs are reflected here to provide engineering improvements for a park rehabilitation project. This is one of the only facilities that has not been improved in the last 20 years, and is long overdue. We hope to provide a better neighborhood park with better, and more variety of, attributes.
Impact on Operations:	None.

WILLOUGHBY FARMS PARK	
<p style="text-align: center;">Photo Not Available</p> 	Engineering/Design Services: \$ 100,000
	FY 18/19 Total: \$ 100,000
	Project Description: Money is provided here for engineering maintenance improvements at Willoughby Farms Park. As parks age, the playgrounds, tennis courts, and in this case, the in-line rink/basketball court, need to be updated. This project will address every need at this site at one time to provide a comprehensive facility update.
Impact on Operations:	None.


WOODS CREEK (REACH 4)	
	Engineering/Design Services: \$ 50,000
	FY 18/19 Total: \$ 50,000
	Project Description: Money is provided for engineering to improve this next section of the Woods Creek corridor. This section runs from the Spella Park bridge to Woods Creek Lane and is directly downstream from the restoration project completed in the last fiscal year through the IEPA 319 grant.
Impact on Operations:	None.


SPELLA PARK (POLLINATOR PROJECT)		
	Infrastructure Maintenance:	\$ 13,000
	FY 18/19 Total:	\$ 13,000
	Project Description:	
Perform maintenance of recently completed pollinator project at Spella Park.		
Impact on Operations:	None.	


SPELLA PARK (WETLAND FEN BUFFER)		
	Wetland Mitigation:	\$ 10,000
	Capital Improvements:	
	Other:	
	FY 18/19 Total:	\$ 10,000
	Project Description:	
A restoration project was completed that involved brushing out all of the invasive tree species from the headwater area of Spella Wetland and seeded the area. This section contains some rare fens and seeps which is why we wanted to restore this critical area.		
Impact on Operations:	None.	


SPELLA PARK (DETENTION)		
	Maintenance - Open Space:	\$ 4,000
	Capital Improvements:	
	Other:	
	FY 18/19 Total:	\$ 4,000
	Project Description:	
Money has been provided for maintenance of the area to include spot herbiciding, mowing & burning.		
Impact on Operations:	None.	


Water and Sewer Improvement and Construction Fund


DISTRIBUTION SYSTEM IMPROVEMENTS		
	Engineering/Design Services:	\$ 5,000
	Water Main:	\$ 10,000
	FY 18/19 Total:	\$ 15,000
	Project Description:	
Money is being provided for construction oversight services for improvements to the Surrey Lane PRV and the Springhill Drive PRV. This project is an aggregate of several improvement projects, including improvements at Springhill Drive, Surrey Lane, Countryside and Hillside. The goal is to provide more reliable water pressure during periods of emergency and/or maintenance.		
Impact on Operations:	Greater operational scalability for the water distribution function.	

OLD TOWN REDEVELOPMENT (STAGES 1A, 1B, & 3)		
	Engineering/Design Services:	\$ 372,000
	Wastewater Collection:	\$ 490,000
	Water Main:	\$ 480,000
	FY 18/19 Total:	\$ 1,342,000
Project Description:		
Money is provided for construction of the Downtown Algonquin Streetscape Stage 1 Watermain. Construction provides water main improvements in Towne Park to the intersection of Algonquin Road and Harrison Street. The exact routing of the water main has not yet been determined due to easement conflicts and potential land transactions that have not occurred to date.		
Impact on Operations:	Reduced water main breaks and inflow and infiltration due to new infrastructure. Lower operating costs for utility function.	

WATER MAIN REPLACEMENT (HUNTINGTON STANDPIPE TO COUNTRYSIDE STANDPIPE)		
<p style="text-align: center;">Photo Not Available</p> 	Engineering/Design Services:	\$ 340,000
	FY 18/19 Total:	\$ 340,000
	Project Description:	
Money is provided for phase 1 & 2 engineering for a portion of the watermain that runs from Towne Park to the east to the Countryside Standpipe/BPS and 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 (WATER TREATMENT PLANT #1)		
	Engineering/Design Services:	\$ 70,000
	Water Treatment Plant:	\$ 850,000
	FY 18/19 Total:	\$ 920,000
	Project Description:	
<p>Construction oversight for the MCC (Motor Control Center) upgrades at WTP 1 is a continuation of work. The construction involves replacement of a MCC (Motor Control Center) and the addition of other necessary electrical components. Work includes electrical drawings to bring the new MCC up to current code, to incorporate VFD's for the facility's high service pumps, and to provide integration with SCADA.</p>		
Impact on Operations:	Lower operating costs due to upgraded equipment.	

PRESSURE REDUCING VALVE REPLACEMENT		
<p>Photo Not Available</p> 	Engineering/Design Services:	\$ 100,000
	FY 18/19 Total:	\$ 100,000
	Project Description:	
<p>PRV Replacement Program Stage 1 is pursuant to Phase 1 and Phase 2 engineering to evaluate and replace PRV's. Replacement was defined in the Water System Master Plan.</p>		
Impact on Operations:	None.	

WATER MAIN RELOCATION (RANDALL ROAD)		
<p>Photo Not Available</p> 	Engineering/Design Services:	\$ 20,000
	FY 18/19 Total:	\$ 20,000
	Project Description:	
<p>Money is provided for engineering design for relocation of the watermain 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.</p>		
Impact on Operations:	None.	

WASTEWATER TREATMENT FACILITY (PHASE 6B IMPROVEMENTS)

Photo Not Available



Engineering/Design Services:	\$ 430,000
FY 18/19 Total:	\$ 430,000

Project Description:
 Money is provided to cover constructions 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.
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HIGH SERVICE PUMPS (WATER TREATMENT PLANT #2 & #3)



Engineering/Design Services:	\$ 25,000
Water Treatment Plant:	\$ 300,000
FY 18/19 Total:	\$ 325,000

Project Description:
 Money is provided for the replacement of existing motors. The upgraded electric motors will enable each facility to better meet system demands, reduce pressure fluctuations, realize electrical savings, and reduce wear-n-tear on equipment.

Impact on Operations:	Operating savings including those in the Electric (42212) line-item.
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WATER METER REPLACEMENTS



Meters & Supplies:	\$ 1,850,000
FY 18/19 Total:	\$ 1,850,000

Project Description:
 Money is provided to purchase and install the first full year of residential meter replacements. This budget is for Year 2, which will focus on the east side of Village. Year 3 will complete the project.

Impact on Operations:	Increased user fee revenue due to higher accuracy meters being installed.
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WATER MAIN (LONGMEADOW PARKWAY)

Photo Not Available



Water Main:	\$ 250,000
FY 18/19 Total:	\$ 250,000

Project Description:

Money is provided for the Village's participation in Longmeadow Parkway construction for the water main. Payment goes to Kane County.

Impact on Operations:

None.

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 \$12,250 include interest and donations income. There are no planned expenditures in FY 18/19.

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 staff 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 18/19. Capital expenditures in the General and Water & Sewer Operating funds are accounted for in their respective sections of this budget document.

Multi-Year Planning

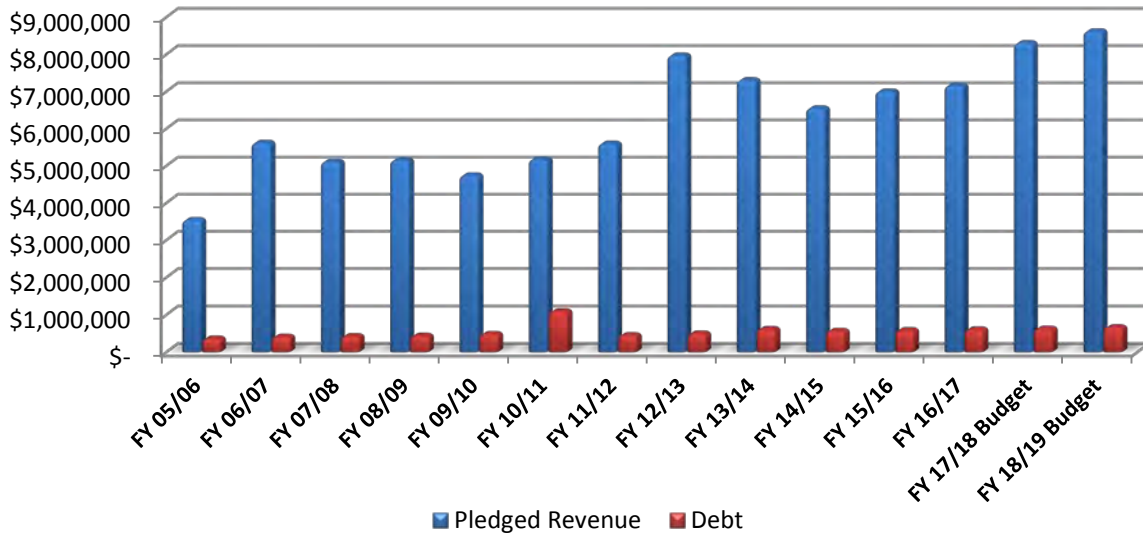
The following tables summarize current multi-year plans, including projected costs and revenues which were presented to and endorsed for implementation by the Village Board, as outlined in the Public Works Department's Multi-Year Capital Plans. The following schedule is subject to annual revision and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

Motor Fuel Tax and Street Improvement Funds Projects (Construction Only)					
Project	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Sleepy Hollow	\$3,000,000	-	-	-	-
Algonquin Lakes Subdivision	\$1,500,000	-	-	-	-
Broadsmore/Stonegate	-	\$1,500,000	-	-	-
Harnish	\$2,000,000	-	-	-	-
High Hill Subdivision	-	\$2,500,000	-	-	-
Lake Braewood	-	\$2,500,000	-	-	-
Scott/Souwanas/Schuett	\$3,500,000	-	-	-	-
Stonegate	-	-	\$1,400,000	-	-
Terrace Hill Subdivision	\$5,000,000	-	-	-	-
Old Town Redevelopment	-	\$2,500,000	-	-	-
Projected Expenditures	\$15,000,000	\$9,000,000	\$1,400,000	-	-
Projected Revenues	\$5,600,000	\$5,600,000	\$5,700,000	\$5,700,000	\$5,700,000
Projected Surplus/(Deficit)	\$ (9,400,000)	\$ (3,400,000)	\$4,300,000	\$5,700,000	\$5,700,000

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 06/07 to FY 18/19 is shown below:

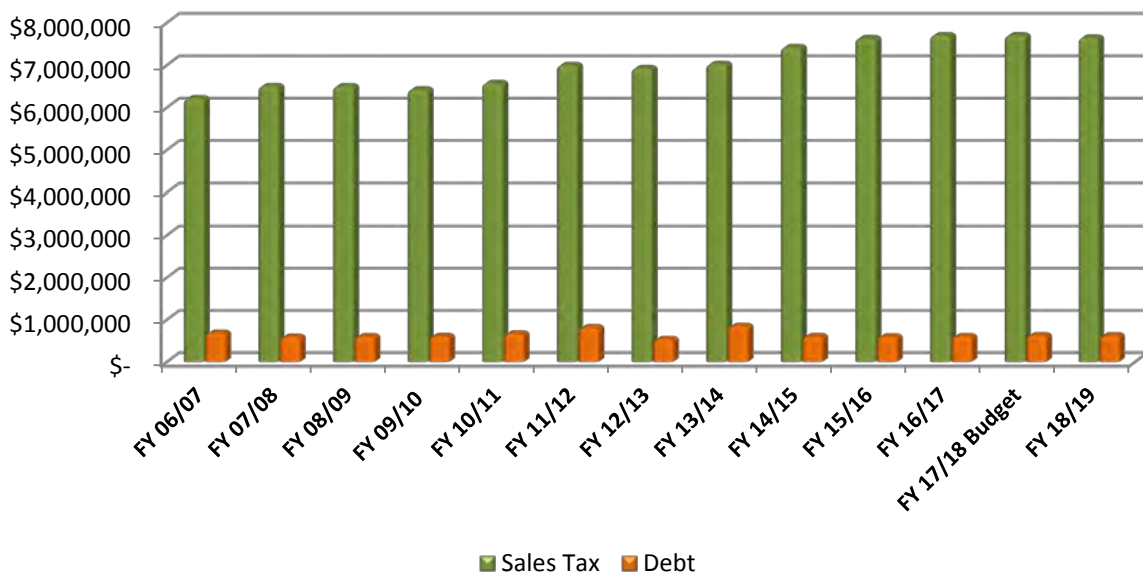
Water & Sewer Pledged Revenue vs. Debt Requirement



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 06/07 to FY 18/19 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 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Purchase road salt and liquid de-icer supplies.
- Completion of asphalt patching program.
- Purchase of concrete supplies for sidewalk replacement program.



Near Completion

- Completion of phase 2 engineering for Sleepy Hollow Road project.



Not Complete

- N/A

FY 18/19 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

- Purchase of materials and contracted services to maintain Village streets and rights-of-way.

Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Provide adequate infrastructure throughout the Village.	Miles of streets improved ¹	0	0.6	0	0	Output
	Construction costs of MFT street improvement projects ¹	\$775,000	\$700,000	\$0	\$0	Output
	Percentage of overall street system improved ¹	0.7%	0.3%	0%	0%	Output
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 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
03000300	33015	MFT Allotments	\$ 774,190.96	\$ 806,435.11	\$ 761,560.71	\$ 773,000.00	\$ 773,000.00
03000300	33016	Capital Program Allotment	264,748.00		-	-	-
03000300	33017	High Growth Allotment	-	-	37,932.00	37,000.00	37,000.00
03000300	33052	Donations - Capital	63,662.84	2,958.79	50,339.97	-	-
03000500	36020	Interest - Investment Pools	328.87	2,748.35	10,765.36	3,000.00	10,000.00
Motor Fuel Tax Fund Total			\$ 1,102,930.67	\$ 812,142.25	\$ 860,598.04	\$ 813,000.00	\$ 820,000.00

Motor Fuel Tax Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
03900300	42232	Engineering/Design Services	\$ 146,518.97	\$ 168,148.95	\$ 189,368.80	\$ -	\$ 10,000.00
03900300	43309	Materials	582,767.61	302,751.91	288,803.23	482,500.00	454,000.00
03900300	43370	Infrastructure Maintenance	211,239.37	-	787,635.98	225,000.00	120,000.00
03900300	44427	Maintenance - Curb/Sidewalk	-	-	-	-	240,000.00
03900300	44428	Maintenance - Streets	-	-	-	-	140,000.00
03900300	44429	Maintenance - Street Lights	-	-	-	-	185,000.00
03900300	44431	Maintenance - Storm Sewer	-	-	-	-	50,000.00
03900300	45593	Capital Improvements	-	57,924.33	133,984.80	70,000.00	70,000.00
Motor Fuel Tax Fund Total			\$ 940,525.95	\$ 528,825.19	\$ 1,399,792.81	\$ 777,500.00	\$ 1,269,000.00

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 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 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 work for Crystal Creek corrections near IL-31 Western Bypass.
- Engineering work for Old Town Redevelopment (Phase 1A).
- Construction of roadways in the Glenmoor Subdivision.
- Construction of Highland Avenue.
- Engineering work for Lake Drive South.
- Engineering work for the Algonquin Lakes Subdivision road project.
- Construction of Huntington Drive, Par Drive, and Countryside Drive.
- Engineering work for Harnish Drive.
- Engineering work for the Randall Road Pedestrian Underpass project.
- Engineering work for the Souwanas Creek (Reach 2) project.
- Engineering work for Gaslight Drive.
- Engineering work for Scott Street/Schuett Street/Souwanas Trail project.
- Construction on Surrey Lane drainage repairs project.
- Construction and installation of fiber optic network at the Algonquin Corporate Campus.
- Applied reclamite treatment to recently constructed roadways.



Near Completion

- N/A



Not Complete

- Construction of roadways in the Terrace Hill Subdivision.

FY 18/19 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 phase 2 engineering for the Algonquin Lakes Subdivision roadway project.
- Complete construction work on Boyer Road and County Line Road project.
- Complete phase 1 engineering for Broadmore Drive and Stonegate Road project.
- Complete construction of Gaslight Drive roadway project.
- Complete phase 2 engineering for Harnish Drive roadway project.
- Complete phase 1 engineering for High Hill Subdivision roadway project.
- Perform construction of Lake Drive South and adjacent streets.
- Complete phase 1 engineering for Randall Road wetland complex area.
- Complete phase 2 engineering for Scott Street/Souwanas Trail/Schuett Street project.
- Complete phase 1 engineering for Stonegate Road roadway project.
- Perform reclaimite treatment of newly constructed roads.
- Complete construction of Old Town Redevelopment Stages 1A and 1B.

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

- Perform construction of Crystal Creek corrections near IL-31 Western Bypass.
- Complete phase 1 engineering for Lake Braewood Drainage repair project.
- Complete phase 2 engineering for Ratt Creek (Reach 5) project.
- Complete phase 2 engineering for Souwanas Creek (Reach 2) project.

Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Provide adequate infrastructure throughout the Village.	Miles of streets improved ¹	0	3.2	7	6	3.5
	Construction costs of street improvement fund projects ¹	\$2,600,000	\$3,900,000	\$13,000,000	\$8,000,000	\$17,000,000
	Percentage of overall street system improved ¹	0%	2%	3%	3%	4%
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 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
04000500	31011	Home Rule Sales Tax	\$ 4,007,438.92	\$ 4,120,849.21	\$ 4,227,204.96	\$ 4,220,000.00	\$ 4,150,000.00
04000500	31190	Telecommunications Tax	398,555.00	339,046.89	318,838.18	325,000.00	280,000.00
04000500	31495	Utility Tax Receipts	951,723.06	899,377.48	923,668.17	925,000.00	900,000.00
04000500	33012	Intergovernmental Agreement	466,672.84	-	18,103.35	-	-
04000300	33032	Donations - Operating - PW	-	-	-	-	-
04000300	33052	Donations - Capital - PW	209,622.20	(15,000.00)	2,327.47	-	-
04000300	33252	Grants - Capital - PW	-	-	302,294.10	-	-
04000500	36001	Interest	66.02	118.92	476.30	200.00	-
04000500	36020	Interest -Investment Pools	11,203.50	16,438.10	41,413.84	9,800.00	50,000.00
04000500	38001	Transfer from General Fund	-	-	1,000,000.00	-	600,000.00
04000500	38016	Transfer - Special Reveune Fund	-	-	299,800.58	-	-
Street Improvement Fund Total			\$ 6,045,281.54	\$ 5,360,830.60	\$ 7,134,126.95	\$ 5,480,000.00	\$ 5,980,000.00

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 18/19 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 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
04900300	42230	Legal Services	\$ 9,252.50	\$ 6,917.50	\$ 12,251.75	\$ 25,000.00	\$ 10,000.00
04900300	42232	Engineering/Design Services	775,273.08	861,375.82	1,368,982.80	2,161,000.00	2,035,000.00
04900300	43370	Infrastructure Maintenance	1,790,162.73	398,480.14	3,147,975.38	2,359,000.00	4,480,000.00
04900300	45593	Capital Improvements	2,406,762.36	1,166,126.88	2,475,645.51	4,961,000.00	9,080,000.00
04900300	45595	Land Acquisition	-	-	94,628.00	-	-
Street Improvement Fund Total			\$ 4,981,450.67	\$ 2,432,900.34	\$ 7,099,483.44	\$ 9,506,000.00	\$ 15,605,000.00

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 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 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 work for Creeks Crossing (Dixie Creek) drainage improvements project.
- Engineering work for Algonquin Lakes Park basketball court rehabilitation.
- Engineering work (Phase 1) for Kelliher Park parking lot.
- Engineering work (Phase 1) for Stoneybrook Park improvements.
- Performed natural area maintenance of Blue Ridge Naturalized Detention area.
- Performed natural area maintenance of Spella Fen Buffer and Spella Naturalized Detention area.
- Performed maintenance of all other restored natural areas.



Near Completion

- N/A



Not Complete

- N/A

FY 18/19 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

- Complete rehabilitation of Algonquin Lakes Park basketball court.
- Complete phase 2 engineering for Stoneybrook Park improvement project.
- Complete phase 2 engineering for Kelliher Park parking lot project.
- Complete phases 1 and 2 engineering for Willoughby Farms Park improvement project.

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

- Complete construction of Creeks Crossing (Dixie Creek) Drainage improvements project.
- Complete phase 2 engineering for Woods Creek (Reach 4) project.
- Perform annual maintenance of all restored natural areas.

Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Preserve and enhance Village’s tree resources.	Total Number of Trees Planted	0	469	220	200	200
	Total Cost per Tree ¹	\$0	\$140	\$140	\$140	\$140
	Number of Tree Sites Remaining on Wait List	1,365	1,275	1,500	1,625	1,400

1 – Tree only, not installation.

Park Improvement Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
06000500	31175	Video Gaming Terminal Tax	\$ 60,122.07	\$ 96,068.43	\$ 115,786.73	\$ 108,000.00	\$ 120,000.00
06000500	31190	Telecommunications Tax	-	260,678.87	269,241.12	270,000.00	240,000.00
06000300	33052	Donation - Capital - PW	-	329,175.00	12,212.58	-	-
06000300	33150	Donation - Ecosystem Maint.	5,662.00	-	-	-	-
06000300	33152	Donation - Reforestation	150.00	47,100.00	3,500.00	-	-
06000300	33153	Donation - Watershed	-	4,539.17	7,849.20	-	-
06000300	33155	Donation - Wetland Mitigation	-	38,567.26	-	-	-
06000300	33232	Grants - Operating - PW	-	-	-	-	-
06000500	36001	Interest	79.62	133.26	122.35	2,000.00	100.00
06000500	36020	Interest - Investment Pools	-	494.70	2,247.92	-	3,000.00
06000500	38001	Transfer - General Fund	-	-	-	-	400,000.00
Park Fund Total			\$ 66,013.69	\$ 776,756.69	\$ 410,959.90	\$ 380,000.00	\$ 763,100.00

Park Improvement Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
06900300	42232	Engineering Services	\$ 3,326.40	\$ -	\$ 47,290.59	\$ 95,000.00	\$ 206,000.00
06900300	43370	Infrastructure Maintenance	-	-	-	35,000.00	83,000.00
06900300	44402	Reforestation ¹	-	-	28,890.00	11,000.00	130,000.00
06900300	44408	Wetland Mitigation ¹	7,616.99	17,197.74	7,245.00	6,000.00	12,000.00
06900300	44425	Maintenance-Open Space ¹	21,607.60	20,800.00	49,275.00	26,000.00	12,000.00
06900300	45593	Capital Improvements	-	30,308.40	472,324.13	100,000.00	900,000.00
Parks Fund Total			\$ 32,550.99	\$ 68,306.14	\$ 605,024.72	\$ 273,000.00	\$ 1,343,000.00
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 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Phase 1 engineering for Old Town Redevelopment Stages 1B & Stage 3 (utilities portion).
- Complete water main interconnect with Carpentersville.
- Complete phosphorus feasibility study.
- Complete sewer line assessment with SL-RAT technology.
- Complete rehabilitation of sewer lines found in SL-RAT assessment.
- Perform manhole camera inspections.
- Replace water meters as part of overall replacement program.
- Perform scum trough repair.



Near Completion

- Complete Distribution System Improvements project.
- Complete Old Town Redevelopment Stage 1A (utilities portion).
- Perform motor control center upgrades at Water Treatment Plant #1.
- Perform updates to water and sewer project plan.
- Complete high speed pump improvement at Water Treatment Plant #2 and #3.



Not Complete

- Complete water main improvements between Huntington Standpipe and Countryside Standpipe.
- Complete water main improvements between Eastgate and Highland.
- Perform water main relocation as part of Randall Road construction project (McDOT).
- Complete Wastewater Treatment Facility solids stabilization project.

FY 18/19 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 Old Town Redevelopment Stage 1B and 3 (utilities portion).
- Perform evaluation of all elevated storage tanks.
- Complete engineering for Huntington Standpipe to Countryside Standpipe water main improvements.
- Implement the first year of pressure reducing valve (PRV) replacement program.
- Complete next phase SL-RAT sanitary sewer assessment.
- Complete next phase of water meter replacement program.
- Install water main as part of Longmeadow Parkway project (KDOT).

Water and Sewer Improvement and Construction Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
12000400	33055	Donations - Capital W&S	\$ 137,660.27	\$ -	\$ -	\$ -	\$ -
12000400	34800	Water Tap-On Fees	186,359.00	628,910.00	271,272.40	200,000.00	200,000.00
12000400	34810	Sewer Tap-On Fees	175,413.00	548,686.00	234,292.20	190,000.00	190,000.00
12000500	36001	Interest	69,194.47	100.82	197.15	200.00	-
12000500	36020	Interest - Investment Pools	15,395.81	13,555.81	34,783.11	9,800.00	50,000.00
12000500	38007	Transfer from W&S Operating	-	-	-	1,200,000.00	1,697,000.00
Water & Sewer Imp. & Const. Fund Total			\$ 584,022.55	\$ 1,191,252.63	\$ 540,544.86	\$ 1,600,000.00	\$ 2,137,000.00

Water and Sewer Improvement and Construction Fund

Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
Nondepartmental							
12900400	42230	Legal Services	\$ 4,950.00	\$ 1,331.25	\$ 2,143.75	\$ 20,000.00	\$ 15,000.00
12900400	42232	Engineering Services	189,227.12	32,534.10	19,362.22	1,987,000.00	1,482,000.00
12900400	43348	Meters & Meter Supplies	-	-	-	-	1,850,000.00
12900400	43370	Infrastructure Maintenance	466,672.84	154,988.35	101,996.25	965,000.00	-
12900400	44416	Collection System Maintenance	-	-	-	-	260,000.00
Subtotal			\$ 660,849.96	\$ 188,853.70	\$ 123,502.22	\$ 2,972,000.00	\$ 3,607,000.00
Capital Expenditures							
12900400	45520	Water Treatment Plant	\$ -	\$ -	\$ -	\$ 850,000.00	\$ 1,150,000.00
12900400	45526	Wastewater Collection	-	-	-	1,300,000.00	490,000.00
12900400	45565	Water Main	830.07	-	-	1,500,000.00	740,000.00
12900400	45570	Wastewater Treatment Facility	-	78,448.07	34,316.00	-	-
Subtotal			\$ 830.07	\$ 78,448.07	\$ 34,316.00	\$ 3,650,000.00	\$ 2,380,000.00
Water & Sewer Imp. & Const. Fund Total			\$ 661,680.03	\$ 267,301.77	\$ 157,818.22	\$ 6,622,000.00	\$ 5,987,000.00
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 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
24000500	36001	Interest	\$ 4,843.14	\$ 27.46	\$ 24.30	\$ 25.00	\$ 25.00
24000500	36020	Interest - Investment Pools	56.82	47.65	118.70	75.00	225.00
24000100	33050	Donations - Capital - Gen. Gov.	109,528.75	6,400.00	11,000.00	8,000.00	12,000.00
Village Construction Fund Total			\$ 114,428.71	\$ 6,475.11	\$ 11,143.00	\$ 8,100.00	\$ 12,250.00

Village Construction Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
24900100	43335	Vehicles & Equipment	\$ -	\$ 14,772.68	\$ -	\$ -	\$ -
Village Construction Fund Total			\$ -	\$ 14,772.68	\$ -	\$ -	\$ -
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>
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	6,460,000	713,375	7,173,375

Long-Term Debt

<i>Legal Debt Margin</i>	2014	2015	2016	2017	2018
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>	
Assessed Valuation - 2017					<u>\$ 900,634,801</u>
Legal Debt Limit - 8.625% of Assessed Valuation	\$ 69,432,259	\$ 67,086,235	\$ 69,138,827	\$ 73,516,545	\$ 77,679,752
Amount of Debt Applicable to General Obligation Bonds	<u>\$ 11,190,000</u>	<u>\$ 9,950,000</u>	<u>\$ 8,815,000</u>	<u>\$ 7,655,000</u>	<u>\$ 6,460,000</u>
Legal Debt Margin	<u>\$ 58,242,259</u>	<u>\$ 57,136,235</u>	<u>\$ 60,323,827</u>	<u>\$ 65,861,545</u>	<u>\$ 71,219,752</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, 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

	Balance May 1, 2018	Additions	Retirements	Balance April 30, 2019
General Obligation Bonds				
Series 2014A, Refunding****	1,215,000	-	600,000	615,000
Total	\$ 1,215,000	\$ -	\$ 600,000	\$ 615,000

* 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, 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

	Balance May 1, 2018	Additions	Retirements	Balance April 30, 2019
Revenue Bonds				
Series 2013, Refunding*	5,245,000	-	665,000	4,580,000
Total	\$ 5,245,000	\$ -	\$ 665,000	\$ 4,580,000

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

Debt Service Fund

Revenues

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
99000500	36001	Interest	\$ 3,266.36	\$ 3,215.69	\$ 5,886.59	\$ 3,500.00	\$ 10,000.00
99000500	38001	Transfer From General Fund	596,147.00	599,829.00	610,000.00	625,000.00	622,000.00
Debt Service Fund Total			\$ 599,413.36	\$ 603,044.69	\$ 615,886.59	\$ 628,500.00	\$ 632,000.00

Debt Service Fund

Expenditures

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
99900100	46680	Bond Principal	\$ 670,000.00	\$ 545,000.00	\$ 550,000.00	\$ 565,000.00	\$ 600,000.00
99900600	46681	Bond Interest	83,575.00	63,575.00	52,675.00	42,000.00	30,400.00
99900600	46682	Bond Fees	963.00	535.00	535.00	2,000.00	2,000.00
Debt Service Fund Total			\$ 754,538.00	\$ 609,110.00	\$ 603,210.00	\$ 609,000.00	\$ 632,400.00
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.



The Algonquin Cemetery is located north of Old Town Algonquin on Cary-Algonquin Road

FY 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 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 19/20 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					
	2013	2014	2015	2016	2017
Interments	22	13	12	20	18
Lots Sold	15	5	3	2	5

Cemetery Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
02000100	34100	Rental Income ¹	\$ 20,763.52	\$ 21,386.43	\$ 22,028.02	\$ 22,600.00	\$ 23,000.00
02000100	34300	Lots & Graves	1,900.00	2,400.00	2,650.00	4,000.00	3,000.00
02000100	34310	Grave Opening	9,225.00	6,225.00	13,400.00	10,000.00	10,000.00
02000100	34320	Perpetual Care ²	500.00	500.00	750.00	1,000.00	1,000.00
02000500	36001	Interest	4.43	5.89	5.82	50.00	-
02000500	36020	Interest - Investment Pools	624.79	524.52	1,305.53	1,300.00	2,000.00
02000500	36026	Interest - Cemetery Trust ²	15.72	16.04	16.12	50.00	-
Cemetery Fund Total			\$ 33,033.46	\$ 31,057.88	\$ 40,155.49	\$ 39,000.00	\$ 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 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
02400100	42234	Professional Services	\$ 20,800.00	\$ 21,100.00	\$ 20,851.46	\$ 27,700.00	\$ 27,800.00
02400100	42236	Insurance	1,047.08	912.78	1,086.50	1,100.00	1,100.00
02400100	42290	Grave Opening	5,900.00	6,000.00	10,250.00	8,000.00	8,000.00
02400100	43319	Supplies	-	-	837.83	1,050.00	1,100.00
Cemetery Fund Total			\$ 27,747.08	\$ 28,012.78	\$ 33,025.79	\$ 37,850.00	\$ 38,000.00



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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 18/19.

Personnel Schedule	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Change
Manager	0.35	0.35	0.3	0.3	0.3	-
Swim Lesson Coordinator (2)	0.30	0.30	0.25	0.25	0.25	-
Instructor	1.0	1.0	1.0	1.0	1.0	-
Morning Lifeguard	0.1	0.1	0.1	0.1	0.1	-
Lifeguard	2.0	2.0	1.8	1.8	1.8	-
Cashier	1.0	1.0	0.8	0.8	0.8	-
Total Full-Time Equivalent Positions	4.75	4.75	4.25	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>32</i>	<i>32</i>	<i>29</i>	<i>29</i>	<i>29</i>	<i>-</i>

FY 17/18 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 17/18 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Certify/recertify staff in lifeguarding skills/water safety instruction.
- Research cost and replace concession stand tables, including one ADA compliant.
- Research cost for new deck chairs for newly expanded deck area.
- Research cost and replace the awning for the concession stand.
- Continue with Theme days at the pool to enhance customer experience.
- Certify/recertify staff in safe food handling per McHenry County.
- Certify/recertify staff in CPR/AED/First Aid Skills.
- Continue to offer discounted passes to neighboring communities to increase pool memberships.



Near Completion

- Look for new adult aquatic programs to offer at pool.

- Research the ability to have Wi-Fi for customers to access while at the facility.
- Research cost and market pool with other media outlets to help increase pool awareness.



Not Complete

- Create and promote a recycling program for this facility.
- Effectively promote pool rentals to schools, athletic groups, daycares, and businesses.
- Use feedback from the energy audit to develop energy efficient practices for the bathhouse.

FY 18/19 Objectives

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

- Research and implement Wi-Fi access for customers while at the pool
- Continue to research and offer new adult programs
- Research implementing new member perks to (renewal pool bag, extra members only swim, etc.)

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

- Effectively promote pool rentals to schools, athletic groups, daycares, and businesses
- Implement new tot parties during morning hours to help increase rental revenue at the facility
- Research cost savings for contracting out pool opening and closing

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 for new locker room floors with anti-slip material
- Research cost for new locker room dividers
- Research cost to continue to replace deck chairs – 25 per season

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

- Obtain Aquatic Facility Operator certification for pool manager
- Certify/recertify staff in lifeguarding skills/water safety instruction
- Certify/recertify staff in CPR/AED/First Aid Skills
- Certify new staff in Food Handling training per McHenry County

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

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

Performance Measures

The FY 18/19 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	2015	2016	2017		2018
		Actual	Actual	Target	Actual	Target
Align programs with community needs.	Total Season Pool Members	1,111	1,055	1,200	1,099	1,200
	Season Pool Membership Retention Rate	60.1%	58.6%	60.0%	65.4%	60%
	Total Swim Lesson Registrants	352	376	375	328	375
	Total Attendance	12,078	12,501	12,000	12,118	12,200
Continue to develop competent staff.	WSI/LGI Certified Staff	1	1	1	1	1

Statistics

Lions-Armstrong Memorial Pool					
	2013	2014	2015	2016	2017
Average Chlorine Level ¹	1.2	2.2	2.0	1.9	2.4
Average pH Level ²	7.0	7.2	7.9	7.1	7.5
Average Air Temperature	78°	83°	78°	76°	81°
Operating Days	103	100	107	90	90
Pool Closures	22	14	13	17	8
Notes: ¹ Acceptable chlorine levels range between 0.5 and 3.0. ² Acceptable pH levels are between 6.8 – 8.0					
Pool Closures: 1 full day closures (pool did not open) 7 days of partial closures (low bather load, weather, mechanical issues, organic matter)					

Swimming Pool Fund

Revenues

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

Swimming Pool Fund

Expenditures

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

Development Fund

Revenues

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
Taxes							
16000500	31496	Hotel Tax Receipts	\$ 46,416.07	\$ 45,508.62	\$ 46,004.80	\$ 50,000.00	\$ 48,000.00
Subtotal			\$ 46,416.07	\$ 45,508.62	\$ 46,004.80	\$ 50,000.00	\$ 48,000.00
Donations and Grants							
16000100	33142	Donations - District 300	\$ -	\$ 23,440.00	\$ (5,860.00)	\$ -	\$ -
16000100	33143	Donations - District 158	116,184.00	105,879.00	(28,701.00)	-	-
Subtotal			\$ 116,184.00	\$ 129,319.00	\$ (34,561.00)	\$ -	\$ -
Charges for Services							
16000300	34106	Cul de Sac Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income							
16000500	36005	Interest - CDAP Block Grant	\$ 119.84	\$ 120.08	\$ 58.99	\$ -	\$ -
16000500	36010	Interest - School Donation - 300	31.91	27.30	(3.71)	-	-
16000500	36011	Interest - School Donation - 158	62.84	90.56	(24.68)	-	-
16000500	36015	Interest - Cul de Sac	1,636.48	1,315.56	3,073.56	2,200.00	3,500.00
16000500	36016	Interest - Hotel Tax	573.99	452.80	925.13	800.00	1,000.00
Subtotal			\$ 3,476.26	\$ 2,425.06	\$ 4,029.29	\$ 3,000.00	\$ 4,500.00
Development Fund Total			\$ 166,076.33	\$ 177,252.68	\$ 15,473.09	\$ 53,000.00	\$ 52,500.00

Development Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
School Donation							
16180100	47761	School Impact Fees	\$ -	\$ 304,276.65	\$ -	\$ -	\$ -
Subtotal			\$ -	\$ 304,276.65	\$ -	\$ -	\$ -
Cul de Sac							
16230300	42264	Snow Removal	\$ 32,950.00	\$ 24,251.09	\$ 23,315.00	\$ 40,000.00	\$ 30,000.00
Subtotal			\$ 32,950.00	\$ 24,251.09	\$ 23,315.00	\$ 40,000.00	\$ 30,000.00
Hotel Tax							
16260100	42252	Regional/Marketing	\$ 11,476.67	\$ 11,916.54	\$ 12,711.57	\$ 13,000.00	\$ 13,000.00
16260500	48001	Transfer to General Fund	45,000.00	35,000.00	35,000.00	35,000.00	35,000.00
16230500	48004	Transfer to Street Improvement	-	-	299,800.58	-	-
Subtotal			\$ 56,476.67	\$ 46,916.54	\$ 347,512.15	\$ 48,000.00	\$ 48,000.00
Special Revenue Fund Total			\$ 89,426.67	\$ 375,444.28	\$ 370,827.15	\$ 88,000.00	\$ 78,000.00

Downtown TIF Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
32000100	33050	Donations-Capital-General Govt.	\$ -	\$ -	\$ -	\$ -	\$ -
32000500	31565	Real Estate Tax Downtown TIF	-	17,514.64	145,280.62	160,000.00	400,900.00
32000500	36001	Interest	-	4.61	40.83	25.00	100.00
32000500	38001	Transfer From General Fund	-	-	-	-	-
Downtown TIF Fund Total			\$ -	\$ 17,519.25	\$ 145,321.45	\$ 160,025.00	\$ 401,000.00

Downtown TIF Fund

Expenditures

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
32900100	42230	Legal Services	\$ 83,904.13	\$ 13,472.20	\$ 777.57	\$ -	\$ 1,000.00
32900100	42232	Engineering/Design Services	-	207,410.50	952,190.36	60,000.00	100,000.00
32900100	42234	Professional Services	64,519.06	-	-	-	-
32900100	43317	Postage	-	23.07	-	-	-
32900100	43370	Infrastructure Maintenance	-	20,909.33	-	-	-
32900100	45595	Land Acquisition	131,043.44	325,637.16	29,200.00	-	-
32900100	45593	Capital Improvements	-	-	-	100,000.00	300,000.00
32900100	47710	Economic Development	-	5,550.00	262.50	-	-
32900100	48001	Transfer to General Fund	-	-	-	-	-
Downtown TIF Fund Total			\$ 279,466.63	\$ 573,002.26	\$ 982,430.43	\$ 160,000.00	\$ 401,000.00

Police Pension Fund

Revenues

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
53	37010	Employee Contributions	\$ 415,618.04	\$ 402,736.84	\$ 412,245.04	\$ 421,000.00	\$ 427,500.00
53	36000	Investment Income Total	1,204,124.54	14,004.54	2,195,863.55	1,503,000.00	1,850,000.00
53	37020	Employer Contributions	1,179,000.00	1,240,000.00	1,837,000.00	1,900,000.00	1,990,000.00
53	37030	Prior Year Contributions	-	23,147.25	9,070.55	9,650.00	-
53	37031	Other Member Revenue	-	23,119.92	-	-	-
53	37032	Interest from Members	-	1,573.81	2,400.73	1,850.00	-
53	37900	Other Revenue	628.50	248.23	100.22	-	-
Police Pension Fund Total			\$ 2,799,371.08	\$ 1,704,830.59	\$ 4,456,680.09	\$ 3,835,500.00	\$ 4,267,500.00

Police Pension Fund

Expenses

			FY 14/15 Actual	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Budget	FY 18/19 Budget
53900000	41195	Benefits & Refunds	\$ 539,304.68	\$ 903,832.35	\$ 971,371.31	\$ 1,170,000.00	\$ 1,315,000.00
53900000	42200	Administration	107,249.79	110,678.15	134,129.89	137,500.00	141,500.00
Police Pension Fund Total			\$ 646,554.47	\$ 1,014,510.50	\$ 1,105,501.20	\$ 1,307,500.00	\$ 1,456,500.00

Special Service Area #1 Fund

Revenues

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			Actual	Actual	Actual	Budget	Budget
60000500	31566	Real Estate Tax - SSA	\$ -	\$ -	\$ 17,000.25	\$ 70,000.00	\$ 11,000.00
60000100	36001	Interest	-	-	3.27	-	-
Special Service Area #1 Fund Total			\$ -	\$ -	\$ 17,003.52	\$ 70,000.00	\$ 11,000.00

Special Service Area #1 Fund

Expenditures

			FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
			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**
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.
- 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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