

**COMMITTEE OF THE WHOLE
FEBRUARY 14, 2023
VILLAGE BOARD ROOM
2200 HARNISH DRIVE, ALGONQUIN
7:30 P.M.**

Trustee Brehmer – Chairperson
Trustee Auger
Trustee Spella
Trustee Glogowski
Trustee Dianis
Trustee Smith
President Sosine

- AGENDA -

- 1. Roll Call – Establish a Quorum**
- 2. Public Comment – Audience Participation**
(Persons wishing to address the Committee must register with the Chairperson prior to roll call.)
- 3. Community Development**
 - A. Consider the Annexation and Rezoning upon Annexation of 841 Oceola Drive
 - B. Consider Design Guidelines for the New Multi-Family and Townhome Projects Located in the Randall Road Corridor
- 4. General Administration**
 - A. Consider Amending Chapter 33, Liquor Control and Liquor Licensing by Increasing Class F Liquor License by One
 - B. Review proposed Enterprise and Special Fund Budget for 2023/2024
 1. Water and Sewer Operating Fund
 2. Swimming Pool Fund
 3. Cemetery Fund
 4. Building Services Fund
 5. Vehicle Maintenance Fund
- 5. Public Works & Safety**
 - A. Consider Certain Vehicle Surplus
 - B. Consider Rejecting All Bids Received for the WTP#2 Media Replacement Project
 - C. Consider an Agreement with Hoerr Construction for the 2023 Drainage Structure Cleaning
 - D. Consider an Agreement with Christopher Burke Engineering for the Phase 1 and 2 Design Engineering of Rolls Drive Rehabilitation Project
 - E. Consider an Agreement with Encap, Inc. for the Dixie Creek at Harper Drive Emergency Repair
 - F. Consider Amending the Agreement with Rush Truck Center, Springfield (2022-R-02) by Increasing the Purchase Price of 3 Vehicles
 - G. Consider a Resolution for the 2023 MFT Expenditures
- 6. Executive Session (if needed)**
- 7. Other Business**
- 8. Adjournment**



Village of Algonquin

2200 Harnish Drive, Algonquin, IL
(847) 658-2700 | www.algonquin.org

AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	February 14, 2023
<u>SUBMITTED BY:</u>	Jason C. Shallcross, AICP Patrick M. Knapp, AICP
<u>DEPARTMENT:</u>	Community Development Department
<u>SUBJECT:</u>	Approval of Annexation and Zoning Upon Annexation for 841 Oceola Drive

ACTION REQUESTED:

Monica Zablocka, the “Petitioner”, submitted a Zoning Petition on behalf of Iwona Garwacki, the “Owner”, for Rezoning upon Annexation for the property located at 841 Oceola Drive, the “Subject Property”

BOARD/COMMISSION REVIEW:

The Planning and Zoning Commission reviewed the request for rezoning for the Subject Property from R-1E One-Family Dwelling Zoning District to R-2 One-Family Dwelling Zoning District at the January 9, 2023, Planning and Zoning Commission Meeting (See the attached P&Z staff report for Case No. PZ-2022-22).

The Planning and Zoning Commission accepted (approved 7-0) staff’s findings as the findings of the Planning and Zoning Commission and recommended approval of rezoning upon annexation for the Subject Property located at 841 Oceola Drive, as outlined in the staff report for case PZ-2022-22 and subject to staff’s recommended conditions.

DISCUSSION:

Iwona Garwacki, the “Owner”, of 841 Oceola Drive, the “Subject Property”, connected to the Village’s water and sewer in the Fall of 2021. The Subject Property is currently unincorporated and the Owner signed a Memorandum of Understanding that she would annex into the Village or pay the non-resident Tap-On Fee.

Monica Zablocka, the “Petitioner” representing the owner, submitted a Zoning Petition requesting that the Subject Property and the public ROW in front of the Subject Property be annexed into the Village and that the Subject Property be rezoned upon annexation from R-1E One-Family Dwelling Zoning District to R-2 One-Family Dwelling District. The adjacent incorporated properties are zoned R-2 and the Subject Property will meet the required setbacks and bulk regulations of the R-2 Zoning District.

RECOMMENDATION:

Staff recommends approval of Annexation and Zoning Upon Annexation from R-1E One-Family Dwelling Zoning District to R-2 One-Family Dwelling Zoning District for 841 Oceola Drive, as outlined in the staff report for case PZ-2022-22 and subject to the following attachments.

ATTACHMENTS:

- Exhibit A. Legal Description of the area to be Annexed
- Exhibit B. Plat of Annexation, as prepared by Land Divisions, Inc., with the latest revision date of January 9, 2023
- Exhibit C. January 9, 2023, Planning and Zoning Staff Report for PZ-2022-22
- Exhibit D. January 9, 2023, DRAFT Planning and Zoning Minutes
- Exhibit E. Memorandum of Understanding

Legal Description

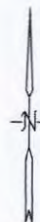
SOUTHWEST FRACTIONAL QUARTER OF SECTION 34, TOWNSHIP 43 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 1927 AS DOCUMENT NO. 80680, IN BOOK 6 OF PLATS, PAGE 22, IN MCHENRY COUNTY, ILLINOIS, AND THAT PART OF THE 60 FOOT RIGHT OF WAY OF OCEOLA DRIVE LYING SOUTHWESTERLY OF THE SOUTHWESTERLY EXTENSIONS OF THE NORTHWESTERLY AND SOUTHWESTERLY LINES OF THE ABOVE DESCRIBED LAND.

Said property, containing approximately 0.54 acres, is commonly known as 841 Oceola Drive, in McHenry County, Illinois.

PLAT OF ANNEXATION

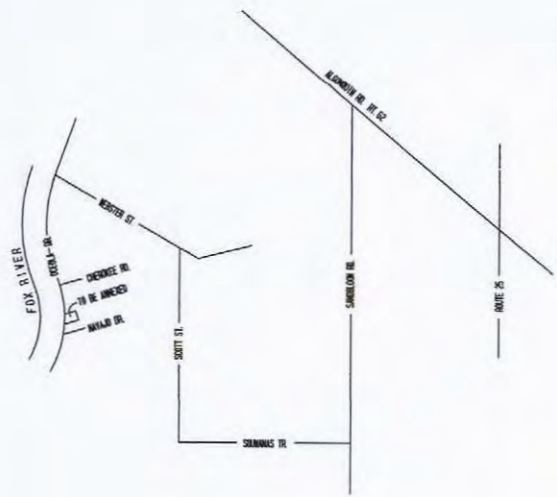
Order No. 2217006

LOT 11, 12 AND THE NORTH HALF OF LOT 13 IN BLOCK 5, IN ARTHUR TRAUBE AND CO'S INDIAN GROVE SUBDIVISION, A SUBDIVISION OF PART OF THE SOUTHEAST FRACTIONAL QUARTER OF SECTION 34, TOWNSHIP 43 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 1927 AS DOCUMENT NO. BOBBO, IN BOOK 6 OF PLATS, PAGE 22, IN MCHENRY COUNTY, ILLINOIS, AND THAT PART OF THE 60 FOOT RIGHT OF WAY OF OCEOLA DRIVE LYING SOUTHWESTERLY OF THE SOUTHWESTERLY EXTENTIONS OF THE NORTHWESTERLY AND SOUTHEASTERLY LINES OF THE ABOVE DESCRIBED LAND.



SCALE 1" = 20'

LEGEND
 VILLAGE LIMITS - [Hatched pattern]
 R - RECORD
 M - MEASURED
 D - DEED



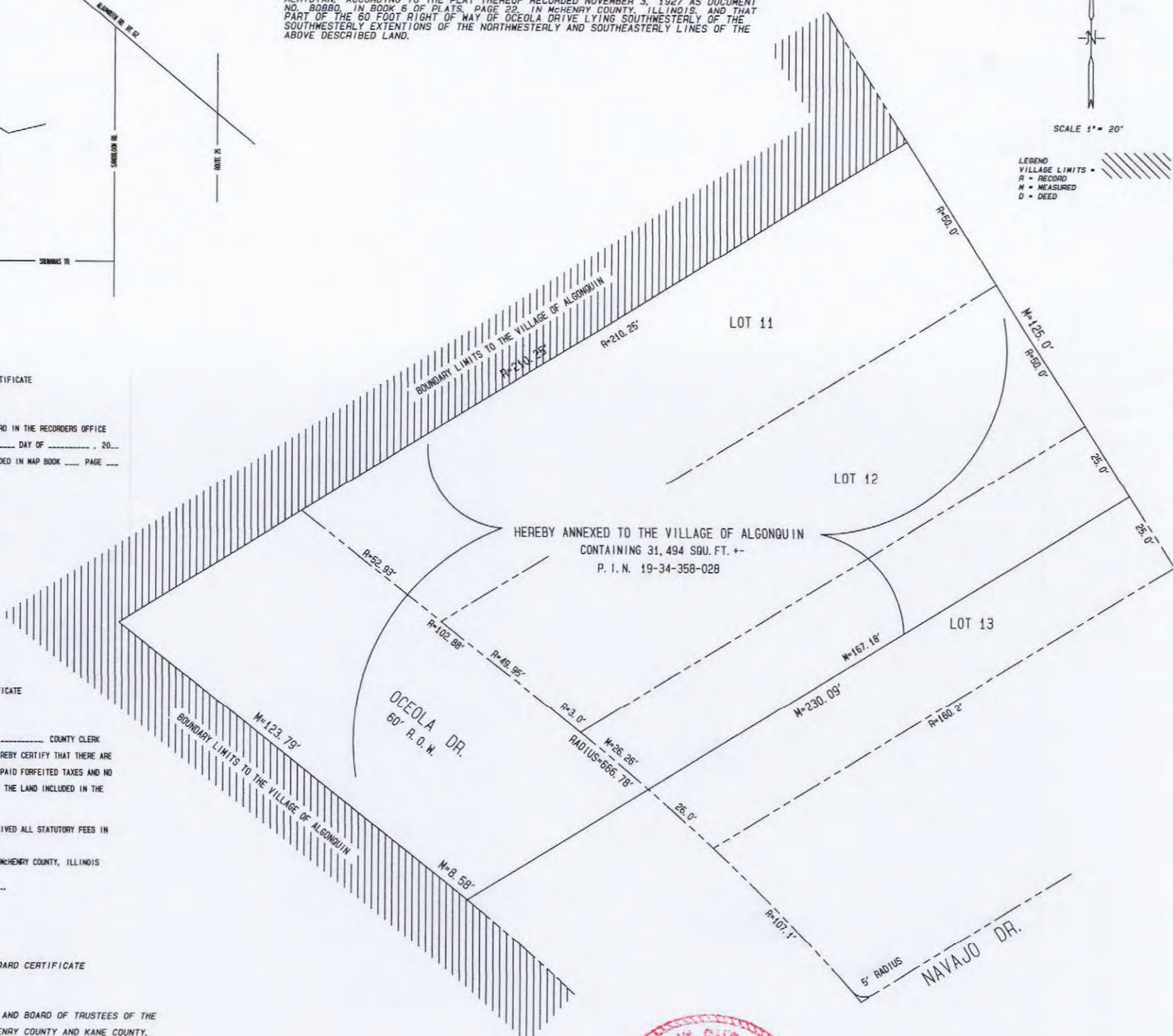
COUNTY RECORDER CERTIFICATE
 STATE OF ILLINOIS }
 COUNTY OF MCHENRY } S.S.
 THIS INSTRUMENT WAS FILED FOR RECORD IN THE RECORDERS OFFICE OF MCHENRY COUNTY, ILLINOIS, THIS ____ DAY OF _____, 20____ AT ____ O'CLOCK ____ M, AND RECORDED IN MAP BOOK ____ PAGE ____ AS DOCUMENT NUMBER ____
 BY: _____
 COUNTY RECORDER

COUNTY CLERK CERTIFICATE
 STATE OF ILLINOIS }
 COUNTY OF MCHENRY } S.S.
 THIS IS TO CERTIFY THAT I, _____ COUNTY CLERK OF MCHENRY COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, NO UNPAID FORFEITED TAXES AND NO REDEEMABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE SUBJECT PLAT.
 I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE SUBJECT PLAT.
 GIVEN UNDER MY HAND AND SEAL IN MCHENRY COUNTY, ILLINOIS
 THIS ____ DAY OF _____ 20____
 BY: _____
 COUNTY CLERK

VILLAGE BOARD CERTIFICATE
 STATE OF ILLINOIS }
 COUNTY OF MCHENRY } S.S.
 APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ALGONQUIN, MCHENRY COUNTY AND KANE COUNTY, ILLINOIS THIS ____ DAY OF _____, 20____
 ATTEST:

 VILAGE PRESIDENT VILLAGE CLERK

LDI LAND DIVISIONS, Inc.
 Professional Surveying Services
 P.O. Box 835
 West Dundee, Illinois 60118
 (847) 841-8305 (847) 551-9171
 Fax (841) 551-9193
 EMAIL LANDDIVISIONS@ADL.COM



SURVEYOR'S CERTIFICATE
 STATE OF ILLINOIS }
 COUNTY OF KANE } S.S.
 THIS PLAT HAS BEEN PREPARED FROM DOCUMENTATION AVAILABLE AS PUBLIC RECORDS AND IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 24 PARAGRAPH 7 - 1 - 8 OF THE ILLINOIS STATE STATUTES AND IS A CORRECT REPRESENTATION OF THE LANDS BEING ANNEXED.
 GIVEN UNDER MY HAND AND SEAL THIS 18th DAY OF OCTOBER 2022.
 REVISED JANUARY 9, 2023.

 COURTNEY W. SHROPSHIRE IV, P.L.S. 2733

VILLAGE OF ALGONQUIN – 2200 Harnish Drive, Algonquin, IL 60102



STAFF REPORT FROM THE DEPARTMENT OF COMMUNITY DEVELOPMENT

Jason C. Shallcross, AICP
Director of Community Development

Patrick M. Knapp, AICP
Senior Planner

Date: January 5, 2023

Case Number:
PZ-2022-22

Petitioner/Property Owner:
Monica Zablocka/Iwona Garwacki

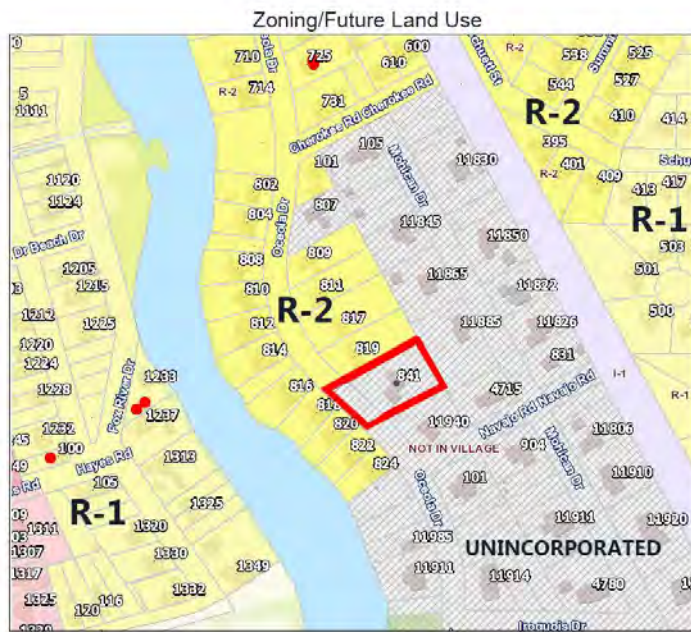
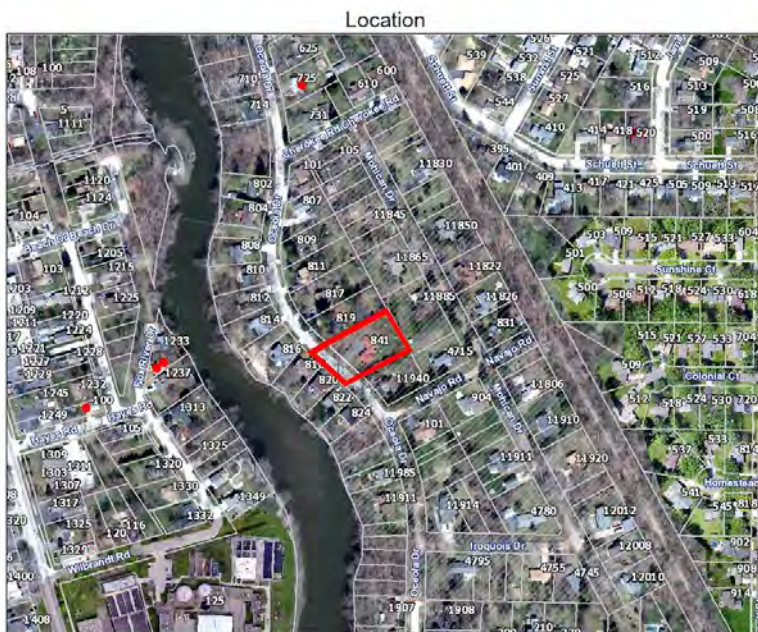
Public Hearing Date:
January 9, 2023

Property Address/Location:
841 Oceola Drive, Algonquin IL, 60102

Brief Summary of Request and Background

Monica Zablocka, the “Petitioner”, on behalf of Iwona Garwacki, applied Rezoning upon Annexation for the property located 841 Oceola Drive, the “Subject Property”. The Subject Property is annexing into the village and therefore is automatically placed into the most restrictive zoning district. R1-E. The Subject Property needs a zoning variation to match the adjacent R-2 One-family dwelling zoning district properties.

Staff supports the Petitioner’s request for Rezoning, subject to the conditions listed in this report, as the proposal meets the standards for Rezoning.



Existing Zoning
Unincorporated

Existing Land Use/Improvements
One Family Dwelling

Surrounding Zoning & Land Use
North: R-2 | One Family Dwelling
South: Unincorporated
East: Unincorporated
West: R-2 | One Family Dwelling

Property Size
23,558,71 sq. ft/
0.541 acres

Staff Recommendation Summary

Approve

Deny

Approve with Conditions

Discussion of Staff Recommendation

Background

Monica Zablocka, the “Petitioner”, submitted a Zoning Petition on behalf of the, Iwona Garwacki, the “Owner”, for Rezoning upon Annexation for the property located at 841 Oceola Drive, the “Subject Property”. The “Owner” connected to the Village’s water and sewer in the Fall of 2021 and signed an agreement with the Village to annex into the Village by the end of 2022 or pay the non-resident Tap-On Fee.

Annexation and Zoning

The Subject Property and the Right-of-Way in front of the Subject Property will be Annexed into the Village. When annexed into the Village, the Subject Property is automatically placed into the most restrictive zoning district: R-1E One Family Dwelling. The Subject Property will be Rezoned to R-2 One-Family Dwelling zoning district to match the adjacent properties to the north and west. The Subject Property will meet the required setbacks and bulk regulations of the R-2 zoning district.

Standards & Findings

The Planning and Zoning Commission shall review the Standards & Findings of Fact outlined in Exhibit “A” and 1) accept them without changes, 2) accept with changes, or 3) reject the findings. The Planning and Zoning Commission should use the Findings of Fact to guide their recommendation to the Village Board on the petitioner’s request.

Staff Recommendation

Staff recommends approval of Rezoning upon Annexation consistent with the findings of fact outlined in this report, subject to the conditioners listed below. Based on these findings, staff recommends that the Planning and Zoning Commission make a motion to adopt staff’s findings as the findings of the Planning and Zoning Commission and recommend **approval** of the following motion:

1. “To approve Rezoning upon Annexation wherein the Subject Property will be Zoned upon Annexation to R-2 One-Family Dwelling, as outlined in the Staff Report for Case No. PZ-2022-22, subject to the following conditions:
 - a. Prior to this Case proceeding to the Committee of the Whole Meeting, the Plat of Annexation, as prepared by Land Divisions, Inc., with the latest revision date of October 18, 2022, shall be revised to correct all misspellings and include the legal description for the Right-of-Way to be annexed.

The Village Board’s decision is final for this case.

I concur:



Jason C. Shallcross, AICP
Director of Community Development

Attachments

- Exhibit A Standards & Findings of Fact
- Exhibit B Property Survey
- Exhibit C Plat of Annexation

Rezoning Standards – Without specific standards in the Village’s Zoning Code, the standard in Illinois is to rely on the “LaSalle Factors” and also factors from the Sinclair Pipeline Company vs. Village of Richton Park.

1. Will the rezoning of the Subject Property negatively impact the existing uses or zoning of nearby property? The amendment, if granted, will not alter the essential character of the neighborhood and will not be a substantial detriment to adjacent property.
2. To what extent do the current zoning restrictions diminish the property value of the Subject Property and nearby property? The property cannot yield a reasonable return if permitted to be used only under the conditions allowed under the existing zoning classification.
3. To what extent does the rezoning promote the health, safety, morals, and general welfare of the public. The amendment promotes the public health, safety, comfort, convenience and general welfare.
4. What is the suitability of the Subject Property for the zoned purposes? The requested zoning classification permits uses which are more suitable than the uses permitted under the existing zoning classification.
5. What is the relative gain to the public as compared to the hardship imposed upon the individual property owner? The subject property has not been utilized under the existing zoning classification for a substantial period of time.
6. Does the proposed development on the Subject Property comply with the policies and official land use plan and other official plans of the Village? The amendment complies with the policies and official land use plan and other official plans of the Village.

Staff is supportive of the proposed Rezoning of the Subject Property from R-1E One-Family Dwelling District to R-2 One-Family Dwelling District. The adjacent incorporated properties are zoned R-2 and the Subject Property will meet the setbacks and bulk regulations of the R-2 District. Staff does not believe that the Rezoning of the Subject Property will reduce the health, safety, morals, or general welfare of the public as this is an existing structure and all future development on this property will be required to meet the Village’s Municipal Code.



Village of Algonquin

Exhibit D

COMMUNITY DEVELOPMENT DEPARTMENT

(847) 658-2700 | permits@algonquin.org | www.algonquin.org
2200 Harnish Drive, Algonquin, IL

PLANNING AND ZONING COMMISSION MINUTES

JANUARY 9, 2023

Roll Call - Establish Quorum

Chair Patrician called the meeting to order at 7:00 pm.

Deputy Director Natalie Zine called the roll to check attendance.

All seven commissioners were present and could hear and be heard:

- Chair Patrician
- Commissioner Kennealy
- Commissioner Laipert
- Commissioner Neuhalfen
- Commissioner Rasek
- Commissioner Sturznickel
- Commissioner Szpekowski

Members absent: None

Staff Present: Community Development Director Jason Shallcross, Deputy Director Natalie Zine, and Attorney Brandy Quance

Public Comment

Chair Patrician asked for public comments. No one from the public commented.

Approval of Minutes

Chair Patrician asked for approval of the November 7, 2022, Planning and Zoning Commission minutes. A motion from Commissioner Szpekowski and seconded by Commissioner Laipert to approve the minutes. The motion was approved with a 7-0 vote.

Case Number PZ-2022-22

Consideration of a Request for Rezoning Upon Annexation from R-1E One-Family Zoning District to R-2 One-Family Zoning District for 841 Oceola Drive

Ms. Zine gave the background of why the property needs to be rezoned. Ms. Iwona Garwacki, the Owner of the Subject Property, was also present.

Commissioner Laipert asked if others on the street are also being rezoned. Ms. Zine explained that homes are being annexed one at a time as they connect to the Village's sewer and/or water.

Commissioner Kennealy asked if the Subject Property meets the setbacks of R-2. Ms. Zine confirmed that it meets the setbacks of the R-2 Zoning District.

Chair Patrician called for public comment. No one from the public commented. Chair Patrician then closed the public comment.

A motion was then made by Commissioner Szpekowski and seconded by Commissioner Sturznickel to approve the rezoning for 841 Oceola Drive, subject to the conditions outlined in the staff report for Case No. PZ-2022-22. The motion was approved with a 7-0 vote.

New/Old Business

No new or old business was discussed.

Community Development Report

Staff provided an update regarding ongoing projects and Village Board approvals of Planning and Zoning cases.

Adjournment

Chair Patrician asked for a motion to adjourn. A motion from Commissioner Rasek and seconded by Commissioner Neuhalfen was made. The motion was approved on a 7-0 vote. The meeting was adjourned at 7:11 P.M.

Minutes signed by:

Natalie Zine, Deputy Director of Community Development

MEMORANDUM OF UNDERSTANDING TO
PAY TAPPING FEES AND LIEN

The undersigned, being the owner of real estate within the Village as of Algonquin, McHenry and Kane Counties, Illinois, and legally described as

LOT 11, 12 AND THE NORTH 1/2 OF LOT 13 IN BLOCK 5 IN ARTHUR TRAUBE AND CO'S INDIAN GROVE SUBDIVISION, A SUBDIVISION OF PART OF THE SOUTHWEST FRACTIONAL QUARTER OF SECTION 34, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 3, 1927 AS DOCUMENT NO. 80680, IN BOOK 6 OF PLATS, PAGE 22, IN MCHENRY COUNTY, ILLINOIS.

Property Index Number 19-34-358-028 and commonly known as 841 Oceola Drive, Algonquin, Illinois, does hereby agree to pay a tapping fee to the Village of Algonquin (the "Village") for connecting to the Village's potable water supply and sanitary sewer in the amount of **Seven-Thousand One-Hundred Forty Dollars and 00/100 (\$7,140.00)**. Said fee shall be payable as follows:

- A. **One-Hundred Seventy-Eight Dollars and 50/100 (\$178.50)** on the first day of **January, April, July, October**; each year for **ten (10)** consecutive years.
- B. The total balance, if not sooner paid, shall be payable on or before the first day of **October 2030**.
- C. No interest shall be chargeable on the unpaid balance through **October 1, 2030**, after which time the Village may charge interest at the *Wall Street Journal* prime rate.
- D. The terms of this memorandum are contingent on property owner annexing property located at 841 Oceola Drive into the Village of Algonquin. If annexation is not completed by January 1, 2023, the Village has the right to assess the non-resident rate of \$10,500, less any fees already paid.
- E. The obligation under the terms of this memorandum shall run with the land. This memorandum shall be recorded in the office of the **McHenry County Recorder of Deeds** and shall be a lien upon the real estate until fully paid.

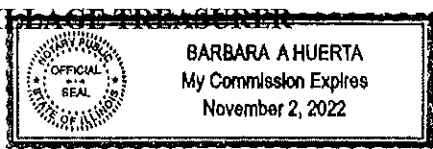
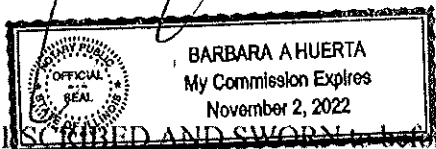
Norma GARZA

[Signature]

[Signature]

 VILLAGE MANAGER
[Signature]

 VILLAGE TREASURER



SUBSCRIBED AND SWORN to before me this 2nd day of

SUBSCRIBED AND SWORN to before me this 2nd day of

November, 2021

November, 2021

Barbara A. Huerta
Notary Public

Barbara A. Huerta
Notary Public



Village of Algonquin

2200 Harnish Drive, Algonquin, IL
(847) 658-2700 | www.algonquin.org

AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	February 14, 2023
<u>SUBMITTED BY:</u>	Jason C. Shallcross, AICP, Community Development Director Natalie Zine, Community Development Deputy Director
<u>DEPARTMENT:</u>	Community Development Department
<u>SUBJECT:</u>	Randall Road Corridor Design Guidelines

ACTION REQUESTED:

Approval of Design Guidelines for new multi-family and townhome projects in the Randall Road Corridor.

BACKGROUND:

In an effort to better understand the aesthetic preferences of the Village Board, staff recommended drafting a set of “design guidelines” for all new multi-family and townhome developments in the Randall Road Corridor. To accomplish this, staff put together two surveys to better establish the preferences of the Board of Trustees.

At the December 13, 2022 Committee of the Whole meeting, the Board of Trustees participated in a live-results survey regarding design aesthetics for new multi-family and townhouse developments in the Randall Road Corridor. In addition to the fast, fun survey conducted during the meeting, staff also provided a more comprehensive questionnaire for each trustee to complete at home at his or her own pace.

Staff then analyzed the feedback from both surveys and used the data to draft suggested design guidelines (See Exhibit A attached). In general, all seven trustees expressed very similar preferences in each survey, with only a few inconsistencies. These results are outlined in staff’s presentation for this memo (attached). Where there were conflicting opinions on specific design standards, staff adjusted the proposed language to satisfy all parties.

For example, 5 out of 7 trustees agreed with setting a maximum of five (5) attached townhome units in a cluster. However, 2 trustees recommended reducing it to four (4) units. Staff therefore modified the guideline language to read:

No more than four (4) townhouse dwelling units in a row should typically be attached to one another, however exceptions may be reviewed and approved based on site plan design and context appropriateness.

If the Committee of the Whole finds the proposed guidelines acceptable, staff will prepare a resolution to be formally approved at the next Village Board meeting.

AESTHETICS SURVEY RESULTS

February 14, 2023

Committee of the Whole

BUILDING LOCATION & DESIGN

The building location & design should provide a healthy, safe environment in attached single-family and multiple-family developments where residents can have privacy while also having opportunities to relate to their neighbors and the community.

- 6/7 rated this a 5
- 1/7 rated it a 3

All private yards shall be landscaped with turf, groundcover, shrubs, trees or other landscape improvements, such as walkways and patios.

- 6/7 rated this a 4 or 5
- 1/7 rated it a 3 (neutral)

No more than five (5) townhouse dwelling units shall be attached to one another in a row.

- 5/7 rated this a 4 or 5
- 2/7 rated it a 2 – both suggested a maximum of four (4) units attached.

BUILDING MATERIALS

Listed below are recommended PROHIBITED materials. Select any options you think be switched to an approved building material.

- Concrete blocks (CMU's)
- Exposed aggregate (rough finish) concrete wall panels
- Tilt-up concrete panels (of the kind you see on industrial buildings)
- Exterior Insulated Finishing Systems (EIFS) or Stucco
- Plywood, composite plywood or masonry sidings (T-111)
- Panel brick or thin-set veneers
- Plastic
- Highly reflective glass
- Vinyl or aluminum horizontal siding

There were no proposed changes.

The use of uniform exterior building materials shall be required on all facades. For example, if the front wall contains a mixture of brick and wood, the side and rear walls shall contain the same materials in approximately the same proportions.

- 5/7 rated this a 4 or 5
- 2/7 rated it a 3 (neutral)

Buildings should be constructed of quality materials that reduce maintenance costs over the life of the building, relate to traditional building materials used historically in the Village of Algonquin, and reinforce the character of the community.

- 7/7 rated this a 4 or 5

FAÇADE ARTICULATION

Architectural design should use facade articulation techniques to reduce the apparent bulk of buildings and relate them to a human scale.

- 6/7 rated this a 4 or 5
- 1/7 rated it a 3 (neutral)

To avoid the appearance of blank walls facing the street, when the side walls of a townhouse or multiple-family development face a street, the walls facing the street should be designed with elements typical of a front façade, including doors and/or windows.

- 7/7 rated this a 4 or 5

Large, flat facades should be avoided by articulating the building mass to create substantial shadows and visual interest. Windows, dormers, projected entrances and overhangs are encouraged on the street facing façade to add variety and maintain a pedestrian scale.

- 7/7 rated this a 4 or 5

Buildings should be designed to be viewed from multiple directions and, therefore, should be designed with consistent materials and treatment that wraps around all sides.

- 7/7 rated this a 4 or 5

HVAC equipment and similar appurtenances shall be located and/or screened so as not to be visible from public streets or adjoining property.

- 7/7 rated this a 4 or 5

There should be a unifying architectural design for multiple family and townhouse developments with more than one building, utilizing a common vocabulary of architectural forms, elements, materials and colors.

- 7/7 rated this a 4 or 5

Variety between buildings within this unifying design is encouraged.

- 6/7 rated this a 4 or 5
- 1/7 rated it a 2 – stating they prefer similarity.

Windows, doors, and building edges should be trimmed out with appropriate materials in a width corresponding to the scale and style of the building.

- 7/7 rated this a 4 or 5

ROOF FORMS

HVAC equipment and similar appurtenances shall be located and/or screened so as not to be visible from public streets or adjoining property.

- 7/7 rated this a 4 or 5

To ensure that new developments are consistent and compatible with the surrounding neighborhood character, consistency in the roofline should be achieved by using similar roof forms with varying height and proportion.

- 7/7 rated this a 4 or 5

For larger buildings, roof forms should be articulated so that varied planes and massing within the overall roof form are provided.

- 7/7 rated this a 4 or 5

Large, monotonous, simple pitched roofs, without breaks in the expanse of the roof, should be avoided.

- 7/7 rated this a 4 or 5

Dormers and gables can be used to break up large expanses of roof area.

- 7/7 rated this a 4 or 5

Pipe stacks and similar appurtenances that are required by code and cannot reasonably be hidden should be concealed as much as possible by location and coloring.

- 7/7 rated this a 4 or 5

PARKING AREAS & PEDESTRIAN WALKWAYS

Parking areas and pedestrian walkways should provide safe access and adequate parking for residents and guests, while avoiding large expanses of paved areas and minimizing the visibility of parking facilities.

- 7/7 rated this a 4 or 5

Parking lots and garages for multi-family developments should be located to the rear or side of the lot, in areas that are less visible from the street.

- 7/7 rated this a 4 or 5

Large parking areas should be broken into smaller segments to avoid large expanses of paved areas.

- 7/7 rated this a 4 or 5

Curb cuts should be minimized on arterial and collector streets through shared access, rather than individual driveways for each unit.

- 6/7 rated this a 4 or 5
- 1/7 rated it a 2 – stating they prefer individual access points.

A clearly identified network of pedestrian connections should be provided in and between parking lots, street sidewalks, open spaces and buildings.

- 6/7 rated this a 4 or 5
- 1/7 rated it a 3 (neutral)

Townhouses should be designed with garages to the rear of the units or, if located at the front of the units, designed so that garages do not form the most prominent visual element of the façade.

- 6/7 rated this a 4 or 5
- 1/7 rated it a 3 (neutral)



Village of Algonquin

COMMUNITY DEVELOPMENT DEPARTMENT

(847) 658-2700 | www.algonquin.org
2200 Harnish Drive, Algonquin, IL

Exhibit "A"

Design Guidelines

For New Multiple-Family & Townhouse Developments in the Randall Road Corridor

1) Building Location & Design

- a) The building location & design should provide a healthy, safe environment in attached single-family and multiple-family developments, where residents can have privacy while also having opportunities to relate to their neighbors and the community.
- b) All private yards shall be landscaped with turf, groundcover, shrubs, trees or other landscape improvements, such as walkways and patios.
- c) No more than four (4) townhouse dwelling units in a row should typically be attached to one another, however exceptions may be reviewed and approved based on site plan design and context appropriateness.

2) Building Materials

- a) A minimum of 75% of a building's front elevation* shall have full-depth brick masonry materials and a stone base foundation (minimum of 3' tall) around the entirety of the building. Building elevations with warm-toned color schemes are generally preferred; greyscale designs are highly discouraged.

*Please note: for multi-family apartment buildings, each elevation façade shall have a minimum of 75% full-depth brick masonry materials.

- b) The following construction materials are prohibited:
 - Concrete blocks (CMU's)
 - Exposed aggregate (rough finish) concrete wall panels
 - Tilt-up concrete panels (of the kind you see on industrial buildings)
 - Exterior Insulated Finishing Systems (EIFS) or Stucco
 - Plywood, composite plywood or masonry sidings (T-111)
 - Panel brick or thin-set veneers
 - Plastic
 - Highly reflective glass
 - Vinyl or aluminum horizontal siding
- c) The use of uniform exterior building materials shall be required on all facades. For example, if the front wall contains a mixture of brick and wood, the side and rear walls shall contain the same materials in approximately the same proportions.
- d) Buildings should be constructed of quality materials that reduce maintenance costs over the life of the building, relate to traditional building materials used historically in the Village of Algonquin, and reinforce the character of the community.

3) Façade Articulation & Reduction in Mass and Scale

- a) Architectural design should use facade articulation techniques to reduce the apparent bulk of buildings and relate them to a human scale. The overall height/stories of any structure should be differentiated by means of horizontal bars, changes in building materials, or other details.
- b) To avoid the appearance of blank walls facing the street, when the side walls of a townhouse or multiple-family development face a street, the walls facing the street should be designed with elements typical of a front façade, including masonry, doors and/or windows etc.
- c) Large, flat facades should be avoided by articulating the building mass to create substantial shadows and visual interest. Windows, dormers, projected entrances and overhangs are encouraged on the street-facing façade to add variety and maintain a pedestrian-scale.
- d) Front entryways shall be distinctly articulated for each unit, including individual walks and/or stairs, a stoop, canopy or front porch, and unique architectural features or other appropriate means of distinction. Raised front entryways are encouraged.
- e) Buildings should be designed to be viewed from multiple directions and, therefore, should be designed with consistent materials and treatment that wraps around all sides.
- f) There should be a unifying architectural design for multiple-family and townhouse developments with more than one building, utilizing a common vocabulary of architectural forms, elements, materials and colors; however, enough variety between buildings to avoid monotonous design is encouraged.
- g) Windows, doors, and building edges should be trimmed out with appropriate materials in a width corresponding to the scale and style of the building.

4) Roof Forms

- a) HVAC equipment and similar appurtenances shall be located and/or screened so as not to be visible from public streets or adjoining property. Pipe stacks and similar appurtenances that are required by code and cannot reasonably be hidden should be concealed as much as possible by location and coloring.
- b) To ensure that new developments are consistent and compatible with the surrounding neighborhood character, consistency in the roofline should be achieved by using similar roof forms with varying height and proportion.
- c) For larger buildings, roof forms should be articulated so that varied planes and massing within the overall roof form are provided. Large, monotonous, simple pitched roofs, without breaks in the expanse of the roof, should be avoided; dormers and gables may be used to break up large expanses of roof area. Note: flat roofs are generally discouraged for all residential buildings.

5) Parking Areas & Pedestrian Walkways

- a) Parking areas and pedestrian walkways should provide safe access and adequate parking for residents and guests, while avoiding large expanses of paved areas and minimizing the visibility of parking facilities from public view; connections should be provided in and between parking lots, street sidewalks, open spaces and buildings.
- b) Parking lots and/or garages for multi-family developments should be located to the rear or side of the lot, in areas that are less visible from public streets.
- c) Townhomes should typically be designed with garages to the rear of the units or, if located at the front of the units, designed so that the garages do not form the most prominent visual element of the façade. Substantial effort shall be made to disguise and/or understate the garage doors, and side-loading is preferred.
- d) Curb cuts should be minimized on arterial roadways through shared access, rather than individual driveways for each unit; curb cuts on collector streets should also be minimized unless required by the specific site design layout (such as for townhomes with front-loading garages).



VILLAGE OF ALGONQUIN
MEMORANDUM

DATE: January 18, 2023

TO: Committee of the Whole

FROM: Michelle Weber

SUBJECT: Liquor Code Amendment

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time, the attached proposed ordinance increases the number of available Class F liquor licenses by one. This change is the result of requests from:

- Pizza Pushers Inc, 644 South Main Street, Algonquin, an established restaurant that will allow patrons to consume beer and wine only on premise as well as purchase packaged beer and wine to go.

Staff recommends increasing the number of available Class F liquor licenses by one to accommodate the request from Pizza Pushers Inc.

Attachment

ORDINANCE NO. 2022 - O - ____

**An Ordinance Amending Chapter 33, Liquor Control
and Liquor Licensing, of the Algonquin Municipal Code**

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.

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: Section 33.07-B, Paragraph 14 Number of Licenses Issued, of the Algonquin Municipal Code shall be amended as follows:

14. Ten Class F licenses at any one time.

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 February ____, 2023, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:
Voting Nay:
Abstain:
Absent:

APPROVED:

(SEAL)

Village President, Debby Sosine

ATTEST: _____
Village Clerk, Fred Martin

Passed: _____
Approved: _____
Published: _____



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

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

DATE: February 7, 2023

TO: Committee of the Whole

FROM: Tim Schloneger, Village Manager

SUBJECT: *Proposed Budget – 2023/2024 - Water and Sewer Operating Fund*

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

The fiscal year 2023/2024 Water and Sewer Operating Fund budget is proposed estimated expenditures of \$12,833,800, which includes \$2,360,500 in loan/debt service payments and a \$1,330,000 transfer to the Water and Sewer Capital Fund.

ANTICIPATED REVENUE - WATER AND SEWER OPERATING FUND – (\$13,504,000)

Approximately \$13,080,000 is expected to be generated from water, sewer and fixed fees. This source alone accounts for 97% of the revenue needed to operate the water and sewer system of the Village. Other revenue sources are generated from interest on cash reserves, service charges, late charges, cell tower rental fees, and new meter sales.

PROPOSED EXPENDITURES - WATER AND SEWER OPERATING FUND – (\$12,833,800)

The expenditure format for the Water and Sewer Operating Fund separates the Water and Sewer Divisions; however, many of the expenditure items are split between the Water Division line items and the Sewer Division line items.

Utilities Division staff will focus on operation and maintenance of the wastewater treatment plant, maintaining water and sewer distribution lines, and operation of the three water treatment plants. The first priority of this year's water and sewer operating budget is continued maintenance of the existing system and environmental protection of our water and sewer utility system.

PERSONNEL - (Water \$1,915,700 - Sewer \$1,720,500)

ACCOUNTS 41103, 41104, AND 41105 - These accounts are calculated at the statutory rates for IMRF, FICA, and unemployment tax and are fixed according to salary and pay ranges of the divisions.

ACCOUNT 41106, HEALTH INSURANCE - This item is budgeted to account for the distribution of health insurance costs to the divisions.

ACCOUNTS 41110 AND 41140, SALARIES/OVERTIME - These items include the salary for office and utility maintenance personnel with some anticipated overtime expenditures. This account includes the existing staff of the Water and Sewer Divisions.

Potential salary increases that will be discussed under the Village's Merit Compensation Plan at the end of the budget process are included for nonunion personnel. The salaries for union personnel will depend on the current collective bargaining agreement.

WATER AND SEWER CONTRACTUAL SERVICES - (Water \$928,700 - Sewer \$1,011,000)

The line items under Contractual Services include those services that the Village will contract with outside vendors. These services are for the divisions' use of utilities, legal services, engineering, professional services, publications, rental equipment, and physical exams. These are generally proportioned evenly between the Water and Sewer Divisions. The proposed budget recognizes increased expenditures for contractual services primarily due to a higher liability insurance premium and additional outsourced expenditures (i.e. utility locating and valve exercising).

ACCOUNT 42212, ELECTRIC – (Water \$258,200 – Sewer \$332,100)

The energy cost to run the pumps and motors for the water and sewer system is the largest line item under contractual services.

ACCOUNT 42225, BANK PROCESSING – (Water \$38,000 – Sewer \$38,000) Both Water and Sewer Divisions share the cost for the lockbox system which receives and processes billing payments.

ACCOUNT 42234, PROFESSIONAL SERVICES – (Water \$340,200 – Sewer \$267,200)

This account includes the costs for services of lab testing, valve maintenance, water system leak audit, outsourcing of utility billing, JULIE utility locating, maintenance of the SCADA system, and the state's increased fee for the sewage treatment plant NPDES fee.

ACCOUNT 42262, SLUDGE REMOVAL - Under the Sewer Division, this item covers the contract cost for sludge hauling and disposal (\$134,000) and is based on the estimated volume of sludge generated at the sewage treatment plant. Due to new regulations, the landfilling of sludge during winter months is driving the increasing cost of this line item from previous years.

SUPPLIES AND MATERIALS - (Water \$538,200 - Sewer \$430,800)

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

<u>Account #</u>	<u>100% Water Division</u>		<u>Account #</u>	<u>100% Sewer Division</u>	
43342	Softening Salt	\$18,500	43342	Ferric Chloride	\$85,000
43342	Citric Acid	\$31,500	43342	Polymer for Sludge Thickening	\$42,000
43342	Sodium Hypochlorite	\$116,000			
43342	Orthophosphate	\$49,500			
43342	Fluoride	\$9,500			

<u>Account #</u>	<u>50% Water and 50% Sewer Divisions</u>	
43317	Postage for Water & Sewer Bills and Notices	\$56,800
43348	Meters & Meter Supplies	\$145,000

MAINTENANCE - (Water \$683,800 - Sewer \$455,700)

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

<u>Account #</u>	<u>100% Water Division</u>		<u>Account #</u>	<u>100% Sewer Division</u>	
44418	Remove & Inspect Well no. 7	\$40,000	44412	UV Lamps	\$15,000
44418	Replacement MCC Panel for Well #7/11	\$45,000	44412	Intermediate Pump 401 Impeller Replacement	\$12,000
			44412	Intermediate Pump 401 Rebuild	\$22,000
			44412	Air Make Up Unit - Chemical Building	\$70,000

CAPITAL EXPENDITURES - (Water \$875,200 - Sewer \$535,000)

ACCOUNT 45590, CAPITAL PURCHASES – The Water & Sewer Divisions are allocated a combined \$520,000 for a Hydro-Excavating Truck (New Vehicle) that will be used for exposing utilities, soil trenching, debris removal, piling hole excavation, and cold weather digging. Additionally, a combined \$150,000 is allocated for a replacement 1-Ton Truck (#812) and a combined \$80,000 is budgeted for SCADA software upgrade and programming.

The Sewer Division has been allocated \$28,000 for a new utility ATV for use at the WWTF. Additionally, \$60,000 is budgeted for a Cellular 5G/4G Repeater (WWTF), and \$72,000 for Replacement Skid Steer (#842).

OTHER CHARGES - (Water \$29,100 - Sewer \$19,600)

Other Charges include the Water and Sewer Divisions' share of travel, training and dues, uniforms, and personnel protective equipment required by the Public Works Department.

SUMMARY - WATER AND SEWER OPERATING FUND

Maintaining safe drinking water and environmentally sound sewer services is one of the most important responsibilities of the Village of Algonquin. As providing Water & Sewer services becomes more expensive, the Village is faced with the constant challenge of balancing our interest in offering a fundamental public health service at an affordable price, against the necessity of managing our systems in a financially sustainable manner.

The Water and Sewer Operating Fund budget proposes a significant contribution to the maintenance and construction of our water and sewer utility assets, pursuant to the water and sewer rate and fee study. Operation and maintenance costs are increasing due to expansion to water and sewer distribution and treatment processes and continued aging of the entire system.

The water and sewer operating budgets are recognizing the balance of operation and maintenance costs equally between Water and Sewer Divisions (approximately 54% water – 46% sewer). There is one active bond issue in the Water and Sewer Operating Fund which will mature in 2025. Loan servicing through the Illinois Environmental Protection Agency will be present in this budget and future budgets until maturity in 2040.




It is essential that the Village continue the day-to-day operations and maintenance of this enterprise fund. Environmental Protection Agency requirements consistently tighten the standards on the quality of the drinking water and sanitary sewer effluent. This, in turn, raises the bar on the quality of the product generated by the Water and Sewer Divisions for the benefit of our citizens.

Attachments

Public Works Department – Water and Sewer Utilities Operating Division

The **Water and Sewer Utilities Division** of the **Public Works Department** oversees the Village's water and sewer system, including a wastewater treatment facility and three water treatment plants.

The Water and Sewer Utilities Division supports the Village of Algonquin's mission by providing programs and services consistent with the following Guiding Principles:

	Customer Service
	Infrastructure
	Conservation

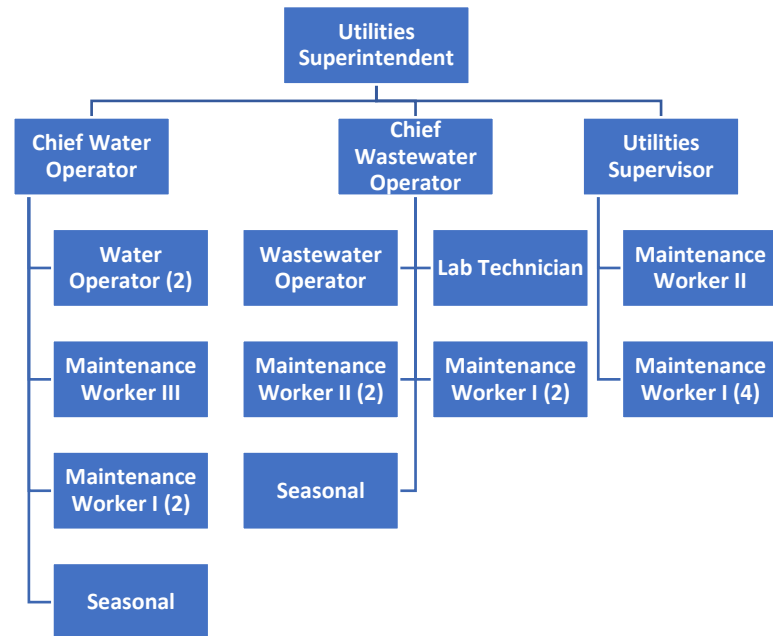
Personnel Summary

The Water and Sewer Utilities Division employs a total of 20.5 full-time equivalent employees in FY 23/24. One (1) part-time employee was promoted to Maintenance Worker I, one (1) Maintenance Worker I was promoted to Wastewater Operator, and one (1) Maintenance Worker III was promoted to Utilities Supervisor.

Position	FY 22/23	FY 23/24	Change
Utilities Superintendent	1.0	1.0	-
Chief Wastewater Operator	1.0	1.0	-
Chief Water Operator	1.0	1.0	-
Wastewater Operator	2.0	1.0	▼ 1.0
Water Operator	2.0	2.0	-
Utilities Supervisor	1.0	1.0	-
Lab Technician	1.0	1.0	-
Maintenance Worker III	2.0	1.0	▼ 1.0
Maintenance Worker II	2.0	3.0	▲ 1.0
Maintenance Worker I	6.0	8.0	▲ 2.0
Seasonal	0.5	0.5	-
Total Full-Time Equivalent Positions	19.5	20.5	▲ 1.0
<i>Full-Time Employees</i>	<i>19</i>	<i>20</i>	<i>▲ 1.0</i>
<i>Part-Time Employees</i>	<i>2</i>	<i>2</i>	<i>-</i>



Departmental Organizational Chart



FY 22/23 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 22/23 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 receive awards from the Illinois Department of Public Health (IDPH) for following the Illinois Fluoridation Act.
- Send out the 2021 Consumer Confidence Report by summer 2022.
- Perform system-wide annual lift station pump inspections and evaluations by Quarter 1 in 2023.
- Perform system-wide annual well inspections and evaluations by Quarter 1 in 2023.
- Complete second year of Countryside Standpipe maintenance in 2022.
- Replace interior/exterior lighting at Water Treatment Plant #1 during the fiscal year.
- Remove, inspect, and repair Well #11 during the current fiscal year.
- Perform maintenance and rebuild Wastewater Treatment Facility pumps #402 and #403.
- Perform replacement of programmable logic controller (PLC) at Braewood Lift Station in 2022.
- Perform annual leak survey to identify water loss throughout the 160 miles of the Village water distribution system.

Near Completion

- Perform distribution system valve exercising as scheduled by Quarter 1 in 2023.

Not Complete

- Remove and inspect Well #10 during the current fiscal year.

FY 23/24 Objectives

Customer Service

- Promptly respond to requests for service for water and sewer customers.
- Continue to use Cityworks service requests to answer resident questions and respond to needed services.
- Mail the 2022 Consumer Confidence Report to residents during the fiscal year.
- Increase Excellent to Good survey rating for sewer services to 84.5% in the 2023 Algonquin Community Survey.
- Increase Excellent to Good survey rating for drinking water to 65.3% in the 2023 Algonquin Community Survey.

Infrastructure

- Perform system-wide annual lift station pump inspections and evaluations during the fiscal year.
- Perform system-wide annual well inspections and evaluations during the fiscal year.
- Remove and inspect Well #10 during the current fiscal year.


Conservation


- Monitor and implement outdoor watering restrictions as dictated by groundwater levels near municipal wells.

Public Works Department – Water and Sewer Utilities Operating Division

Performance Measures and Statistics

The FY 23/24 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.

 Infrastructure					
Objective: Maintain Village’s infrastructure providing reliability and minimum interruptions to services.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Televise sanitary sewer system (linear feet)	33,182	37,628	42,325	62,500	62,500
Flush sanitary sewer system (linear feet)	101,655	127,336	102,127	125,000	125,000
Volume of water produced (million gallons)	809.18	956.56	929.98	N/A	N/A
Volume of wastewater treated (million gallons)	1,324.64	1,081.50	1,203.25	N/A	N/A
Maximize Excellent to Good survey rating for sewer services	83.7%	85.5%	84.3%	>84.7%	>84.5%
Maximize Excellent to Good survey rating for drinking water	64.4%	68.4%	63.3%	>68.1%	>65.3%

 Conservation					
Objective: Protect and manage groundwater supplies.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Number of days on elevated water restrictions	0	121	121	121	121
Daily water consumption per capita (gallons)	80	80	80	80	80

Water and Sewer Operating Fund

Revenues

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Budget
07000400	33035	Donations - Operating - W&S	\$ 8,324.91	\$ 14,126.53	\$ 16,741.64	\$ 8,647.31	\$ 12,000.00	\$ 13,000.00
07000400	33235	Grants - Operating	-	-	-	-	-	-
07000400	34100	Rental Income ¹	51,388.18	84,765.97	88,212.52	220.00	90,000.00	92,000.00
07000400	34200	Miscellaneous Billings	-	-	-	-	-	-
07000400	34700	Water Fees	3,843,452.39	4,188,505.99	4,495,696.37	2,074,106.65	4,800,000.00	5,050,000.00
07000400	34710	Sewer Fees	4,829,166.53	5,433,414.64	5,944,631.38	2,776,709.50	6,400,000.00	6,700,000.00
07000400	34715	Infrastructure Fee	1,332,776.00	1,335,937.40	1,339,881.17	680,533.48	1,330,000.00	1,330,000.00
07000400	34720	Administrative Fees	3,707.35	2,912.65	3,127.88	1,820.92	2,000.00	3,000.00
07000400	34730	Late Charges	80,657.18	69,030.04	96,318.22	54,017.03	75,000.00	80,000.00
07000400	34740	Reinstatement Fees	18,304.95	18,461.16	21,716.14	7,018.83	17,000.00	18,000.00
07000400	34820	Meter Sales	39,256.00	29,796.00	96,779.00	47,610.00	45,000.00	50,000.00
07000500	36001	Interest	3,652.18	2,180.18	1,244.53	2,157.52	1,000.00	3,000.00
07000500	36020	Interest - Investment Pools	236,690.76	11,132.31	22,549.21	84,843.54	4,000.00	125,000.00
07000400	37100	Restitution	328.00	6,179.39	(1,162.69)	17,179.20	-	-
07000500	37110	Insurance Claims	-	-	3,137.79	-	-	-
07000400	37905	Sale of Surplus Property	76,402.22	19,875.15	47,204.45	69,012.50	20,000.00	40,000.00
Water & Sewer Operating Fund Total			\$ 10,524,106.65	\$ 11,216,317.41	\$ 12,176,077.61	\$ 5,823,876.48	\$ 12,796,000.00	\$ 13,504,000.00
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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
07700400		Water Division Total	\$ 2,894,401.36	\$ 2,896,287.46	\$ 3,453,545.53	\$ 1,709,197.69	\$ 3,668,000.00	\$ 4,851,725.00	\$ 4,970,700.00	\$ -
07800400		Sewer Division Total	2,692,161.35	2,700,059.17	2,974,532.92	1,419,858.56	3,368,000.00	3,931,787.00	4,172,600.00	-
07080400	46700	IEPA Loan Principal Expense								
		<i>W1750 - Stage 2 Utilities</i>	-	-		61,862.21	124,300.00	127,000.00	127,000.00	
		<i>W1840 - Phase 6B WWTF</i>	-	-		308,356.24	722,500.00	625,000.00	625,000.00	
		<i>W1950 - Stage 3 Utilities</i>	-	-		134,915.58	271,200.00	277,000.00	277,000.00	
07080400	46701	IEPA Loan Interest Expense								
		<i>W1750 - Stage 2 Utilities</i>	-	54,111.35	52,451.33	24,159.12	47,800.00	46,000.00	46,000.00	
		<i>W1840 - Phase 6B WWTF</i>	-	-	305,215.00	150,744.18	136,500.00	300,000.00	300,000.00	
		<i>W1950 - Stage 3 Utilities</i>	-	61,459.95	108,530.50	61,997.38	122,700.00	118,000.00	118,000.00	
07080400	46680	Bond Principal Payment	695,000.00	715,000.00	755,000.00	-	770,000.00	815,000.00	815,000.00	
07080400	46681	Bond Interest Expense	127,622.41	106,722.33	85,172.41	37,262.50	74,600.00	52,000.00	52,000.00	
07080400	46682	Bond Fees	428.00	428.00	428.00	-	500.00	500.00	500.00	
07800500	48012	Transfer to W/S Capital	6,012,776.00	1,335,927.40	1,339,881.17	680,533.48	3,489,900.00	1,330,000.00	1,330,000.00	
Subtotal			\$ 12,422,389.12	\$ 7,869,995.66	\$ 9,074,756.86	\$ 4,588,886.94	\$ 12,796,000.00	\$ 12,474,012.00	\$ 12,833,800.00	\$ -
Non Budgeted Expense										
07800400	46702	ARO Amortization	\$ 8,409.00	\$ 8,409.00	\$ 8,409.00	\$ -	\$ -	\$ -	\$ -	\$ -
07700400	47853	Pension Expense W/S	71,128.52	(170,513.75)	(305,005.00)	-	-	-	-	-
07800400	47853	Pension Expense W/S	63,437.01	(151,747.28)	(271,539.00)	-	-	-	-	-
07700400	47854	OPEB Expense W/S	19,407.95	4,071.12	19,113.83	-	-	-	-	-
07800400	47854	OPEB Expense W/S	14,402.45	2,931.48	15,449.33	-	-	-	-	-
07800400	47785	Depreciation Expense	3,474,204.00	3,844,758.00	4,321,559.00	-	-	-	-	-
Subtotal			\$ 3,650,988.93	\$ 3,537,908.57	\$ 3,787,987.16	\$ -	\$ -	\$ -	\$ -	\$ -
Water and Sewer Operating Fund Total			\$ 16,073,378.05	\$ 11,407,904.23	\$ 12,862,744.02	\$ 4,588,886.94	\$ 12,796,000.00	\$ 12,474,012.00	\$ 12,833,800.00	\$ -
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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 22/23	FY 22/23
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Personnel										
07700400	41103	IMRF	\$ 111,098.31	\$ 132,443.92	\$ 130,941.71	\$ 59,617.10	\$ 130,000.00	\$ 131,000.00	\$ 131,000.00	\$ -
07700400	41104	FICA	82,424.05	85,260.36	88,323.23	47,926.98	100,000.00	112,000.00	112,000.00	-
07700400	41105	Unemployment Tax	1,362.54	1,580.95	1,337.28	150.23	2,000.00	1,800.00	1,800.00	-
07700400	41106	Health Insurance	171,488.97	172,135.56	186,506.50	100,251.29	208,000.00	210,000.00	210,000.00	-
07700400	41110	Salaries	1,097,165.79	1,113,252.56	1,170,981.04	630,358.40	1,242,000.00	1,380,000.00	1,400,000.00	-
07700400	41140	Overtime	46,966.47	52,199.53	51,640.84	21,708.85	58,000.00	60,900.00	60,900.00	-
Subtotal			\$ 1,510,506.13	\$ 1,556,872.88	\$ 1,629,730.60	\$ 860,012.85	\$ 1,740,000.00	\$ 1,895,700.00	\$ 1,915,700.00	\$ -
Contractual Services										
07700400	42210	Telephone	\$ 21,159.95	\$ 19,824.29	\$ 17,784.34	\$ 7,745.31	\$ 25,900.00	\$ 24,700.00	\$ 24,700.00	\$ -
07700400	42211	Natural Gas	15,080.20	15,117.37	23,802.59	9,565.52	21,500.00	43,000.00	43,000.00	-
07700400	42212	Electric	239,846.26	247,522.44	266,462.15	65,339.44	258,200.00	258,200.00	258,200.00	-
07700400	42215	Radio Communications	-	1,846.84	8,748.10	3,985.20	9,200.00	2,680.00	2,700.00	-
07700400	42225	Bank Processing Fees	25,385.57	27,077.72	36,767.47	18,968.11	38,000.00	38,000.00	38,000.00	-
07700400	42226	ACH Rebate	24,412.50	25,999.00	27,590.00	14,385.00	26,000.00	27,000.00	27,000.00	-
07700400	42230	Legal Services	1,109.62	131.25	277.50	-	4,000.00	4,000.00	4,000.00	-
07700400	42231	Audit Services	5,165.52	5,941.17	6,179.22	3,225.75	6,600.00	6,800.00	6,800.00	-
07700400	42232	Engineering Services	33,092.74	8,936.00	4,750.00	-	20,000.00	10,000.00	10,000.00	-
07700400	42234	Professional Services	251,363.51	279,416.89	357,729.89	108,346.17	389,800.00	375,180.00	340,200.00	-
07700400	42236	Insurance	74,303.72	106,918.95	110,930.02	110,281.11	110,000.00	123,000.00	123,000.00	-
07700400	42242	Publications	543.20	477.70	836.03	444.50	1,100.00	1,100.00	1,100.00	-
07700400	42243	Printing & Advertising	896.98	4,841.04	3,990.62	3,254.92	4,100.00	4,150.00	4,200.00	-
07700400	42260	Physical Exams	452.00	70.00	559.33	265.00	1,600.00	1,600.00	1,600.00	-
07700400	42270	Equipment Rental	-	-	-	143.75	1,000.00	1,000.00	1,000.00	-
07700400	42272	Principal Lease Payments	6,308.71	13,503.74	13,996.99	7,244.51	14,200.00	43,200.00	43,200.00	-
Subtotal			\$ 699,120.48	\$ 757,624.40	\$ 880,404.25	\$ 353,194.29	\$ 931,200.00	\$ 963,610.00	\$ 928,700.00	\$ -

Public Works - Water Division

Expenses

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 22/23	FY 22/23
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Supplies & Materials										
07700400	43308	Office Supplies	\$ 320.34	\$ -	\$ 41.89	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
07700400	43309	Materials	16,881.31	11,742.20	14,985.94	21,336.27	21,500.00	60,500.00	60,500.00	-
07700400	43317	Postage	25,869.87	26,234.36	27,828.72	14,702.11	28,400.00	28,400.00	28,400.00	-
07700400	43320	Tools, Equipment & Supplies	17,211.10	9,340.99	12,716.30	5,258.03	10,500.00	10,500.00	10,500.00	-
07700400	43332	Office Furniture & Equipment	759.99	-	4,347.00	4,332.80	1,900.00	1,500.00	1,500.00	-
07700400	43333	IT Equipment	54,546.36	42,254.32	69,448.46	44,337.40	82,000.00	96,330.00	92,400.00	-
07700400	43340	Fuel (S)	17,743.92	13,500.83	15,924.54	10,949.77	18,000.00	22,000.00	22,000.00	-
07700400	43342	Chemicals	151,515.11	140,513.13	232,121.37	128,600.47	208,100.00	229,050.00	229,100.00	-
07700400	43345	Lab Supplies	9,956.57	9,132.66	7,606.24	5,365.71	20,800.00	20,800.00	20,800.00	-
07700400	43348	Meters & Meter Supplies	13,602.16	36,085.35	26,756.34	24,898.18	72,500.00	72,500.00	72,500.00	-
Subtotal			\$ 308,406.73	\$ 288,803.84	\$ 411,776.80	\$ 259,780.74	\$ 464,200.00	\$ 542,080.00	\$ 538,200.00	\$ -
Maintenance										
07700400	44410	Booster Station	\$ 9,323.08	\$ 6,038.58	\$ 4,041.36	\$ 2,275.51	\$ 19,500.00	\$ 26,690.00	\$ 26,700.00	\$ -
07700400	44411	Storage Facility	-	5,925.00	20,225.82	33,402.00	38,300.00	98,500.00	98,500.00	-
07700400	44412	Treatment Facility	22,582.06	39,419.35	66,478.66	15,085.43	43,000.00	149,465.00	149,500.00	-
07700400	44415	Distribution System	65,477.71	64,747.94	87,331.50	61,972.61	89,500.00	102,800.00	102,800.00	-
07700400	44418	Wells	96,636.13	9,721.65	150,862.61	5,736.58	138,500.00	599,530.00	99,400.00	-
07700400	44420	Vehicle Maintenance (S)	29,401.41	29,664.80	55,217.83	14,082.08	30,000.00	36,000.00	36,000.00	-
07700400	44421	Equipment Maintenance (S)	45,395.15	23,060.23	38,330.67	24,443.44	37,000.00	50,000.00	50,000.00	-
07700400	44423	Building Services (S)	81,631.75	99,792.81	87,979.21	72,301.28	112,000.00	120,000.00	120,000.00	-
07700400	44426	Office Equipment Maintenance	485.28	298.44	313.29	265.06	800.00	900.00	900.00	-
Subtotal			\$ 350,932.57	\$ 278,668.80	\$ 510,780.95	\$ 229,563.99	\$ 508,600.00	\$ 1,183,885.00	\$ 683,800.00	\$ -
Capital Expenditures										
07700400	43335	Vehicles & Equipment	\$ 6,025.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07700400	45590	Capital Purchase	-	-	-	-	-	237,500.00	375,000.00	-
07700400	45593	Capital Improvement	-	-	-	-	-	-	500,200.00	-
Subtotal			\$ 6,025.00	\$ -	\$ -	\$ -	\$ -	\$ 237,500.00	\$ 875,200.00	\$ -
Other Charges										
07700400	47740	Travel/Training/Dues	\$ 9,606.56	\$ 3,541.79	\$ 7,997.69	\$ 3,759.11	\$ 10,900.00	\$ 11,050.00	\$ 11,100.00	\$ -
07700400	47760	Uniforms & Safety Items	8,770.76	8,375.67	10,983.80	2,093.54	10,900.00	11,050.00	11,100.00	-
07700600	47790	Interest Lease Expense	1,033.13	2,400.08	1,871.44	793.17	2,200.00	6,850.00	6,900.00	-
Subtotal			\$ 19,410.45	\$ 14,317.54	\$ 20,852.93	\$ 6,645.82	\$ 24,000.00	\$ 28,950.00	\$ 29,100.00	\$ -
Water Total			\$ 2,894,401.36	\$ 2,896,287.46	\$ 3,453,545.53	\$ 1,709,197.69	\$ 3,668,000.00	\$ 4,851,725.00	\$ 4,970,700.00	\$ -
Non Budgeted Expense										
07700400	47853	Pension Expense W/S	\$ 71,128.52	\$ (170,513.75)	\$ (305,005.00)	\$ -				
07700400	47854	OPEB Expense W/S	19,407.95	4,071.12	19,113.83	-				
Water Total (Audited)			\$ 2,984,937.83	\$ 2,729,844.83	\$ 3,167,654.36	\$ 1,709,197.69	\$ 3,668,000.00	\$ 4,851,725.00	\$ 4,970,700.00	\$ -

Public Works - Sewer Division

Expenses

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Personnel										
07800400	41103	IMRF	\$ 100,760.24	\$ 114,551.01	\$ 119,241.94	\$ 47,545.08	\$ 117,000.00	\$ 115,000.00	\$ 118,000.00	\$ -
07800400	41104	FICA	75,112.04	73,602.70	80,603.13	38,392.85	91,000.00	98,000.00	100,000.00	-
07800400	41105	Unemployment Tax	1,290.21	1,354.37	1,391.67	186.00	2,000.00	1,600.00	1,800.00	-
07800400	41106	Health Insurance	131,408.86	124,278.74	150,749.53	85,017.66	189,000.00	195,000.00	205,000.00	-
07800400	41110	Salaries	991,400.87	965,771.19	1,034,582.50	510,655.05	1,135,000.00	1,230,000.00	1,260,000.00	-
07800400	41140	Overtime	36,498.14	47,896.27	51,760.16	10,589.03	34,000.00	35,700.00	35,700.00	-
Subtotal			\$ 1,336,470.36	\$ 1,327,454.28	\$ 1,438,328.93	\$ 692,385.67	\$ 1,568,000.00	\$ 1,675,300.00	\$ 1,720,500.00	\$ -
Contractual Services										
07800400	42210	Telephone	\$ 16,750.97	\$ 18,741.17	\$ 20,814.68	\$ 9,433.41	\$ 21,000.00	\$ 21,580.00	\$ 21,600.00	\$ -
07800400	42211	Natural Gas	9,770.44	16,066.45	38,089.17	11,435.12	17,100.00	41,200.00	41,200.00	-
07800400	42212	Electric	291,823.24	272,921.12	295,856.01	57,611.07	332,100.00	332,100.00	332,100.00	-
07800400	42215	Radio Communications	-	1,846.84	8,748.10	3,985.20	9,200.00	2,680.00	2,700.00	-
07800400	42225	Bank Processing Fees	25,385.57	27,077.73	36,767.49	18,968.10	38,000.00	38,000.00	38,000.00	-
07800400	42226	ACH Rebate	24,515.50	26,099.50	27,713.00	14,446.00	26,000.00	27,000.00	27,000.00	-
07800400	42230	Legal Services	591.72	1,268.75	185.00	-	4,000.00	4,000.00	4,000.00	-
07800400	42231	Audit Services	5,165.51	5,941.17	6,179.22	3,225.75	6,600.00	6,800.00	6,800.00	-
07800400	42232	Engineering Services	57,316.35	49,391.76	56,856.64	67,678.50	59,300.00	4,000.00	4,000.00	-
07800400	42234	Professional Services	157,808.04	187,560.15	208,543.69	122,020.71	227,700.00	267,180.00	267,200.00	-
07800400	42236	Insurance	69,025.14	94,436.82	101,130.32	101,266.49	110,000.00	113,000.00	113,000.00	-
07800400	42242	Publications	543.20	444.50	444.50	444.50	1,100.00	1,100.00	1,100.00	-
07800400	42243	Printing & Advertising	896.93	880.22	825.05	183.92	1,000.00	1,050.00	1,100.00	-
07800400	42260	Physical Exams	430.00	120.00	694.33	265.00	1,600.00	1,600.00	1,600.00	-
07800400	42262	Sludge Removal	90,055.75	101,130.30	90,546.85	31,269.95	129,000.00	134,137.00	134,000.00	-
07800400	42270	Equipment Rental	-	-	-	-	1,000.00	1,180.00	1,200.00	-
07800400	42272	Principal Lease Payments	5,689.30	8,910.04	9,190.07	4,758.02	14,500.00	14,400.00	14,400.00	-
Subtotal			\$ 755,767.66	\$ 812,836.52	\$ 902,584.12	\$ 446,991.74	\$ 999,200.00	\$ 1,011,007.00	\$ 1,011,000.00	\$ -
Supplies & Materials										
07800400	43308	Office Supplies	\$ 96.78	\$ 511.43	\$ 129.49	\$ 201.03	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
07800400	43309	Materials	4,270.92	920.00	362.28	-	12,000.00	31,000.00	31,000.00	-
07800400	43317	Postage	25,869.78	26,256.25	28,040.76	14,702.09	28,400.00	28,400.00	28,400.00	-
07800400	43320	Tools, Equipment & Supplies	27,606.10	18,321.86	13,190.54	2,264.58	14,900.00	14,900.00	14,900.00	-
07800400	43332	Office Furniture & Equipment	2,500.00	-	801.68	2,499.45	-	11,950.00	12,000.00	-
07800400	43333	IT Equipment	53,480.63	73,669.00	66,474.14	41,765.89	80,000.00	135,430.00	95,500.00	-
07800400	43340	Fuel (S)	18,742.97	15,863.51	23,375.37	15,757.28	22,000.00	27,000.00	27,000.00	-
07800400	43342	Chemicals	61,062.88	58,937.09	92,262.55	38,888.42	124,000.00	134,000.00	134,000.00	-
07800400	43345	Lab Supplies	6,819.53	6,719.10	6,399.23	1,903.39	7,500.00	15,000.00	15,000.00	-
07800400	43348	Meters & Meter Supplies	9,222.38	29,174.24	10,473.13	22,273.18	40,000.00	72,500.00	72,500.00	-
Subtotal			\$ 209,671.97	\$ 230,372.48	\$ 241,509.17	\$ 140,255.31	\$ 329,300.00	\$ 470,680.00	\$ 430,800.00	\$ -
Maintenance										
07800400	44412	Treatment Facility	\$ 70,688.76	\$ 72,002.67	\$ 85,467.97	\$ 32,813.09	\$ 92,100.00	\$ 160,200.00	\$ 158,200.00	\$ -
07800400	44414	Lift Station Maintenance	43,180.68	64,178.81	37,867.98	4,367.15	60,000.00	57,700.00	57,700.00	-
07800400	44416	Collection System Maintenance	93,213.72	22,272.69	61,782.50	11,753.80	72,500.00	28,500.00	28,500.00	-
07800400	44420	Vehicle Maintenance (S)	37,616.01	37,716.61	51,018.38	15,565.07	40,000.00	41,000.00	41,000.00	-
07800400	44421	Equipment Maintenance (S)	41,735.11	29,728.20	24,944.12	20,535.39	44,000.00	46,000.00	46,000.00	-
07800400	44423	Building Services (S)	81,819.57	91,124.99	114,714.43	50,969.85	110,000.00	123,000.00	123,000.00	-
07800400	44426	Office Equipment Maintenance	549.08	315.13	348.21	284.67	1,200.00	1,300.00	1,300.00	-
Subtotal			\$ 368,802.93	\$ 317,339.10	\$ 376,143.59	\$ 136,289.02	\$ 419,800.00	\$ 457,700.00	\$ 455,700.00	\$ -

Public Works - Sewer Division

Expenses

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Capital Expenditures										
07800400	43335	Vehicles & Equipment	\$ 6,025.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -
07800400	45590	Capital Purchase	-	-	-	-	-	297,500.00	507,000.00	-
07800400	45597	Capital Lease Payment	-	-	-	-	-	-	-	-
Subtotal			\$ 6,025.00	\$ -	\$ -	\$ -	\$ -	\$ 297,500.00	\$ 535,000.00	\$ -
Other Charges										
07800400	47740	Travel/Training/Dues	\$ 2,560.21	\$ 2,228.77	\$ 3,810.30	\$ 1,255.96	\$ 9,300.00	\$ 9,600.00	\$ 9,600.00	\$ -
07800400	47760	Uniforms & Safety Items	11,719.16	8,007.57	10,651.81	1,987.84	7,300.00	7,800.00	7,800.00	-
07800600	47790	Interest Lease Expense	1,144.06	1,820.45	1,505.00	693.02	2,600.00	2,200.00	2,200.00	-
Subtotal			\$ 15,423.43	\$ 12,056.79	\$ 15,967.11	\$ 3,936.82	\$ 19,200.00	\$ 19,600.00	\$ 19,600.00	\$ -
Sewer Total			\$ 2,692,161.35	\$ 2,700,059.17	\$ 2,974,532.92	\$ 1,419,858.56	\$ 3,335,500.00	\$ 3,931,787.00	\$ 4,172,600.00	\$ -
Non Budgeted Expense										
07800400	46702	ARO Amortization	\$ 8,409.00	\$ 8,409.00	\$ 8,409.00		\$ -	\$ -	\$ -	\$ -
07800400	47853	Pension Expense W/S	63,437.01	(151,747.28)	(271,539.00)		-	-	-	-
07800400	47854	OPEB Expense W/S	14,402.45	2,931.48	15,449.33		-	-	-	-
Sewer Total (Audited)			\$ 2,778,409.81	\$ 2,559,652.37	\$ 2,726,852.25	\$ 1,419,858.56	\$ 3,335,500.00	\$ 3,931,787.00	\$ 4,172,600.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.										



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: February 7, 2023

TO: Committee of the Whole

FROM: Tim Schloneger, Village Manager

SUBJECT: *Proposed Budget – 2023/2024 - Cemetery & Swimming Pool Funds*

Attached are the proposed budgets for the two special funds of the cemetery and the swimming pool. The budgets include anticipated revenues and expenditures for fiscal year 2023/2024. Each of these special funds operates independently from the General Fund. The Swimming Pool Fund is supported by a budgeted transfer (\$234,700) from the General Fund to maintain a balance of revenues and expenditures.

Interest from the monies in the Cemetery Trust Account is intended to fund the perpetual care of the property once all gravesites have been sold. The proposed expenditures for the Cemetery Fund and Swimming Pool Fund are balanced with expenditures at \$45,300 and \$338,300, respectively.

ANTICIPATED REVENUE - CEMETERY FUND - \$50,000

The Cemetery Fund operates like a true enterprise fund, in which revenues from user fees are the primary funding mechanism for operational expenditures. It is important that user fees in this fund correspond directly to expenditures to ensure the long-term financial stability of the Algonquin Cemetery. Further, implementation of administrative rules for the Cemetery Oversight Act require additional performance standards and licensing fees for municipal cemeteries, which are accounted for in the fee schedule.

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

The \$2,000 under the perpetual care revenue line item is from proceeds received for the purchase of gravesites and used for cemetery repair and perpetual maintenance anticipated in the future (when there are no more sales of gravesites); revenues from this source should not be spent on annual maintenance expenses.

ESTIMATED EXPENDITURES - CEMETERY FUND \$45,300

ACCOUNT 42225, BANK PROCESSING FEES - \$300 – This line item accounts for the cost of bank processing fees for point-of-sale credit card purchases for cemetery items.

ACCOUNT 42234, PROFESSIONAL SERVICES - \$31,500 - This item accounts for the majority of the cemetery expenditures. It is reflective of the current contract for maintenance of the cemetery which consists of all lawn mowing, weed control, trimming, snow removal, and leaf raking. When monuments or markers become so dilapidated as to disfigure the remainder of the cemetery, the Village as trustee may require to either have the markers or monuments repaired by the friends or relatives of the owner of the lot or to remove the markers.

ACCOUNT 42236, INSURANCE - \$1,500 - This item identifies the portion of the liability insurance premium that is allocated to the Cemetery Fund.

ACCOUNT 42290, GRAVE OPENINGS - \$12,000 - This expenditure is an estimation based on the number of grave openings anticipated throughout the fiscal year. This revenue estimation can only be based on past trends.

ACCOUNT 43319, SUPPLIES - \$0 – No budget in this line-item is proposed this year.

SUMMARY - CEMETERY FUND

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

ANTICIPATED REVENUE - SWIMMING POOL FUND - \$338,300

RENTAL INCOME - \$25,000 - This revenue item covers rental fees for pool parties scheduled after hours and reimbursement for staff time needed to oversee swim team and school use of the pool when the general public is not in attendance. It also includes locker rental and the use agreement with the Trails Swim Team for use of the facility.

SWIMMING ANNUAL FEES - \$25,000 – This estimate is based on past years' participation at the pool (season passes).

DAILY FEES - \$25,000 - This line item estimates the amount of daily fees from non-pass users. The revenue typically varies from year to year due to weather conditions and temperatures during the season. It has been reduced as a result of the pandemic.

LESSONS - \$20,000- This account recognizes the fees collected for swim lessons, which remains one of the pool's most popular programs.

CONCESSIONS - \$8,500 – Essentially flat revenue projections based on past years' experience is expected for the sale of concessions this upcoming swim season.

INTEREST - \$0 - This account is an estimate of return on investment of any cash reserves accumulated within the Pool Fund.

TRANSFER FROM GENERAL FUND - \$234,700 - This item identifies the amount to be transferred from the General Fund to supplement and balance this fund. Sixty-nine percent (69%) of the pool revenue is accounted for by this transfer.

ESTIMATED EXPENDITURES – SWIMMING POOL FUND - \$338,300

PERSONNEL - \$129,100 - Personnel at the swimming pool are focused towards service and safety. Personnel expenditures are one of the largest operating costs for the swimming pool. The personnel expenditures include salaries, unemployment tax, and FICA. Additional funds have been included this year for wage increases related to the Illinois minimum wage law, as well as an employee referral program to encourage pool staff to help recruit Lifeguard positions, which has been challenging in recent years.

CONTRACTUAL SERVICES - \$43,400 - The majority of contractual services include the use of utilities (gas, phone, electric, and water). Contractual services are proposed at a similar level of spending as compared to the previous year.

SUPPLIES AND MAINTENANCE - \$2,300 - This expenditure account includes the general operational needs for office supplies, ID supplies, software, cash register, and pool forms. An automatic pool cleaner unit is also proposed this year, which will operate during evening hours, eliminating the need for staff to perform this task.

MAINTENANCE - \$146,000 - General pool and building maintenance items such as paint, chemicals, and other supplies make up the costs under this category. Public Works Building Services Division will continue maintenance of the bath house at the pool and will bill labor and supplies (chemicals) appropriate from the 44423 account. Account 44445 provides \$51,000 for pool repainting and repair and \$30,000 for pool grate replacements.


OTHER CHARGES - \$17,500 - These accounts cover CPR, first aid training, and the cost of concessions. Health and safety certifications for pool staff and uniform and safety items, which include bathing suits, t-shirts, first aid packs, and whistles/safety equipment, are all covered under the “Other Charges” category. The concession line item covers the purchase of concessions offered to the pool customers for the entire pool season.

SUMMARY - SWIMMING POOL FUND

The Swimming Pool Fund is proposed to be balanced with required improvements and maintenance of the facility. With a transfer from the General Fund to cover maintenance costs, recreational swimming opportunities continue to be offered to the public in the 2023 swim season at affordable rates. Like any other park or recreational facility, recognizing market trends and consumer expectations are paramount for a successful parks and recreation program that meets the needs of the community. The FY 23/24 budget as proposed will continue to provide aquatic recreational opportunities to our community at a good value.

The **Swimming Pool Fund** provides aquatic 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 providing programs and services consistent with the following Guiding Principles:



Customer Service

Personnel Summary

The Swimming Pool plans to employ a total of 4.8 full-time equivalent employees in FY 23/24. This will reflect the same staffing level as FY 22/23 which provided a fully operation facility.

Position	FY 22/23	FY 23/24	Change
Manager	0.6	0.8	▲0.2
Guest Services	0.3	0.4	▲0.1
Instructor	1.0	1.0	-
Morning Lifeguard	0.1	0.1	-
Lifeguard	2.5	2.5	-
Total Full-Time Equivalent Positions	4.5	4.8	▲0.3
<i>Part-Time Employees</i>	25	25	-



FY 22/23 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 22/23 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.



Complete

- Change from Red Cross lifeguarding and swim lesson to StarGuard. StarGuard provides a comprehensive lifeguard and swimming lesson training program to provide better quality services and programs to the facility.
- Hire and train guest services staff members to provide a positive customer experience while visiting the facility.
- Provide a full-service offering including: swim lessons, daily swimming, rentals, and group visits at the facility.
- Re-establish full food service concession stand operations.
- Increase Excellent to Good survey rating for swimming pool to at least 70.0% in the 2022 Algonquin Community Survey.
- Installed new pool pump and motor.


 **Near Completion**

- Develop specification and recommendation for in-water pool light replacement.

 **Not Complete**

- Implement point of sale credit card terminal in concession area for concessions and daily admissions.


FY 23/24 Objectives

 **Customer Service**

- Expand swimming lesson offerings to allow more flexibility.
- Introduce member benefits for pass holders to encourage more member sales.
- Expand point of sales purchases for concession to credit cards during the fiscal year.
- Replace the pool grates previous installed in 2002 that have exceeded useful life.
- Paint and repair the pool basin at the conclusion of the season as part of the preventative maintenance plan.
- Increase Excellent to Good survey rating for the swimming pool facility to 85.0% in the 2023 Algonquin Community Survey.

Performance Measures and Statistics

The FY 23/24 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.

 Customer Service					
Objective: Align programs with community needs.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Total season memberships	0	120	744	>800	>900
Season membership retention rate	0	6.3%	73.9%	>50.0%	>80.0%
Total swim lesson registrants	0	42	246	>200	>300
Total facility attendance	0	4,954	8,342	>8,000	>10,000
Maximize Excellent to Good survey rating for swimming pool facility	60.2%	68.5%	71.7%	>70.0%	>72.5%
Total operating days	0	76	87	N/A	N/A
Total pool closures	0	15	7	N/A	N/A
Average outdoor air temperature	N/A	75°	79°	N/A	N/A
Objective: Provide a safe customer experience for patrons.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Average chlorine level	N/A	2.2	1.8	0.5-3.0	0.5-3.0
Average pH level	N/A	7.5	7.4	6.8-8.0	6.8-8.0
StarGuard certified staff*	N/A	0	2	0 ¹	4 ¹
Notes: 1 – Changed from Red Cross certification to StarGuard.					

Swimming Pool Fund

Revenues

			FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Actual	FY 21/22 Q2	FY 22/23 Budget	FY 23/24 Budget
05000100	33030	Donations-Operating-Gen. Gov.	\$ 56.00	\$ 115.00	\$ 36.00	\$ 124.00	\$ 100.00	\$ 100.00
05000100	34100	Rental Income ¹	28,361.60	-	9,075.00	27,836.00	20,000.00	25,000.00
05000100	34500	Swimming Annual Pass	32,195.00	-	2,400.00	22,120.00	25,000.00	25,000.00
05000100	34510	Swimming Daily Fees ²	25,800.25	-	25,297.00	22,807.25	25,000.00	25,000.00
05000100	34520	Swimming Lesson Fees	15,180.90	18.50	2,560.00	19,930.00	15,000.00	20,000.00
05000100	34560	Concessions	9,199.39	-	766.50	8,303.61	8,000.00	8,500.00
05000500	36001	Interest	4.56	0.52	0.32	0.31	-	-
05000500	37900	Miscellaneous Revenue	-	-	-	-	-	-
05000500	38001	Transfer from General Fund	182,468.30	57,262.56	133,295.75	210,763.57	192,100.00	234,700.00
Swimming Pool Fund Total			\$ 293,266.00	\$ 57,396.58	\$ 173,430.57	\$ 311,884.74	\$ 285,200.00	\$ 338,300.00
Notes:								
¹ - Trails Swim Team contribution.								
² - Includes reduced admission for groups.								



Swimming Pool Fund

Expenditures

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Nondepartmental Personnel										
05900100	41104	FICA	\$ 5,654.94	\$ -	\$ 3,477.80	\$ 8,080.38	\$ 8,100.00	\$ 9,100.00	\$ 9,100.00	\$ -
05900100	41105	Unemployment Tax	572.87	-	397.75	765.84	900.00	1,000.00	1,000.00	-
05900100	41110	Salaries	72,823.32	-	44,780.92	104,805.85	109,500.00	118,000.00	118,000.00	-
05900100	41140	Overtime	1,097.81	-	678.96	819.68	1,000.00	1,000.00	1,000.00	-
Subtotal			\$ 80,148.94	\$ -	\$ 49,335.43	\$ 114,471.75	\$ 119,500.00	\$ 129,100.00	\$ 129,100.00	\$ -
Contractual Services										
05900100	42210	Telephone	\$ 1,605.40	\$ 1,714.53	\$ 1,815.81	\$ 891.76	\$ 2,400.00	\$ 2,800.00	\$ 2,800.00	\$ -
05900100	42211	Natural Gas	4,548.79	1,918.47	5,647.36	10,483.15	5,000.00	13,000.00	14,000.00	-
05900100	42212	Electric	5,826.39	1,656.43	5,466.73	2,007.71	6,000.00	3,500.00	3,500.00	-
05900100	42213	Water	5,584.53	2,093.33	7,547.46	10,099.58	8,000.00	12,000.00	12,000.00	-
05900100	42225	Bank Processing Fees	594.34	-	159.48	797.10	600.00	1,000.00	1,000.00	-
05900100	42234	Professional Services	525.00	-	120.00	316.00	200.00	500.00	500.00	-
05900100	42236	Insurance	6,680.67	8,164.48	7,150.00	8,569.89	8,000.00	9,600.00	9,600.00	-
Subtotal			\$ 25,365.12	\$ 15,547.24	\$ 27,906.84	\$ 33,165.19	\$ 30,200.00	\$ 42,400.00	\$ 43,400.00	\$ -
Supplies & Materials										
05900100	43308	Office Supplies	\$ 751.74	\$ -	\$ 32.71	\$ 60.41	\$ 800.00	\$ 900.00	\$ 900.00	\$ -
05900100	43320	Tools, Equipment & Supplies	6,537.91	12,092.75	6,711.15	1,643.56	2,000.00	1,400.00	1,400.00	-
05900100	43332	Office Furniture & Equipment	-	-	-	-	-	-	-	-
05900100	43333	IT Equipment	-	832.52	2,470.05	-	-	-	-	-
05900100	43370	Infrastructure Maintenance	54,175.00	-	(1,425.00)	-	-	-	-	-
Subtotal			\$ 61,464.65	\$ 12,925.27	\$ 7,788.91	\$ 1,703.97	\$ 2,800.00	\$ 2,300.00	\$ 2,300.00	\$ -
Maintenance										
05900100	44423	Building Services (S)	\$ 80,868.05	\$ 25,436.51	\$ 62,985.42	\$ 106,786.82	\$ 77,000.00	\$ 65,000.00	\$ 65,000.00	\$ -
05900100	44445	Outsourced Building Maint.	38,753.29	-	19,191.25	37,914.22	39,000.00	81,000.00	81,000.00	-
Subtotal			\$ 119,621.34	\$ 25,436.51	\$ 82,176.67	\$ 144,701.04	\$ 116,000.00	\$ 146,000.00	\$ 146,000.00	\$ -
Other Charges										
05900100	47701	Recreation Programs	\$ 503.75	\$ -	\$ -	\$ 786.25	\$ 300.00	\$ 1,500.00	\$ 1,500.00	\$ -
05900100	47740	Travel/Training/Dues	1,710.03	-	4,680.73	6,627.37	6,300.00	4,800.00	4,800.00	-
05900100	47760	Uniforms & Safety Items	1,192.75	-	2,844.72	2,522.31	2,100.00	3,200.00	3,200.00	-
05900100	47800	Concession Purchases	5,388.07	-	535.37	6,577.80	8,000.00	8,000.00	8,000.00	-
Subtotal			\$ 8,794.60	\$ -	\$ 8,060.82	\$ 16,513.73	\$ 16,700.00	\$ 17,500.00	\$ 17,500.00	\$ -
Swimming Pool Fund Total			\$ 295,394.65	\$ 53,909.02	\$ 175,268.67	\$ 310,555.68	\$ 285,200.00	\$ 337,300.00	\$ 338,300.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										
Note: Administrative support staff is not accounted for in Personnel line-items.										

The **Cemetery Fund** provides for the maintenance and operation of the municipal 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 providing programs and services consistent with the following Guiding Principles:

	Customer Service
	Infrastructure

FY 22/23 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 22/23 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.

 **Complete**


- Coordinate and perform interments at Cemetery facility as needed.
- Assist customers with purchasing lots/gravesites at Cemetery facility.
- Perform monthly grounds maintenance at Cemetery facility.
- Perform two (2) specialized cleanups at Cemetery facility, once in fall and once in spring.
- Perform one (2) weed control application at Cemetery facility.

 **Not Complete**


- Perform two (2) days of head stone repair work at Cemetery facility.



FY 23/24 Objectives

 **Customer Service**


- Coordinate and perform interments at Cemetery facility as needed (*current five-year average for interments is 19 per year*).
- Assist customers with purchasing lots/gravesites at Cemetery facility (*current five-year average for lots sold is 9.6 per year*).
- Increase Excellent to Good survey rating for public property maintenance to 86.3% in the 2023 Algonquin Community Survey.
- Increase Excellent to Good survey rating for public property beautification to 82.6% in the 2023 Algonquin Community Survey.

 **Infrastructure**

- Perform monthly grounds maintenance at Cemetery facility.
- Perform two (2) specialized cleanups at Cemetery facility, once in fall and once in spring.
- Perform one (2) weed control application at Cemetery facility.


Performance Measures and Statistics

The FY 23/24 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.

 **Infrastructure**

Objective: Maintain beautification and level of service maintenance standards at Village properties and facilities.

Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Perform specialized cleanups at Cemetery facility	2	2	2	2	2
Perform weed control application at Cemetery facility	0	1	2	1	2
Maximize Excellent to Good survey rating for public property maintenance	83.3%	90.0%	85.8%	>85.0%	>86.3%
Maximize Excellent to Good survey rating for public property beautification	76.3%	87.4%	84.4%	>81.0%	>82.6%

 **Customer Service**

Objective: Coordinate customer services at Cemetery facility including sale of lots/crypts and interments.

Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Increase the number of gravesites/lots sold	7	17	7	10 ¹	10 ¹
Provide interment services as required	21	25	15	N/A	N/A
Provide gravesite lots for sale to general public (# available)	1,642	1,625	1,625	N/A	N/A

Notes:

1 – A three-year average for strategy/measure is used for certain output measures in lieu of a target to assist reader with trend analysis.

Cemetery Fund

Revenues

			FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Q2	FY 22/23 Budget	FY 23/24 Budget
02000100	34100	Rental Income ¹	\$ 24,070.62	\$ 24,792.74	\$ 25,536.52	\$ 26,302.62	\$ 26,000.00	\$ 27,000.00
02000100	34300	Lots & Graves	5,400.00	6,800.00	13,600.00	4,400.00	6,000.00	7,000.00
02000100	34310	Grave Opening	10,400.00	14,250.00	14,650.00	4,250.00	11,000.00	12,000.00
02000100	34320	Perpetual Care ²	1,500.00	2,250.00	4,150.00	1,500.00	2,000.00	2,000.00
02000500	36001	Interest	13.77	6.44	7.70	3.72	-	-
02000500	36020	Interest - Investment Pools	4,633.54	669.45	353.55	2,443.17	250.00	2,000.00
02000500	36026	Interest - Cemetery Trust ²	42.18	26.50	20.49	10.95	-	-
02000500	38001	Transfer - General Fund	-	-	-	-	160,000.00	-
Cemetery Fund Total			\$ 46,060.11	\$ 48,795.13	\$ 58,318.26	\$ 38,910.46	\$ 205,250.00	\$ 50,000.00
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 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
02400100	42225	Bank Processing Fees	\$ 112.49	\$ 90.86	\$ 297.94	\$ 26.40	\$ 300.00	\$ 300.00	\$ 300.00	\$ -
02400100	42232	Engineering/Design Services	-	-	-	-	-	-	-	-
02400100	42234	Professional Services	21,204.00	20,212.00	22,024.02	12,150.62	31,200.00	31,500.00	31,500.00	-
02400100	42236	Insurance	1,281.00	1,403.94	1,458.79	1,392.09	1,500.00	1,500.00	1,500.00	-
02400100	42290	Grave Opening	9,250.00	12,600.00	12,100.00	3,012.50	10,000.00	12,000.00	12,000.00	-
02400100	43319	Supplies	-	-	-	-	-	-	-	-
Cemetery Fund Total			\$ 31,847.49	\$ 34,306.80	\$ 35,880.75	\$ 16,581.61	\$ 43,000.00	\$ 45,300.00	\$ 45,300.00	\$ -



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

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

DATE: February 7, 2023
TO: Committee of the Whole
FROM: Tim Schloneger, Village Manager
SUBJECT: Proposed Budget – 2023/2024 – Building Services Fund

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

ANTICIPATED REVENUE - (\$968,000)

The only source of revenue is the payment (reimbursement) from all Village departments for maintenance of their buildings and ancillary facilities.

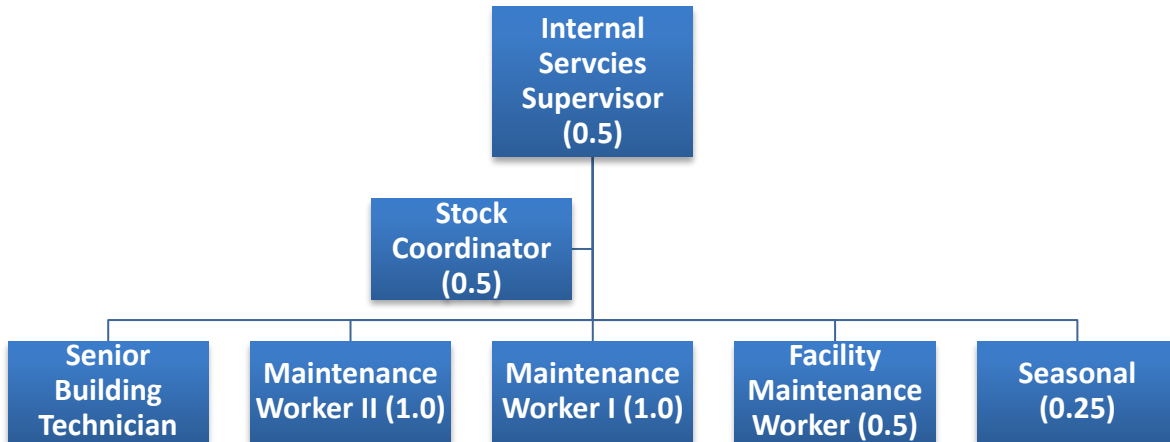
PROPOSED EXPENDITURES - (\$968,000)

PERSONNEL - (\$469,600)

The line items under this category cover the statutory rates for IMRF, FICA, and unemployment tax, as well as the appropriate distributions of health insurance costs for employees within the Building Services Fund. The employees allocated to this fund are dedicated toward the:

1. general administration & management
2. operations and maintenance
3. energy utilities and environmental stewardship
4. planning and minor construction repairs of our facilities

These employees work to increase the operational efficiency of our facilities and reduce the overall inventory, square footage and building ownership costs.



CONTRACTUAL – (\$29,300)

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

SUPPLIES AND MATERIALS - (\$153,800)

These line items cover the purchase of building supplies (paper towels, cleaning items, etc.) and equipment (plumbing, HVAC, etc.) that are needed to maintain the facilities used by the Village. These products are purchased within the service fund as inventory. When the products are used for any of the Village’s departments, the supplies and labor are charged to the particular department (via a shop ticket) as a building maintenance expense. Each department will be contributing their fair share of the cost for these supplies and materials, which are accounted for in the revenue side of the Building Services Fund.

MAINTENANCE (\$300,400)

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

CAPITAL EXPENDITURES - \$0

No capital expenditures are anticipated.

OTHER CHARGES - (\$14,900)

Other charges include the Division’s share of travel, training, and dues for professional organizations, as well as uniforms and safety equipment needed by Maintenance personnel.





SUMMARY – BUILDING SERVICES FUND

The Building Services Fund is a self-balancing fund, with the expenditures being offset by the revenues generated from each department of the Village. The charges to each department are based on the building maintenance and supply needs of that specific department. Although facilities continue to age, there are no major capital improvements planned. The maintenance of the Village’s facilities is an investment that must be sustained to ensure long-term benefit for employees and residents. This will translate into improved public services to the citizens of the Village in the long run.

Public Works Department – Internal Services Division

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

The Internal Services Division of the Public Works Department supports the Village of Algonquin’s mission by providing programs and services consistent with the following Guiding Principles:

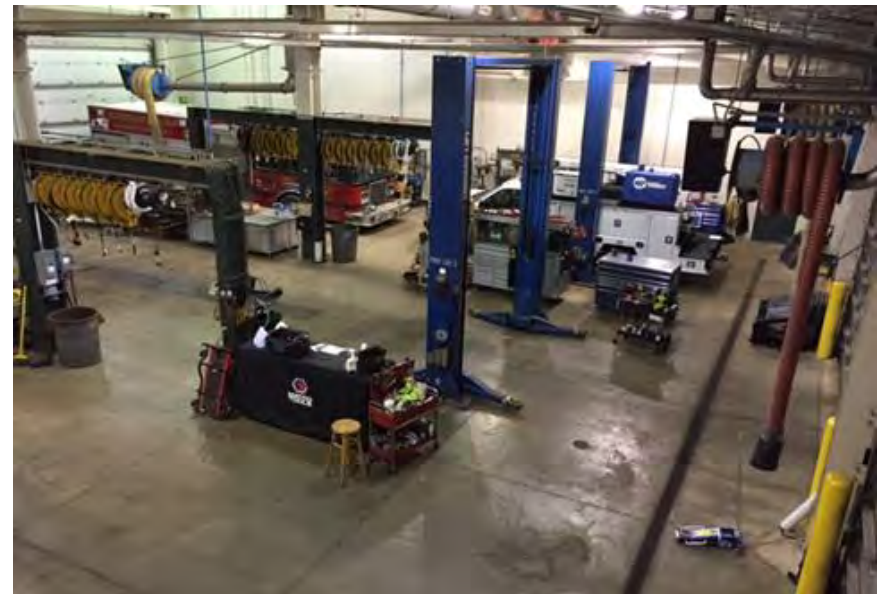
	Customer Service
	Infrastructure
	Fiscal Management
	Conservation

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.

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.

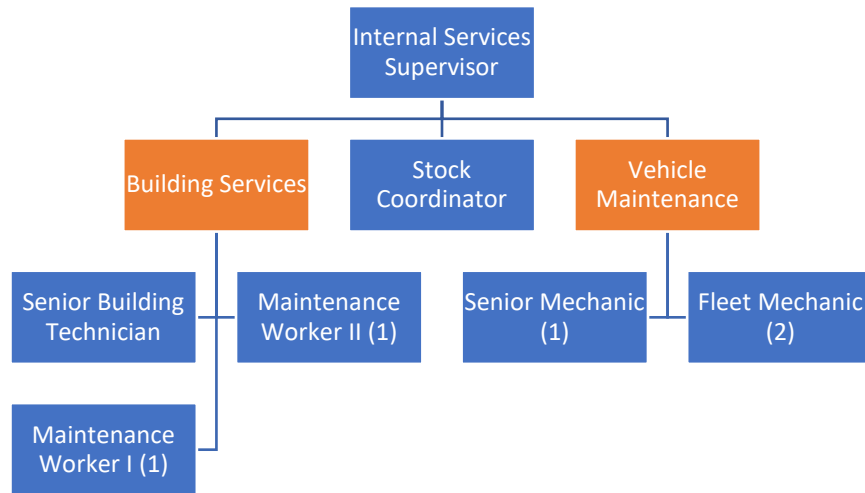
Personnel Summary

The Internal Services Division of the Public Works Department employs a total of 9.0 full-time equivalent employees in FY 23/24. No additional personnel are proposed this year. One (1) Maintenance Worker I position was promoted to Maintenance Worker II and one (1) part-time employee was promoted to a Maintenance Worker I.



Position	FY 22/23	FY 23/24	Change
Internal Services Supervisor	1.0	1.0	-
Stock Coordinator	1.0	1.0	-
Senior Building Technician	1.0	1.0	-
Maintenance Worker II	1.0	2.0	▲1
Maintenance Worker I	1.0	2.0	▲1
Senior Mechanic	1.0	1.0	
Fleet Mechanic	2.0	2.0	
Facility Maintenance Worker	0.5	0.0	-
Seasonal Employees	0.25	0.0	-
Total Full-Time Equivalent Positions	8.75	9.0	-
<i>Full-Time Employees</i>	<i>8</i>	<i>9</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>1</i>	<i>0</i>	<i>-</i>

Departmental Organizational Chart



FY 22/23 Accomplishments

The following list provides a status update for departmental objectives outlined in the FY 22/23 budget document and other tasks completed during the fiscal year. The status list is current as of the date this document was published.

✓ Complete

- Respond to and resolve internal services requests and work orders on a timely-basis.
- Maintain a competitive cost of service by keeping internal billing rate the same as 2022 (Building = \$107/hr.; Vehicle = \$119/hr.)

- Provide fleet maintenance and fuel services to the Algonquin-Lake in the Hills Fire Protection District through an intergovernmental agreement during the fiscal year.
- Complete flooring replacement in the vestibule of the Police Department lobby.
- Complete interior painting of vestibule, lobby, and Village Board room at the Ganek Municipal Center.
- Increase Excellent to Good survey rating for public property maintenance to 85.0% in the 2022 Algonquin Community Survey.
- Increase Excellent to Good survey rating for public property beautification to 80.3% in the 2022 Algonquin Community Survey.
- Complete flooring replacement in the supervisor offices at the Public Works Facility.


🕒 Near Completion

- Compile a long-term facility maintenance plan for the Ganek Municipal Center by the end of 2022.
- Compile a long-term facility maintenance plan for the Public Works Facility by the end of 2022.
- Compile a long-term facility maintenance plan for Historic Village Hall by the end of 2022.


✗ Not Complete

- Maintain or increase the percentage of hybrid and alternate fuel vehicles in fleet to at least 15 percent in 2022.
- Reduce the total fuel consumption (unleaded gasoline (46,200 gallons) and diesel (21,150 gallons) in the municipal fleet from the 2022 values.


FY 23/24 Objectives

 **Customer Service**


- Respond to and resolve internal services requests and work orders on a timely-basis.
- Increase Excellent to Good survey rating for public property maintenance to 86.3% in the 2023 Algonquin Community Survey.
- Increase Excellent to Good survey rating for public property beautification to 82.6% in the 2023 Algonquin Community Survey.
- Provide fleet maintenance and fuel services to the Algonquin-Lake in the Hills Fire Protection District through an intergovernmental agreement during the fiscal year.

 **Infrastructure**

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

 **Fiscal Management**


- Maintain a competitive cost of service by keeping internal billing rate the same as 2021 (Building = \$107/hr.; Vehicle = \$119/hr.)

 **Conservation**


- Maintain or increase the percentage of hybrid and alternate fuel vehicles in fleet to at least 15 percent in 2023.
- Reduce the total fuel consumption (unleaded gasoline (53,770 gallons) and diesel (41,002 gallons) in the municipal fleet from the 2023 values.


Performance Measures and Statistics


The FY 23/24 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.

 Customer Service					
Objective: Proactively track and respond to internal requests for service.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Total number of building maintenance work orders	4,117	4,260	3,985	4,100 ¹	4,100 ¹
Total number of vehicle maintenance work orders	2,281	2,135	2,018	2,150 ¹	2,150 ¹

Public Works Department – Internal Services Division

 Infrastructure					
Objective: Maintain beautification and level of service maintenance standards at Village properties and facilities.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Total number of building maintenance jobs performed	4,386	4,662	4212	4,500 ¹	4,300 ¹
Total number of vehicle maintenance jobs performed	4,350	3,807	4,163	4,200 ¹	4,200 ¹
Maximize Excellent to Good survey rating for public property maintenance	83.3%	90.0%	85.8%	>85.0%	>86.3%
Maximize Excellent to Good survey rating for public property beautification	76.3%	87.4%	84.4%	>81.0%	>82.6%

 Conservation					
Objective: Reduce fuel consumption in municipal fleet.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Increase the percentage of hybrid and alternate fuel vehicles in fleet	10%	15%	15%	>15%	>15%
Reduce consumption of unleaded gasoline (gallons)	44,400	46,200	53,770	<46,000 ¹	<48,000 ¹
Reduce consumption of diesel fuel (gallons)	25,550	21,150	41,002	<26,000 ¹	<26,000 ¹
Notes: 1 – A three-year average for strategy/measure is used for certain output measures in lieu of a target to assist reader with trend analysis.					

 Fiscal Management					
Objective: Charge internal customers appropriately for the maintenance of fleet and facilities.					
Strategy/ Measure	2020	2021	2022		2023
	Actual	Actual	Actual	Target	Target
Building maintenance hourly labor rate	\$107	\$107	\$107	\$107	\$107
Vehicle maintenance hourly labor rate	\$119	\$119	\$119	\$119	\$119

Building Services Fund

Revenues

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Budget
28	33160	Donations	\$ 120.00	\$ 1,350.00	\$ 1,761.34	\$ 70.00	\$ -	\$ -
28	34900	Building Services Billings	722,944.16	720,954.13	789,627.43	528,417.91	951,000.00	968,000.00
28	37110	Insurance Claims	-	-	-	-	-	-
28	37905	Sale of Surplus Property	12,205.00	4,608.33	19,680.63	885.00	-	-
Building Services Fund Total			\$ 735,269.16	\$ 726,912.46	\$ 811,069.40	\$ 529,372.91	\$ 951,000.00	\$ 968,000.00

Building Services Fund

Expenses

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Personnel										
28900000	41103	IMRF	\$ 26,755.71	\$ 32,084.32	\$ 27,979.89	\$ 14,173.35	\$ 33,000.00	\$ 31,000.00	\$ 31,000.00	\$ -
28900000	41104	FICA	20,857.39	21,959.51	21,339.27	11,669.00	26,000.00	27,000.00	27,000.00	-
28900000	41105	Unemployment Tax	458.71	517.46	537.41	32.32	600.00	600.00	600.00	-
28900000	41106	Health Insurance	46,933.59	46,095.25	42,844.05	26,994.23	50,000.00	58,000.00	58,000.00	-
28900000	41110	Salaries	275,638.33	284,020.97	272,440.07	152,519.90	325,000.00	341,000.00	341,000.00	-
28900000	41140	Overtime	7,129.34	11,369.57	11,793.92	4,467.88	12,000.00	12,000.00	12,000.00	-
Subtotal			\$ 377,773.07	\$ 396,047.08	\$ 376,934.61	\$ 209,856.68	\$ 446,600.00	\$ 469,600.00	\$ 469,600.00	\$ -
Contractual Services										
28900000	42210	Telephone	\$ 4,596.96	\$ 4,357.97	\$ 4,435.97	\$ 2,110.79	\$ 5,800.00	\$ 7,376.00	\$ 7,400.00	\$ -
28900000	42215	Radio Communications	-	1,846.84	8,748.10	3,985.20	9,200.00	2,680.00	2,700.00	-
28900000	42234	Professional Services	125.50	431.50	589.50	5,821.39	1,350.00	1,350.00	1,350.00	-
28900000	42242	Publications	-	-	-	-	250.00	250.00	250.00	-
28900000	42243	Printing & Advertising	-	23.50	-	-	550.00	550.00	550.00	-
28900000	42260	Physical Exams	35.00	-	672.50	-	150.00	150.00	150.00	-
28900000	42270	Equipment Rental	72.80	186.30	-	-	500.00	500.00	500.00	-
28900000	42272	Principal Lease Payments	4,103.87	9,734.76	10,050.56	6,600.87	13,500.00	16,400.00	16,400.00	-
Subtotal			\$ 8,934.13	\$ 16,580.87	\$ 24,496.63	\$ 18,518.25	\$ 31,300.00	\$ 29,256.00	\$ 29,300.00	\$ -
Supplies & Materials										
28900000	43308	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 230.00	\$ 225.00	\$ 200.00	\$ -
28900000	43317	Postage	157.88	56.91	293.72	-	500.00	500.00	500.00	-
28900000	43319	Building Supplies	123,642.27	108,134.66	143,162.80	116,438.65	130,320.00	\$ 142,500.00	\$ 142,500.00	\$ -
28900000	43320	Tools, Equipment & Supplies	2,782.95	5,210.98	2,870.04	738.30	2,900.00	2,900.00	2,900.00	-
28900000	43332	Office Furniture & Equipment	245.00	-	-	-	850.00	-	-	-
28900000	43333	IT Equipment	1,818.71	2,106.91	7,998.98	2,935.75	3,700.00	3,100.00	3,700.00	-
28900000	43340	Fuel (S)	1,367.80	868.33	1,478.13	2,152.50	2,500.00	2,500.00	4,000.00	-
Subtotal			\$ 130,014.61	\$ 116,377.79	\$ 155,803.67	\$ 122,265.20	\$ 141,000.00	\$ 151,725.00	\$ 153,800.00	\$ -
Maintenance										
28900000	44420	Vehicle Maintenance (S)	\$ 2,846.20	\$ 1,661.57	\$ 3,192.23	\$ 709.31	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
28900000	44421	Equipment Maintenance (S)	4,253.25	-	644.50	3,961.37	3,000.00	3,000.00	3,000.00	-
28900000	44426	Office Equipment Maintenance	657.78	761.77	485.79	455.33	1,000.00	1,130.00	1,150.00	-
28900000	44445	Outsourced Building Maint. (S)	221,737.44	216,793.33	276,319.51	203,464.45	313,000.00	1,690,680.00	291,250.00	-
Subtotal			\$ 229,494.67	\$ 219,216.67	\$ 280,642.03	\$ 208,590.46	\$ 321,000.00	\$ 1,699,810.00	\$ 300,400.00	\$ -
Capital Expenditures										
28900000	43335	Vehicles & Equipment	\$ 6,025.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal			\$ 6,025.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges										
28900000	47740	Travel, Training & Dues	\$ 5,955.25	\$ 3,239.91	\$ 1,241.25	\$ 204.03	\$ 4,200.00	\$ 5,450.00	\$ 5,500.00	\$ -
28900000	47760	Uniforms & Safety Items	4,963.58	4,495.61	3,401.76	818.32	5,600.00	6,050.00	6,050.00	-
28900000	47776	Parts Cost of Sales Variance	(22,499.99)	(18,461.85)	(32,859.74)	(32,219.73)	-	-	-	-
28900000	47790	Interest Lease Expense	781.84	1,760.38	1,409.19	1,339.70	1,300.00	3,350.00	3,350.00	-
Subtotal			\$ (10,799.32)	\$ (8,965.95)	\$ (26,807.54)	\$ (29,857.68)	\$ 11,100.00	\$ 14,850.00	\$ 14,900.00	\$ -
Building Services Fund Total			\$ 741,442.16	\$ 739,256.46	\$ 811,069.40	\$ 529,372.91	\$ 951,000.00	\$ 2,365,241.00	\$ 968,000.00	\$ -
Non Budgeted Expense										
28900000	47780	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 23/24 Total (Audited)			\$ 741,442.16	\$ 739,256.46	\$ 811,069.40	\$ 529,372.91	\$ 951,000.00	\$ 2,365,241.00	\$ 968,000.00	\$ -

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



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

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

DATE: February 7, 2023

TO: Committee of the Whole

FROM: Tim Schloneger, Village Manager

SUBJECT: Proposed Budget – 2023/2024 – Vehicle Maintenance Service Fund

The Vehicle Maintenance Service Fund is established to account for all the vehicle and equipment maintenance necessary across all departments of the Village. Fuel, parts, and labor expenses incurred as part of the Village’s annual vehicle maintenance are estimated and then allocated to each department based on service needed for the maintenance of vehicles and equipment. In addition, this service fund has similar overhead expenditures of “contractual services,” “supplies,” “maintenance,” and “training” as do other department budgets. The Vehicle Maintenance Fund coordinates the daily maintenance of approximately 330 vehicles and various other pieces of equipment (i.e., mowers, other maintenance equipment) that comprise the Village’s fleet and equipment. The number of vehicles and equipment includes the fleet maintenance service to the Algonquin/Lake in the Hills Fire Protection District.

ANTICIPATED REVENUE - (\$1,311,000)

There are four sources of revenue for this fund. They include payments from: (1) all Village departments for maintenance of their vehicles and equipment (\$849,000); (2) the purchase of fuel by each department of the Village (\$275,000); (3) the purchase of fuel by the Algonquin/Lake in the Hills Fire Protection District (\$72,000); and (4) outsourced fleet maintenance billings to the Algonquin/Lake in the Hills Fire Protection District (\$115,000).

PROPOSED EXPENDITURES - (\$1,311,000)

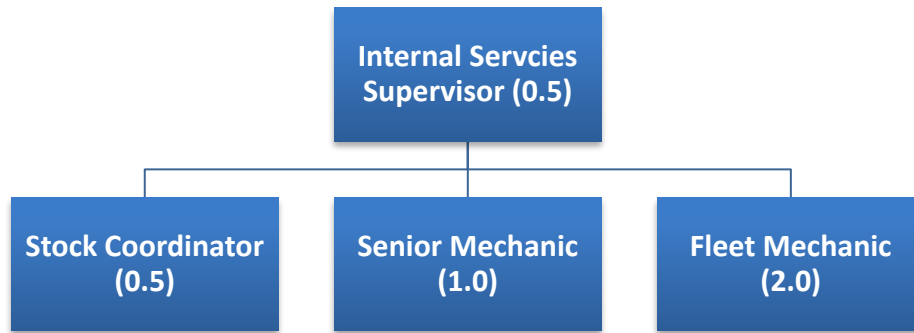
PERSONNEL - (\$481,600)

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

Responsibilities include the following:

- A. Operations: maintenance of vehicles, equipment and fixed equipment, parts, facilities management, fuel and lubricants management, and repair policies and strategies.
- B. Asset Management: needs determination, research acquisition, utilization, replacement and disposal of vehicle, equipment and fixed equipment, and parts.

- C. Financial Management: budgeting, cost recovery, fleet operating purchasing, vehicle replacement funding, and record keeping.
- D. Risk Management: workplace safety management, vehicle damage, contract compliance, regulatory compliance, and security.
- E. Environmental Management: Shop best practices and regulatory compliance.



CONTRACTUAL SERVICES – (\$30,500)

The line items under contractual services include those services that the Village will contract with outside vendors. The Vehicle Maintenance Division’s portion of utility expenses, cleaning services, publications (such as shop-repair manuals), and printing are covered under these line items.

SUPPLIES AND MATERIALS - (\$657,700)

These line items cover the purchase of fuel, parts, supplies, lubricants, batteries, etc. that are needed for upkeep of all vehicles and equipment used by the Village. These products are purchased within the service fund as inventory. When the products are used for any of the Village’s fleet vehicles, the parts and labor are charged to the particular department (via a shop ticket) as a vehicle maintenance expense. Each department will be contributing their share of the cost for these parts and materials, which are accounted for in the revenue side of the Vehicle Maintenance Service Fund.

MAINTENANCE (\$129,200)

These line items (except for item 44440) cover the maintenance expenses for the vehicles and equipment used within the Vehicle Maintenance Division. Line item 44440 (out-sourced vehicle and equipment maintenance) covers the costs of sending fleet vehicles or equipment to an outside vendor for repairs. The specific department will be charged for the outsourcing of the repair for their vehicles, as is done with in-house repairs.

CAPITAL EXPENDITURES - (\$0)

No funds are budgeted.

OTHER CHARGES - (\$12,000)

Other charges include the Division’s share of travel, training, and dues for professional organizations, as well as uniforms and safety equipment needed by the mechanics.

SUMMARY - VEHICLE MAINTENANCE SERVICE FUND

The Vehicle Maintenance Service Fund is a self-balancing fund with the expenditures being offset by the revenues (reimbursements) generated from each department of the Village. The charges to each department are based on the fleet vehicles and equipment maintenance needs of that specific department. The costs of fuel and automotive parts and supplies likewise are difficult to predict, but savings in more efficient vehicles are helping to offset increasing

costs of fuel. Quality vehicle maintenance of an aging fleet can adequately maintain vehicle and equipment reliability. The solid reliability of the Village's vehicles and equipment has resulted in reduced "down time" and has provided more efficient use of the Village's personnel and equipment. This will translate into improved public services to the citizens of the Village.

Vehicle Maintenance Service Fund

Revenues

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24
			Actual	Actual	Actual	Q2	Budget	Budget
29	33160	Donations	\$ 150.00	\$ 370.00	\$ 170.00	\$ 40.00	\$ -	\$ -
29	34900	Maintenance Billings	644,134.98	698,047.37	708,530.42	322,108.81	829,000.00	849,000.00
29	34920	Fuel Billings	168,611.16	156,494.35	219,352.27	131,609.33	220,000.00	275,000.00
29	34921	Fire District Fuel Billings	45,773.07	42,134.19	67,529.80	36,568.18	60,000.00	72,000.00
29	34922	IGA - Fleet Maintenance	90,278.47	102,948.65	116,063.58	58,815.76	100,000.00	115,000.00
29	37710	Insurance Claims	-	-	-	421.72	-	-
29	37905	Sale of Surplus Property	1,458.00	4,608.32	19,680.64	295.00	-	-
Vehicle Maintenance Service Fund Total			\$ 950,405.68	\$ 1,004,602.88	\$ 1,131,326.71	\$ 549,858.80	\$ 1,209,000.00	\$ 1,311,000.00

Vehicle Maintenance Service Fund

Expenses

			FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget
Personnel										
29900000	41103	IMRF	\$ 27,037.28	\$ 33,936.66	\$ 33,607.70	\$ 14,467.92	\$ 35,000.00	\$ 38,000.00	\$ 38,000.00	\$ -
29900000	41104	FICA	20,663.55	22,277.49	23,160.97	11,562.78	27,000.00	28,000.00	28,000.00	-
29900000	41105	Unemployment Tax	418.56	473.28	402.56	-	600.00	600.00	600.00	-
29900000	41106	Health Insurance	46,843.76	54,268.11	55,577.62	28,796.75	60,000.00	62,000.00	62,000.00	-
29900000	41110	Salaries	277,740.25	298,392.63	312,973.86	158,204.08	326,000.00	345,000.00	345,000.00	-
29900000	41140	Overtime	2,069.18	5,620.12	4,037.23	381.55	7,900.00	8,000.00	8,000.00	-
Subtotal			\$ 374,772.58	\$ 414,968.29	\$ 429,759.94	\$ 213,413.08	\$ 456,500.00	\$ 481,600.00	\$ 481,600.00	\$ -
Contractual Services										
29900000	42210	Telephone	\$ 4,833.70	\$ 4,689.22	\$ 5,347.55	\$ 2,432.91	\$ 6,000.00	\$ 5,626.00	\$ 5,700.00	\$ -
29900000	42211	Natural Gas	259.51	-	-	-	-	-	-	-
29900000	42215	Radio Communications	-	1,846.82	8,748.12	3,985.20	9,200.00	2,680.00	2,700.00	-
29900000	42234	Professional Services	7,226.60	7,544.22	6,248.02	3,287.34	10,150.00	10,150.00	10,200.00	-
29900000	42242	Publications	2,349.00	1,525.49	2,969.55	3,094.09	5,750.00	5,900.00	5,900.00	-
29900000	42243	Printing & Advertising	26.09	-	-	-	550.00	550.00	550.00	-
29900000	42260	Physical Exams	-	-	212.50	-	150.00	150.00	150.00	-
29900000	42270	Equipment Rental	221.39	1,048.28	1,844.14	1,093.10	3,000.00	3,000.00	3,000.00	-
29900000	42272	Principal Lease Payments	1,335.13	2,195.71	2,156.50	1,116.82	1,300.00	2,300.00	2,300.00	-
Subtotal			\$ 16,251.42	\$ 18,849.74	\$ 27,526.38	\$ 15,009.46	\$ 36,100.00	\$ 30,356.00	\$ 30,500.00	\$ -
Supplies & Materials										
29900000	43308	Office Supplies	\$ -	\$ 42.17	\$ -	\$ -	\$ 300.00	\$ 225.00	\$ 300.00	\$ -
29900000	43317	Postage	65.14	39.46	45.19	43.00	400.00	400.00	400.00	-
29900000	43320	Tools, Equipment & Supplies	367.28	3,665.32	7,721.20	1,289.40	12,800.00	20,900.00	21,000.00	-
29900000	43332	Office Furniture & Equipment	245.00	-	-	-	-	-	-	-
29900000	43333	IT Equipment	-	485.64	1,657.97	2,935.75	3,300.00	7,250.00	7,900.00	-
29900000	43340	Fuel (S)	2,606.76	1,571.45	1,911.61	1,484.24	2,500.00	3,000.00	3,000.00	-
29900000	43350	Fleet Parts/Fluids (S)	242,912.91	230,651.22	227,734.52	112,317.74	278,000.00	278,050.00	278,100.00	-
29900000	43351	Fuel - Cost of Sales (S)	209,547.10	197,252.41	281,187.17	175,508.37	280,000.00	356,600.00	347,000.00	-
Subtotal			\$ 455,744.19	\$ 433,707.67	\$ 520,257.66	\$ 293,578.50	\$ 577,300.00	\$ 666,425.00	\$ 657,700.00	\$ -
Maintenance										
29900000	44420	Vehicle Maintenance (S)	\$ 3,772.09	\$ 3,509.89	\$ 4,338.56	\$ 4,720.98	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ -
29900000	44421	Equipment Maintenance (S)	394.95	1,897.68	1,250.03	886.58	2,000.00	2,000.00	2,000.00	-
29900000	44423	Building Services (S)	46,801.44	60,186.23	45,846.94	27,556.28	60,000.00	60,000.00	60,000.00	-
29900000	44426	Office Equipment Maint.	657.78	389.18	485.77	455.32	1,000.00	1,130.00	1,200.00	-
29900000	44440	Outsourced Maintenance (S)	39,156.66	44,650.51	43,657.65	20,879.45	60,000.00	60,000.00	60,000.00	-
Subtotal			\$ 90,782.92	\$ 110,633.49	\$ 95,578.95	\$ 54,498.61	\$ 128,000.00	\$ 128,130.00	\$ 129,200.00	\$ -
Capital Expenditures										
29900000	43335	Vehicles & Equipment	\$ -	\$ -	\$ 3,219.65	\$ -	\$ -	\$ -	\$ -	\$ -
29900000	45590	Capital Purchase	-	-	-	-	-	-	-	-
Subtotal			\$ -	\$ -	\$ 3,219.65	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges										
29900000	47740	Travel, Training & Dues	\$ 3,347.74	\$ 463.07	\$ 7,528.95	\$ 2,108.98	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	\$ -
29900000	47760	Uniforms & Safety Items	8,602.29	10,621.16	4,173.21	1,559.64	3,950.00	4,550.00	4,550.00	-
29900000	47775	Fuel Inventory Variance	4,837.13	1,376.14	(9,220.80)	-	-	-	-	-
29900000	47776	Parts/Fluid Inventory Variance	(4,212.33)	13,501.26	35,969.92	(30,617.33)	-	-	-	-
29900000	47790	Interest Lease Expense	279.64	482.06	485.85	307.86	250.00	550.00	550.00	-
Subtotal			\$ 12,854.47	\$ 26,443.69	\$ 38,937.13	\$ (26,640.85)	\$ 11,100.00	\$ 12,000.00	\$ 12,000.00	\$ -
Vehicle Maintenance Service Fund Total			\$ 950,405.58	\$ 1,004,602.88	\$ 1,115,279.71	\$ 549,858.80	\$ 1,209,000.00	\$ 1,318,511.00	\$ 1,311,000.00	\$ -
Non Budgeted Expense										
2900000	47780	Depreciation Expense	\$ 16,047.00	\$ 16,047.00	\$ 16,047.00					
FY 23/24 Total (Audited)			\$ 966,452.58	\$ 1,020,649.88	\$ 1,131,326.71	\$ 549,858.80	\$ 1,209,000.00	\$ 1,318,511.00	\$ 1,311,000.00	\$ -
(S) indicates those line items that reimburse the Internal Service Funds.										



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: 1-18-2023

TO: Tim Schloneger, Village Manager

CC: Bob Mitchard, Public Works Director

FROM: Vince Kilcullen, General Services Superintendent
Mike Reif, Internal Services Supervisor

SUBJECT: Vehicles To Be Deemed Surplus

The following vehicles are proposed to be declared surplus as part of the Village's program with Enterprise Fleet Management. The program achieves the lowest total cost of operation by cycling out vehicles on a timely basis.

Unit #: 32
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEKXNZ122848
Description: Enterprise Lease Turn in

Unit #: 326
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEK0NZ123751
Description: Enterprise Lease Turn in

Unit #: 327
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEK0NZ123698
Description: Enterprise Lease Turn in

Unit #: 328
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEK3NZ123226
Description: Enterprise Lease Turn in

Unit #: 620
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEK6NZ123236
Description: Enterprise Lease Turn in

Unit #: 829
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEK0NZ123764
Description: Enterprise Lease Turn in

Unit #: 959
Year: 2022
Make: GMC
Model: Sierra
ID/VIN: 1GTR9AEK2NZ123296
Description: Enterprise Lease Turn in



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

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

DATE: February 2, 2023

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, Village Engineer

SUBJECT: Water Treatment Plant No. 2 Cation Exchange Media Replacement

Attached is the bid tabulation regarding the January 31, 2023, bid opening for the Water Treatment Plant No. 2 Cation Exchange Media Replacement project. The project received just one bid and was significantly over the amount budgeted.

Staff reached out to the design engineer, Engineering Enterprises, Inc. (EEI), for feedback regarding the bid. The overall feedback regarding the bidder, All Service Contracting Corp., was largely positive. However, the main reason for the high bids was due to long lead times for the material and equipment required to complete this project. Additionally, EEI received feedback from various general contractors stating that they were interested in bidding had the bid advertisement been longer. Included with the attachments is a bid rejection letter from EEI.

All Service Contracting Corp.'s base bid was approximately 70% over the engineer's estimate and \$80,000 over the budgeted amount for this project. The bid amounts for the alternate items were also much higher than the engineer's estimate.

Staff is recommending the rejection of this bid for this project. Staff is proposing to rebid the project as soon as possible with the following revisions.

- Extend the bid advertisement to 28 days to allow for additional bidders to organize and submit bids
- Extend the contract from 120 days to 180 days to allow for long lead times for required material and equipment

Staff believes these revisions to the contract and bid advertisement will yield additional bidders and allow contractors time to find suppliers with better pricing. Thank you for your consideration, and please feel free to contact me if you have any further questions.



February 1, 2023

Mr. Clifton V. Ganek, P.E.
Village Engineer
Village of Algonquin
110 Meyer Drive
Algonquin, IL 60102

**Re: Water Treatment Plant No. 2 Cation Exchange Media Replacement – Bid Rejection
Recommendation
Village of Algonquin, McHenry and Kane Cos., IL**

Dear Mr. Ganek:

The Village received and opened bids on January 31, 2023, for work to be done on the above referenced project. A tabulation of the bids including our Engineer's Estimate is attached for your reference.

One bid was received on the project from All Service Contracting Corporation, 2024 E. Damon Avenue, Decatur, IL 62526. The total base bid amount was \$300,164.00, which is approximately 70% over the Engineer's Estimate of \$176,000.00.

After discussion with Village Staff, we recommend that the Village reject all bids at this time. Please feel free to contact me if you have any questions or need additional information.

Respectfully submitted,

ENGINEERING ENTERPRISES, INC.

Christopher Walton

Christopher R. Walton, P.E.
Project Manager

pc: Ms. Michele Zimmerman, Mr. Jason Schutz – Village of Algonquin (Via Email)
JAM, STD, NPW – EEI (Via Email)



**BID TABULATION
WATER TREATMENT PLANT NO. 2 CATION EXCHANGE MEDIA REPLACEMENT
VILLAGE OF ALGONQUIN**

		BID TABULATION BIDS RECD 1/31/2023		ALL SERVICE CONTRACTING CORP. 2024 E. Damon Avenue Decatur, IL 62526		ENGINEER'S ESTIMATE 52 Wheeler Road Sugar Grove, IL 60554	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	PERFORMANCE AND PAYMENT BONDS	LS	1	\$ 9,172.00	\$ 9,172.00	\$ 3,000.00	\$ 3,000.00
2	TAKE SAMPLES OF EXISTING MEDIA AND COMPLETE / COORDINATE TOTAL TCLP METALS TESTING, IN ACCORDANCE WITH THE SPECIFICATIONS	LS	1	\$ 6,414.00	\$ 6,414.00	\$ 5,000.00	\$ 5,000.00
3	REMOVE AND DISPOSE EXISTING CATION EXCHANGE MEDIA AND SUPPORT MATERIAL FROM TREATMENT UNITS 1, 2, & 3 (WORK TO BE COMPLETED ON ALL THREE UNITS AT THE SAME TIME) AND DISPOSE OF OFFSITE, INCLUDING POWER WASHING OF INTERIOR OF EACH UNIT, AND PROVIDE INSPECTION REPORT, IN ACCORDANCE WITH THE SPECIFICATIONS	LS	1	\$ 61,096.00	\$ 61,096.00	\$ 45,000.00	\$ 45,000.00
4	FURNISH AND INSTALL NEW CATION EXCHANGE AND GRAVEL MEDIA IN TREATMENT UNITS 1, 2, & 3 (WORK TO BE COMPLETED ON ALL THREE UNITS AT THE SAME TIME), INCLUDING DISINFECTION, IN ACCORDANCE WITH THE SPECIFICATIONS	LS	1	\$ 177,682.00	\$ 177,682.00	\$ 85,000.00	\$ 85,000.00
5	VESSEL INTERIOR SPOT REPAIRS WITH BLASTING / PAINTING, IN ACCORDANCE WITH THE SPECIFICATIONS	SQ. FT.	300	\$ 115.00	\$ 34,500.00	\$ 90.00	\$ 27,000.00
6	PERFORM BASELINE RADIOLOGICAL CONTAMINATION SURVEY OF THE FACILITY PRIOR TO MEDIA REMOVAL, AND CONFIRMATORY RADIOLOGICAL CONTAMINATION SURVEY AFTER MEDIA REMOVAL, IN ACCORDANCE WITH THE SPECIFICATIONS	LS	1	\$ 6,300.00	\$ 6,300.00	\$ 6,000.00	\$ 6,000.00
7	ITEMS ORDERED BY THE ENGINEER	EA	5,000	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00
BASE BID TOTAL (ITEMS 1-7)					\$ 300,164.00		\$ 176,000.00
ABOVE/BELOW ENGINEERS ESTIMATE					70.55%		
MANDATORY ALTERNATE BID ITEMS - WTP NO. 2 CATION EXCHANGE MEDIA REPLACEMENT							
A	(ADDITIONAL COST FOR BASE BID ITEM #3) - REMOVE AND DISPOSE EXISTING CATION EXCHANGE MEDIA AND SUPPORT MATERIAL FROM TREATMENT UNITS 1, 2, & 3 (WORK TO BE COMPLETED WITH ONE (1) UNIT OFFLINE AT A TIME) AND DISPOSE OF OFFSITE, INCLUDING POWER WASHING INTERIOR OF EACH UNIT, IN ACCORDANCE WITH THE SPECIFICATIONS - INCLUDES ALL MOBILIZATIONS AND DEMOBILIZATIONS.	LS	1	\$ 21,720.00	\$ 21,720.00	\$ 10,000.00	\$ 10,000.00
B	(ADDITIONAL COST FOR BASE BID ITEM #4) - FURNISH AND INSTALL NEW CATION EXCHANGE AND GRAVEL MEDIA IN TREATMENT UNITS 1, 2, & 3 (E.G., WORK TO BE COMPLETED WITH ONE (1) UNIT OFFLINE AT A TIME), INCLUDING DISINFECTION, IN ACCORDANCE WITH THE SPECIFICATIONS - INCLUDES ALL MOBILIZATIONS AND DEMOBILIZATIONS.	LS	1	\$ 18,650.00	\$ 18,650.00	\$ 15,000.00	\$ 15,000.00
C	COMPLETE HIGH PRESSURE POWER WASH, SURFACE PREP, AND APPLY TOPCOAT TO INTERIOR OF ONE (1) CATION EXCHANGE VESSEL, IN ACCORDANCE WITH THE SPECIFICATIONS	EA	3	\$ 7,000.00	\$ 21,000.00	\$ 20,000.00	\$ 60,000.00
D	SANDBLAST INTERIOR OF ONE (1) CATION EXCHANGE VESSEL TO BARE METAL AND COMPLETE FULL 3-COAT RECOATING OF INTERIOR, IN ACCORDANCE WITH THE SPECIFICATIONS	EA	3	\$ 52,000.00	\$ 156,000.00	\$ 30,000.00	\$ 90,000.00
E	FURNISH AND INSTALL REPLACEMENT UNDERDRAIN NOZZLES, TONKA HIGH IMPACT ABS DIFFUSER NOZZLES, IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS	EA	24	\$ 130.00	\$ 3,120.00	\$ 80.00	\$ 1,920.00

CORRECTED NUMBERS FROM BID



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: February 2, 2023

TO: Tim Schloneger, Village Manager

FROM: Michele Zimmerman, Acting Public Works Director

SUBJECT: Bid Award – Drainage Structure Cleaning

Attached you will find the bid tabulation for Drainage Structure Cleaning. In 2018, we started our storm sewer cleaning program whereby we have 1,500 to 2,000 manholes and catch basins cleaned of sediment and debris per year.

This has helped add capacity for storm water storage as well as kept our structures clean and flowing during rain events, which helps contribute to less flooding. Since this has been such a success we would like to continue with the program. The current bid is for the 2023 season with an option to re-new for 2 additional years at the same price. Money for this service is budgeted in the Motor Fuel Tax Fund.

Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of drainage structure cleaning in the amount of \$115,500.00 to Hoerr Construction for 2023 and further to authorize the Village Manager or his designee to sign an extension of this contract for an additional 2 years at the prices provided in the bid document.

Local Public Agency: Village of Algonquin
 County: McHenry
 Section: 23-00000-00-GM
 Estimate: _____

 Date: 1/31/2023
 Time: 10:00am
 Appropriation: _____

Attended By: <u>Cliff Ganek</u>					Name of Bidder:		Address of Bidder:		National Power Rodding					
					Heorr Construction		1416 County Road 200N		2500 W Arthington St					
					PO Box 65		Goodfield, IL 61742		Chicago, IL 60612					
Engineer's Estimate					Proposal Guarantee:		Terms:		Bid Bond		Bid Bond			
					Bid Bond		Bid Bond							
Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
1	Drainage Structures to be Cleaned		Each	660	200.0000	\$ 132,000.00	175.00000	\$ 115,500.00	250.0000	\$ 165,000.00		\$ -		
						\$ -				\$ -		\$ -		
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Total Bid:						As Read:		115,500.00		165,000.00		-		
						As Calculated:		115,500.00		165,000.00		-		



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: February 14, 2023

TO: Tim Schloneger, Village Manager
Committee of the Whole

FROM: Cliff Ganek, P.E, Village Engineer

SUBJECT: Rolls Drive Rehabilitation Recommendation for Phase 1 and 2
Design Engineering Services

Attached is a proposal for Phase 1 and 2 Design Engineering services for the Rolls Drive Rehabilitation improvement with Christopher B. Burke Engineering, LTD. (CBBEL). The scope of work includes Full-Depth Reclamation (FDR) of Rolls Drive from Stonegate Road to Huntington Drive, selective sidewalk and curb and gutter replacement, ADA ramp upgrades, utility structure adjustments, selective driveway replacements, landscape restoration, and proposed pavement markings.

The current pavement condition on Rolls Drive is extremely poor, with significant potholing on the surface which, require consistent maintenance. In 2021, Rolls Drive had a Pavement Condition Index (PCI) of 25 (on a 0-100 scale), which is considered “serious” and indicates that the base has failed. Staff recommends performing a 10 or 12-inch FDR with 4.5 inches of asphalt to withstand the traffic volume and heavy truck traffic used for deliveries of local businesses.

In addition, staff included the feasibility of closing a 300-foot sidewalk gap on the west side of the road fronting Algonquin State Bank with a connection to Huntington Drive in the project scope. Additional scope includes the addition of striping at the north and south termini to channelize through movements and adding a left turn lane. The added scope pushed the Phase 1/2 design to just over the estimated \$50,000.

This project is an emergency repair project and therefore is not budgeted in this fiscal year but the construction is budgeted for FY2023/24. \$50,000 is budgeted for design in FY2023/24, but staff is requesting this project to move forward this fiscal year in order to bid the project to construct in 2023.

Therefore, it is the Public Works Department’s recommendation that the Committee of the Whole take the necessary action to move this design engineering agreement with CBBEL for \$53,633.00 to the Village Board for approval.

Consulting Engineering
Master Agreement Work Order Form

I. Incorporation of Master Agreement

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

II. Project Understanding

A. General Understanding/Assumptions

CBBEL understands that there is significant pavement failure on Rolls Drive from Huntington Drive to Stonegate Road within the Village of Algonquin. CBBEL understands the Village of Algonquin would like to complete the following work for the rehabilitation of the roadway, a length of approximately 0.24 miles servicing several commercial businesses and high-volume restaurants:

- Full Depth Reclamation (10-12”) on Rolls Drive (1,241 ft.)
- Spot curb and gutter removal and replacement
- Spot PCC sidewalk removal and replacement
- Drainage and utility structure adjustments
- Spot drainage and utility removal and replacement
- Landscape restoration
- Commercial driveway apron removal and replacement (3 bituminous, with 1 cracking PCC)
- PCC sidewalk connection on west side of Rolls Rd to Huntington Drive (330 ft.)
- Pavement markings to include a dual left-turn lane along the center of Rolls Drive
- Pavement markings to include a dedicated left turn lane at both the approaches to the Hunting Drive and Stonegate Road intersections.
- ADA ramp assessment and design where necessary

We understand that the Village has collected information on the existing sidewalks, curb and gutter, and drainage and utilities. It is our understanding that the Village will provide an asset condition report for these facilities, and a list of locations where areas of removal, replacement, or rehabilitation of these facilities are necessary.

It is our understanding that the following tasks are explicitly not included in the scope of this project:

- Intersection improvements of Rolls Drive at Huntington Drive and Stonegate Road.
- Water main removal, replacement, or adjustment.

It is our understanding the project will be designed in Spring 2023 and construction beginning in the late Summer 2023. All major construction operations are planned to be completed in 2023. Several businesses along the project corridor do not have any secondary motorist access from other roadways. Roadway construction and blocking of driveways must be staged so traffic access is maintained at all times throughout the construction process. Local funds will be used for construction costs, as well as all design and construction engineering fees.

B. Design Criteria

Village of Algonquin/IDOT design criteria will be utilized for this project.

III. Scope of Services

A. Surveying and Geotechnical Services

CBBEL will perform topographic survey based on the following tasks.

Task A.1 – Topographic Survey of Project

The Topographic Survey along Rolls Drive of twelve (22) sidewalk ramps at eleven (11) commercial driveway crossings for special ADA ramp design will be performed within the project limits (as per attached ADA scope exhibit), full right-of-way to right-of-way topographic survey for the northerly right-of-way of the Rolls Dr and Huntington Drive intersection, and the southerly right-of-way of the Rolls Dr and Stonegate Rd intersection. The scope will also include full topographic survey of the westerly parkway of Rolls Dr from the north edge of pavement of Huntington Drive to the north property line of Algonquin State Bank, and from the west edge of pavement of Rolls Drive to the west right-of-way boundary of Rolls Drive. No topographic survey will be performed for the Huntington Drive and Stonegate Road intersections.

Horizontal and Vertical Control: Utilizing state plane coordinates, CBBEL will set recoverable primary control utilizing state of the art GPS equipment.

Topographic Survey: CBBEL will field locate all pavements, driveways, curb and gutters (curb, gutter flow line, and edge of pavement/ face of curb), pavement markings, signs, Manholes or Utility Vaults on sidewalks and parkways and within 10 feet of pavement area adjacent to the curb, drainage structures, driveway culverts, cross road culverts, Fences, Traffic Signals, Signs, traffic cameras, parking meters, and pay boxes, Trees (including DBH) & Bushes, Light and Power Poles , Sidewalks (back and face of sidewalks) and pavement . Elevations every approximately 10 feet along sidewalks, curbs, gutters, building or property line, doorway stoops or steps as applicable and shown on the attached shall be taken. Elevations of roadway 5 feet from edge of pavement to be included.

Base Mapping: All of the above information will be compiled into one base map representative of existing conditions of the project corridor at a scale of 1"=20' for use in all design and engineering work.

Task A.2 – JULIE Coordination

CBBEL will coordinate with JULIE to retrieve atlas information for all applicable underground utilities including water main, gas, electric, cable, etc. CBBEL will compile all Utility Atlas information into the base map. Locations of existing utilities /obstructions / systems shown on the base map are the compilation of available utility plans provided by utility owners and JULIE Utility Coordination. All utilities /obstructions / systems may not be shown. Contractor shall be responsible for locating and protecting all underground utilities /obstructions / systems whether or not shown on base map. JULIE Utility Coordination Atlas information is typically isolated to Public Right-of-Way (off-site) & limited areas adjacent to Public Right-of-Way. Identification & location of all private subsurface utilities within project area (on-site) is the responsibility of the client.

Task A.3 – Geotechnical Investigation

A Geotechnical Investigation will be performed by CBBEL's subconsultant, Rubino Engineering. The Geotechnical Investigation will include four (4) pavement cores, at a maximum depth of 5 feet, to determine the existing structure of the pavement and condition of subgrade materials. A 6-inch core barrel will be used to obtain a representative pavement section to be determined at a location with the least amount of observable gravel base. The sample will likely be a blend of aggregate base and subgrade soil. Material will be collected approximately 12-inches below the existing pavement, and then will be returned to the laboratory for Full Depth Reclamation Mix Design testing. This assumes no flagmen are required to take the cores.

One (1) composite test will be performed for unconfined compression testing in accordance with the IDOT Special Provisions for Full Depth Reclamation with Cement or Cement Slurry. The geological report will include the following:

- Summary of client-provided project information and report basis
- Core Location Plan
- Photo documentation of field conditions and core specimens
- Subbase stone thickness and material
- Full Depth Reclamation Mix Design recommendations

The objectives of the boring study are to determine whether the associated laboratory analysis provide a basis for Rubino to sign IEPA Form LPC-663, Unincorporated Soil Certification by a Licensed Professional Engineer. A summary report will be prepared which describes the sampling procedures followed and presents results of the analytical laboratory testing. If all analytical results meet their respective MACs, Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist. The report will be provided, and will be addressed to Christopher B. Burke Engineering, Ltd.

B. Phase 1 Engineering

Task B.1 – Field Reconnaissance

CBBEL Staff will perform a Field Reconnaissance of Rolls Drive with Village staff. The purpose of the Field Reconnaissance will be to verify the method of rehabilitation/reconstruction and determine the limits and estimate the quantity of drainage structure, curb and gutter, and sidewalk removal and replacement. Additionally, CBBEL will determine the location of substandard radii and other geometric inadequacies. The results of the Field Reconnaissance will be included in the Preliminary Plans. The results of the Field Reconnaissance will be reviewed with the Department of Public Works and compared to previous estimates to determine their impact on the estimated construction cost.

Task B.2 – Phase I Report

CBBEL will prepare a Phase I Report which will consist of the following:

- Preliminary Typical Sections
- Preliminary Plans displaying:
 - Roadway improvements
 - Curb and gutter removal and replacement
 - Sidewalk removal and replacement
 - Sanitary sewer replacement and or lining
 - Storm structure adjustments or replacements
- Storm Sewer Assessment
- Estimate of Construction Cost
- Construction Schedule
- Pavement Cores and Soil Analysis
- QA/QC Plan

C. Phase 2 Engineering

Task C.1 – Plans, Specifications and Estimates

CBBEL will prepare engineering plans, specifications and estimates utilizing local funds for the following sheets:

- Cover Sheet
- General Notes Sheets
- Summary of Quantities
- Alignment Ties and Benchmarks
- Existing and Proposed Typical Sections
- Maintenance of Traffic
- Existing Conditions and Removal Plans
- Proposed Roadway Plan and Profiles
- Pavement Marking/Signage Plans
- SESC and Landscape Restoration Plans
- Construction Details

- Cross Sections (new sidewalk connection areas only)

CBBEL will draft the Plan base sheets at a scale of 1"=20' for use during design.

CBBEL will assist the Village in bidding and recommendations of the bids.

D. Meetings/Coordination

2 Meetings with Village, 1 Public Information Meeting
CBBEL will provide letter; Village will perform mailing.

E. Deliverables

PDF of the Final Phase I Report
PDF of Final Engineering Plans, Specifications and Estimate

F. Services by Others

4 Pavement cores by Rubino Engineering.

G. Information to be Provided by Client

Existing plans
Water main break history
Village asset condition report and analysis of the existing sidewalk, curb and gutter, sanitary and storm sewer condition, and other existing features

IV. Staff-Hour & Fee Summary

A. Survey

Task A.1 Topographic Survey of Project

Survey V	2 hrs x \$179/hr	=	\$ 358
Survey IV	4 hrs x \$174/hr	=	\$ 696
Survey III	4 hrs x \$173/hr	=	\$ 692
Survey II	48 hrs x \$143/hr	=	\$ 6,864
Survey I	48 hrs x \$108/hr	=	\$ 5,184
CAD Manager	18 hrs x \$184/hr	=	\$ 3,312
			<u>\$17,106</u>

Task A.2 JULIE Coordination

Survey III	24 hrs x \$173/hr	=	\$ 4,152
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Task A.3 Geotechnical Investigation

Rubino Engineering		=	<u>\$12,230</u>
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Subtotal Task A \$33,488

B. Phase 1 Engineering

Task B.1 Field Reconnaissance

Engineer V	3 hrs x \$185/hr	=	\$555
Engineer III	8 hrs x \$135/hr	=	<u>\$1,080</u>

\$1,635

Task B.2 Phase I Report

Engineer V	8 hrs x \$185/hr	=	\$1,480
Engineer III	30 hrs x \$135/hr	=	\$4,050
CAD II	20 hrs x \$135/hr	=	<u>\$2,700</u>
			\$8,230

Subtotal Task B **\$9,865**

C. Phase 2 Engineering

Task C.1 Plans, Specifications and Estimates

Engineer V	8 hrs x \$185/hr	=	\$1,480
Engineer III	30 hrs x \$135/hr	=	\$4,050
CAD II	18 hrs x \$135/hr	=	<u>\$2,430</u>
			\$7,960

Subtotal Task C **\$7,960**

D. Meetings/Coordination

Engineer V	4 hrs x \$185/hr	=	\$ 740
Engineer III	8 hrs x \$135/hr	=	<u>\$1,080</u>
			\$ 1,820

Subtotal \$53,133
Direct Costs \$500
Not-to Exceed Fee = \$53,633

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:  _____

Title: President _____

Date: 2/1/2023 _____

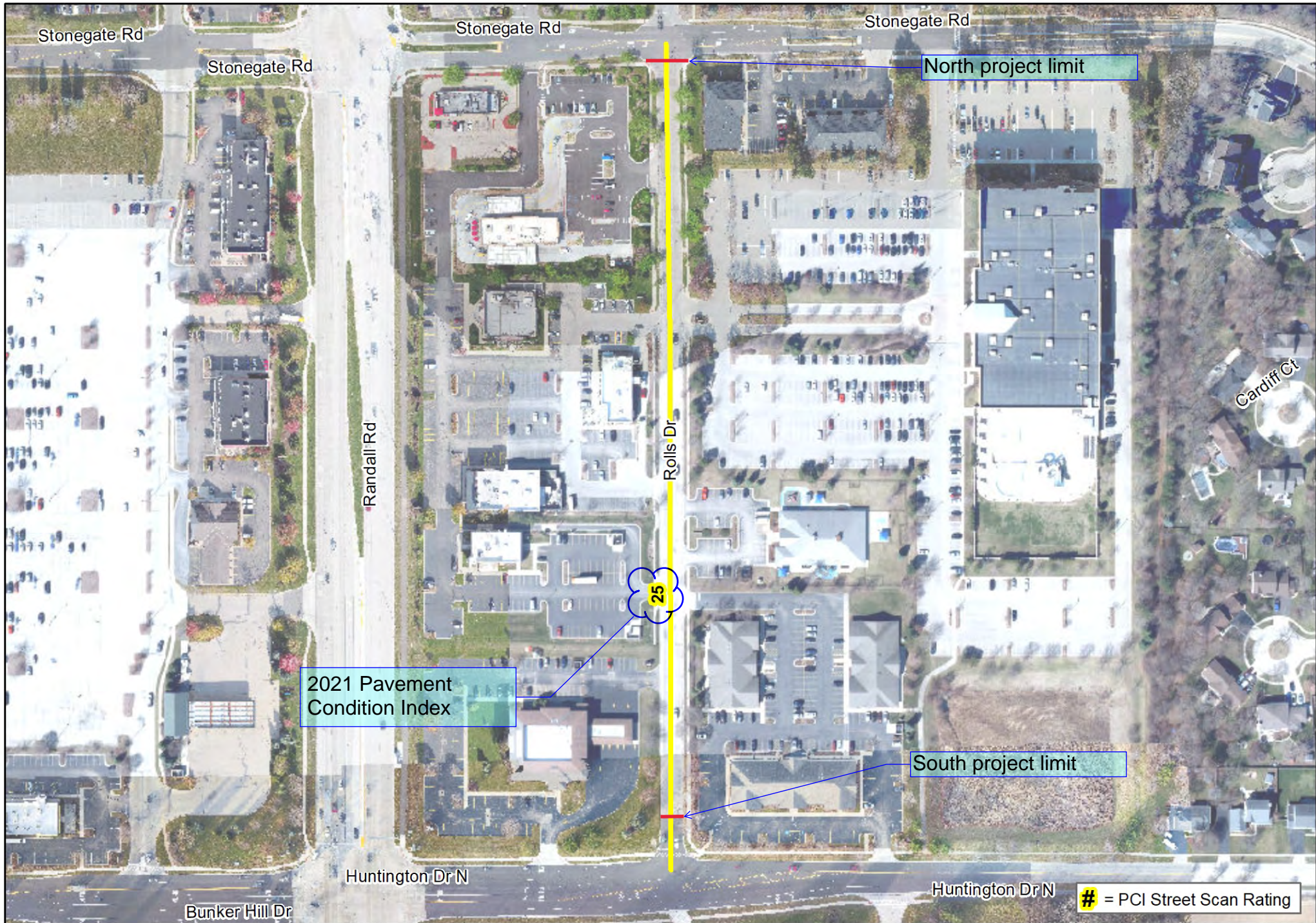
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CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
VILLAGE OF ALGONQUIN

<u>Personnel</u>	<u>Charges</u> <u>(\$/Hr)</u>
Principal.....	210
Engineer VI	200
Engineer V.....	185
Engineer IV	155
Engineer III.....	135
Engineer I/II.....	110
Survey V.....	179
Survey IV	174
Survey III.....	173
Survey II.....	143
Survey I.....	108
Engineering Technician V.....	173
Engineering Technician IV.....	138
Engineering Technician III.....	120
Engineering Technician I/II.....	100
CAD Manager	184
CAD II.....	135
GIS Specialist III	146
GIS Specialist I/II.....	94
Landscape Architect	166
Landscape Designer I/II.....	94
Environmental Resource Specialist V	169
Environmental Resource Specialist IV	146
Environmental Resource Specialist III	110
Environmental Resource Specialist II.....	90
Environmental Resource Technician	114
Administrative.....	105
Engineering Intern	49

Updated March 29, 2022

Rolls Road .24 Miles





VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

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

DATE: January 26, 2023
TO: Michael Kumbera, Assistant Village Manager
FROM: Michael Reif, Internal Services Supervisor
SUBJECT: Price Increases for On Order Trucks

In January of 2022 the Village placed orders for three (3) new International trucks to ensure build slots in the 2024 model year: Two (2) single-axle trucks and one (1) tandem-axle truck.

As the build date for these trucks approach we have been informed by our vendor, Rush Truck Center, that there will be price increases due to commodity, freight/destination, tire surcharges, and title fees, as follows:

Replacing	Previous Not-to-Exceed Amount	Current Not-to-Exceed Amount	Difference
1999 International 4900 5-Yard Dump (#522)	\$216,266.00	\$224,751.00	\$8,485.00
2007 International 7400 Tandem Axle Hook Lift (#527)	\$198,745.00	\$207,918.00	\$9,173.00
2007 International 7400 5-Yard Hook Lift (#529)	\$157,257.00	\$163,177.00	\$5,920.00
TOTAL:	\$572,268.00	\$595,846.00	\$23,578.00

With the current vehicle and equipment lead times, we propose the Village agrees to the new purchase prices of these units.

To commit funds for the new pricing, the Village Board will have to pass a resolution updating the values from Resolution 2022-R-02 to a total commitment of \$595,846.00.



Rush Truck Center, Springfield

3441 Galin Dr
Springfield, IL 62707
(217) 523-5631

rushtruckcenters.com

Retail Sales Order

SALES ORDER		Date 01/25/2023	
Please enter my order for the following: <input type="checkbox"/> New <input type="checkbox"/> F.E.T. Application <input type="checkbox"/> Used <input type="checkbox"/> F.E.T. Example		VILLAGE OF ALGONQUIN	
Name International	Style HV607	Customer's Name	2200 HARNISH DRIVE ALGONQUIN IL 60102
Year 2024	Body Type REFERENCED BELOW	Street	City State Zip
Color YELLOW	Trim STANDARD	Federal Tax ID #	Business Phone Fax (847) 344-9044
Serial #		Business Phone Fax	
Block #		Business Phone Fax	
To be delivered on or about		Business Phone Fax	
STATE CONTRACT # 19-416CMS-BOSS4-B-2573		Business Phone Fax	
WAS USED TO PRICE THE FOLLOWING EQUIPMENT		Business Phone Fax	
TRUCK CHASSIS SPECIFICATIONS AS LISTED IN SALES PROPOSAL # 15962 DATED 01/25/2023		Business Phone Fax	
	101,723.00	Business Phone Fax	
BODY & MOUNTED EQUIPMENT AS LISTED IN BONNELL INDUSTRIES QUOTE # 0156304		Business Phone Fax	
	105,868.00	Business Phone Fax	
DATED 12/08/2021 * HOOKLIFT *		Business Phone Fax	
Sales Price	207,591.00	Business Phone Fax	
Factory Paid F.E.T.	0.00	Business Phone Fax	
F.E.T. Tire Credit	0.00	Business Phone Fax	
Total Factory Paid F.E.T.	0.00	Business Phone Fax	
Optional Extended Warranties	0.00	Business Phone Fax	
Sub-Total	207,591.00	Business Phone Fax	
Dealer Paid F.E.T. *	0.00	Business Phone Fax	
Local Taxes	0.00	Business Phone Fax	
License, Transfer, Title, Registration Fee	163.00	Business Phone Fax	
Documentary Fee	164.00	Business Phone Fax	
Total Cash Delivered Price	207,918.00	Business Phone Fax	
Total Down Payment	0.00	Business Phone Fax	
Unpaid Cash Balance Due on Delivery	207,918.00	Business Phone Fax	
A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO CUSTOMERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT BECOME A REMOVABLE AMOUNT AGREED TO BY PARTIES. THIS NOTICE IS REQUIRED BY LAW.		Customer, by the execution of this Order, agrees to purchase the Product(s) described above upon the Terms and Conditions outlined herein. Customer acknowledges that Customer has read the Terms and Conditions of this Order on Page 2 and has received a true copy of this Order and the Terms and Conditions.	
The Dealer's inventory tax charge is intended to reimburse the Dealer for an addition based on its motor vehicle inventory. The charge, which is paid by the Dealer to the state tax assessor-office, is not a tax imposed on a Customer by the government, and is not required to be charged by the Dealer to the Customer.		Customer's Signature _____ Date _____	
SUBJECT TO ADJUSTMENT - FINAL F.E.T. MAY VARY. ANY F.E.T. VARIANCE RESPONSIBILITY OF DEALER.		OFFER RECEIVED BY: <u>David Mueller</u> 01-25-2023 SALES REPRESENTATIVE Date	
NOTICE: THE FOLLOWING ARE ESSENTIAL PROVISIONS OF THIS ORDER:		OFFER ACCEPTED BY: _____ AUTHORIZED REPRESENTATIVE Date	
THIS ORDER CONCLUDES AND SUPERSEDES ANY PRIOR AGREEMENTS AND, AS OF THE DATE HEREON, CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT BETWEEN THE PARTIES.			
IF ANY REPRESENTATIONS, SPECIFICATIONS OR OTHER AGREEMENTS ARE MADE UPON BY CUSTOMER, THEY MUST BE IN WRITING AND SPECIFICALLY IDENTIFIED AND REFERENCED IN THIS ORDER. OTHERWISE, THEY WILL NOT BE BINDING OR BE ENFORCEABLE AGAINST DEALER.			
THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.			

RTC 6-123 L-494



Rush Truck Center, Springfield

3441 Gatlin Dr
Springfield, IL 62707
(217) 523-5631

rushtruckcenters.com

Retail Sales Order

SALES ORDER		Date 01/25/2023	
Please enter my order for the following: <input type="checkbox"/> New <input type="checkbox"/> F.E.T. Application <input type="checkbox"/> Used <input type="checkbox"/> F.E.T. Receipt		VILLAGE OF ALGONQUIN Customer Name 2200 HARNISH DRIVE ALGONQUIN IL 60102 Street City State Zip (847) 344-9044 Federal Tax ID # Business Phone Fax	
Make International	Model HV607	Front Owner's Name Street City State Zip Federal Tax ID # Business Phone Fax	
Year 2024	Body Type REFERENCED BELOW	By Signature Truck Will be Titled in <u>McHenry</u> County	
Color YELLOW	Trim STANDARD	LIENHOLDER INFORMATION Date of Lien Lien Holder	
Series #		Date Through	
Block #		Manufacturer Rebate Total Used Vehicle Allowance * 0.00 Less Total Balance Owed 0.00 Total Net Allowance on Used Vehicle(s) 0.00 Deposit or Credit Balance 0.00 Cash with Order 0.00	
To be delivered on or about		*See Trade-in details on page 4	
STATE CONTRACT # 19-416CMS-BOSS4-B-2573		Customer's Signature _____ Date <i>David Mueller</i> 01-25-2023 SALES REPRESENTATIVE Date	
WAS USED TO PRICE THE FOLLOWING EQUIPMENT		OFFER RECEIVED BY: _____ Date AUTHORIZED REPRESENTATIVE Date	
TRUCK CHASSIS SPECIFICATIONS AS LISTED IN SALES PROPOSAL # 15238 DATED 01/25/2023	93,298.00		
BODY & MOUNTED EQUIPMENT AS LISTED IN BONNELL INDUSTRIES QUOTE # 0154219 DATED 12/10/2021 * DUMP *	131,138.00		
Sales Price	224,424.00		
Factory Paid F.E.T.	0.00		
F.E.T. Tire Credit	0.00		
Total Factory Paid F.E.T.	0.00		
Optional Extended Warranties	0.00		
Sub-Total	224,424.00		
Dealer Paid F.E.T. *	0.00		
Local Taxes	0.00		
License, Transfer, Title, Registration Fee	163.00		
Documentary Fee	164.00		
Total Cash Delivered Price	224,751.00		
Total Down Payment	0.00		
Unpaid Cash Balance Due on Delivery	224,751.00		
A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO CUSTOMERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT INCURE A RESPONSIBLE AMOUNT AGREED TO BY PARTIES. THIS NOTICE IS REQUIRED BY LAW.		Customer, by the execution of this Order, agrees to purchase the Product(s) described above upon the Terms and Conditions contained herein. Customer acknowledges that Customer has read the Terms and Conditions of this Order on Page 2 and has received a free copy of this Order and the Terms and Conditions.	
The Dealer's Inventory Tax charge is intended to reimburse the Dealer for net vehicle taxes on its motor vehicle inventory. The charge, which is paid by the Dealer to the assembly tax collector-collector, is not a tax imposed on a Customer by the government, and is not required to be charged by the Dealer to the Customer.			
*SUBJECT TO ADJUSTMENT - FINAL F.E.T. MAY VARY. ANY F.E.T. WAIVER RESPONSIBILITY OF DEALER.			
NOTICE: THE FOLLOWING ARE ESSENTIAL PROVISIONS OF THIS ORDER: THIS ORDER CANCELS AND SUPERSEDES ANY PRIOR AGREEMENTS AND, AS OF THE DATE HEREON, CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT BETWEEN THE PARTIES. IF ANY REPRESENTATIONS, SPECIFICATIONS OR OTHER COMMENTS ARE MADE UPON BY CUSTOMER, THEY MUST BE IN WRITING AND SPECIFICALLY IDENTIFIED AND REFERENCED IN THIS ORDER. OTHERWISE, THEY WILL NOT BE BINDING ON OR ENFORCEABLE AGAINST DEALER. THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.			



Rush Truck Center, Springfield

3441 Gatlin Dr
Springfield, IL 62707
(217) 523-5631

Retail Sales Order

rushtruckcenters.com

SALES ORDER		Date 01/25/2023	
Please enter my order for the following: <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> F.E.T. Application <input type="checkbox"/> Used <input type="checkbox"/> F.E.T. Receipt		VILLAGE OF ALGONQUIN	
Name International Chassis HV607		Customer Name 2200 HARNISH DRIVE ALGONQUIN IL 60102	
Year 2024 Body Type REFERENCED BELOW		Street City State Zip (847) 344-9044	
Color YELLOW Trim STANDARD		Federal Tax ID # Business Phone Fax	
Serial #		Forwarder's Name	
Block #		Street City State Zip	
To be delivered on or about		Federal Tax ID # Business Phone Fax	
STATE CONTRACT # 19-416CMS-BOSS4-B-2573		By Signature David Mueller	
WAS USED TO PRICE THE FOLLOWING EQUIPMENT		Truck Will be Titled in <u>McHenry</u> County	
TRUCK CHASSIS SPECIFICATIONS AS LISTED IN SALES PROPOSAL # 15238 DATED 01/25/2023 93,286.00		LESSHOLDERS INFORMATION	
BODY & MOUNTED EQUIPMENT AS LISTED IN BONNELL INDUSTRIES QUOTE # 0155303 69,564.00		Date of Lien	
DATED 12/03/2021 * HOOK LIFT *		Lien Holder	
Sales Price 162,850.00		Date Through	
Factory Paid F.E.T. 0.00		Manufacturer Rebate	
F.E.T. Tire Credit 0.00		Total Used Vehicle Allowance ** 0.00	
Total Factory Paid F.E.T. 0.00		Less Total Balance Owed 0.00	
Optional Extended Warranties 0.00		Total Net Allowance on Used Vehicle(s) 0.00	
Sub-Total 162,850.00		Deposit or Credit Balance 0.00	
Dealer Paid F.E.T. * 0.00		Cash with Order 0.00	
Local Taxes 0.00		←----- 0.00	
License, Transfer, Title, Registration Fee 163.00		*See Trade-in details on page 4	
Documentary Fee 164.00		A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO CUSTOMERS FOR HANDLING DOCUMENTS RELATIVE TO THE SALE. A DOCUMENTARY FEE MAY NOT BE A REASONABLE AMOUNT AGREED TO BY PARTIES. THIS NOTICE IS REQUIRED BY LAW.	
Total Cash Delivered Price 163,177.00		The Dealer's Inventory Tax charge is intended to reimburse the Dealer for all values taxes on its motor vehicle inventory. The charge, which is paid by the Dealer to the county tax assessor-collector, is not a tax imposed on a Customer by the government, and is not required to be charged by the Dealer to the Customer.	
Total Down Payment 0.00		Customer, by the execution of this Order, agrees to purchase the Product(s) described above upon the Terms and Conditions contained herein. Customer acknowledges that Customer has read the Terms and Conditions of this Order on Page 2 and has received a free copy of this Order and the Terms and Conditions.	
Unpaid Cash Balance Due on Delivery 163,177.00		Customer's Signature Date	
*SUBJECT TO ADJUSTMENT - FINAL F.E.T. MAY VARY. ANY F.E.T. WAIVER RESPONSIBILITY OF DEALER.		OFFER RECEIVED BY: <u>David Mueller</u> 01-25-2023 SALES REPRESENTATIVE Date	
NOTICE: THE FOLLOWING ARE IMPORTANT PROVISIONS OF THIS ORDER: THIS ORDER CONCLUDES AND SUPERSEDES ANY PRIOR AGREEMENTS AND, AS OF THE DATE HEREON, CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT BETWEEN THE PARTIES. IF ANY REPRESENTATIONS, SPECIFICATIONS OR OTHER AGREEMENTS WERE MADE UPON BY CUSTOMER, THEY EXIST OR IN WRITING AND SPECIFICALLY IDENTIFIED AND REFERENCED IN THIS ORDER. OTHERWISE, THEY WILL NOT BE ENFORCEABLE OR AN ENFORCEABLE AMOUNT DEDUCTIBLE. THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.		OFFER ACCEPTED BY: _____ AUTHORIZED REPRESENTATIVE Date	

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Net Sales Price:		\$93,813.00

ABOVE FIGURE IS FOR CHASSIS ONLY (Does NOT include body or mounted equipment)

CAB-TO-AXLE WILL BE 85 INCHES ON 1 UNIT & 108 INCHES ON A SECOND UNIT

ABOVE FIGURE WAS CALCULATED USING STATE CONTRACT # 19416CMS BOSS4-P-8807

ABOVE FIGURES DO NOT INCLUDE ANY FUTURE/POTENTIAL INCREASES FOR THE FOLLOWING:
EMISSION SURCAHRGES, FREIGHT / DESTINATION FEES and RAW MATERIAL SURCHARGES

NOTE: TIRE MAKES & TREAD DESIGNS CAN NOT BE GUARANTEED TO TO EXTREME SHORTAGES

Approved by Seller:

SALES REPRESENTATIVE 01-25-2023

Official Title and Date



Authorized Signature

Accepted by Purchaser:

VILLAGE OF ALGONQUIN

Firm or Business Name

Authorized Signature and Date

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Net Sales Price:		\$102,050.00

ABOVE FIGURE IS FOR CHASSIS ONLY (Does NOT include body or mounted equipment)

ABOVE FIGURE WAS CALCULATED USING STATE CONTRACT # 19418CMS BOSS4-P-8807

ABOVE FIGURES DO NOT INCLUDE ANY FUTURE/POTENTIAL INCREASES FOR THE FOLLOWING:
EMISSION SURCAHRGES, FREIGHT / DESTINATION FEES and RAW MATERIAL OR COMMODITY SURCHARGES

NOTE: TIRE MAKES & TREAD DESIGNS CAN NOT BE GUARANTEED TO TO EXTREME SHORTAGES

Approved by Seller:

SALES REPRESENTATIVE 01-26-2023

Official Title and Date

David Mueller

Authorized Signature

Accepted by Purchaser:

VILLAGE OF ALGONQUIN

Firm or Business Name

Authorized Signature and Date

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

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

DATE: February 14, 2023

TO: Tim Schloneger, Village Manager
Village of Algonquin Committee of the Whole

FROM: Michele Zimmerman, Acting Public Works Director

SUBJECT: Dixie Creek at Harper Drive Emergency Repair

The Bid opening for the Dixie Creek at Harper Drive Emergency Repair project was held on January 31st, 2023, at 10:00 a.m. This project originated as an emergency repair last year following an inspection that identified failing reinforced gabion baskets causing erosion to the slopes at the culvert that runs under Harper Drive. The plan consists of streambank stabilization, a cast-in-place concrete structure, stone placement, and restoration with native vegetation.

Four (4) bids were received and have been summarized below.

Alliance Contractors, Inc.	\$164,245.46
Copenhaver Construction, Inc.	\$156,889.00
*Encap, Inc.	\$99,595.50
Martam Construction, Inc	\$99,737.90

*Verified Low Bidder

Village of Algonquin staff reviewed the bid, and we recommend the low bidder Encap, Inc. for this project. Encap is a reputable contractor and has most recently successfully performed the Woods Creek Reach 4 Streambank Restoration project in 2019 and 2020. Therefore, Encap staff is familiar with the Village's construction and restoration requirements. This project was not budgeted for this fiscal year as it is an emergency repair but is in the budget for FY2023/24 for \$100,000. The low bid amount is also under the engineer's estimate of \$128,695.00.

Therefore, staff recommends that the Committee of the Whole take the necessary action to move this contract with Encap, Inc. on to the Board of Trustees for approval in the amount of \$99,595.50.



HR Green, Inc.
 1391 Corporate Drive, Suite 203
 McHenry, IL 60050

Project:		Village of Algonquin, IL Harper Drive at Dixie Creek	Engineer:		LG	Bids Rec'd:		4	ENGINEER'S ESTIMATE					
Job No.:		2202070												
						Encap		Martam		Copenhaver		Alliance		
NO.	PAY ITEM #	DESCRIPTION	UNIT	QTY	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	67100100	MOBILIZATION	LSUM	1	\$7,500.00	\$7,500.00	\$2,500.00	\$2,500.00	\$6,000.00	\$6,000.00	\$39,000.00	\$39,000.00	\$3,500.00	\$3,500.00
2	X0322671	TEMPORARY CONTRUCTION ENTRANCE	SQ YD	95	\$30.00	\$2,850.00	\$48.00	\$4,560.00	\$30.00	\$2,850.00	\$45.00	\$4,275.00	\$1.00	\$95.00
3	SPECIAL	TRAFFIC CONTROL AND PROTECTION - SPECIAL	LSUM	1	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00	\$9,000.00	\$9,000.00	\$14,000.00	\$14,000.00	\$3,600.00	\$3,600.00
4	SPECIAL	CLEARING AND GRUBBING	SQ YD	55	\$30.00	\$1,650.00	\$70.00	\$3,850.00	\$29.00	\$1,595.00	\$28.00	\$1,540.00	\$44.00	\$2,420.00
5	20100110	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	UNITS	12	\$50.00	\$600.00	\$85.00	\$1,020.00	\$84.00	\$1,008.00	\$100.00	\$1,200.00	\$20.00	\$240.00
6	20101300	TREE PRUNING (1 TO 10IN. DIAMETER)	EACH	5	\$400.00	\$2,000.00	\$100.00	\$500.00	\$208.00	\$1,040.00	\$100.00	\$500.00	\$40.00	\$200.00
7	28000500	INLET AND PIPE PROTECTION	EACH	1	\$250.00	\$250.00	\$600.00	\$600.00	\$416.00	\$416.00	\$200.00	\$200.00	\$380.00	\$380.00
8	28000305	TEMPORARY DITCH CHECK	FOOT	60	\$45.00	\$2,700.00	\$22.00	\$1,320.00	\$21.00	\$1,260.00	\$30.00	\$1,800.00	\$22.00	\$1,320.00
9	28000400	PERIMETER EROSION BARRIER	FOOT	110	\$15.00	\$1,650.00	\$8.50	\$935.00	\$13.00	\$1,430.00	\$8.00	\$880.00	\$6.80	\$748.00
10	SPECIAL	GABION BASKET REMOVAL	LSUM	1	\$7,500.00	\$7,500.00	\$3,200.00	\$3,200.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$1.00	\$1.00
11	SPECIAL	CONCRETE STRUCTURES - WEIR WALL	LSUM	1	\$37,500.00	\$37,500.00	\$42,500.00	\$42,500.00	\$33,000.00	\$33,000.00	\$36,000.00	\$36,000.00	\$124,550.00	\$124,550.00
12	SPECIAL	FENCE REMOVAL - SPLIT RAIL	FOOT	81	\$15.00	\$1,215.00	\$7.50	\$607.50	\$5.00	\$405.00	\$10.00	\$810.00	\$4.50	\$364.50
13	SPECIAL	FENCE - SPLIT RAIL	FOOT	81	\$65.00	\$5,265.00	\$35.00	\$2,835.00	\$27.00	\$2,187.00	\$36.00	\$2,916.00	\$25.36	\$2,054.16
14	SPECIAL	LANDSCAPE STONE - RIVER ROCK	TON	2	\$2,500.00	\$5,000.00	\$1,100.00	\$2,200.00	\$780.00	\$1,560.00	\$400.00	\$800.00	\$140.00	\$280.00
15	X5021510	COFFERDAMS AND BYPASS PUMPING/DEWATERING (SPECIAL)	LSUM	1	\$17,500.00	\$17,500.00	\$5,000.00	\$5,000.00	\$11,000.00	\$11,000.00	\$20,000.00	\$20,000.00	\$7,550.00	\$7,550.00
16	20201200	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	20	\$200.00	\$4,000.00	\$150.00	\$3,000.00	\$95.26	\$1,905.20	\$100.00	\$2,000.00	\$80.00	\$1,600.00
17	28100101	STONE RIPRAP, CLASS A1	SQ YD	64	\$60.00	\$3,840.00	\$42.00	\$2,688.00	\$27.00	\$1,728.00	\$85.00	\$5,440.00	\$80.00	\$5,120.00
18	28100109	STONE RIPRAP, CLASS A5	SQ YD	15	\$140.00	\$2,100.00	\$225.00	\$3,375.00	\$159.00	\$2,385.00	\$97.00	\$1,455.00	\$80.00	\$1,200.00
19	28100113	STONE RIPRAP, CLASS A7	SQ YD	49	\$150.00	\$7,350.00	\$225.00	\$11,025.00	\$269.00	\$13,181.00	\$107.00	\$5,243.00	\$80.00	\$3,920.00
20	21101625	TOPSOIL FURNISH AND PLACE, 6"	SQ YD	45	\$25.00	\$1,125.00	\$37.00	\$1,665.00	\$9.40	\$423.00	\$14.00	\$630.00	\$14.40	\$648.00
21	25000115	SEEDING, CLASS 1A	SQ YD	182	\$15.00	\$2,730.00	\$3.00	\$546.00	\$8.30	\$1,510.60	\$29.00	\$5,278.00	\$8.80	\$1,601.60
22	K1005421	SEEDING - (NATIVE VEGETATION SPECIAL) - MESIC PRAIRIE	SQ YD	101	\$20.00	\$2,020.00	\$3.00	\$303.00	\$12.50	\$1,262.50	\$27.00	\$2,727.00	\$4.00	\$404.00
23	25100125	MULCH, METHOD 3 - LIGHT-DUTY HYDRAULIC MULCH	SQ YD	182	\$15.00	\$2,730.00	\$5.00	\$910.00	\$5.20	\$946.40	\$20.00	\$3,640.00	\$8.60	\$1,565.20
24	25100635	HEAVY DUTY EROSION CONTROL BLANKET, SC-150-BN	SQ YD	101	\$20.00	\$2,020.00	\$6.00	\$606.00	\$5.20	\$525.20	\$5.00	\$505.00	\$4.00	\$404.00
27	20101000	TEMPORARY FENCE	FOOT	20	\$50.00	\$1,000.00	\$15.00	\$300.00	\$42.00	\$840.00	\$60.00	\$1,200.00	\$9.00	\$180.00
28	SPECIAL	SHRUBS, HAZELNUT (CORYLUS AMERICANA) - 6'	EACH	1	\$600.00	\$600.00	\$550.00	\$550.00	\$780.00	\$780.00	\$850.00	\$850.00	\$300.00	\$300.00
						\$128,695.00	\$99,595.50		\$99,737.90		\$156,889.00		\$164,245.46	

\\hrgreen.com\HRG\Data\2022\2202070\Design\Bid\Bids_Received-013123\Bid_tab_013123.xlsx

LOW BIDDER

Printed on: 2/1/2023



▷ 1391 Corporate Drive | Suite 203 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781

▷HRGREEN.COM

February 1, 2023

Ms. Michele Zimmerman
Village of Algonquin
Director of Public Works
110 Meyer Drive
Algonquin, Illinois 60102

RE: Harper Drive at Dixie Creek
Recommendation for Award
HRG Project No. 2202070

Dear Ms. Zimmerman:

The Village of Algonquin received four (4) bid proposals for Harper Drive at Dixie Creek Project at the bid opening on January 31st, 2023. The improvements consist of streambank stabilization, cast-in-place concrete structure, riprap placement and restoration with native vegetation in and adjacent to Dixie Creek at the Harper Drive Crossing just north of Edgewood Drive.

The four (4) bids ranged in price from a low bid of \$99,595.50 submitted by ENCAP, Inc., to a high bid of \$164,245.46 submitted by Alliance Contractors, Inc., and represents competitive pricing for work of this nature. We have analyzed the bid documents and checked them for accuracy and find ENCAP, Inc. to be qualified and the lowest bidder.

HR Green recommends award of the contract to ENCAP, Inc., in the amount of \$99,595.50. The Engineer's Opinion of Probable Cost (EOPC) for this work was \$128,695.00.

As with all unit price contracts, the final project amount will be determined after completion of the work. Please call if you have any questions.

Sincerely,

HR GREEN, INC

Logan Gilbertsen, P.E., CFM
Project Manager, Water Resources

LG/tcn

Enclosure: Bid Tabulation

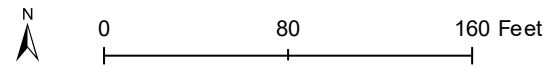
cc: Mr. Clifton Ganek, Village of Algonquin
Mr. Bradley Andresen, Village of Algonquin
Mr. Ajay Jain, HR Green, Inc. .
Mr. Akram Chaudhry, HR Green, Inc.

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Dixie Creek at Harper Drive Culvert Emergency Repair



Date: 1/10/2023




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




polygonLayer

-  Override 1
-  Site Address Points
-  Tax Parcels
-  Street Name

Village Limit

-  Not in Village

Road Centerlines

-  Collector
-  Local
-  Minor Arterial



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: February 19, 2023

TO: Tim Schloneger, Village Manager

FROM: Michele Zimmerman, Acting Public Works Director

SUBJECT: *2023 Material and Maintenance Items Expenditures*

Please find attached the MFT resolution and Municipal Estimate of Maintenance Cost for the purchase of salt, de-icing liquid and asphalt as well as for the contracted maintenance items of concrete (sidewalk, driveway apron, curb) removal and replacement, asphalt bike path repair, street patching, pavement marking, street sweeping, storm sewer cleaning, street light maintenance, tree removal and crack sealing for calendar year 2023. These are materials and services that public works estimates we will be using during this calendar year. IDOT requires that the Village Board pass a resolution that allows for the expenditure of Motor Fuel Tax money for the use of materials and maintenance activities performed on Village owned streets and Rights-Of-Way. Once the resolution is passed, IDOT allocates this money towards our motor fuel tax fund balance.

Therefore, it is the recommendation of public works that the Committee of the Whole take action to move this matter forward to the Village Board to pass a resolution allocating the sum of \$1,717,250.00 towards MFT maintenance expenses.



Resolution for Maintenance Under the Illinois Highway Code

Table with 5 columns: District, County, Resolution Number, Resolution Type, Section Number. Values: 1, McHenry, , Original, 23-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Algonquin Illinois that there is hereby appropriated the sum of one million seven hundred seventeen thousand two hundred fifty Dollars (\$1,717,250.00) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/23 to 12/31/23.

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

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

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

I Fred Martin Village Clerk in and for said Village of Algonquin in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Algonquin at a meeting held on Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Empty box for Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date Department of Transportation

Empty box for Regional Engineer Signature & Date



Local Public Agency General Maintenance

Submittal Type

Estimate of Maintenance Costs

District Estimate of Cost for

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Algonquin	McHenry	23-00000-00-GM	01/01/23	12/31/23

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
(I) Snow/Ice Removal - Lake County MPI Bid	I	No	Rock Salt	Ton	3,500	\$85.00	\$297,500.00	\$297,500.00
(II) Snow/Ice Removal	IIA	No	Liquid De-Icer	Gal	12,400	\$2.00	\$24,800.00	\$24,800.00
(III) Concrete Repairs - Local Bid	IV	No	Outside Contractor	SqFt	35,000	\$10.00	\$350,000.00	\$350,000.00
(IV) Resurfacing	IIA	No	Asphalt	Ton	450	\$55.00	\$24,750.00	\$24,750.00
(V) Road Patching/Repair - Local Bid	IIB	No	Outside Contractor	SqYd	5,600	\$27.00	\$151,200.00	\$151,200.00
(VI) Bike Path Repair - Local Bid	IIB	No	Outside Contractor	SqYd	750	\$27.00	\$20,250.00	\$20,250.00
(VII) Pavement Marking - McHenry County DOT Bid	IIB	No	Outside Contractor	lf	14,000	\$5.00	\$70,000.00	\$70,000.00
(VIII) Street Sweeping - Local Bid	IIB	No	Outside Contractor	Cycle	16	\$10,000.00	\$160,000.00	\$160,000.00
(IX) Storm Sewer Cleaning - Local Bid	IIB	No	Outside Contractor	Each	850	\$175.00	\$148,750.00	\$148,750.00
(X) Street Light Maintenance	IIB	No	Outside Contractor	n/a	1	\$300,000.00	\$300,000.00	\$300,000.00
(XI) Tree Removal- Local Bid	IIB	No	Outside Contractor	Each	300	\$500.00	\$150,000.00	\$150,000.00
(XII) Crack Sealing	IIB	No	Outside Contractor	lf	20,000	\$1.00	\$20,000.00	\$20,000.00
Total Operation Cost								\$1,717,250.00

Estimate of Maintenance Costs

Submittal Type Original

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Algonquin	McHenry	23-00000-00-GM	01/01/23	12/31/23

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)	\$69,550.00			\$69,550.00
Materials/Deliver & Install/Materials Quotations (Bid Items)				
Formal Contract (Bid Items)	\$1,647,700.00			\$1,647,700.00
Maintenance Total	\$1,717,250.00			\$1,717,250.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering				
Engineering Inspection				
Material Testing				
Advertising				
Bridge Inspection Engineering				
Maintenance Engineering Total				
Total Estimated Maintenance	\$1,717,250.00			\$1,717,250.00

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation